NROTCUCORNELLINST 1533.6A
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NROTC UNIT CORNELL UNIVERSITY INSTRUCTION 1533.6A

Subj: MIDSHIPMAN REGULATIONS FOR THE NROTC UNIT, CORNELL UNIVERSITY

Encl: (1) Midshipman Regulations

1. Purpose. To prescribe regulations for the administration and management of the NROTC Unit, Cornell University midshipmen.

2. Responsibilities. NROTC Cornell midshipmen shall familiarize themselves with enclosure (1) and follow all regulations. Personnel assigned action shall carry out their duties as assigned.

3. Cancellation. NROTCUCORNELLINST 1533.6.

4. Action

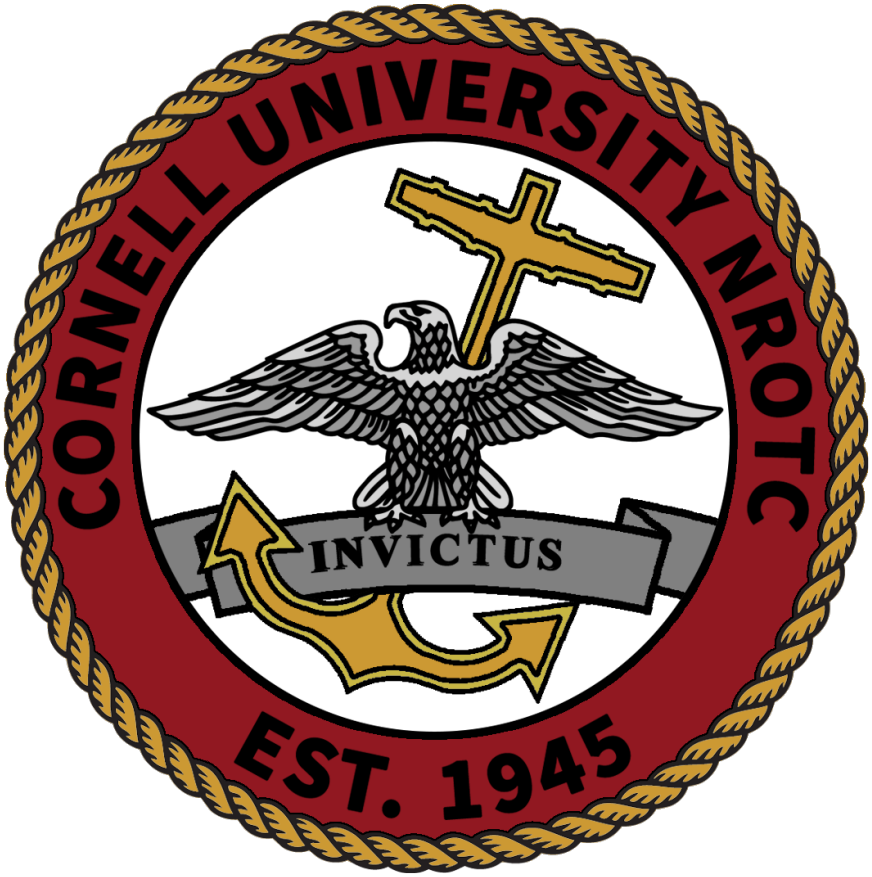
a. 1/C Midshipmen: Review and update enclosure (1) at the beginning of each fall semester.

b. Suggestions to change or improve this regulation are encouraged and shall be submitted to the Commanding Officer.

E. W. DIEHL

Distribution:
NROTC Staff
Battalion

MIDSHIPMAN REGULATIONS



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Chapter 1
INTRODUCTION

101. PURPOSE OF MANUAL

The purpose of this manual is to provide each Cornell NROTC Midshipman with a summary of applicable regulations, procedures, and policies. It is the responsibility of each Midshipman to know the information contained herein and to ask his or her chain of command any questions about any policy or procedure that is not completely understood. This manual serves as guidance only and the proper US Navy Instructions should be referred to regarding any instance of confusion.

102. BACKGROUND OF NROTC PROGRAM

1. Intent: The intent of the NROTC Program is to provide officer accessions for the Navy and Marine Corps and to provide and maintain naval officer strength by:

a. Qualifying students for appointment as ensigns in the Navy or second lieutenants in the Marine Corps.

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

2. Mission:

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

3. History of the Program: The first NROTC units were established at six universities in 1926 to provide necessary Naval Science courses for college students desiring to qualify for a commission in the Naval Reserve. The program was so successful that during the years preceding World War II, the number of units increased steadily. In 1946 the Holloway Plan was initiated, providing for the annual selection of NROTC scholarship students who, upon completing their Naval Science requirements, qualified for officer commissions in the Regular Navy or Marine Corps. NROTC units are now established at more than 166 colleges and universities across the country. The graduates of NROTC units have more than proven their

value to the Navy and Marine Corps. With their Naval Academy counterparts, they form the backbone of the highly qualified regular and reserve officer corps required by the Naval Service.

4. History at Cornell: The first Navy men at Cornell were trained for World War II beginning in 1942. Facilities and instructors of the University were initially employed to train reserve officers in the operation and maintenance of diesel engines. Following the war, the Cornell NROTC Unit was established in the fall of 1945 under then Cornell University President Day and Captain B.W. Chippendale, USN. The NROTC Unit has maintained, without interruption, a vibrant and close association with the University and the local community.

Chapter 2
NROTC STUDENTS AT CORNELL UNIVERSITY

201. CHALLENGE FOR MIDSHIPMEN

As Cornell University Midshipmen, you are part of a long and proud tradition. You benefit from an education earned at one of the nation's finest academic institutions and best NROTC programs. In light of these facts, you are expected to perform your best as both a student and an officer candidate. Through continual academic and military growth, you will acquire the discipline, sense of responsibility, and leadership required of Navy and Marine Corps officers. Persevere and you will reap the rewards of your efforts: a diploma, a commission, and the satisfaction of knowing that you are a member of an elite team.

202. SCHOLARSHIP PROGRAM MIDSHIPMEN

1. The majority of Scholarship Program Midshipmen are awarded scholarships on the basis of annual competitive procedures.

2. NROTC scholarship students are appointed Midshipmen, U.S. Naval Reserve or U.S. Marine Corps Reserve, by the Secretary of the Navy and are enrolled in the NROTC Program at the start of the fall term. Midshipmen are granted compensation and benefits authorized by law for a period usually not to exceed four years. Extended benefits are considered on a case by case basis.

3. The Navy and Marine Corps provide the following for scholarship students at Cornell University:

a. Tuition and fees, including registration, matriculation, graduation, and laboratory fees, as applicable, for the number of academic years prescribed in the scholarship award.

b. Usual student activity, athletic, library, student union, and similar fees payable to the institution that are required of all full-time undergraduate students and are not optional or cannot be rejected by the student (payments are not authorized for special interest elective courses requiring additional fees such as physical education courses for mountain climbing, skiing, horseback riding, etc., and courses in elective options for academic majors that require additional fees, e.g. flying instruction).

c. A stipend for textbooks that are required for completion of courses. This is a flat rate and not dependent on the actual cost of each student’s individual textbooks.

d. Subsistence allowance from September to May all four years, and during the summer before the senior year, excluding periods of active duty training, the rate of which is set by the Navy.

e. Active duty pay for summer training at the rate of a Naval Academy Midshipman's pay.

f. All required Midshipman uniforms.

4. All scholarship Midshipmen, upon signing contracts at the beginning of their sophomore year, will, by law, serve a minimum of five years active duty (four years for Marine Options), beginning upon the date of commissioning. Additional active duty obligation may be required for training conducted after commissioning, such as midshipmen selected for aviation or nuclear power.

5. Scholarship NROTC Midshipmen must take Naval professional and University courses specified in Chapter 7 of these regulations. They are also required to participate in all scheduled professional laboratories and summer training periods. Upon satisfactory completion of Naval professional and bachelor degree requirements, they are commissioned in either the Navy or Marine Corps.

203. COLLEGE PROGRAM MIDSHIPMEN

1. College Program NROTC Midshipmen have an opportunity to qualify for an officer commission in the Navy or Marine Corps. Applicants are selected by the Commanding Officer of the NROTC Unit from students already in attendance at or selected for admission to Cornell University. Selection is based upon personal interviews, school and community reputation, and scholastic achievement.

2. Midshipmen who pay their own educational expenses or have a non-Navy source of educational funding may participate in NROTC through the NROTC College Program. College Program midshipmen who are not selected or do not accept a scholarship can be selected for Advanced Standing by the Naval ROTC selection board, in either their junior or senior year. Upon graduation and commissioning through Advanced Standing, Navy options midshipmen will be required to serve at three years on active duty and Marine option midshipmen will be required to serve three and a half years on active duty.

3. The Navy provides a College Program Midshipman with the required uniforms, naval professional course textbooks, a subsistence allowance during his or her junior and senior years, and a commission as an officer in either the Navy or the Marine Corps.

4. The College Program Midshipman may apply for the scholarship program at any time. If selected as a scholarship student through the annual national competitive selection process, the student will have the remainder of his or her four years of education subsidized by the Navy or Marine Corps.

204. SUBSISTENCE CHECKS

Subsistence allowance for Scholarship and First and Second Class College Program Midshipmen are paid by Direct Deposit to a bank account. This allowance is usually deposited

on the first and fifteenth working days of the month. Midshipmen shall see the Administrative Assistant concerning any allowance matters.

205. RANK OF MIDSHIPMEN

1. Within the Naval rank structure, all Midshipmen rank above commissioned warrant officers and below commissioned officers. They are required to carry out the lawful orders of all commissioned officers and all Midshipmen officers senior to themselves. Midshipmen of the Naval Reserve are subject to the Uniform Code of Military Justice only when on active duty (such as during summer training). At all other times, they are subject to the rules and regulations prescribed in this directive. Knowledge of the contents of this basic directive is required and expected.

2. In case of local disaster, all Midshipmen are treated as civilians and are required to comply with all University and Civil Defense instructions. In the event of national emergency, Midshipmen will receive further instructions from the Commanding Officer, NROTC Unit, and Cornell University.

Chapter 3
ADMINISTRATIVE PROCEDURES

301. GENERAL

The proper administration of the Unit requires that Midshipmen diligently follow all procedures. Procedures and matters are regulatory and require compliance.

302. CHAIN OF COMMAND

1. In all matters, Midshipmen will use their chain of command; matters will be addressed at the Unit staff level only when the Midshipman chain-of-command cannot resolve the problem. The staff advisor of the affected Midshipman will address subjects inappropriate for resolution by the Midshipman chain of command.

2. All official correspondence sent outside the NROTC Unit must be reviewed by the Executive Officer, and may require the Commanding Officer's review and signature. Correspondence within the Unit must be submitted via the chain of command and have the appropriate endorsements attached.

3. Unless otherwise modified, the chain of command within the Unit is:

Commanding Officer
Battalion Commander
Company Commander
Squad Leader

The Battalion chain of command is subject to change based on the number of Midshipmen available for billets.

303. REDRESS OF GRIEVANCES

All personnel attached to the Cornell University NROTC Unit will have available a system for redressing grievances. The Midshipman's chain of command will address the issue at the lowest appropriate level capable of resolving the grievance. If necessary, he or she may request a meeting with the Commanding Officer via the chain of command (Request Mast).

304. EMAIL PROTOCOL

All Cornell NROTC Midshipmen are required to check their email at least twice daily and must respond to all NROTC emails promptly. If a Midshipman will be unable to access his or her e-mail for a period exceeding 48 hours, he or she should notify the chain of command, and use an "Out-of-Office Auto-Reply," if possible. If a Midshipman will be unable to respond to the content of an e-mail promptly, he or she should acknowledge receipt of the e-mail and respond within the timeline as required by the email.

305. PLAN OF THE WEEK (POW)

The plan of the week will be sent to the battalion weekly during the academic year via email and will be posted on the unit's Blackboard account. All Midshipmen are responsible for knowing the contents of the plan of the week. The POW will generally include the uniform of the day, any events for that week, a brief outline of the schedule for PT and Drill Lab, and upcoming events for the next 30 days.

306. TOPSIDE CLEANING

Topside (3rd deck above the classrooms), will be maintained daily during the workweek. The Battalion Adjutant is responsible for creating a schedule assigning Midshipmen specific duty days for topside cleaning (TCL). First class midshipmen will not be assigned TCL. The Battalion Adjutant decides how they will maintain the topside cleaning logs to make the assigned duties are done. TCL should be conducted after close of business. Midshipmen are allowed to swap their days with others should scheduling conflicts occur.

307. ONLINE RESOURCES

1. The Cornell University NROTC Unit maintains a public webpage at http://navy.cornell.edu. This page contains information on the Cornell University NROTC Unit and its activities, photographs of annual events, information about NROTC Scholarships, and unit contact information.

2. The Cornell University NROTC Unit maintains a course account at www.blackboard.cornell.edu. This account contains all of the necessary documents for Midshipmen, including the plan of the week, example chits, schedules of events, contact information for Midshipmen, etc. All Midshipmen are required to be enrolled in the correct blackboard course for each semester.

3. The Cornell University NROTC Unit maintains a Facebook page at https://www.facebook.com/pages/Cornell-University-Naval-ROTC/223810684316407?fref=ts. This page highlights the most recent unit activities in the community and is appropriate to be shared with family and friends. Information included must be approved by the Executive Officer prior to posting.

308. IDENTIFICATION CARDS

1. All NROTC Scholarship and Advanced Standing College Program midshipmen, shall be issued the Armed Forces Identification Card. These cards are strictly controlled official federal documents that must be safeguarded to prevent loss, theft, or use by unauthorized persons. Each Midshipman shall:

a. Carry their issued identification at all times.

b. Immediately report the loss, theft, or mutilation of an identification card to the NROTC Administrative Assistant and the Unit Security Officer.

2. Midshipman will be subject to disciplinary action for failing to safeguard these documents.

3. These identification cards do not entitle the bearer to Commissary or Exchange privileges at military facilities except during periods of active duty (such as summer training).

309. UNIT HOURS OF OPERATION

The NROTC Unit staff office spaces will normally be open from 0800 to 1600, Monday through Friday during the academic year.

Chapter 4
BRIGADE AND NROTC BATTALION ORGANIZATION

401. GENERAL

The Army, Navy/Marine Corps and Air Force ROTC Units at Cornell University comprise the Cornell ROTC Brigade. The Cornell NROTC Battalion consists of all Midshipmen in the Cornell NROTC Unit, both scholarship and college program.

402. CORNELL ROTC BRIGADE

Each of the three ROTC Units at Cornell University sends a Joint Service Representative to form a Brigade Staff. One representative will be designated Brigade Commander. The responsibility for appointing the Brigade Commander will rotate through each of the services annually. The Brigade Staff coordinates joint service activities such as the Commissioning Ceremony, Brigade Awards Ceremony, Military Ball, Red Cross blood drives, Veteran's Day Parade, and campus and community service projects.

403. NROTC BATTALION

The Midshipman Battalion is organized to provide effective command and control and to develop leadership in Midshipmen by providing opportunities for increasing responsibility. The Battalion Commander, via his or her staff and unit commanders, is responsible for the development of esprit de corps, military appearance, bearing, courtesy, discipline, and leadership of the battalion.

404. SELECTION OF BILLET HOLDERS

Selection of Midshipmen for billets, depends on past performance (academics, aptitude, physical fitness, demonstrated leadership, Unit involvement), needs of the Battalion and billet requests. Battalion Staff billets are generally assigned by the Commanding Officer. A Striper Board will be convened to make recommendations to the CO.

1. Striper Board Selections: Staff Advisors and the Unit Commanding and Executive Officers form the Striper Boards each spring semester. Midshipmen will be assigned times to appear before the board.

2. Battalion Staff Selection: Battalion staff will select Midshipmen for Company billets.

405. BATTALION STAFF

The Battalion Staff will include:

-Commander: Midshipman Commander
-Executive Officer: Midshipman Lieutenant

-Operations Officer: Midshipman Lieutenant
-Academic Officer: Midshipman Lieutenant
-Administrative Officer: Midshipman Ensign
-Supply Officer: Midshipman Ensign
-Chief Petty Officer: Midshipman Chief Petty Officer

Color Guard (When Commanding Brigade)
-National Color Bearer: Midshipman Chief Petty Officer
-Battalion Color Bearer: Midshipman Chief Petty Officer
-Color Escort: Midshipman Petty Officer First Class
-Color Escort: Midshipman Petty Officer First Class

Company Staff
-Commander: Midshipman Lieutenant
-Executive Officer: Midshipman Lieutenant Junior Grade
-Chief Petty Officer: Midshipman Chief Petty Officer

Platoon Organization
-Commander: Midshipman Ensign
-Mustering Petty Officer: Midshipman Mustering Petty Officer

All billets and ranks are subject to change per the Commanding Officer, NROTC Cornell University.

1. Brigade Commander (BDECDR) MIDN CAPT/COL: The Brigade Commander is responsible for planning and implementing all joint service events. The position rotates among the three ROTC branches. Major events that the BDECDR is responsible for include: Brigade Athletics Day, Blood Drives, the Tri-Service Ball, Joint Service Awards and Commissioning. The BDECDR works closely with the Joint Service Representatives and the Brigade staff if a staff is appointed. This position helps to improve interpersonal and organizational skills. The BDECDR is required to run all weekly JSR meetings and attend all Battalion Staff meetings.

2. Battalion Commander (BnCO) MIDN CDR/LTCOL: The BnCO is the liaison between the Officer Staff and the midshipmen. He or she is responsible for creating the drill lab schedule each semester and working with the BnXO and Battalion Staff to make sure that everything is accomplished. Drill lab schedules are due at the latest a week before orientation for the fall and before fall finals for the spring schedule. As the highest ranking MIDN in the Battalion, the BnCO is ultimately responsible for completing all unit events and items set forth in the drill lab schedule. The BnCO also communicates problems or issues within the unit that need to be addressed by the officers. Communication with the BnXO is essential to ensure that the unit and BnCO's expectations and standards are met. Likewise, working closely with the officers and the Assistant Marine Officer Instructor (AMOI) is necessary to ensure that the Battalion is running appropriately. This position aids in communication and planning skills. The BnCO briefs the CO on a weekly basis at minimum and reports to the Unit Officers, and attends weekly unit staff meetings.

3. Battalion Executive Officer (BnXO) MIDN LCDR/MAJ: The BnXO is responsible for the daily functioning of the Unit. He or she runs the staff meetings, reviews the POW, and ensures that all staff members complete tasks in a timely manner. The BnXO also acts as the chief disciplinarian for the Unit. He or she communicates with the CoCO to ensure that all personnel meet the standards and expectations of the Unit and BnCO. Communication with the BnCO is critical in making sure that operations within the unit run smoothly and all of the MIDN behave according to regulations. Accountability of unit personnel is paramount and a requirement of the billet in conjunction with the Bn Adjutant. The BnXO briefs the XO and reports directly to the BnCO.

4. Battalion Operations Officer (BnOps) MIDN LT/CAPT: The Operations Officer is in charge of the logistical planning, coordination and execution of all major unit events. Most major events occur in the fall, the three most important being Orientation Week (O-Week), the Navy/Marine Corps Birthday Ball, and Cornell University Invitational Drill Competition (CUIDC). BnOps is responsible for creating a schedule of events, assigning staff members to specific functions, logistical planning (food, materials, building use etc.), coordinating with the AMOI and staff to maintain safety standards and overseeing a the Unit Activities Fund (UAF). Each event is unique in its specific range of responsibilities and tasks. He/she is also responsible for ensuring that the staff is briefed properly before every drill lab. This position requires a high degree of organization and foresight. The BnOps briefs the XO, reports directly to the BnCO, and is required to attend all weekly Battalion Staff meetings.

5. Joint Service Representative (JSR) MIDN ENS/2nd LT: The Joint Service Representative is the liaison between the NROTC unit and the other ROTC branches at Cornell. He/she attends weekly meetings with the Brigade staff to help plan for Brigade events, such as Blood Drives, Athletics Days, the Tri-Service Ball, Awards Ceremony and Commissioning. Some of the duties include making invitations, assembling slideshows, advertising for blood drives, ensuring participation in events and performing other miscellaneous duties to ensure each Brigade event's success. The JSR has two chains of command, and reports to both the unit staff and the Brigade Commander. Communication between the JSR, BDECDR, AMOI and Unit Staff is essential. The JSR reports to the BnCO and the BDECDR and is required to attend the weekly Battalion Staff meetings.

6. Company Commander (CoCO) MIDN LT/CAPT: The Company Commanding Officer is the main communication link between the Midshipmen staff and the Midshipmen in a company. The CoCO needs to be aware of unit events well ahead of time in order to plan transportation logistics and reporting times. These events include the Tri-Service Ball and Community Service. The CoCO is responsible for designing their company's community service project, getting it approved by the CO, and implementing the plan. The CoCO is responsible for problems exhibited by Midshipmen, to include issues with uniforms and tardiness. To handle these issues, the CoCO works with his/her squad leaders to remediate the problem. They also keep MIDN records to document performance of all MIDN assigned to their company. Most importantly, the CoCO acts as a mentor to his or her squad leaders and company members. The CoCO reports to the BnCO and is required to attend the weekly Battalion Staff meetings.

7. Assistant Operations Officer (AOps) MIDN LTJG/1st LT: The AOps assists the BnOps with tasks and assignments throughout the semester. This work revolves primarily around planning and executing Dining In, Dining Out, Orientation Week, Navy/Marine Corps Birthday Ball, and CUIDC. AOps is responsible for keeping records of the Unit finances and the Unit Activities Fund (UAF). The AOps reports to BnOps and is required to attend all weekly Battalion Staff meetings.

8. Battalion Adjutant (Adj) MIDN LTJG/1st LT: The Adj is responsible for all supply/maintenance issues and administrative tasks to include awards and correspondence. Adj is responsible for taking minutes at all staff meetings, and monitoring the topside cleaning log (TCL). Additional assignments are given at the BnCO's/BnXO's discretion. This position will aid in organizational and interpersonal skills. The Adj reports to the BnCO and is required to attend the weekly Battalion Staff meetings.

9. Physical Training Instructor (PTI) MIDN ENS/ 2nd LT: The PTI is responsible for creating and supervising the Battalion physical training program. This includes ensuring water, ice, medical supplies, and an AED are nearby for all unit physical activity. This billet requires working closely with the AMOI to ensure a proper program is created. The PTI reports to the BnCO and is required to attend the weekly Battalion Staff meetings as well as communicate weekly with the AMOI.

10. Public Affairs Officer (PAO) MIDN ENS/2nd LT: The unit PAO is responsible for promoting and documenting unit events. This includes updating the photo board and the PAO boards at the downstairs west entrance of Barton Hall and in the unit Midshipmen entrance passageway, taking pictures at unit events, updating the Unit Facebook page, and compiling the unit newsletter. The PAO is encouraged to be creative in the position (putting up pictures of events and updating bulletin boards, etc.) They should also work closely with the Tech-O in updating the website and Facebook with current pictures. The PAO should publish pictures in any manner available (on bulletin boards, website, scrapbooks, etc.) to ensure maximum public awareness of unit events after receiving permission from the XO. The PAO must also ensure that photos are easily available if slideshows or photos from specific events are requested. The PAO reports to the BnCO and is required to attend the weekly Battalion Staff meetings.

11. Technology Officer (Tech-O) N/A: The unit Tech-O is responsible for maintaining the unit website and the topside computer lab. This includes installing new software, managing the printers/obtaining new ink and toner when needed, and updating the unit website and Facebook with articles and pictures pending approval from the XO. He/she is also responsible for troubleshooting any other technological issues that may arise outside of the computer lab and providing technological assistance during weekly drill labs.

12. Assistant Drill Instructor (ADI) MIDN ENS/2nd LT: The ADI is responsible for Battalion drill instruction and organizes all unit color guard activities. A major component of this billet is working with the AMOI to prep the 4/C to compete in the CUIDC in November. The ADI reports to the BnCO.

406. SQUAD LEADERS

Squad Leaders are appointed by the Battalion Staff after striper boards. Squad leaders are responsible for obtaining accountability of the members of their squad at all Cornell NROTC events and must have a readily available means of contacting the members of their squad. Squad leaders are also responsible for collecting weekly chits from the members of their squads and forwarding a summary of these chits to their Company Commander as prescribed by the Company Commander. See Appendix A for example chits.

Chapter 5
NAVAL COURTESY, CUSTOMS, AND TRADITIONS

501. GENERAL

It is a Midshipman's duty to learn and conform to the customs and traditions of the Naval Service. The rules for military etiquette are founded on these customs and traditions and their strict observance forms an important factor in the maintenance of discipline. It must be understood that all officers and men and women in the Naval Service observe displays of respect and courtesy equally. Custom, tradition, courtesy, pride, and discipline are the nucleus of professionalism. It is not the intent of this chapter to set forth all that is expected from Midshipmen in these areas but to highlight some of the more important aspects.

502. SALUTES

The exchange of salutes is a form of greeting that dates back to ancient times. The raising of the weaponless right hand was a sign of friendship and good intention among warriors and men of honor. It was, and is, considered a fraternal and respectful greeting. The regulations for saluting are:

1. Whom to Salute: All Midshipmen must salute when they encounter a person who rates a salute, under circumstances that require a salute. Those who rate a salute are:

a. All commissioned officers of the Navy, Marine Corps, Army, Air Force, Coast Guard, and National Guard.

b. All officers of the National Oceanic and Atmospheric Administration, the Public Health Services and foreign armed services.

c. All officers of foreign armed services.

d. High ranking civilian officials who are entitled to honors by Navy Regulations (e.g. President, Vice-president, Members of the Cabinet).

e. Midshipmen of higher rank and cadet officers.

f. Recipients of the Medal of Honor.

2. When to Salute: Midshipmen will salute when in uniform and covered. Midshipmen will be covered when out of doors or under arms. When not in uniform or not covered, though no salute is rendered, an appropriate greeting is required.

3. How to Salute: All Midshipmen will receive instruction in the proper way to salute during the fourth class orientation week. All Midshipmen are expected to correct subordinates rendering improper or poor salutes.

4. Miscellaneous

a. When in doubt, salute.

b. Always accompany a salute with an appropriate greeting.

c. Render your salute between six and ten paces at the nearest point of approach.

d. Do not terminate your salute until it has been returned or noted.

e. In formation, the unit leader will render the salute for the unit or call the unit to "Present, ARMS" or "Hand, SALUTE." When rendering a salute for the formation, the unit leader will first call his or her unit to attention.

f. Never salute at double time. First slow to quick time and salute. All salutes, when halted, are given from the position of attention.

g. Salutes will be returned in the same sharp, crisp manner in which they are rendered.

h. Anyone rating a salute rates that salute even when he or she is in civilian clothing.

i. When walking with someone of a higher rank than yourself, for all intents and purposes (with regard to saluting) you temporarily assume that person's rank. For example, if you find yourself walking with the CO and an LT approaches, you would return the LT's salute instead of saluting the LT.

503. FLAG ETIQUETTE

The United States flag is known by many names: the National Colors, the National Ensign, The Red, White, and Blue, the Stars and Stripes, and Old Glory. It has been the banner of hope and freedom for every generation of Americans. Men and women have followed the flag into battle with unwavering courage; many have given their lives for what it represents, so that it might wave for future generations of Americans. Midshipmen will render to the flag all due honors and respect required by all United States military personnel. Remember, the flag is the symbol of your service.

1. A flag will never be used as a part of a costume or clothing.

2. Never allow the flag to touch the deck.

3. Never dip the flag to any person or anything.

4. During the ceremony of hoisting or lowering the flag, when the National Anthem is played, or when the flag is passing in a parade or review, those in uniform and covered will salute. Military personnel not in uniform will stand at attention, removing headgear with their

right hands, subsequently place their right hand over heart. Military personnel will face the flag or, if the flag is not visible, will face towards the origin of the music or its general direction.

504. STANDING AT ATTENTION AND CONVERSING WITH OFFICERS

1. Midshipmen will come to attention when the Commanding Officer enters or departs a space. The first Midshipmen to observe the CO will call those present to attention by giving "Attention on Deck." Midshipmen will remain at the position of attention until told to "Carry On." This rule does not apply while a class is in session.

2. Midshipmen will stand at attention when addressing or when being addressed by an officer until told to stand at ease or carry on. Midshipmen will respond "Yes, sir", "No, sir", or "Aye, Aye, sir", not simply "Yes" or "No." "Ma'am" will replace "Sir" as appropriate. "Aye, Aye" signifies that a direct order has been given and that the Midshipman has understood it and will act on it. At a muster, Midshipmen will respond "Here, sir" or "Here, Ma'am." "Sir" or "Ma'am" will end a statement or begin a question addressed to an officer.

505. OTHER FORMS OF ADDRESS

In addition to addressing officers as "Sir" or "Ma'am," the following guidelines are germane:

1. All officers may be referred to and addressed by their rank, e.g. Captain Brown, Commander Smith, Major White. If the rank includes multiple words, it may be abbreviated when verbally addressing the officer, e.g. Lieutenant Commander becomes Commander, Lieutenant Colonel becomes Colonel, and Lieutenant Junior Grade becomes Lieutenant.

2. An officer shall be referred to by his or her rank in official communications, e.g. Dear Lieutenant Commander Black.

506. OVERTAKING AN OFFICER

When in uniform and overtaking an officer, the junior officer or Midshipman will approach the senior officer's left side, and then, render a hand salute when abreast of the senior officer, and ask "By your leave, Sir" The senior officer will acknowledge with "Carry on" or "Very well" and return the salute.

507. ADDRESSING ENLISTED PERSONNEL

All enlisted personnel will be addressed by their designated rank or rate and last name.

508. RELATIONS WITH NAVAL SCIENCE INSTRUCTORS

In their relations with Naval Science instructors, all Midshipmen will:

1. Conduct themselves in a respectful, courteous manner.

2. Have no personal financial relations with officer or enlisted instructors or any enlisted personnel.

3. Carry out the orders of officer and enlisted instructors in the classroom, on the drill deck, and during training evolutions.

509. OBEYING ORDERS

All lawful orders given to a Midshipman by an officer or senior Midshipman or cadet must be obeyed. If appropriate, a salute will be rendered. An appropriate reply will always be given.

510. STANDARDS OF ETIQUETTE

All military personnel are expected to possess sound social sense and exercise fine manners whether in or out of uniform. They must act with good judgment and common sense; good etiquette is a cornerstone of military tradition.

511. USE OF ALCOHOL AND TOBACCO

Cornell NROTC conforms to all NY State Laws regarding the consumption of alcoholic beverages. A legal age midshipman who chooses to consume alcohol, will do so responsibly. If not of legal age (21 years), consumption of alcohol is prohibited. The use of tobacco is restricted to persons over the age of 18 and should be done only in designated spaces while in public.

512. CHEWING GUM

Midshipmen will not chew gum while in uniform.

513. PUBLIC DISPLAYS OF AFFECTION

Except as courtesy or safety demands, Midshipmen will not hold hands with or display any other form of public affection while in uniform. Escort significant other by wrapping right arm to left arm of service member.

514. CONDUCT AT ATHLETIC EVENTS

Midshipmen will at all times adhere to the highest standards of sportsmanship at athletic events, whether participant or spectator. Vulgarity and jeering are not permitted.

515. CONDUCT TOWARDS CIVILIAN INSTRUCTORS

Civilian instructors will receive the same respect and courtesy as officer instructors.

516. CONDUCT IN AN OFFICER'S OFFICE

Midshipmen will knock at an officer's door and request permission to enter. If and when

permission is granted, Midshipmen will enter and stand at attention before the officer until directed to stand at ease, be seated, or leave.

517. CONDUCT AT SOCIAL FUNCTIONS AND WHEN NOT IN UNIFORM

Rank and grade do not vary with environment or occasion. Conduct as outlined in these regulations will be maintained at all times.

518. MISCELLANEOUS

Midshipmen will:

1. Assume responsibility for correcting each other whenever incorrect behavior or procedure is observed.

2. Treat civilian NROTC staff with courtesy and respect. They are not responsible for providing personal service to Midshipmen.

3. Do not interrupt a superior except in emergencies.

4. Be early or on time for all evolutions.

5. When accompanying a superior, walk on his or her left side two steps back.

Chapter 6
UNIFORMS AND APPEARANCE

601. GENERAL

The uniforms you will wear while a Midshipman are the same as those worn by all NROTC Midshipmen. The primary consideration is to have a neatly groomed appearance while wearing naval uniforms. Grooming standards are based on several elements including neatness, cleanliness, safety, military image and appearance. The standards established here are not intended to be overly restrictive nor are they designed to isolate Navy personnel from society. The limits set forth are reasonable, enforceable, and ensure that personal appearance contributes to a favorable military image. You are an official representative of the United States Navy or Marine Corps, and as such you should wear your uniform correctly and with great pride. In this chapter, Midshipmen will find detailed explanations of exactly when and how to wear their uniforms.

602. STANDARD UNIFORM ISSUE

The staff Supply Technician will handle all uniform issue. The Midshipman Adjutant Officer will assist the staff Supply Technician in this task. Midshipmen will be issued all necessary uniforms for all unit and summer training activities.

603. WHEN UNIFORMS ARE WORN

1. Midshipmen MUST wear uniforms during the following functions:

   a. Naval Science Drill Laboratory sessions.

   b. Classes held on drill Days.

   c. Striper and Review Boards.

   d. At other times, as prescribed.

2. Midshipmen are permitted to wear their uniforms to University classes, athletic events, or social activities where it would be appropriate.

3. When in doubt as to the appropriateness of wearing the uniform, Midshipmen should consult their direct superior in the chain of command.

4. Uniform of the Day: The POW informs Midshipmen which uniform is prescribed for wear each Wednesday Drill Laboratory session and during unit events.

5. Seasonal Change: There are four basic uniforms in each Midshipman's issue: Service Dress Blues (SDBs), Summer Whites, Khakis, and Navy Working Uniform (NWUs) for Navy

Midshipmen or MARPAT Utility Uniforms for Marine Midshipmen. These basic uniforms may have several variations (see paras. 610 and 611). Additionally, certain uniforms are issued only for summer cruise or commissioning. The Service Dress Blue uniform will be worn year-round for special events or formal functions as prescribed. The Khaki uniform is worn year-round as the working uniform. The Summer White uniforms are generally worn during the late spring, summer, and early fall. The Executive Officer, NROTC Cornell University will prescribe the appropriate uniform for battalion events and when the seasonal uniform change will occur.

6. Headgear: The cap or cover is considered an integral part of the uniform. When outdoors, personnel shall remain covered except when ordered otherwise. The cap or cover is normally removed indoors. A Midshipman under arms or in a duty status shall not remove his/her headgear indoors except when entering a space where a meal is being served or worship services are being conducted.

7. Wearing of Articles of Uniform with Civilian Clothing: No part of the prescribed uniform or associated equipment shall be worn in conjunction with civilian clothes except for articles which do not present a distinct naval appearance such as shoes, socks, gloves, raincoats without insignia, windbreaker without insignia, belts with civilian buckles, and neckties.

604. HOW UNIFORMS ARE WORN

1. Manner of Wear

a. Caps/Covers: All caps/covers will be worn squarely on the head. The bottom front edge of the combination cap/cover will be parallel to and 1 1/2" above the eyebrows. The fore and aft crease of the garrison cap/cover will be centered vertically between the eyebrows with the lowest point one inch above the eyebrows. The bottom front edge of the camouflage utility cover will be parallel to and one inch above the eyebrows.

b. Coats: All coats will be worn fully buttoned.

c. Jackets: Jackets/windbreakers are worn with the zipper closed at least 3/4 to the top.

d. Shirts: Shirts will be worn neatly tucked into the trousers with all buttons buttoned. The collar button of the camouflage utility shirt is left unbuttoned and the blouse shall be worn outside the trousers.

e. Ties:

(1) Men: Four-in-Hand neckties are worn knotted with a four-in-hand, half Windsor, or Windsor knot. Always wear the top of the knot parallel to and slightly above the top of the shirt collar closure, hiding the shirt. Wear the bottom of the tie within one inch of the top of the belt buckle. The tie clasp will be worn one inch below the center of the tie in a horizontal position. Bow ties should cover the top shirt button.

(2) Women: This tie is worn parallel to and slightly above the top of the shirt collar, hiding the shirt. The black dress necktie (small crescent shape black velvet ribbon narrowing to

each edge from one inch width at the center) is worn parallel to and slightly above the top of the shirt collar, hiding the shirt.

f. Gloves: When prescribed, gloves are either worn or carried. If worn, they are removed to shake hands.

g. Belts/Buckles:

(1) Men: Wear the plain brass buckle so that the belt clip end touches the left side of the buckle. Align the right side of the buckle with the opening of the shirt and trouser fly, forming a straight line.

(2) Women: Wear the plain brass buckle so that the belt clip end touches the right side of the buckle. Align the left side of the buckle with the opening of the shirt, forming a straight line.

(3) Marine Options: Marine option Midshipmen will wear the Marine Corps belt buckle. The belt tip will be between two and four inches from the left (right for women) edge of the belt buckle. The right (left for women) edge of the belt buckle will be aligned with the opening of the shirt, forming a straight line.

h. Trousers/Slacks: Trousers and slacks are worn at the natural waist. Button all buttons, close all fasteners, and wear a belt through all loops. Trousers and slacks should cover the upper part of the rear of the shoe by approximately one inch. The only exceptions are camouflage utility trousers which are "bloused" at the top of the boot.

i. Skirts: Skirts may range in length from 1 1/2" above to 1 1/2" below the crease behind the knee. Belted skirts will be worn with the zipper centered in back and a belt through all loops. Beltless skirts will be worn with the zipper to the left.

j. Shoes/Boots: Shoes/boots are to be kept well shined and in good repair.

k. Socks/Hosiery: Appropriate socks will always be worn with trousers or slacks. The color of the socks will match the color of the shoes. They should be high enough so that no part of the leg shows while walking or sitting. Women wear flesh-tone, undecorated and seamless hosiery with all skirts.

l. Smartness of Appearance: Midshipmen shall wear their uniforms properly as described in these regulations. Naval personnel must present a proud and professional appearance that will reflect positively on the individual, the NROTC Unit, the Navy/Marine Corps, and the United States. Therefore:

(1) Uniforms will be kept scrupulously clean and free from lint.
(2) All loose or dangling threads will be removed.
(3) All items will be properly pressed and wrinkle free.
(4) Devices and insignia will be kept bright and free from tarnish and corrosion.
(5) Shoes/boots will be kept highly shined with heels and soles properly blackened.
(6) All uniform items should fit properly at all times.

(7) Do not carry anything in your pockets if it will create a bulge.

(8) Be clean-shaven and have a regulation haircut, at all times.

(9) No pencils, pens, watch chains, pins, handkerchiefs, boutonnieres, or jewelry shall be exposed upon the uniform by any Midshipman. The only exceptions are issued tie clasps, issued cuff links, conservative wristwatches and rings, identification bracelets, gold ball or pearl screw-on/post-type earrings for women, and authorized nametags, decorations, medals, ribbons, and insignia.

(10) Personal listening devices may not be used or worn when in uniform.

(11) No eccentricities of dress shall be permitted.

(12) Communication devices (e.g. cell phones, blackberries, pagers, etc.) are authorized for use and wear while in uniform. The use of an earpiece, blue tooth technology, headsets or hands-free device while in uniform indoors or outdoors is prohibited.

(13) Backpacks may be worn over either the left shoulder or both shoulders while wearing service working uniforms. Authorized colors of backpacks include black, navy blue, and when available the matching NWU pattern (Blue/Grey/Black). The matching NWU pattern backpack is only authorized for wear with the NWU. No personal ornamentation shall be attached on or to the backpack.

(14) No eccentric or faddish glasses are permitted. Conservative sunglasses are permitted, except in military formations.

605. CIVILIAN CLOTHING

1. When civilian clothing is worn, Midshipmen shall ensure that their dress and personal appearance are appropriate for the occasion and will not tend to bring discredit upon the Naval Service.

2. All Midshipmen will be aware of the policy concerning civilian attire when in the Unit. Midshipmen are not to enter the NROTC Unit unless dressed in appropriate attire. Inappropriate clothing includes:

a. Cut-off shorts.

b. Sleeveless shirts (men only).

c. Half-shirts.

d. T-shirts with printed obscenities, prejudicial or discriminatory remarks, depicting a controlled drug, or advocating drug/alcohol abuse.

e. Trousers with belt loops without a belt.

606. GUIDELINES FOR UNIFORM CARE

Uniforms shall be kept clean, in proper repair, pressed, and properly tailored at all times.

1. Care of Uniforms

a. Uniforms can be washed, dry cleaned, and pressed commercially. If you desire a military press for your uniforms most attendants will know what is desired. If you intend to press the uniforms yourself, ensure you follow directions given on the label of the uniform item.

b. Service Dress Blue (SDB) uniforms look best and last longer if they are carefully brushed and hung after each wearing. They should be dry cleaned at least once per month if worn regularly or as needed.

c. The combination cover visor should be cleaned and shined before each wearing. After each wearing, wipe the visor clean of fingerprints and dust.

d. Belts should be washed a few times prior to cutting them to their final length. They will shrink.

2. Proper Maintenance of the Uniform

a. Alterations: At the time uniforms are issued, they are inspected for proper fit and alterations are ordered if necessary. The government pays for initial alterations; however, the Midshipman must pay subsequent alterations or repairs.

b. Replacement: The government will make replacement of articles of clothing due to normal wear or outgrowing of the uniform. When items of clothing are lost, mutilated, or destroyed through misconduct or carelessness, Midshipmen will be required to reimburse the government for replacement of the articles.

607. INSIGNIA

1. Cover Insignia:

a. Combination Cover (men and women): Insignia on the combination cover shall consist of a service insignia; chin strap, and retaining buttons.

(1) Cover Device - The service insignia is a gold, pin-on, fouled anchor. It shall be attached to the mount of the cap band; the unfouled arm of the stock shall be on the wearer's right. Marine Option Midshipmen will wear the large, gold, screw-post Marine Corps Emblem in lieu of gold, pin-on, fouled anchor. The eagle's wings will be parallel to the deck.

(2) Chin Strap - The chinstrap shall be 3/8" wide, and will be held to the cover frame by two retaining buttons.

b. Garrison Cap (men and women): The Navy Option service insignia shall be pinned to the left side of the cap in an upright position with the center 2" from the front seam of the cap, and the crown of the anchor 1 1/2" from the bottom edge of the cap. Marine Option Midshipmen

will wear the EGA pinned to the left. See Figures 6-1 and 6-2.

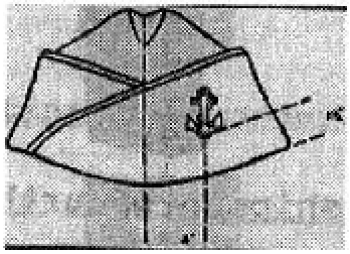

Figure 6-1: Garrison Cap

Figure 6-2: Navy Option Anchor and Marine Option EGA

2. Sleeve Class Insignia: Sleeve class insignia will consist of horizontal stripes worn on the left sleeve of the Service Dress Blue coat. They should be centered mid-way between shoulder and elbow. The only acceptable method of affixing the class insignia is to carefully sew them on the sleeve. Tacking each corner or any other method is not acceptable. A Midshipmen's class is designated as follows:

a. First Class - Three parallel stripes

b. Second Class - Two parallel stripes

c. Third Class - One stripe

d. Fourth Class - No insignia

3. Sleeve Rank Insignia - Midshipman Officers: The sleeve rank insignia of the Service Dress Blue coat for Midshipmen consists of gold nylon lace 1/8" wide, 1/4" apart; the lowest stripe 2" from the lower edge of each sleeve. A five-pointed star, embroidered in gold, 3/4" in diameter, will be placed centered 3/4" above the upper stripe of lace on each sleeve, point down. The number of stripes depends on the rank of the officer.

a. Midshipman Captain - Six stripes

b. Midshipman Commander - Five Stripes

c. Midshipman Lieutenant Commander - Four Stripes

d. Midshipman Lieutenant - Three Stripes

e. Midshipman Lieutenant Junior Grade - Two Stripes

f. Midshipman Ensign - One Stripe

4. Sleeve Rank Insignia - Midshipman Senior Chief Petty Officers: The sleeve rank insignia of the Service Dress Blue coat for Midshipmen Senior Chief Petty Officers (Student Squad Leaders, Figure 6-3) are worn on the right sleeve, centered midway between shoulder and elbow. It consists of an eagle and anchor surmounted by one star. Below the anchor are three chevrons of 1/8" gold stripe topped by an arch between the ends of the top chevron. The arch is to run through the stock of the anchor.

Figure 6-3: Midshipman Senior Chief Petty Officer Insignia

5. Class Shoulder Boards: Class shoulder boards will be worn on the Summer White shirt. The service insignia to be worn on shoulder boards shall consist of a metal fouled anchor alone or in combination with stripes to indicate the Midshipman's class. In all cases there are both right and left shoulder boards; they are not interchangeable.

a. First Class: A gold metal fouled anchor, 1-1/16" in length with other dimensions proportional, shall be centered on the boards, with the crown 2" from the square end of the shoulder board and the unfouled arm of the stock to the wearer's front. One 1/8" wide gold stripe will run parallel to the edge of the board.

b. Second Class: The same as prescribed for First Class Midshipmen except that there shall be two stripes, 1/8" wide, placed diagonally across the board. The front edge of the bottom stripe shall be 5/8" and the rear edge of the bottom stripe shall be 1-5/8" from the squared end of the board. The stripes shall be parallel and spaced 1/8" apart. The front of the shoulder board is that edge where the diagonal stripe is closer to the squared end of the board. Midshipmen must ensure that the unfouled arm of the stock is also to his/her front.

c. Third Class: The same as prescribed for Second Class Midshipmen except that there is only one diagonal stripe.

d. Fourth Class: The same as prescribed for First Class Midshipmen except that the stripe will be omitted.

e. Marine Option: Marine Option Midshipmen shoulder boards are identical in all respects listed above except that the small, gold, screw-post Marine Corps service insignia replaces the fouled anchor Navy service insignia. The eagle's wings will be parallel to the squared end of the shoulder board and the crown of the anchor will be to the wearer's front.

6. Rank Shoulder Board: The rank insignia to be worn on shoulder boards shall consist of a star in combination with stripe(s) of gold nylon 1/8" wide. The lowest stripe shall be placed 5/8" from and parallel to the squared end of the board. Other stripes shall be spaced 1/4" apart. The number of stripes depends of the rank of the officer.

a. Midshipman Captain: Six stripes

b. Midshipman Commander - Five Stripes

c. Midshipman Lieutenant Commander - Four Stripes

d. Midshipman Lieutenant - Three Stripes

e. Midshipman Lieutenant Junior Grade - Two Stripes

f. Midshipman Ensign - One stripe

7. Nametags: Nametags are worn 1/4" and centered above the right pocket flap seam (1/8" for Marine Option Midshipmen). The only nametag authorized is that provided by the Unit. It is black with the last name in white lettering.

8. Lapel Insignia, Service Dress Blue: The lapel service insignia for Navy Option Midshipmen is a plain gold anchor 1-7/16" long, stock 3/4" wide, and flukes 1-1/17" wide. The stock inclines at an angle of eight degrees from the horizontal. The right and left are differentiated such that the stock inclines from outboard to inboard. It shall be pinned on each lapel in such a manner that the crown of the anchor is 1/2" above the notch of the lapel for men and 1" above the bottom of the lapel for women. The centerline of the anchor shank is parallel to and 3/4" from the outboard edge of the collar. The lower arm of the stock will be outboard. Marine Option Midshipmen will substitute the small, gold, prong and clutch Marine Corps emblem. The eagle's wings will be parallel to the deck. The left and right emblems will be centered on the lapel, anchor crowns pointed inboard. See Figure 6-4.

Figure 6-4: Right and Left Anchor Insignia

9. Shirt Collar Insignia: There are four different types of shirt collar insignia which, when worn on the collar tips of the summer khaki shirts, indicate a Midshipman's class and/or rank. These are as follows:

a. Fouled anchors (left and right)

b. Eagle-anchors (left and right)

c. Eagle, globe, and anchors (left and right)

d. Rank bars

The number of gold bars indicates Midshipmen officer rank. One bar is added for each successive rank beginning with one bar for Midshipmen Ensign. See Figures 6-5 and 6-6.

Figure 6-5: EGA, Eagle-Anchor, and Fouled Anchor Insignia

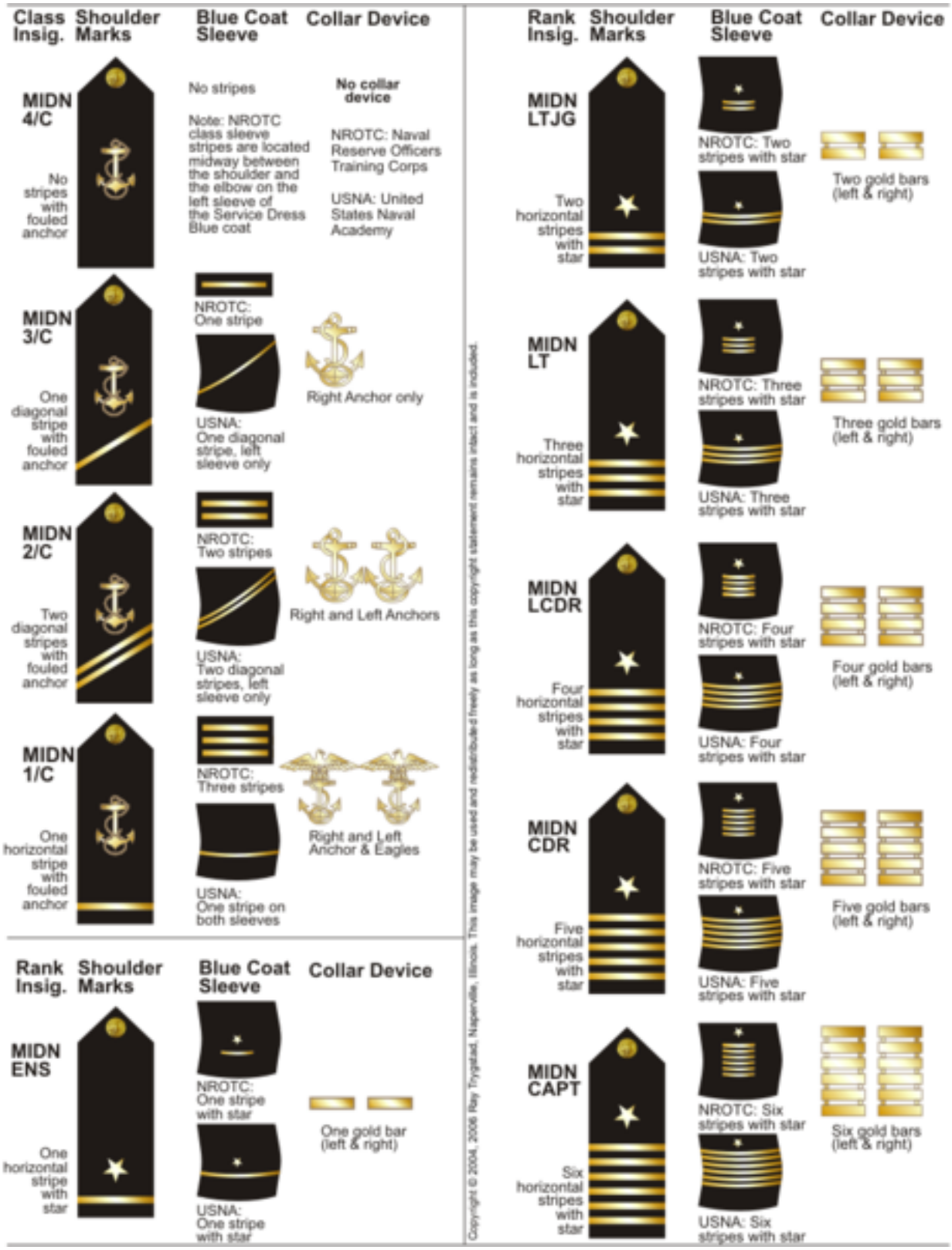

Figure 6-6: Midshipman Rank Insignia

10. How the Collar Insignia are worn

a. Fouled Anchors: There are gold, prong and clutch, 5/8" long fouled anchors (right and left). The bitter end faces outboard.

(1) For both men's and women's open collar shirt, the insignia shall be centered 1" from the outer and lower edges of the collar and positioned with the vertical axis of the insignia bisecting the angle of the collar point.

b. Eagle-Anchors: These are gold, prong and clutch, 11/16" long insignias consisting of a spread eagle on a fouled anchor (right and left). The eagle's beak will face inboard.

(1) For both men's and women's open collar shirt, they shall be placed just as the fouled anchors.

c. Eagle, Globe, and Anchor: These are gold, prong and clutch, 1" diameter insignia consisting of an eagle, globe, and anchor (right and left). The crown of the anchor will face inboard.

(1) For both men's and women's open collar shirt, they shall be placed just as the fouled anchors. The eagle's wings will be parallel to the deck.

d. Officer's Rank Insignia: These insignia consist of gold metal bars, 3/4" wide and 1/8" apart, to indicate the Midshipman's rank.

(1) For both men's and women's open collar shirt, they shall be centered 1" from the outer and lower edges of the collar and positioned with the vertical axis bisecting the angle of the collar point.

(2) These shirt collar insignia will be worn as a component to the Khaki uniform. They will not be worn on the shirt with the Service Dress Blue, Service Dress White, or Summer White uniforms.

608. AWARDS/RIBBONS

1. Star Insignia: The Distinguished Midshipman star insignia shall be worn for the semester following that in which a Midshipman has been designated as a Distinguished Midshipman. A notice will be published each semester citing those individuals who have excelled in academics, aptitude, and physical fitness. It will be worn as follows:

a. Service Dress Blue: Worn 1/2" (1/4" for women) and centered above both anchors.

b. Winter Blue. Summer White. Khaki: Worn 1/4" (1/8" for Marine Options) above and centered on the upper seam of the left pocket or the same distance and centered above the top row of ribbons.

2. Ribbons: Ribbons will be worn horizontally in a row, centered and 1/4" (1/8" for Marine Options) above the left breast pocket seam. Midshipmen ribbons cannot be worn in conjunction with active duty ribbons. Should a ribbon have a device (star, torch, bar, etc.) attached to it, they will be placed as to separate the ribbon into equal portions.

a. Order of Precedence: Ribbons are placed top to bottom and inboard to outboard from highest to lowest precedence.

b. List of Ribbons Awarded by Outside Organizations: The Midshipman ribbons below are awarded by organizations outside of the Cornell NROTC Unit. They are listed in their order of precedence/seniority.

American Defense Preparedness Association Award
American Legion Award for Military Excellence
American Legion Award for Scholastic Excellence
The Sons of the American Revolution Award
The Daughters of the American Revolution Award
The Daughters of the Founders and Patriots of America Award
The Military Order of World Wars Ribbon
The National Sojourners Award
The Veterans of Foreign Wars Award
The Reserve Officers Association Award
The American Veterans of World War II, Korea, and Vietnam Award
The Society of American Military Engineers Award
The Armed Forces Communications and Electronics Association Award
The Society of the War of 1812 Award
The Retired Officer Association Award
The Scabbard and Blade Society Membership Ribbon

c. Description of Ribbons Awarded by the Cornell NROTC Unit: The Midshipman ribbons below are awarded by the Cornell NROTC Unit based on their accompanying descriptions. They follow the previously listed ribbons and are listed in their order of precedence/seniority.

(1) Dean's List Ribbon - This ribbon will be worn only for the semester following that in which a Midshipman is placed on the Dean's List. For each subsequent award, a bronze star shall be added to the ribbon. A silver star shall be worn in lieu of five bronze stars in order to represent five previous awards. A bronze star will be added to the silver star for subsequent awards. Subsequent awards must be consecutive to be eligible for bronze/silver stars.

(2) Naval Science Scholar Ribbon - This ribbon will be worn only for the semester following that in which a Midshipman receives an A- or higher in a Naval Science Course. For each subsequent award, a bronze star shall be added to the ribbon. A silver star will be worn in lieu of five bronze stars to represent five previous awards. A bronze star will be added to the silver star for subsequent awards. Subsequent awards need not be consecutive to be eligible for bronze/silver stars.

(3) Academic Excellence Ribbon - At the date of publication this ribbon was not in use.

(4) Commendation Ribbon - This ribbon may be presented by the Commanding Officer, Cornell NROTC, for recognition of outstanding achievement, leadership, or character displayed by Midshipmen. The Battalion Commander may recommend Midshipmen to the Commanding Officer to receive this award.

(5) Physical Fitness Ribbon - This ribbon will be worn by all Midshipmen who have scored 295 or higher on an official PRT or PFT.

(6) Leadership Ribbon - At the date of publication this ribbon was not in use.

(7) Cruise Award Ribbon - This ribbon may be worn by all Midshipmen who receive an outstanding evaluation, award, letter or other form of recognition while on summer cruise.

(8) Recruiting Ribbon - This ribbon will be worn by any Midshipman who is successful in recruiting a new student to join the Cornell NROTC Unit.

(9) Community Service Ribbon - This ribbon will be worn by all Midshipmen who complete a total of twenty hours of community service in one academic semester. All community service hours must be documented and approved by the BnXO.

(10) Drill Team Ribbon - This ribbon will be worn by all Midshipmen who are members of the unit Drill Team after competition in the Cornell University Invitational Drill Competition (CUIDC).

(11) Intramurals Ribbon - This ribbon will be worn by all Midshipmen who participate in at least one full season of an intramural sport through the NROTC team.

(12) Color Guard Ribbon - This ribbon will be worn by all Midshipmen who have been members of the unit Color Guard for at least two academic semesters.

(13) Sailing Ribbon - This ribbon will be worn by all Midshipmen who have received a Skipper B qualification.

(14) Rifle/Pistol Ribbon - At the date of publication this ribbon was not in use.

609. GROOMING STANDARDS

1. Personal Appearance (Men): See Figure 6-7. Men will be well groomed at all times and meet the following minimum standards:

a. Hair: Cornell NROTC Midshipmen should present a professional appearance, especially during NROTC evolutions such as Drill Lab or the Birthday Ball. To that end, hair standards are tighter than the official Navy Regulations. Navy Options are expected to keep a two-to-four fade at minimum, while Marine Options shall keep a zero-to-two fade.

b. Sideburns: Sideburns shall not extend below a point level with the middle of the ear, as indicated by line "A" below.

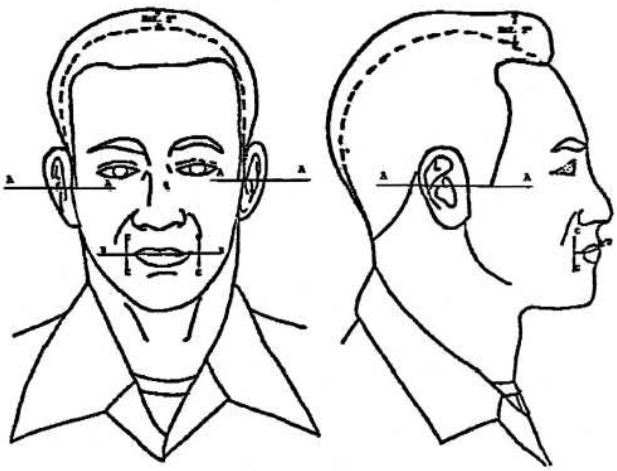

Figure 6-7: Male Hair Standards

c. Facial Hair: The face will be clean-shaven. No mustaches are authorized

d. Fingernails: The free edge of the fingernail (the white part) shall not exceed 1mm in length.

e. Tattoos: If any individual comes with a tattoo already applied, it needs to be in regulation (Navy Uniform Regulations Chapter 2 Section 2); otherwise a waiver from the commanding officer is required. (While participating at the unit, any application of a tattoo is not authorized.)

f. Mutilation: Intentional mutilation of any part of the body is prohibited. Mutilation is defined as the intentional radical alteration of the body, head, face, or skin for the purpose of and or resulting in an abnormal appearance.

g. Jewelry: Jewelry shall be within the following guidelines:

(1) Rings: While in uniform, only one ring per hand is authorized (excluding a wedding ring).
(2) Earrings: Earrings are not authorized for males while in uniform.
(3) Necklaces/Choker: While in uniform, only one necklace may be worn, and it shall not be visible.
(4) Wristwatches: While in uniform, only one may be worn.

2. Personal Appearance (Women): See Figure 6-8. Women shall be well groomed at all times and meet the following minimum standards:

a. Hair: Hairstyles shall not be outrageously multicolored or faddish, to include shaved portions of the scalp (other than the neckline), or have designs cut or braided into the hair. Hair coloring must look natural and complement the individual. Haircuts and styles shall present a balanced appearance. Lopsided and extremely asymmetrical styles are not authorized. Ponytails, pigtails, widely spaced individual hanging locks, and braids that protrude from the

head, are not authorized. Multiple braids are authorized. Braided hairstyles shall be conservative and conform to the guidelines listed herein. When a hairstyle of multiple braids is worn, braids shall be of uniform dimension, small in diameter (approx. 1/4 inch), and tightly interwoven to present a neat, professional, well-groomed appearance. Foreign material (i.e., beads, decorative items) shall not be braided into the hair. Short hair may be braided in symmetrical fore and aft rows (corn rowing), which minimize scalp exposure. Corn row ends shall not protrude from the head, and shall be secured only with inconspicuous rubber bands that match the color of the hair. Appropriateness of a hairstyle shall also be judged by its appearance when headgear is worn. All headgear shall fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. Hair shall not show from under the front of the brim of the combination hat or garrison cover. When in uniform, the hair may touch, but not fall below a horizontal line level with the lower edge of the back of the collar. Long hair, including braids, which fall below the lower edge of the collar shall be neatly and inconspicuously fastened, pinned, or secured to the head. No portion of the bulk of the hair as measured from the scalp will exceed approximately 2 inches. A maximum of two small barrettes/combs/clips, similar to hair color, may be used in the hair. Additional bobby pins or rubber bands matching hair color may be used to hold hair in place, if necessary. Fabric elastics and colored rubber bands/pins are not authorized.

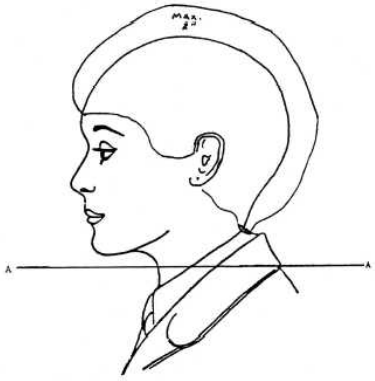

Figure 6-8: Female Hair Standards

(1) Hair Ornaments: Conspicuous rubber bands, combs and pins are not authorized. A maximum of two barrettes, similar to hair color, may be used to pin up hair.

(2) Hair Pieces: While in uniform or duty status, hair pieces or wigs shall be of good quality and fit, present a natural appearance, and conform to the grooming standards set forth in these regulations.

b. Cosmetics: Cosmetics shall be applied in good taste so that colors blend with natural skin tones. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and shall not be worn. Care should be taken to avoid an artificial appearance. Long false eyelashes are not authorized while in uniform.

c. Fingernails: Fingernails shall not exceed 1/4" measured from the fingertip. Nail polish shall complement skin tone.

d. Tattoos: If any individual comes with a tattoo already applied, they need to be in regulation (Navy Uniform Regulations Chapter 2 Section 2); otherwise a waiver from the commanding officer is required. While participating at the unit, any application of a tattoo is not authorized.

e. Mutilation: Intentional mutilation of any part of the body is prohibited. Mutilation is defined as the intentional radical alteration of the body, head, face, or skin for the purpose of and or resulting in an abnormal appearance.

f. Female Jewelry: Jewelry shall be within the following guidelines:

(1) Rings: While in uniform, only one ring per hand is authorized (excluding wedding rings/engagement rings).
(2) Earrings: One earring per ear may be worn with any uniform. Earrings shall be less than 6mm ball (about 1/4"); plain with brushed gold matte finish, screw-on or with posts. Small, single pearl earrings are authorized for wear with Dinner and Formal Dress uniforms.
(3) Necklaces/Chokers: While in uniform, only one necklace may be worn and it shall not be visible.
(4) Wristwatch/Bracelet: While in uniform, only one of each may be worn. Ankle bracelets are not authorized while in uniform.

610. MALE UNIFORM PHOTOGRAPHS

1. Service Dress Blue (SDB)

a. Required Components:
(1) Coat, Blue Service Dress
(2) Shirt, White
(3) Trousers, Blue Dress
(4) Cap, Combination, White
(5) Shoes, Black Dress
(6) Socks, Black
(7) Undershirt, White
(8) Undershorts
(9) Belt, Black w/ Gold Tab
(10) Ribbons
(11) Buckle, Gold
(12) Nametag

b. Occasions for Wear: Service Dress Blue is authorized for year-round wear at all official functions or special situations where formal dress, dinner dress or full dress uniforms are not prescribed and civilian equivalent dress is coat and tie.

c. Note: The required components for the Dinner Dress Blue are identical except that the Bow Tie will be worn in lieu of the necktie and not ribbons, nametag, or cover are worn.

2. Summer White

a. Required Components

(1) Shirt, White Summer
(2) Trousers, White Long
(3) Cap, Combination, White
(4) Shoes, White Dress
(5) Socks, White
(6) Undershirt, White
(7) Undershorts
(8) Belt, White w/ Gold Tabs
(9) Ribbons
(10) Buckle, Gold
(11) Shoulder Boards
(12) Nametag

b. Occasions for Wear: Normally worn for official office work, watch standing, and liberty. Also for business ashore and where prescribed uniform of the day.

3. Khaki

a. Required Components

(1) Shirt, Khaki Summer
(2) Trousers, Khaki Summer
(3) Cap, Combination, Khaki or Garrison
(4) Shoes, Black Dress
(5) Socks, Black
(6) Undershirt, White
(7) Undershorts
(8) Belt, Khaki w/ Gold Tab
(9) Collar Insignia
(10) Ribbons
(11) Buckle, Gold
(12) Nametag

b. Occasions for Wear: Normally worn for office work, watch standing, liberty, and business ashore.

c. Note: When worn on a shipboard environment, uniform is all cotton, there are no ribbons, and working shoes are worn. Female uniform is identical except the female shirt and belt buckle are worn.

4. MARPAT Combat Utility Uniform (Marine Options)

a. Required Components:

(1) Utility Coat, Digital Camouflage
(2) Utility Trousers, Digital Camouflage
(3) Cover, Digital Camouflage
(4) Marine Corps Combat Boots (MCCBs)
(5) Belt, Green w/ anodized belt buckle
(6) Undershirt, green
(7) Socks, Green, Tan or Black
(8) Undershorts
(9) Collar insignia
(10) Name Tapes

b. Occasions for Wear: Commanders may prescribe the combat utility uniform as the Uniform of the Day. The uniform is authorized for parades, reviews, and other ceremonies and social functions.

c. Note: The utility coat may be removed for physical training and work detail. Female uniform is identical except the female belt buckle is worn.

5. Physical Training Uniform (PTU):

a. Required Components:

(1) Shirt, PTU (Short Sleeve), Gold
(2) Shorts, PTU, Blue
(3) Shoes, (Sneakers), Athletic
(4) Socks, White Athletic
(5) Shirt, Sweat, Navy (Optional)
(6) Pant, Sweat, Navy (Optional)
(7) Cap, Knit (Watch) (Optional)

b. Occasions for Wear: During physical training activities, the PTU shirt will be tucked into the shorts. Shorts will be worn fully on the waist. The length of the shorts will not extend below the top of the knee. Running shoes will be comfortable and support the planned exercise. Athletic socks must be worn and shall not extend above mid-calf. Low cut socks are permitted. Females will wear a sport or dress brassiere when wearing the PTU. Additional undergarments are authorized for all hands.

6. Navy Working Uniform (NWU)

a. Required Components:

(1) Shirt, NWU
(2) Trousers, NWU
(3) Cap, Eight Point
(4) Boot, Black Leather 9”
(5) Socks, Black, Boot
(6) Undershirt, Cotton, Blue, Crewneck
(7) Undershorts
(8) Belt, Khaki Cotton or Nylon w/Gold Clip
(9) Buckle, Gold
(10) Insignia, Collar
(11) Name/U.S. NAVY Service Tapes
(12) Straps, Blousing

b. Occasions for Wear: The NWU is intended for year-round wear and shall be the standard working uniform ashore. The NWU is designed to accommodate male and female Sailors and to fulfill multi-functional/geographical uniform requirements at sea and ashore.

611. FEMALE UNIFORM PHOTGRAPHS

1. Service Dress Blue (SDB)

a. Required Components

(1) Coat, Blue Service Dress
(2) Shirt, White Short Sleeves
(3) Skirt, Blue, Unbelted or Slacks, Blue, Unbelted
(4) Cap, Combination, White
(5) Shoes, Black Pump, or Black Dress
(6) Hosiery, Flesh Tone
(7) Brassiere
(8) Panties
(9) Slip
(10) Necktie, Black
(11) Ribbons
(12) Nametag

b. Occasions for Wear: Service Dress Blue is authorized for year-round wear at all official functions or special situations where formal dress, dinner dress or full dress uniforms are not prescribed and civilian equivalent dress are coat and tie.

c. Note: The required components for the Dinner Dress Blues are identical, except no cover or name tag will be worn.

2. Summer White

a. Required Components

(1) Shirt, White Summer
(2) Skirt or Slacks, White Belted
(3) Cap, Combination, White
(4) Shoes, White Pump
(5) Hosiery, Flesh Tone
(6) Brassiere
(7) Panties
(8) Slip
(9) Belt, White w/ Gold Tabs
(10) Ribbons
(11) Buckle, Gold
(12) Shoulder Boards
(13) Nametag

b. Occasions for Wear: Normally worn for official office work, watch standing, and liberty. Also for business ashore and where prescribed uniform of the day.

c. Note: When white slacks are authorized, white socks may be worn in lieu of hosiery.

*Note: Khaki, MARPAT Combat Utility Uniform, and PTU are identical to male uniforms listed in section 610, except where otherwise noted.

Chapter 7
ACADEMIC STANDARDS/CURRICULUM

701. GENERAL

The Naval profession is rigorous and exacting, requiring its officers to constantly strive for peak performance. Officers should work at the limits of their abilities. To this end, the following standards are established. Midshipmen will:

1. Receive no failing grade in any subject required for completion of their degree or for commission.

2. Maintain satisfactory progress towards timely completion of degree and commissioning requirements.

3. Comply with the other specific requirements as set forth by this chapter.

702. ACADEMIC EXCELLENCE

Excellence in academics is the highest priority for all Midshipmen. The Commanding Officer of the NROTC Unit is designated the Professor of Naval Science (PNS) and as such structures and sets appropriate performance goals. All Midshipmen strive to achieve academic excellence and will be assisted by periodic counseling and monitoring of their programs of study that must meet naval, university, college, and major field requirements for graduation and commissioning.

703. NROTC ACADEMIC AND PROFESSIONAL PROGRAM

Scholarship and College Program Midshipmen are required to complete the NROTC academic and professional program that consists of four categories:

1. University, college, and major requirements for a bachelor's degree.

2. NROTC specified university/college courses.

3. Naval professional academic courses.

4. Naval professional training.

704. UNIVERSITY COURSE REQUIREMENTS

Midshipmen are responsible for reading the university literature and consulting their academic advisors (appointed by the college) to ensure that they are aware of all academic requirements placed upon them by the university, by the college, and by their major. In addition, Midshipmen are required to create and regularly update a four-year plan and discuss/file it with

their Staff Advisor. Academic majors will be selected and pursued in accordance with the following:

1. Navy Option Scholarship: Students may pursue any field of study that is approved by the Professor of Naval Science; however, technical majors are highly encouraged. The Professor of Naval Science must approve any changes made regarding a Midshipman's major. Students must remain within their assigned scholarship ties, unless a tier change is approved.

2. Navy Option College Program: Although there are no restrictions on academic majors in the College Program, the Class Advisor will carefully screen proposed academic majors and guide students in their decision.

3. Marine Option Scholarship and College Program: There are no restrictions on academic majors for Marine Option students. However, the Marine Officer Instructor will carefully screen proposed academic majors and guide students to select fields of study in areas considered beneficial to the Marine Corps and to the individual's career as a Marine Corps officer.

705. NROTC SPECIFIED UNIVERSITY COURSES

The courses listed in Table 7-1, taught by civilian faculty, are required or recommended for NROTC students. They must be taken for a letter grade (not S/U) and must be completed with a grade complying with the college, NROTC, and major requirements.

1. All Navy Option Scholarship Program Midshipmen are required to complete at least six credit hours of both calculus and physics. The calculus sequence will cover material through the integration of one variable. The physics sequence will be calculus based and cover the traditional topics of mechanics, electricity, magnetism, sound, optics, heat, and other related subjects. Calculus and physics courses completed at other than the host institution must be transferable for credit to the host institution before they can satisfy the NROTC requirement. The calculus and physics requirement cannot be waived. Students will complete all six credit hours of calculus by the end of the sophomore year and physics by the end of the junior year. Students failing to do so or failing to schedule these courses to ensure timely completion of the requirement will normally be placed on an academic Leave of Absence pending completion. The Naval Service Training Command may also grant a time of completion waiver on an individual basis. Credit hours awarded Midshipmen by Cornell University for high school courses (AP credit) in calculus and calculus-based physics will normally be accepted, subject to approval by the Professor of Naval Science.

2. Navy Option College Program students must complete one year (or two courses) of college level study in both mathematics and physical science before commissioning. Mathematics courses will be at least at the college algebra level. One mathematics course may be in computer science or statistics. Students will include appropriate laboratory classes in fulfilling the physical sciences requirement. The mathematics requirement will be fulfilled by the end of the junior year and the physical sciences requirement by the end of the senior year. Failure to do so will result in an academic Leave of Absence pending completion. AP credit from high school courses will be accepted pending approval from Cornell University.

a. One semester of American Military Affairs or National Security Policy is also required of all Navy Option Scholarship Program students and all Marine Option Students. The PNS via the Staff Advisors determine courses satisfying this requirement.

b. All Navy Option Midshipmen are also required to take two semesters of English, concentrating on grammar and composition and involving significant student writing.

Table 7-1: Academic Requirements

Title	Year Normally Taken	Required/Recommended	Hours
Calculus	Freshmen-Sophomore	Required of all Navy Scholarship students. Recommended for all others.	6
Physics (Calculus Based)	Sophomore-Junior	Required of all Navy Scholarship students. Recommended for all others.	6
College Algebra or higher level Mathematics	Freshman-Sophomore	Required of all Navy College Program students.	6
Physical Science	Freshman-Senior	Required of all Navy College Program students	6
American Military History/National Security Policy	Freshman-Senior	Required of all Navy Scholarship students and all Marine Option students.	3
English	Freshman-Sophomore	Required for all Navy students. Normally fulfilled by the Freshman Writing Seminar	3

706. NAVAL PROFESSIONAL ACADEMIC COURSES

Navy Option Midshipmen take a minimum of one Naval Science course per semester. Marine Option Midshipmen take the same courses as the Navy Option Midshipmen during the freshman and sophomore years, but then follow the guidelines set in Table 7-2.

Table 7-2: Naval Science Courses

Title	Semester Taken	Notes
Introduction to Naval Science	Freshman Year (Fall)	
Sea Power and Maritime Affairs	Freshman Year (Spring)	
Leadership and Management I	Sophomore Year (Fall)	
Navigation	Sophomore Year (Spring)	**
Evolution of Warfare	Sophomore Year	*
Naval Ship Systems I (Engineering)	Junior Year (Fall)	**
Naval Ship Systems II (Weapons)	Junior Year (Spring)	**
Amphibious Warfare	Junior Year	*
Naval Operations	Senior Year (Fall)	**
Leadership and Management II	Senior Year (Spring)	
*For Marine Options only **Not Required for Marine Options		

707. NAVAL PROFESSIONAL TRAINING

Professional training is conducted during Freshman Orientation, weekly drill/lab periods, sail training, briefs, field trips, and during summer training cruises.

1. Freshman Orientation: Normally a one-week Freshman Orientation program will be conducted each August for incoming new Midshipmen. The schedule for the week will include completion of enrollment processing, initial uniform issue, physical training, swim tests, sail training, drill indoctrination, and military/NROTC familiarization classes.

2. Drill Lab Sessions: Designated by the university as NAVS 1141, 1142, 2241, 2242, 3341, 3342, 4441, and 4442, depending on the semester and the Midshipman's year, drill and professional lab sessions are conducted each Wednesday between 1430 and 1630.

3. Summer Training: Summer training is conducted annually to furnish NROTC students the opportunity to gain experience in the practical application of their Naval Science studies. These training periods typically last four weeks.

a. Third Class summer training, conducted after freshman year for scholarship Midshipmen, is known as Career Orientation and Training for Midshipmen (CORTRAMID) and is a four week program indoctrinating Midshipmen for one week in each warfare community - Surface, Submarines, Aviation, and the Marine Corps.

b. Second Class summer training, conducted after sophomore year for scholarship Navy Midshipmen, is normally at-sea training. Midshipmen learn what it is like to be enlisted in the United States Navy.

c. Marine Options on scholarship will attend Mountain Warfare Training Center (MWTC) in Bridgeport California. Here they will survival skills in a mountain environment.

d. First Class summer training, conducted after junior year for all first class Midshipmen, introduces Navy Option Midshipmen to officer life and responsibility aboard a naval vessel.

e. Marine Option Midshipmen go to the Marine Corps Development and Education Command, Quantico, Virginia for a six week officer-candidate school (OCS).

4. Field Trips: Field trips may be scheduled at various times throughout the year. They include trips to bases, ships, submarines, aviation squadrons, and other facilities.

708. MISCELLANEOUS ACADEMIC POLICIES:

The items included in this section are not all inclusive. They are significant policies that all Midshipmen are responsible for knowing.

1. Academic Integrity: Absolute integrity is required of every student. Midshipmen will conform to the Cornell Academic Code.

2. Academic Major: A Midshipman must declare a major prior to the end of his or her freshmen year. A Midshipman must receive approval from his or her Class Advisor and the Commanding Officer before switching majors.

3. Advanced Placement: Midshipmen are authorized to take advanced placement tests offered by the University/College.

4. Credit Load: Midshipmen, especially during their freshmen year, are encouraged to keep credit loads under 18 credits. A Midshipman must request permission from the PNS to take more than 18 credit hours in a given semester. Conversely, Midshipmen must take a minimum of 12 credit hours to qualify as a full time student, or lose scholarship benefits.

5. Four Year Plan: Midshipmen will complete and continuously update (at least once per semester) a four year academic plan. These plans will be reviewed by Class Advisors and placed in counseling folders.

6. Scheduling Conflicts: Midshipmen will select their courses to ensure that meeting times do not conflict with Naval Science classes, drill, and lab. Required lectures and labs, for degree and commission take precedence over all other courses. Should an unavoidable conflict arise with an NROTC requirement, Midshipmen will contact their Advisors, and route a request chit, that shall be filed in their student folder.

7. Add/Drop: Midshipmen are responsible for knowing and following the add/drop procedure of their respective colleges. Midshipmen must gain approval to drop or add a class once classes have commenced. This shall be signed by their class advisor.

8. Absences: University faculty will set guidelines for attendance of their classes. Midshipmen are expected to attend all of their classes. Midshipmen will attend all Naval Science classes. Any absences must be requested in writing prior to the absence.

9. Incomplete: An incomplete will be considered a failure for that course until a letter grade is received. Any Midshipman expecting to receive an incomplete must notify her/his advisor in advance. An incomplete may result in an academic review board.

10. Pre-enroll: Midshipmen will include Naval Science courses and the Drill Lab period in pre-enroll.

11. Tutors/Learning Skills Center: Midshipmen are expected to make use of all authorized assets available to them for academic assistance. The NROTC Unit hires a calculus/physics tutor that shall be utilized by all students enrolled in those subjects for the semester. The Professor of Naval Science requires two hours of tutoring per week for scholarship students in these courses.

12. Dean's List: Each college has different requirements for Dean's List. Midshipmen fulfilling this requirement are recognized each semester at the Battalion Awards Ceremony, and are authorized to wear the Dean's List ribbon the following semester.

13. Naval Science Scholar: Any Midshipman receiving an A or better in a Naval Science class will be recognized each semester at the Battalion Awards Ceremony, and are authorized to wear the Naval Science Scholar ribbon the following semester.

14. Fifth Year Benefits: Midshipmen enrolled in an academic program *requiring* more than four years to attain a baccalaureate degree may apply for extended benefits. In addition, any midshipmen whose major requirements, when combined with the NROTC requirements (after NROTC requirements have been counted as acceptable electives, if possible) who are still exceeding an average of 18 hours per semester, may apply for fifth year benefits. Application must be made prior to the end of the first semester, junior year. Extended benefits incur an extra 6 months to 1 year of service obligation.

15. Performance Review: Performance reviews will be conducted with the Class Advisor at the beginning and end of each semester.

16. Drill Lab Sessions: Designated by the university as NAVS 1141, 1142, 2241, 2242, 3341, 3342, 4441, and 4442, depending on the semester and the Midshipman's year, drill and professional lab sessions are conducted each Wednesday between 1430 and 1630.

17. Summer Training: Summer training is conducted annually to furnish NROTC students the opportunity to gain experience in the practical application of their Naval Science studies. These training periods typically last four weeks.

a. Third Class summer training, conducted after the freshman year for scholarship Midshipmen, is known as Career Orientation and Training for Midshipmen (CORTRAMID) and is a four week program indoctrinating Midshipmen for one week in each warfare community - Surface, Submarines, Aviation, and the Marine Corps.

b. Second Class summer training, conducted after the sophomore year for scholarship Midshipmen, is normally at-sea training. Midshipmen learn what it is like to be enlisted in the United States Navy.

c. First Class summer training, conducted after the junior year for all first class Midshipmen, introduces Navy Option Midshipmen to officer life and responsibility aboard a naval vessel. Marine Option Midshipmen go to the Marine Corps Development and Education Command, Quantico, Virginia for a six week officer-candidate school (OCS).

18. Field Trips: Field trips may be scheduled at various times throughout the year. They include trips to bases, ships, submarines, aviation squadrons, and other facilities.

Chapter 8
MIDSHIPMAN FITNESS REPORTS

801. GENERAL

The NROTC Midshipman Fitness Report (FITREP) is a standardized approach for evaluating aptitude throughout all phases of a Midshipman's training. Midshipmen are evaluated at the end of each academic semester. These evaluations help determine class rank and are entered into Midshipman records, as well as into OPMIS. They are used in billet selection and service selection as commissioning approaches. The primary goal of evaluations is to pinpoint weaknesses so that they may be improved. The evaluation is a training and educational tool. Frank and informal discussions between evaluator and evaluated about performance are essential to the process.

802. SEMESTER FITNESS REPORTS

1. Every Midshipman is evaluated on the performance of duties for that semester. In addition, each Midshipman will be evaluated on naval science aptitude, military behavior, leadership and supervisory abilities, military appearance, bearing, and potential. The evaluator will also include NROTC, university, community, or personal activities in which the person evaluated engages in the comments section of the evaluation. Article 804 outlines professional guidelines for writing an evaluation.

2. Midshipman fitness reports shall be completed on all students using Fitness Report and Counseling Record, NAVPERS 1610/2. NROTCUCORNELLINST 1610.1 establishes guidelines for filling out the evaluation. See Appendix B for sample FITREP form.

803. PROCEDURES FOR SEMESTER FITNESS REPORTS

1. Throughout each semester, primary and secondary evaluators (usually the Company Commanders and the Battalion Commanding Officer or Battalion Executive Officer) will observe, interview, and evaluate their subordinates.

2. The Company Commander is responsible for completing the appropriate sections on the front and back of the form. He or she will then forward the form to either the BnCO or BnXO.

3. The BnCO or BnXO will review the CoCO's work and return it to him or her if corrections are necessary. The secondary evaluator will verify the completed sections and forward the FITREPS back to the BnXO.

4. The BnXO and BnCO will review all evaluations for form and content. After any final corrections or discrepancies, the BnCO will forward the evaluations to the Class Advisor who will review them. Class Advisors will file the evaluations in the Midshipmen records and are available for review to a Midshipman upon his or her request.

5. The Executive Officer and the Commanding Officer will review all evaluations. The CO may make an entry on any evaluation, as he or she deems appropriate.

6. During a meeting with his or her Class Advisor, each Midshipman will read and sign the evaluation. *This should not be the first time the Midshipman reads the primary or secondary evaluation.*

7. The BnXO is responsible for creating and publishing a workable timeline for the completion of the evaluations. Evaluations will be completed and forwarded to the Class Advisors in prior to the commencement of final exams.

804. GUIDELINES FOR WRITING FITNESS REPORTS

1. Performance Traits: This section assigns specific numbers to a Midshipman's performance in six categories. The marks given should be as accurate and objective as possible. Each evaluator will assign a mark in each category. Each evaluator must also ensure his or her comments support the grade given.

2. Comments/Justification of Evaluation: This section is the product of a semester of observation and counseling by the evaluator of the Midshipman. Specific comments to justify qualitative judgments are required. The qualitative judgments themselves should address specific characteristics of the evaluated Midshipman and his or her performance. Improving and declining trends should be noted. Predictions of future performance are discouraged.

3. The Evaluation Process: Presented here are guidelines for the semester long process that leads to the evaluation.

a. Initial Meeting: Each Midshipman officer should meet with subordinates at the beginning of each semester to outline both the tasks at hand for the semester and what the supervisor expects. The supervisor should also make a concerted effort to learn about his or her people and create a healthy working relationship with them. He or she should meet personally with each assigned Midshipman. Subordinates must be able to approach their direct superior concerning professional and personal problems. The subordinate should be prepared to discuss any possible difficulties he or she may have in fulfilling responsibilities. Keep written documentation of each meeting.

b. Feedback: Midshipman officers will meet with subordinates regularly to discuss performance. The primary evaluator will prepare a written evaluation for the subordinate and the evaluated should prepare a self-evaluation of his or her performance to date. Supervisors cannot expect improvement from subordinates without giving them feedback on their performance, both positive and negative. However, even negative feedback should be presented not as a critique of the Midshipman, but as an opportunity to improve.

c. Relations Between Superior and Subordinate: Superiors should look out for their subordinates. The CoCO should give praise for a job well done and inform the chain of command of problems that affect the performance of individual duties.

d. Secondary Evaluators: Problems observed by the BnXO or BnCO will be handled through the CoCO.

e. Final Evaluation: When the time comes for the evaluation to be forwarded to the Class Advisor for final processing and assessment, the evaluated should already have a good idea of where he or she stands, and be given the opportunity to read the primary and secondary evaluations in order to make protests to its content. If the final evaluator does not agree, the evaluated has the right to submit a written statement with the evaluation.

805. ADMINISTRATIVE GUIDELINES

This article refers to the FITREP Form NAVPERS 1610/2 in Appendix B. NAVPERS 1610/2 shall be completed on the unit computer using NAVFIT98. Form shall be completed by the Primary Grader, and then reviewed by subsequent graders, culminating in review by the Staff Advisor. NAVPERS 1610/2 shall be completed as follows:

a. Blocks 1-4. Self-explanatory. Blocks 1-4 should be completed by the Primary Grader, with special attention to uniformity.

b. Block 5. Left Blank.

c. Block 6. UIC shall be the command UIC, 63291.

d. Block 7. Ship/Station shall be NROTCU CORNELL UNIV.

e. Block 8. Left Blank.

f. Block 9. Date reported is the date the midshipman in question joined the command (Orientation week of their Freshman Year, etc.).

g. Block 10. Occasion for Report shall be Periodic. Blocks 11-13 shall be left blank.

h. Block 14-15. Shall be the dates for the semester in question, inclusive of the break periods. Either 31JANXX to 31JULXX, or 31JULXX to 31JANXX.

i. Block 16. Shall only be checked if the midshipman was on a leave of absence. Denote Leave of Absence comments in Block 41.

j. Block 17. Type of Report is Regular.

k. Blocks 18 and 19 shall be left blank.

l. Block 20. Physical Readiness shall reflect the PRT score from the semester in question. Either P for Pass, F for Fail, or N for Not Observed (in the case of a medical disqualification, etc.).

m. Block 21. Left Blank.

n. Blocks 22-27. Shall be filled in with the applicable information for the PNS/Commanding Officer. Block 28 shall be left blank.

o. Block 29. Primary duty shall be 1/C-4/C MIDSHIPMAN. Midshipman billets shall count as collateral duties, and shall be entered in the space next to the box.

p. Blocks 30-32. The "Midterm" check box will only be completed by the Staff Advisor, when appropriate.

q. Performance Traits. In addition to the rubric given on NAVPERS 1610/2, direction is provided for the following:

(1) Professional Expertise (Block 33). This trait mark shall reflect the student's grade point average in Naval Science courses as follows.

NS GPA (4.0 scale)
NS GPA < 1.50 1

1.50 <= NS GPA < 2.50 2

2.50 <= NS GPA < 3.15 3

3.15 <= NS GPA < 3.75 4

3.75 <= NS GPA 5

(2) Command Climate/Equal Opportunity (Block 34). Use the rubric provided on the form substituting NROTC Program retention/attrition for Navy retention/reenlistment.

(3) Military Bearing/Character (Block 35). Students on a conduct based warning, probation, or LOA during the reporting period shall not be rated higher than 'Progressing', 2.0, on this trait. Students failing to meet the physical readiness standards during the reporting period shall not be rated higher than 'Progressing', 2.0, on this trait. A Navy PFA of Outstanding or a Marine PFT/CFT of 285 is required to receive 'Greatly Exceeds Standards', 5.0, on this trait.

(4) Teamwork (Block 36). Evaluate per PNS direction consistent with the rubric provided on the form.

(5) Mission Accomplishment (Block 37). This trait should reflect contributions to the battalion's mission to include billet performance and unit participation. However, strong performance and participation cannot come at the cost of their individual responsibility to the program. Students failing to make satisfactory progress toward degree completion and program academic requirements during the reporting period shall not be marked higher than 'Progressing', 2.0, on this trait.

(6) Leadership (Block 38). Evaluate per PNS direction consistent with the rubric provided on the form.

(7) Tactical Performance (Block 39). This trait only applies to warfare qualified officers and shall be marked 'NOB'.

(a) A student rated less than 3.0 in any category (Blocks 33-38) shall receive more frequent counseling and other supervision as directed by the PNS.

(8) Recommendations (Block 40). Use as the PNS directs.

(9) Comments (Block 41).

(a) The Primary Grader, typically the member's immediate superior, will enter his or her name and relationship to the midshipman being evaluated on the first line. The rest of the block should be used to comment on the performance traits listed in blocks 33-38.

(b) The Secondary Grader, typically the Battalion XO or Battalion CO, will enter his or her name and relationship to the midshipman being evaluated on the first line underneath the Primary Grader's comments. The rest of the block should be used to comment on the performance traits listed in blocks 33-38.

(c) The Staff Advisor will enter his or her name and the midshipman's Semester GPA under the Secondary Grader's comments. The rest of the block will be used to comment on the Midshipmen's officer potential as well as any specific performance deficiencies, areas of strength, or areas in which improvement needs to be shown.

Chapter 9
PHYSICAL FITNESS

901. GENERAL

The Navy and Marine Corps place a strong emphasis on physical fitness; it is a necessity for combat readiness. The motivation and determination needed to achieve and sustain outstanding fitness must become second nature to all Midshipmen. Regular training increases strength, endurance, and stamina, and breeds superior efficiency, self-confidence, and pride. Midshipmen are tested once each semester in the Physical Readiness Test (Navy Options) or Physical Fitness Test (Marine Options), and test results become part of each Midshipman's personnel record.

902. THE PHYSICAL READINESS TEST (PRT)

The United States Navy PRT consists of three events: sit-ups, push-ups, and a 1.5 mile run. Men and women will perform each event in the same manner.

1. Sit-Ups: Each Midshipman will lie flat on his or her back with knees bent, heels approximately ten inches from buttocks, arms folded across his or her chest, and feet held by a partner. One repetition consists of curling up by bending at the waist to touch the elbows to the thighs and lying back down until shoulder blades touch the deck. Arms must remain flat against the chest with the hands on the shoulders. The test ends if the legs are extended or the feet or buttocks are lifted off the deck. Midshipmen perform as many repetitions as possible in two minutes. Midshipmen may rest in the up or down position.

2. Push-Ups: Each Midshipman assumes the front leaning rest position with hands approximately shoulder width apart. The arms, back, buttocks, and legs must be straight from head to heels and remain so throughout the test. One repetition consists of bending at the elbows, lowering the body until the top of the upper arm, the shoulders, and the back are all aligned and parallel to the deck and then raising the body until the arms are extended and straight again. Midshipmen perform as many repetitions as possible in two minutes. Midshipmen can only rest in the up position and the body must remain straight or the event is terminated. The test will end if hands/feet are lifted from the deck or they break the leaning rest position.

3. 1.5 Mile Run: Midshipmen will run the entire 1.5 mile distance continuously. The course will be as level as possible and the same line will serve as the start and the finish. Split times will be provided along the course. Times will be taken to the nearest second.

903. THE PHYSICAL FITNESS TEST (PFT)

The United States Marine Corps PFT consists of three events that are different for Marine Option men and women. For men, the three events are pull-ups, crunches, and a 3 mile run. For women, the three events are a flexed-arm hang or pull-ups, crunches, and a 3 mile run.

1. Pull-Ups (Men/Women): The bar is grasped with both palms facing either forward or to the rear. Feet are free of the ground and the position of the hands may be changed during the exercise as long as the Midshipman is not assisted and does not dismount the bar. The Midshipman must start in the down position, arms fully extended. A repetition consists of pulling the body up until the chin is above the level of the bar and then lowering the body until the arms are again fully extended. Kicking motions where legs, knees, and feet are raised above waist level are not allowed. The Midshipman will perform as many repetitions as possible. Resting is permitted in either the up or down position but resting with the chin on the bar is not. An assistant may be used to keep the body from swinging by pushing on the knees of the individual.

2. Flexed-Arm Hang (Women): The individual stands on a support or is helped into the starting position by others. The starting position is when both palms face in the same direction and the elbows are flexed so that the chin is over or at the level of the bar, at which time the support or assistance is removed. The individual remains in this position as long as possible and is timed for as long as some angle of flex is maintained at the elbow. The chin may not rest on the bar.

3. Crunches (Men and Women): Each Midshipman will lie flat on his or her back with knees bent, heels approximately ten inches from buttocks, hands grasping the biceps, and feet held by a partner. One repetition consists of curling up by bending at the waist until the elbows touch the thighs, and lying back down until shoulder blades touch the deck. Resting is permitted in either the up or down position. Midshipmen will perform as many repetitions as possible in two minutes, for men, or one minute, for women.

4. Run (Men and Women): Midshipmen will run the entire 3 mile distance. The course will be as level as possible and the same line will serve as the start and the finish. Split times will be provided along the course. Times will be taken to the nearest second.

904. SCORING THE PRT/PFT

Performance in each event is assigned a certain number of points depending on the number of repetitions or time. All Navy Option Midshipmen must, at a minimum, achieve an overall good score. Marine Options must achieve a 1st Class rating.

905. ADMINISTERING THE PRT/PFT

The PRT/PFT will be administered once each semester by the AMOI. An inventory PRT/PFT is held at the beginning of each semester several weeks prior to the actual PRT/PFT. All events will be completed in a single session but with adequate rest periods between events and in accordance with the appropriate services current PRT/PFT instruction. The run will be conducted last. The PTI and AMOI are responsible for all logistics necessary in the administration of the PRT/PFT.

906. WEIGHT CONTROL

Midshipmen who do not meet height and weight standards (Table 9-5) will have body-fat percent measured. Midshipmen whose body-fat percentage exceeds established standards will be placed in a remedial physical conditioning program and will be encouraged to seek professional dietary assistance, if necessary, to achieve and maintain an acceptable standard. Students will not be allowed to enter the third-class year unless these standards are met. College program Midshipmen will not be permitted to attain advanced standing unless these standards are met.

907. MINIMUM PRT/PFT STANDARDS

All Midshipmen must achieve certain unit minimums in each category. Failure to satisfy these standards will result in placement in the remedial physical fitness program. Midshipmen 4/C must achieve GOOD (Navy) or 1st Class (Marine Options) by the end of freshmen year to receive scholarship benefits the next year.

908. REMEDIAL PHYSICAL FITNESS TRAINING PROGRAM

1. A remedial physical fitness training program will be established and monitored by the AMOI and run by the PTI. This program will be mandatory for any Midshipman who:

a. Exceeds body-fat composition standards.

b. Any midshipman who does not meet the standards below will be placed on the remedial program:

Navy Options
Male (17-19): 62 curl ups, 51 pushups, 11 minutes on 1.5 mile run
Male (20-24): 58 curl ups, 47 pushups, 12 minutes on 1.5 mile run
Female (17-19): 62 curl ups, 24 pushups, 13:30 minutes on 1.5 mile run
Female (20-24): 58 curl ups, 21 pushups, 14:15 minutes on 1.5 mile run

Marine Options
Male: 8 pull ups or 62 pushups, 70 crunches, 24 minutes for 3 mile run
Female: 1 pullup or 34 pushups, 70 crunches, 27 minutes for 3 mile run

2. The remedial physical fitness training program is designed to increase strength and stamina. It will be combined with a dietary program if necessary.

3. A Midshipman designated to attend the remedial physical fitness training program will remain in that program until such time as he or she corrects the deficiency. A Performance Review Board may be convened for Midshipmen who fail to attain appropriate physical standards, as specified in section 1006.

4. Midshipman may volunteer for the remedial physical fitness training program to improve physical conditioning at any time.

909. AWARDS

Midshipmen who attain a 295 or higher on an official PRT/PFT will be recognized for their achievement at the next Battalion Awards Ceremony and qualify for the Battalion Physical Fitness Ribbon.

910. SWIMMING QUALIFICATIONS

Each Midshipman must be able to survive in the water and demonstrate this ability through a series of qualifications. The swimming qualifications, in order of increasing difficulty, are Swimmer, Third Class; Swimmer, Second Class; and Swimmer, First Class. Midshipmen must qualify as Swimmer, Third class prior to their sophomore year and Swimmer, Second Class prior to commissioning. Midshipmen will normally qualify Swimmer, Third Class and Swimmer, Second Class during Orientation Week. Refer to chapters 12 and 13 of NETC P1552/16 for details on swim tests.

1. Swimmer, Third Class: A Third Class Swimmer is described as a person who can stay afloat and survive without the use of a Personal Flotation Device (PFD) in open water under optimum conditions long enough to be rescued in a man-over-board situation. The Third Class Swimmer qualification is the minimum entry-level requirement for all U.S. Navy personnel.

a. Enter the water feet first from a minimum height of five feet using proper body position.

b. Swim 50 yards using any stroke or combination of strokes.

c. Float in the prone (face down) position for five minutes, lifting the head regularly to breathe.

d. Display proper trouser inflation and float method.

2. Swimmer, Second Class: A Second Class Swimmer is described as a person who can stay afloat and survive without the use of a PFD indefinitely under optimum conditions. The Second Class Swimmer qualification is used as an entry-level requirement for Small Boat Operators, Naval Air Crewman and Rescue Swimmers.

a. Prerequisite: Qualification as Swimmer, Third Class.

b. Enter the water feet first from a minimum height of five feet using proper body position.

c. 100-yard swim demonstrating each of the crawl stroke, breaststroke, sidestroke, and elementary backstroke.

d. Prone (face down) float for five minutes, transitioning to back float before exiting water.

3. Swimmer, First Class: A First Class Swimmer is described as a person who can stay afloat and survive without the use of a PFD indefinitely under optimum conditions and can assist others. A First Class Swimmer must maintain a current lifeguarding certification or an applicable NEC in accordance with Appendix D of NETC P1552/16.

a. Prerequisite: Qualification as Swimmer, Second Class.

b. Complete lifesaving certification or related NEC specified in NETC P1552/16, Appendix D.

c. Proficiency in four survival strokes.

d. 25-yard underwater swim, surfacing twice to demonstrate the surface burning oil technique.

Chapter 10
REVIEW BOARD

1001. GENERAL

The Performance Review Board (PRB) is an administrative tool available to the Professor of Naval Science to investigate, review, and document recommendations regarding the best course of action to be taken to ensure successful fulfillment of program requirements by students enrolled in Cornell NROTC. Ideally, the unit will identify potential problems that may lead to a PRB and solve the majority of them through counseling or extra instruction, as appropriate. The PRB is not a judicial proceeding, but rather an informal administrative hearing most similar to a university academic review board. However, the PRB will be conducted with formality and decorum. Testimony under oath is not necessary. The only rights guaranteed to the student are the fundamental rights of administrative due process. The student has the right to appear before the board, to submit a written statement, and to present documents or witnesses on their behalf. The student will be counseled by the class advisor and may review their record prior to convening the board. Since the PRB is an informal administrative proceeding, the student is not entitled to be represented by an attorney at the hearing.

1002. REASONS FOR CONVENING A REVIEW BOARD

A review board may be convened whenever the Professor of Naval Science determines that a Midshipman's case warrants review and/or action. Cases requiring review are classified as follows:

1. Academic Deficiency

2. Aptitude Deficiency

3. Physical Deficiency

4. Disciplinary

1003. REVIEW BOARD MEMBERS

A review board will normally consist of the Unit Executive Officer, two Naval Science Instructors, the Assistant Marine Officer Instructor, and a recorder.

1004. ACADEMIC DEFICIENCY

Academic deficiency in the NROTC program is defined as failure to comply with one or more of the standards listed below. A board may be convened if a Midshipman has:

1. Received an unsatisfactory grade in any subject;

2. A semester or cumulative GPA below a 2.5;

3. Received an incomplete in any course;

4. Failed to complete the calculus requirement by the end of the sophomore year or the physics requirement by the end of the junior year;

5. Failed to enroll in enough credits to be classified as a full time student;

6. Failed to make satisfactory progress towards graduation or commissioning;

7. Displayed a declining trend in cumulative GPA;

8. Not performed to his or her potential as determined by his or her Advisor.

1005. APTITUDE DEFICIENCY

Aptitude deficiency is defined as a serious lack of those professional qualities that are requisite for officer candidates of the Naval Services. An aptitude deficiency may include:

1. Low level of motivation or participation in the NROTC program displayed by a lack of commitment or interest;

2. Display of marginal leadership potential or a marked lack of accepting responsibility for one's own actions (or inaction);

3. Poor military bearing and appearance in uniform;

4. Consistently low aptitude evaluations in comparison with one’s peers;

5. Repeated failure or unwillingness to carry out one's duties or to comply with instructions or directions;

6. Poor performance during summer training;

7. Inability or unwillingness to display and improve the traits and characteristics associated with leadership;

8. Failure to attain Skipper B qualification before the beginning of the senior year.

1006. PHYSICAL DEFICIENCY

The reasons for convening a physical deficiency review board may include:

1. Any Midshipman who becomes physically disqualified from commissioning because of illness or injury as indicated on a physical examination;

2. Repeated failure of the PRT or PFT;

3. Repeated failure to attend mandatory remedial physical fitness training (which could merit an aptitude board as well);

4. Failure to qualify Swimmer, Third Class, after participating in a remedial swimming instruction program;

5. Failure to meet and maintain appropriate weight control standards;

6. Pregnancy.

1007. DISCIPLINARY

Disciplinary matters or cases involving misconduct are also addressed in Article 1010 of this chapter. Disciplinary cases may include any of the following:

1. Major breach of military discipline;

2. Criminal or moral civil offenses deemed to be disqualifying by the Professor of Naval Science;

3. Cumulative unsatisfactory disciplinary record;

4. Unwillingness to schedule required university courses or dropping such courses without approval of the Professor of Naval Science;

5. Refusal to accept one's commission;

6. Action or inaction which bring discredit upon the United States, the Naval Service, the NROTC Unit, one's fellow Midshipmen, or the individual;

7. Violation of the honor concept.

1008. SPECIAL

Reasons for convening a special review board may include:

1. Any disenrollment which may result in an active duty service obligation or recoupment of benefits by the government;

2. Involuntary disenrollment or suspension (temporary or permanent) for any reason by the University or College;

3. Severe financial hardship;

4. Family issues that require a Midshipman's withdrawal from school;

5. Request for release from an obligation in order to enlist in the United States Navy or Marine Corps;

6. Request for release from the Scholarship Program to immediately enroll in the College Program;

7. As deemed necessary by the Professor of Naval Science for matters not otherwise detailed in appropriate directives.

1009. REVIEW BOARD ACTIONS

Once the review board members evaluate a Midshipman's situation, the senior member will advise the Midshipman of the board's recommendation. This recommendation will be forwarded to the Professor of Naval Science for final action. In most cases, the Midshipman will have the opportunity to meet with the PNS prior to any action being taken. The alternatives available to the board are listed below. Each decision will be made in consideration of the severity of the case and the Midshipman's previous record. Certain cases may require disenrollment. A Midshipman does not necessarily progress through each step outlined below, but every reasonable opportunity for improvement will be provided.

1. Case Dismissal: Dismissal will occur if it is deemed a case is due to an administrative error or that the Midshipman had no control whatsoever in the events resulting in his or her appearance before the board (medical reasons excluded). This action will not result in an entry into the Midshipman's record.

2. Warning: An entry will be made in the Midshipman counseling record and the board letter will be filed for future reference. Conditions for improved performance will be established for the Midshipman and monitored by the Class Advisor. Remedial counseling will be required in addition to routine advisor requirements.

3. Probation: This action is an administrative counseling tool, having no bearing on incurred obligation or receipt of benefits. Midshipmen will be notified of their probation status in writing and will have the cause, terms, and period of probation clearly specified. Midshipmen will also be notified that future failure to meet the terms specified may result in their being considered for a leave of absence or disenrollment from the NROTC program. Probation is appropriate when the Midshipman's problems are transitory in nature. A copy of the probation letter will be filed in the Midshipman's record. Additionally, as directed by the PNS, a copy of the probation letter will be forwarded to the Midshipman's parent(s) or guardian(s).

4. Leave of Absence (LOA): The PNS may deem it necessary to place a Midshipman on LOA due to continued unsatisfactory performance and specifically when there is a genuine anticipation that the Midshipman may not be capable of completing the program. The reasons for an LOA vary and a detailed discussion for each reason is contained in Chapter VII of

CNSTCINST 1533.2. During a LOA, no financial benefits of ROTC will be provided. Review boards are not necessary when an LOA is in pursuit of a graduate degree, voluntary, for a degree requiring a fifth year when fifth year benefits are not awarded, or for special reasons (e.g. hardships). These cases require PNS approval. The PNS will inform the Midshipman in writing of the reason for the LOA and its length and reinstatement terms, and notification that, if the terms specified are not satisfactorily met, he or she will be considered for disenrollment from the program. A copy of the Leave of Absence letter will be filed in the Midshipman's record. Additionally, a copy of the letter will be forwarded to the Midshipman's parent(s) or guardian(s).

5. Disenrollment: Any disenrollment will be processed in accordance with the Regulations for Officer Development for NROTC, CNSTCINST 1533.2. The PNS may recommend the disenrollment of any NROTC Midshipman whose specific shortcoming(s) or overall record make suspect his or her value as a future officer. The student is allowed to make two statements as a rebuttal to the PNS' recommendation: one immediately following the PRB, and a second prior to the PNS' endorsement of the disenrollment report. A recommendation for disenrollment should be considered as the primary course of action following the PRB hearing for the following:

a. A major conduct offense.

b. Any felony conviction.

c. Repeated minor infractions, substandard aptitude, or an unwillingness to make necessary lifestyle changes.

d. Failure to achieve required physical readiness standards and swimming qualifications, especially when it appears the individual is not exerting proper effort to achieve and maintain these standards.

e. Academic LOA for more than two successive semesters or three quarters without considerable improvement.

f. Positive urinalysis test. A case involving intentional failure should first be considered as a disciplinary matter, but disenrollment is appropriate.

1010. CONDUCT

An officer's obligation to serve his or her country encompasses every facet of his or her private and public behavior. The Cornell NROTC Unit's mission is to teach Midshipmen to conduct themselves in a responsible, professional, military manner and to eliminate from training those who cannot or will not.

1. Standards of Conduct: Midshipmen will conduct themselves as ladies and gentlemen and carry themselves with proper military bearing at all times.

2. Discipline for Cases Involving Misconduct

a. Offenses or misconduct which indicate moral turpitude, a hardened disregard or contempt for authority, incorrigible lack of motivation or purpose, or a culpable lack of the sense of responsibility necessary in an officer are all grounds for disciplinary probation or recommendation for disenrollment from the NROTC Program consonant with CNSTC Regulations and as outlined in para. 1009.

b. In addition to disciplinary probation or possible disenrollment, misconduct will be reflected in a Midshipman's aptitude grades, which may directly affect a Midshipman's initial duty assignment.

3. Administrative Procedures to Recognize Merit or Misconduct: Follow the procedures and policies outlined here to properly report and document cases of merit or misconduct.

a. Any Midshipman may initiate a merit or misconduct report to the next link in the chain of command. If whoever initiates the report feels it is not handled appropriately, he has the right to proceed up the chain of command for resolution.

b. Reports initiated by an NROTC staff member will be routed directly to the Class Advisor.

c. More serious offenses will be brought to the attention of the Unit XO and the PNS immediately. Appropriate documentation will accompany said offense.

d. Midshipmen are bound by the Honor Concept and are required to answer truthfully and completely all questions by investigating authorities.

e. Meritorious action will be made public. Disciplinary actions shall be dealt with in private.

Chapter 11
BOOKS AND EQUIPMENT

1101. GENERAL

1. Books and equipment required for Naval professional courses are furnished to all Midshipmen (both NROTC scholarship and college program students) by the Unit Supply Technician.

2. Books, nonexpendable supplies, and equipment required for University courses are furnished only to NROTC scholarship students and junior and senior college program students. This includes items listed as necessary by the University. Expendable or personal items such as pens, pencils, ordinary notebooks, notebook refills, ink, computers, calculators, and other similar supplies shall not be furnished.

1102. PROCEDURES

1. Issue

a. Midshipmen on scholarship and junior and senior College Program Midshipmen shall obtain authorized items from the Unit Supply Technician.

b. Midshipmen shall not write in or otherwise deface Naval Science textbooks.

2. Turn-in

a. Midshipmen shall return all textbooks, nonexpendable supplies, and equipment issued during the semester to the Unit Supply Technician no later than one week following the termination of final exams for that semester, or as directed by the Supply Technician.

b. Failure to return books or to make restitution during the allotted time will be considered failure to comply with a lawful order. Appropriate disciplinary action will result.

1103. LOST BOOKS AND EQUIPMENT

1. All books and equipment issued by the Unit Supply Technician to NROTC Midshipmen are the property of the US Government and must be returned to the Unit Supply Technician.

2. In the event that books or equipment are lost or are so mutilated through misuse that reissue is not feasible, Midshipmen will make restitution in the form of a certified bank check or money order payable to the Treasurer of the United States, or will make replacement in kind. This does not include what could be considered "normal wear and tear" incurred during the semester.

1104. RETAINING BOOKS AND EQUIPMENT

Prior to graduation, all books and equipment issued to Midshipmen will be turned in to the Unit Supply Technician. The Unit Supply Technician will conduct a local records check prior to clearing each Midshipman for commissioning.

Chapter 12
NROTC EXTRACURRICULAR ACTIVITIES

1201. GENERAL

1. Participation in extracurricular activities provides an excellent way to improve leadership ability. Team or club members learn to motivate and manage others in a very direct way. Midshipmen are highly encouraged to participate in extracurricular NROTC activities such as intramurals or the Semper Fidelis Society.

2. Midshipmen are expected, as future officers, to behave as officers. This encompasses punctuality to all practices and events. Midshipmen are accountable for fulfilling all obligations to clubs and teams in which they are involved.

1202. NROTC INTRAMURAL ATHLETICS

1. The Battalion Joint Service Representative (JSR) is responsible for organizing NROTC's involvement in the Cornell University intramural athletic program. His or her prime responsibility is to act as a liaison between the Cornell Intramural Office and the Unit. In order to simplify coordination, the JSR will appoint team captains for each team fielded by NROTC. The JSR is responsible for each of the team captains.

2. Team captains will recruit their teams but the JSR is responsible for ensuring every Midshipman has an opportunity to sign up for any of the ROTC teams. Team captains are responsible to ensure attendance at games and practices. Team captains are responsible for knowing all rules and regulations.

1203. SEMPER FIDELIS SOCIETY

The Cornell University chapter of the Semper Fidelis Society is named after Colonel Ralph Thuesen. The Colonel Ralph Thuesen Memorial Semper Fidelis Society is the Marine Corp's honorary society. Membership is granted to any Cornell student enrolled in a program leading to a commission in the United States Marine Corps or Navy. The Society's objective is to prepare members for their responsibilities as officers of the Marine Corps and Navy. This is accomplished via dissemination of information designed to improve understanding of an officer's duties, by the upholding of the high traditions and ideals of the United States Naval Services, and by the cultivation of social virtues among members. The Society also seeks to foster inter-service harmony and teamwork. The MOI and AMOI will act as Society Advisors.

1204. OTHER ACTIVITIES AND CLUBS

1. In addition to the aforementioned activities, there are many more activities made available to Cornell NROTC Midshipmen and to the entire Cornell University student body. Midshipmen are encouraged to contact the student union activities coordinator and to participate in one or more of these activities. As a general guideline:

2. Ensure that you do not overextend yourself and hurt your academics or your commitment to the NROTC Unit. *Remember: Academics first and NROTC second.*

3. Ensure that the club/activity you wish to join does not espouse views that are antithetical to those of the United States, our Constitution, the Armed Forces, or the ROTC programs. If you have questions, contact your advisor via the chain of command.

4. Midshipmen are allowed to join fraternities and sororities, providing they do not interfere with performance within the unit.

1205. UNIT ACTIVITIES FUND DUES

1. The Unit Activities Fund has been set up to finance approved NROTC activities. The UAF is typically financed entirely through fundraising, primarily through the Cornell University Invitational Drill Competition (CUIDC). An annual fee paid by Midshipmen finances the Unit Activities Fund in the event sufficient funds are not raised in a given year.

2. All Midshipmen, scholarship and college program, are encouraged to pay the entire fee within two weeks of reporting to the Unit in the fall semester. The amount of the fee will be announced each fall. This is "NOT" mandatory.

3. This fund supports Battalion picnics, the Navy/Marine Corps Ball, Intramural Athletic Fees, etc.

4. The Battalion Operations Officer shall audit the Unit Activities Fund at the end of each semester. Audit results shall be forwarded to the PNS via the chain of command.

Chapter 13
COMMISSIONING

1301. ELIGIBILITY FOR COMMISSIONING

1. Scholarship or College Program NROTC students, upon the successful completion of the prescribed Naval Science courses, completion of summer cruise requirements, and, if in all other respects qualified, will be commissioned as an Ensign in the Navy or Second Lieutenant in the Marine Corps.

2. A potential commission will be subject to a review of the recommendation of the Professor of Naval Science by the Commander, Naval Service Training Command or Commandant of the Marine Corps, as appropriate, with final approval of the Secretary of the Navy. The Professor of Naval Science is responsible for certifying that the Midshipman is qualified for appointment. This certification shall include the Midshipman's academic qualifications, aptitude for commissioned service, and general ability.

3. Under no circumstances will a Midshipman who has not completed all requirements for commissioning be permitted to execute an oral or written acceptance and oath of office.

1302. WITHHOLDING OF COMMISSION

The Professor of Naval Science is authorized to withhold the commission of any Midshipman who has not been found physically qualified by a Board of Medical Examiners and the Naval Medical Command for commissioning or who, even if physically qualified, has not fulfilled all requirements for graduation.

1303. COMMISSIONED STATUS

For those Midshipmen attending college and NROTC on an NROTC Scholarship, the following military service obligations apply:

1. Navy Option Midshipmen starting their freshman year of college in fall 2010 or later will be required to serve a minimum of five years of active military service. Additional requirements may be required for specific job assignments.

2. Marine Corps Option Midshipmen will be required to serve at least four years on active duty.

3. Midshipmen who pay their own educational expenses or have a non-Navy source of educational funding may participate in NROTC through the NROTC College Program. Upon graduation and commissioning, this individual will be required to serve at least four years on active duty.

1304. DELAYS IN COMMISSIONING

When it becomes apparent that a Midshipman will not complete his or her required courses as scheduled, the Professor of Naval Science will consider a request from the Midshipman for a Voluntary Leave of Absence in order to fulfill degree requirements. The Professor of Naval Science will review the circumstances that caused the delay and will evaluate the Midshipman's prospects for completing the requirements for commissioning. If the Professor of Naval Science's finding is favorable, he or she will request authority from the Chief of Naval Education and Training (CNET) to continue the student without compensation in order to complete the requirements. If the PNS' finding is unfavorable, the Midshipman may be recommended for disenrollment from the program and may be responsible for repayment of scholarship funds expended on their behalf.

APPENDIX A

SAMPLE CHIT FORMAT

Chapter 14 SPECIAL REQUEST/ AUTHORIZATION
NAVPERS 1336/3 (Rev. 9-75)
S/N 0106-LF-063-8633

PRIVACY ACT STATEMENT

The authority to request this information is contained in 5 USC 301, Departmental Regulations. The principal purpose of the in-formation is to enable you to make known your desire for one of the four 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.

NAME *(Last, first, middle initial)*	Chapter 15 RATE	Chapter 16 EMLID
Chapter 17 SHIP OR STATION		Chapter 18 DATE OF REQUEST
Chapter 19 DEPARTMENT / DIVISION / WARD	Chapter 20 DUTY SECTION / GROUP	

Chapter 21 NATURE OF REQUEST

	LEAVE		SPECIAL LIBERTY		SPECIAL PAY		COMMUTED RATIONS	X	OTHER *(Below)*

NO. DAYS REQUEST	FROM *(Date and time)*	TO *(Date and time)*
LEAVE ADDRESS *(Street, box or route no., City, State, Zip Code)*		Chapter 22 TELEPHONE NUMBER

Chapter 23 REASON FOR REQUEST

SIGNATURE
Chapter 24

Chapter 25 I AM ELIGIBLE AND OBLIGATE MYSELF TO PERFORM ALL DUTIES OF PERSON MAKING APPLICATION -

Chapter 26 SIGNATURE OF STANDBY	Chapter 27 DUTY STATION

APPENDIX APERSONNEL OFFICE

Chapter 28 EARNED LEAVE DAYS AS OF:	Chapter 29 LEAVE THIS FISCAL YEAR	Chapter 30 DATE LAST PAID

Chapter 31 RECOMMENDED APPROVAL	Chapter 32 SIGNATURE AND RANK/RATE / TITLE / DATE
YES NO	
YES NO	Chapter 33 SIGNATURE AND RANK/RATE / TITLE / DATE
YES NO	Chapter 34 SIGNATURE AND RANK/RATE / TITLE / DATE
YES NO	Chapter 35 SIGNATURE AND RANK/RATE / TITLE / DATE
Chapter 37 APPROVED Chapter 38 DISAPPROVED	Chapter 36 SIGNATURE AND RANK/RATE / TITLE / DATE

Chapter 39 REASON FOR DISAPPROVAL

LOG OUT AND IN WITH OOD *(When required)*

OUT *(Hour and date)*	INITIALS OOD	IN *(Hour and date)*	INITIALS OOD

APPENDIX BHITCHHIKING IS PROHIBITED

*U.S. GPO: 1990-504-109/2028

CHIT

Our chits follow the plain paper internal memorandum format the Navy uses. Refer to the Department of the Navy Correspondence Manual (SECNAV M-5216.5) for details.

MIDSHIPMAN CHAIN OF COMMAND

The following is the chain of command for correspondence within the unit:

Squad Member
Squad Leader
Company Commander
Battalion Commander
Class Advisor or AMOI*
Executive Officer
Commanding Officer

*Ask your chain of command or see example chits on Blackboard for which staff member to include (AMOI or Class Advisor). In general, the AMOI will want to be included on matters relating to PT or 4/C Drill.

APPENDIX B

SAMPLE FITREP

1. Name (Last, First MI Suffix)	2. Grade/Rate	3. Desig	4. SSN

5. ACT ☐ TAR ☐ INACT ☐ AT/ADSW/265 ☐	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 ☐	Type of Report			20. Physical Readiness	21. Billet Subcategory (if any)
	17. Regular ☐	18. Concurrent ☐	19. Ops Cdr ☐		

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 Pro-gressing	3.0 Meets Standards	4.0 Above Standards	5.0 Greatly Exceeds Standards
33. **PROFESSIONAL EXPERTISE:** Professional knowledge, proficiency, and qualifications. NOB ☐	- 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. ☐
34. **COMMAND OR ORGANIZATIONAL CLIMATE/EQUAL OPPORTUNITY:** Contributing to growth and development, human worth, community. NOB ☐	- Actions counter to Navy's retention/reenlistment goals. - Uninvolved with mentoring or professional development of subordinates. - Actions counter to good order and discipline and negatively affect Command/Organizational climate. - Demonstrates exclusionary behavior. Fails to value differences from cultural diversity. ☐	- ☐	- Positive leadership supports Navy's increased retention goals. Active in decreasing attrition. - Actions adequately encourage/support subordinates' personal/professional growth. - Demonstrates appreciation for contributions of Navy personnel. Positive influence on Command climate. - Values differences as strengths. Fosters atmosphere of acceptance/inclusion per EO/EEO policy. ☐	- ☐	- Measurably contributes to Navy's increased retention 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. ☐
35. **MILITARY BEARING/ CHARACTER:** Appearance, conduct, physical fitness, adherence to Navy Core Values. NOB ☐	- 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. ☐
36. **TEAMWORK:** Contributions towards team building and team results. NOB ☐	- Creates 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. ☐
37. **MISSION ACCOMPLISHMENT AND INITIATIVE:** Taking initiative, planning/prioritizing, achieving mission. NOB ☐	- 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. ☐

1. Name (Last, First MI Suffix)	2. Grade/Rate	3. Desig	4. SSN

PERFORMANCE TRAITS	1.0* Below Standards	2.0 Pro-gressing	3.0 Meets Standards	4.0 Above Standards	5.0 Greatly Exceeds Standards
38. **LEADERSHIP:** Organizing, motivating and developing others to accomplish goals. NOB ☐	- Neglects growth/development or welfare of subordinates. - Fails to organize, creates problems for subordinates. - Does not set or achieve goals relevant to command mission and vision. - Lacks ability to cope with or tolerate stress. - Inadequate communicator. - Tolerates hazards or unsafe practices. ☐	- ☐	- Effectively stimulates growth/development in subordinates. - Organizes successfully,implementing process improvements and efficiencies. - Sets/achieves useful, realistic goals that support command mission. - Performs well in stressful situations. - Clear, timely communicator. - Ensures safety of personnel and equipment. ☐	- ☐	- Inspiring motivator and trainer, subordinates reach highest level of growth and development. - Superb organizer, great foresight, develops process improvements and efficiencies. - Leadership achievements dramatically further command mission and vision. - Perseveres through the toughest challenges and inspires others. - Exceptional communicator. - Makes subordinates safety-conscious, maintains top safety record. - Constantly improves the personal and professional lives of others. ☐
39. **TACTICAL PERFORMANCE:** (Warfare qualified officers only) Basic and tactical employment of weapons systems. NOB ☐	- Has difficulty attaining qualifications expected for rank and experience. - Has difficulty in ship(s), aircraft or weapons systems employment. Below others in knowledge and employment. - Warfare skills in specialty are below standards compared to others of same rank and experience. ☐	- ☐	- Attains qualifications as required and expected. - Capably employs ship(s), aircraft, or weapons systems. Equal to others in warfare knowledge and employment. - Warfare skills in specialty equal to others of same rank and experience. ☐	- ☐	- Fully qualified at appropriate level for rank and experience. - Innovatively employs ship(s), aircraft, or weapons systems. Well above others in warfare knowledge and employment. - Warfare skills in specialty exceed others of same rank and experience. ☐

40. I recommend screening this individual for next career milestone(s) as follows: (maximum of two)
Recommendations may be for competitive schools or duty assignments such as: LCPO, DEPT CPO, SEA, CMC, CWO, LDO, Dept Head, XO, OIC, CO, Major Command, War College, PG School.

41. COMMENTS ON PERFORMANCE. * All 1.0 marks , three 2.0 marks, and 2.0 marks in Block 34 must be specifically substantiated in comments. Comments must be verifiable. Font must be 10 or 12 pitch (10 to 12 point) only. Use upper and lower case.

Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote	44. Reporting Senior Address
42. INDIVIDUAL							
43. SUMMARY	☒						

45. Signature of Reporting Senior

Date:

Member Trait Average:

Summary Group Average:

46. Signature of individual evaluated. " I have seen this report, been apprised of my performance, and understand my right to make a statement."
I intend to submit a statement ☐ do not intend to submit a statement ☐

Date:

47. Typed name, grade, command, UIC, and signature of Regular Reporting Senior on Concurrent Report

Date:

NAVPERS 1610/2 (Rev. 3-02)