

MIDSHIPMAN GUIDE



REVISED: AUGUST 2022

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CHAPTER 1

THE NAVAL ROTC PROGRAM

1-1. History at Notre Dame

1. Naval ROTC. Congressional legislation created the Naval Reserve Officers Training Corps (ROTC) in 1925 as an avenue to offer college students commissions in the Naval Reserve. The program was established at six universities, offering students the Naval Science courses required to supplement their education and qualify them for commissioning. In 1932, the Marine Corps started offering Second Lieutenant commissions to NROTC graduates. The initial program was very successful, especially during the years of World War II when the need for well-trained Naval Officers was great. By the end of World War II, the United States was firmly established as the world's major sea power, and the requirement for a larger corps of regular career officers was readily apparent. To meet this need, Congress enacted the Holloway Plan in 1946. This plan increased the size of NROTC enrollment to 15,400 midshipmen to meet the demand. The Holloway Plan consisted of Scholarship and College Program students and has remained largely intact to the present day. Extensive review toward the end of the Vietnam conflict resulted in some modifications: instructors had to have graduate degrees to teach at selected universities, the naval science courses included more substantive material, and more scholarships became available for graduate study.

2. The Navy at Notre Dame. The University has had a long association with the military. In 1858, William B. Lynch, a student, received Father Sorin's approval to organize a military company for the students and in 1859, the "Continental Cadets" were formed. Holy Cross priests served as chaplains in the Civil War and over 2,000 Notre Dame men fought in World War I, of whom 46 died.

a. The association between the University and the U.S. Navy began in September 1941 with the formation of an NROTC unit under the command of Captain H. P. Burnett. The program offered a 4-year course in naval science and tactics and led to a Reserve commission. It did not pay tuition and often did not entail active duty service after commissioning. For the Unit's first celebration of Navy Day, Admiral Chester W. Nimitz spoke at Washington Hall. As the U.S. entered the war, many changes occurred at Notre Dame. Studies were accelerated for all students, enabling them to finish their degrees in three years or less. In September 1942, Notre Dame became a Midshipman Training Center, one of four in the nation (the others were in Chicago, New York City, and Annapolis).

b. Midshipmen completed four months of training before receiving a commission. In January 1943, 1,100 ensigns graduated from the Midshipman School and became the first group of officers to receive all of their training and be commissioned at Notre Dame. In 1943, the Navy further expanded its officer procurement with the V-12 program. With the V-12 program, Notre Dame acquired a Marine detachment under Captain John W. Finney, USMCR. During this time, the NROTC program remained active, graduating its first class in February 1944.

c. As a result of such extensive involvement with the Navy, Notre Dame's student body had a large military presence during World War II. In 1944, for instance, there were 2,610 students enrolled; 1,771 of these were in the military, 639 were civilians, and 200 were students of religion. During the war, Notre Dame trained nearly 12,000 officers.

d. As the war ended, the various officer procurement programs were phased out and by 1945, only the NROTC remained. Under the Holloway Plan, Notre Dame NROTC continued to prepare officers for the Navy and Marine Corps.

3. History of Notre Dame. In 1830, Rev. Stephen Theodore Badin, the first Catholic priest in the U.S., established a mission for the Potawatomi Indian tribe. He built a small chapel overlooking St. Mary's lake. The present log chapel is a replica of the original structure. Two years later, Badin purchased 524 acres surrounding the two lakes, deeding them to the Bishop of Vincennes when he left Indiana in 1835.

a. About this time, the bishop was trying to recruit young men and women to educate and minister to the Catholic youth of the diocese. He appealed to Rev. Basil Moreau, the founder and superior of the new Congregation of Holy Cross (C.S.C.), in LeMans, France. Moreau responded in 1841 by sending a priest and six brothers. The priest's name was Edward Frederick Sorin. However, Father Sorin had bigger plans than merely running the diocesan novitiate; he wanted to form a college. The bishop agreed to give him the property that Badin had purchased if Father Sorin could establish a college on it and would continue to teach Holy Cross brothers there.

b. In November 1842, Father Sorin arrived at Sainte-Marie-des-lacs, the site of Badin's mission, and by 1844 the University of Notre Dame du Lac was chartered by the Indiana legislature. A period of growth followed with increasing commitment to academics. The law school was reorganized and the curricula for civil and mechanical engineering were refined. Father Sorin's death interrupted this progress in 1893. His departure sparked a debate over the future direction of the University. Some advocated increased academic development, but the new President, Rev. Andrew Morrissey, wanted to keep Notre Dame small. He did not wish to compete with larger, endowed schools, preferring to remain principally a prep school.

c. Rev. Andrew Morrissey was succeeded in 1905 by Rev. John Cavanaugh, who built up an endowment. He began corresponding with the Rockefeller Foundation, but his work was interrupted by World War I. Many students left to fight and many of the priests became chaplains during this conflict. After the war, Rev. James Burns became President of the University. Applications increased greatly and, in order to make room for the influx of college students, Burns discontinued the prep school. He also established an endowment, with grants from the Rockefeller and Carnegie Foundations.

d. In the 1920's, Notre Dame began receiving national attention for its football team. This fame brought additional recognition and interest to the University. During World War II the University was mainly a training school for the military, though some civilian students remained. Following the war, veterans on the GI Bill increased enrollment dramatically (from 3,200 before the war to 5,100 after). The University expanded, adding needed facilities. This period of growth

continued under Rev. Theodore Hesburgh's presidency, which began in 1953. Under Father Hesburgh's leadership, the University showed a dramatic increase in the size of its endowment fund and gained a reputation for academic excellence. In keeping up with the changing times, in 1972, female students were admitted to the school.

e. The University of Notre Dame continues evolving. Recent changes in the past several years include the appointment of our current president, Rev. John Jenkins, and the decision to increase female and minority enrollment. As stated in Du Lac, "Notre Dame has reaffirmed the necessity of not only transmitting accumulated academic knowledge, but also of being a Catholic community, in the very best sense of the term."

1-2. Mission and Intent

1. Naval Reserve Officers Training Corps Unit, Notre Dame. The mission of the Naval ROTC unit is to develop midshipmen morally, mentally, and physically and imbue them with the highest ideals of duty, honor, and loyalty in order to commission graduates as officers who possess a basic professional background, are motivated toward careers in the Naval Services, and have the potential in mind and character to assume the highest responsibilities of command, citizenship, and government. To this end, the NROTC program provides:

- a. An understanding of the fundamental concepts and principles of Naval Science.
- b. A basic understanding of associated professional knowledge.
- c. An appreciation of the requirements for national security.
- d. A strong sense of personal integrity, honor, courage, commitment, and individual responsibility.
- e. An educational background which will allow the NROTC students to undertake successfully, in later periods of their careers, advanced or continuing education in a field of application and interest to the Naval Service.
- f. Opportunity for students to earn a commission as Ensigns in the Navy or as Second Lieutenants in the Marine Corps.
- g. Means to impart knowledge of the Navy and Marine Corps, their missions, ideals, and achievements, thereby gaining and maintaining increased public interest in sea power.

1-3. Oaths and Honor Code

1. Oath of Office for Midshipman Scholarship Candidates. I (state your name), having been appointed a midshipman in the United States Navy, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely,

without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office upon which I am about to enter; so help me God.

2. Oath of Office for Midshipman College Program Student Candidates. I (state your name), do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office upon which I am about to enter; so help me God.

3. The Midshipman Honor Code. Military systems, which must often operate under extreme duress, are founded upon the concepts of absolute trust and fidelity. NROTC must instill honor upon future officers during accession training and ensure that honor is carried into fleet service. A future officer does not lie, cheat, or steal.

4. Core Values. Throughout its history, the Naval Service has successfully operated through reliance on certain values held by its personnel. Naval leaders have attributed these values to be among the most important factors that contributed to the success of our organization and to their own personal success. The Navy's and Marine Corps' core values are honor, courage, and commitment. A naval officer must exhibit these values in the everyday practice of the profession.

a. Honor. Honor is a keen sense of ethical conduct, honesty, integrity, and responsibility. Honor includes honesty at all times no matter the outcome. It is respect to both juniors and seniors. Finally, it includes upholding one's self at all times to the highest personal standards in responsibility and accountability.

b. Courage. Future officers must meet the demands of the Naval Service and the mission when it is hazardous, demanding or otherwise difficult, make decisions in the best interest of the Naval Service and the nation, without regard to personal consequences, meet all challenges while adhering to a higher standard of personal conduct and decency, be loyal to our nation, ensuring the resources entrusted to us are used in an honest, careful and efficient way, and have the moral and mental strength to do what is right, even in the face of personal or professional adversity.

c. Commitment. Every officer is responsible for the safety and professional, personal, and spiritual well-being of their personnel. Future officers must show respect toward all people without regard to race, religion, or gender, treat each individual with human dignity, be committed to positive change and constant improvement, exhibit the highest degree of moral character, technical excellence, quality, and competence in what they were trained to do, and work together as a team to improve themselves and others.

1-4. Options and Special Programs.

1. Navy Option and Marine Option. Two programs are available: the Navy or Marine option. The Navy option leads to a commission in the Navy as an Ensign; the Marine option leads to a commission as a Second Lieutenant in the Marine Corps. Midshipmen in both programs take part in similar training during their third and fourth class years, subsequent years offer substantial differences in both training and required NROTC courses. Each midshipman will enter the NROTC program as either a Navy or Marine option. A midshipman may apply to change his or her option from the Marine Corps to the Navy or *vice versa* up until the end of their junior year; however this change is subject to approval by the respective service branch, as well as available allocations for assignment. The midshipman should discuss the matter with his or her class advisor early and often. If approved, the midshipman is officially discharged from his or her initial option and accepted into the new one.

2. Program Options. There are several ways to earn a scholarship and commission in the NROTC program:

a. Four-year NROTC Scholarship. Scholarships are based on a competitive selection process that begins in one's junior or senior year of high school. If a student is chosen for this scholarship, he or she will, upon completing the prescribed academic and military training, receive a commission in the Navy or Marine Corps. These scholarships cover four academic years (fifth year benefits are not normally available).

b. Two and Three-Year NROTC Scholarship. Selection process is similar to the 4-year scholarships. The benefits are exactly the same as those for the 4-year scholarships, except that this scholarship covers only the final three and two years of college. If accepted for this program, Three-Year NROTC Scholarship students will attend New Student Indoctrination training following the award of their scholarship. Students may have to take extra Naval Science courses to catch up to required standards.

c. College Program Students. Students who are part of the "College Program" will have opportunities to apply for 2 and 3-year sideload scholarships. For rising 2/C college program students, you will need to apply for "Advance Standing" in order to remain in the program. Advanced Standing students receive a stipend, but no tuition money..

CHAPTER 2

BATTALION ORGANIZATION

2-1. General. The NROTC Unit at Notre Dame contains two principal organizational entities: the Unit Staff and the Midshipman Battalion. The Unit Staff is composed of Commissioned Officers and a Senior Enlisted Advisor. The Midshipman Battalion is organized into three companies (Alpha, Bravo, and Charlie) and a headquarters platoon. Each company has a commissioned officer assigned as their Company Advisor, while the headquarters platoon is managed by the Marine Officer Instructor (MOI). The Staff Advisor focuses on the assigned tasks and overall responsibilities for the respective company or billet holder. Additionally, each midshipman class has a dedicated commissioned officer as their Class Advisor who assists the midshipmen in their development in leadership, academics, physical training, and professionalism.

2-2. Company Breakdown. Each Company has specific tasks and responsibilities. These responsibilities are essential for the continued success of the battalion and offer unique opportunities for MIDN to gain planning and leadership skills.

1. Alpha Company

a. A1-1 Social Outreach Squad: Coordinate to make sure photos are taken at key events or gathered by event participants; review social media posts.

b. A1-2 Sponsorship Squad: Brainstorm ideas to engage with prospective Notre Dame NROTC students; review large-scale media/communication initiatives (e.g. posters).

c. A2-1 Irish Pennant: Coordinate with squad leader to ensure articles are done in a timely manner.

d. A2-2 Irish Wake: Coordinate with squad leader to ensure pages are done in a timely manner.

2. Bravo Company

a. B1-1 Naval Leadership Weekend: Prepare and execute the best midshipman leadership conference in the country.

b. B1-2 Ship's Store: Design Battalion apparel and oversee its ordering and delivery to members, family, and friends of ND NROTC.

c. B2-1 Grogan Society: Oversee and promote NDISC lectures relating to national security and plan MWR events such as the South Bend Cubs Game and Battalion Mini Golf.

d. B2-2 Battalion Spaces: Maintain the cleanliness of all battalion spaces, including the wardroom and battalion office. Keep the wardroom stocked with necessary supplies and foodstuffs for the midshipmen.

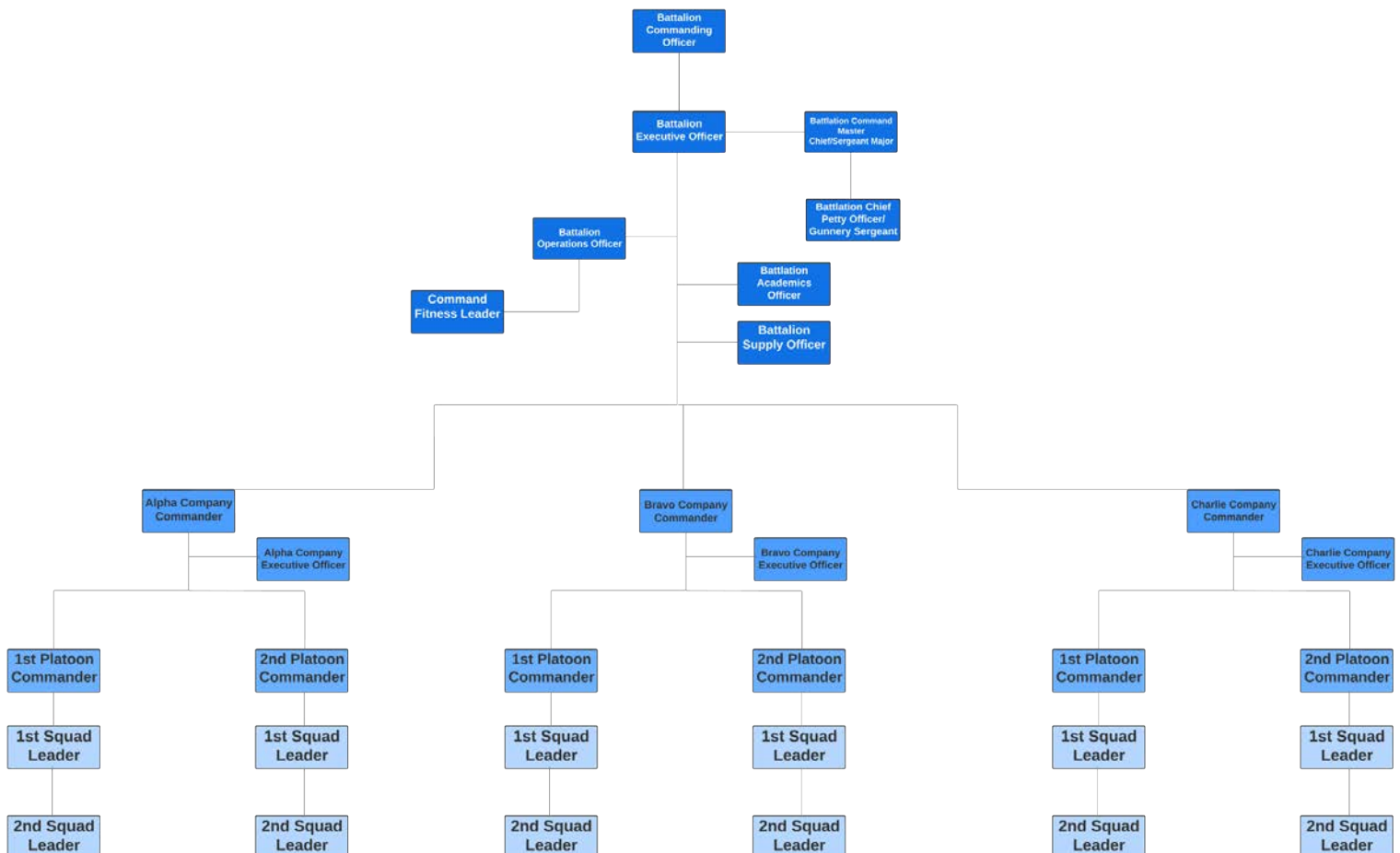
3. Charlie Company

a. C1-1 History Squad: Prepare and give This Week in Naval History briefs, learn and teach effective briefing and public speaking skills necessary to professional development.

b. C1-2 Trident Naval Society: Plan and execute all Battalion community service events. Signature events include 24 Hour Run (Fall), Run Forrest Run, and Storm the Stadium (Spring).

c. C2-1, C2-2 Special Events: Plan and execute all Battalion special events. Events include Navy Ball (Fall), Dining In, and Warrior Night (Spring).

2-3. Chain of Command. The battalion chain of command is structured similar to what midshipmen will encounter in the fleet Navy and Marine Corps. The Chain of Command enhances information flow and military efficiency while giving the midshipmen an opportunity to develop leadership skills.



2-4. Midshipman Billets. Command and staff billets enable midshipmen to learn and practice leadership skills, command and staff relationships, and acquire a sense of accountability before joining the Fleet as junior officers in the Navy or Marine Corps. Some billets include but are not limited to the following:

1. Battalion Commanding Officer (BCO)

- a. Is responsible for the battalion's overall performance.
- b. Routinely meets with the Marine Officer Instructor (MOI) and stays apprised of all Battalion events and activities.
- c. Selects and presents the MIDN of the Week each week at Command and Staff and Drill.
- d. Recommends Honor Company criteria and maintains all Company scores for the semester.
- e. Conducts no business external to the Unit without the approval of the MOI.

2. Battalion Executive Officer (BXO)

- a. Carries out the duties of the BCO in his/her absence.
- b. Oversees and provides recommendations to staff on special request chits (SRCs).
- c. Maintains a record of excused absences and accountability.
- d. Oversee MIDN disciplinary process structure and execution with BCMC and CXOs.
- e. Report accountability to XO / MOI / CFL following applicable NROTC events.
- f. Provide administrative oversight of the battalion and MIDN staff.

3. Battalion Command Master Chief (BCMC) or Battalion Sergeant Major (BSM)

- a. Is responsible for the discipline and accountability records of the battalion.
- b. Work with AMOI/BGS/BCPO to oversee training of color guard teams, the schedule and performance of color guard events, and the schedule and performance of colors for the battalion.
- c. Coordinate with Air Force and Army counterparts as part of the Tri-Military Staff to plan evolutions that involve all branches of ROTC at the University.

d. Work closely with BCO as the senior enlisted advisor and main representative for the rest of the battalion during battalion staff meetings.

e. Directly responsible for obtaining accountability at battalion events, e.g. battalion PT and drill.

4. Battalion Chief Petty Officer (BCPO) or Battalion Gunnery Sergeant (BGS)

a. Work with and support BCMC/BSM in their work.

b. In charge of the Navy/Marine Corp color guard teams

c.

5. Battalion Operations Officer (BOPS)

a. Responsible for the Plan of the Week and ensuring that the Battalion is properly informed of any events occurring.

b. Prepare slides for Drill and Command and Staff on a weekly basis.

c. Provide operational oversight of the Battalion.

d. Manage the Battalion Google Calendar.

6. Battalion Supply Officer (SupO)

a. Develops and recommends a budget for each semester.

b. Responsible for setting the dues amount and the collection of dues.

c. Manages the battalion accounts.

d. Maintains an up-to-date register of the midshipmen account, in coordination with the MOI, independently maintaining registers for auditing purposes.

e. Advocates for midshipmen to use midshipmen funds for legitimate battalion, company, class, service community, or other team bonding events.

7. Battalion Command Fitness Leader (BCFL)

a. Responsible for the physical training (PT) of all midshipmen in compliance with CNET directives.

- b. Writes Battalion PT workouts that prepare midshipmen for the PRT and improve overall fitness.
- c. Administers the Physical Fitness Assessment (PFA) each semester, to include the maintenance of Risk Factor Forms.
- d. Writes workouts for the Fitness Enhancement Program (FEP) that specifically cater to each individual on FEP.
- e. Selects and oversees the assistant BCFLs (ABCFLs) that design and execute PT plans for each company.
- f. Serves as a liaison between the Navy Commander's cup point of contact and the active duty and battalion staff.
- g. Acts as a resource for anyone in the battalion who needs fitness advice or guidance and provides additional workouts for those who would like them.

8. Battalion Academics Officer (BAO)

- a. Responsible for the academic and professional development of all midshipmen.
- b. Responsible for monitoring the academic standing of midshipmen.
- c. Coordinate and manage all aspects of the study hours program, including notifying midshipmen when they are put on/ taken off of study hours.
- d. Work with the academics active duty staff member to arrange for battalion tutors and counsel Midshipmen on the resources available.
- e. Track study chits and report to the academics active duty staff officer each week regarding the completion requirements.

9. Company Commanders

- a. Responsible for the overall performance of their companies.
- b. Responsible for overseeing the completion of tasks assigned to the company (IT, Naval Leadership Weekend, Navy and Marine Corps Birthday Ball, etc.)
- c. Primary point of contact between MIDN in the Company and Active Duty Staff.
- d. Organize and focus efforts of Platoon Commanders and Squad Leaders towards squad-specific objectives.

- e. Execute the BCO's vision for the Battalion at the company level.

10. Company Executive Officer

- a. Carries out the duties of the Company CO in his/her absence.
- b. Oversees and provides recommendations to BXO on special request chits (SRCs).
- c. Maintains a record of their company's excused absences and accountability.
- d. Oversee MIDN disciplinary process structure and execution within their company.
- e. Report accountability to BXO following applicable NROTC events.
- f. Provide administrative oversight of their company.

11. Platoon Commanders

- a. Responsible for the overall performance of their platoon.
- b. Responsible for overseeing completion of tasks assigned to their platoon.
- c. Organizes and focuses the efforts of their squad leaders and squad members towards their squad specific goals.
- d. Reports accountability to their CXO at all ROTC related events.
- e. Executes the Company CO's vision for the company at the platoon level.

2-5. Information Dissemination

1. Chain of Command. The single greatest tool for disseminating information and requesting knowledge is through the use of the chain of command.
2. Plan of the Week. These announcements provide information for the upcoming drill session (uniform, place and planned activities) and other battalion events.
3. Notice 1533. This notice is published at the beginning of each semester. It outlines the battalion organization and gives a calendar of battalion events. All midshipmen are responsible for its contents.
4. The Irish Pennant. Published once a semester, the Irish Pennant includes articles written by midshipmen and instructors. It is published on the unit's website and social media for review by students and alumni. The paper usually has between 8-16 pages and contains a column from the

various staff officers, and articles written by midshipmen concerning the various battalion events, which have occurred since the last publication.

5. The Irish Wake. The "yearbook" of the battalion, the Irish Wake is published every spring and provides a recap, with plenty of photographs, of the year's memorable events. It is a good remembrance of each year spent in NROTC at Notre Dame. As a result of ardent fundraising, the yearbook is free to each midshipman. The book is usually distributed/mailed in October.

6. Battalion Directory. The Phone Directory is published at the beginning of each semester and includes each midshipman's class, company, major, phone number, local address, and e-mail address.

2-6. Battalion Activities. There are a variety of University activities for midshipmen to participate in such as varsity and non-varsity athletics, intra-hall and inter-hall sports, and hall council activities. There are also numerous battalion-sponsored activities available for midshipmen of all classes. These cover a wide range of interests and abilities and include:

1. Color Guard. The NROTC Color Guard performs at University sporting events, local high schools, ROTC events, and special ceremonies. The Color Guard is commanded by the AMOI, BCMC/BSM, and BCPO/BGS. All 4/C are assigned to Color Guard teams which are led by 3/C.

2. Drill Team. The Drill Team competes at regional drill meets. The goal of drill proficiency is achieved through teamwork, discipline, and self-confidence. The Drill Team is composed of midshipmen from all four classes and is managed by the MOI and AMOI.

3. Trident Naval Society. The Trident Naval Society is a professional organization for all midshipmen. It is a recognized University club. It stresses community service by leading service events such as the 24-hour Run and Movember.

4. Special Events. Annual events organized by midshipmen such as dining-in, the Navy and Marine Corps Ball, and Warrior Night are traditions with the purpose of increasing battalion camaraderie and *esprit de corps*.

5. Grogan Society. A Midshipmen-ran club that attends talks relating to international relations and global security and provides summaries to the rest of the battalion. In addition, the Grogan society runs multiple recreational events for the battalion each semester.

6. Commander's Cup. Each year, all three ROTC units compete in three events for the title of Commander's Cup Champion. The three sports are football, basketball, and soccer. Each branch will host one of these events with the AMOI keeping score.

7. Run Forrest Run. Continuing a long tradition of patriotism at the University of Notre Dame, this event supports the Gary Sinise Foundation's work on behalf of our country's most severely wounded heroes. Now in its 7th year, the Run Forrest Run 5/10K attracts over 500 on-campus

runners, as well as virtual run participants from 26 states. NROTC Midshipmen collaborates to organize and volunteer for this annual event.

8. Naval Leadership Weekend. Each year, the unit hosts midshipmen from across the country in an annual leadership conference. Typically held in February, Naval Leadership Weekend features keynote speakers from our naval force, and it has brought in big names such as the Chief of Naval Operations and the Commandant of the Marine Corps.

CHAPTER 3

ACADEMICS AND COURSE REQUIREMENTS

3-1. General. As a condition of their scholarship, midshipmen are expected to perform well, both academically and in military aptitude. The academic goal for all NROTC scholarship midshipmen is to earn and maintain a 2.9 cumulative GPA in an accredited major. As part of their military duty, midshipmen are required to attend all classes. Midshipmen should carry a minimum course load of 15 credit hours per semester. Exceptions must be requested via the class instructor and must have the approval of the commanding officer.

3-2. Course Descriptions. The NROTC unit is an academic department of the University. The following descriptions of courses offered by the department give the number and title of each course. Lecture hours per week, laboratory hours per week and credits for each semester are in parentheses. All NROTC courses appear on an individual's official transcript and all Naval Science grades are reflected on the student's grade report and are included in the grade point average. In addition, 6 to 12 hours of NROTC courses may apply as electives in your major with College (Engineering, Arts and Letters, Business, Science) approval. The year and semester in which these courses are normally taken are indicated by the course number (1st digit = yr; 5th digit = semester). These required Naval Science courses provide the technical base and background knowledge, which a Naval officer needs to be successful in his military profession. (The first number following the course name indicates the number of class hours per week, the second digit is the number of lab hours, and the final digit, the amount of credit that will appear on your transcript).

3-3. Naval Science (NSCI) Requirements

1. 10101. Introduction to Naval Science (NSCI 10101); First Year 1 - A general introduction to sea power and the naval service with emphasis on the mission, organization, regulations and broad warfare components of the Navy and Marine Corps.
2. 10102. Maritime Affairs (NSCI 10102); First Year 2 - Through a study of naval history, the part naval forces play in the current national policies and diplomatic and military strategies of the United States is analyzed.
3. 20201. Leadership & Management (NSCI 20201); Sophomore 1 - A study of the principles of leadership and management including management theory, communication, counseling, professional responsibility, and the control and direction of personnel.
4. 20202. Navigation (NSCI 20202); Sophomore 2 - A study of the theory and principles of navigation: dead reckoning; piloting; and electronic, inertial, and celestial navigation. Practical seamanship training in basic sailing using the unit's laser class sailboats is included. (Required for Navy Option students only).

5. 30301. Naval Ships Systems I (NSCI 30301); Junior 1 - A study of ship design, stability, nuclear and conventional ship propulsion systems, and ship supporting subsystems. (Required for Navy Option students only).
6. 30302. Naval Ships Systems II (NSCI 30302); Junior 2 - An analysis of the theory and principles of operation on naval weapons systems including types of weapons and fire control systems, capabilities and limitations, theory of target acquisition, identification and tracking, trajectory principles, and the basics of naval ordnance. (Required for Navy Option students only).
7. 40401. Naval Operations and Seamanship (NSCI 40401); Senior 1 - A study of the theory of ship movements and employment including communications, sonar search, screening theory, relative motion, and maneuvering board. Tactical formations and dispositions, signals and navigational aids, and nautical rules of the road are also discussed. (Required for Navy Option students only).
8. 40402. Leadership & Ethics (NSCI 40402); Senior 2 - A seminar on leadership and its relationship to effective management practices in the role of a Naval officer, to include specific leadership and management responsibilities during the initial assignment.
9. 40413. Fundamentals of Maneuver Warfare (NSCI 40413); Sophomore 1 or Junior 1 - A study of the origin and development of amphibious warfare, with a particular emphasis on leadership, tactics, principles of war, and application to the modern battlefield. (Required for Marine Option students only).
10. 40415. Evolution of Warfare (NSCI 40415); Sophomore 1 or Junior 1 - A study of warfare as an instrument of foreign policy, to include its relationship to diplomacy, economic competition, international law, religious action, and social reform. Emphasis includes the study of leadership, tactics, and the principles of war. Required for Marine Option students only).
11. 41000. Drill/Leadership Laboratory (NSCI 4100); All students each semester - Practical exercises in leadership, including command voice/presence, close order drill, physical fitness, military skills inspections, and professional lectures. This course is conducted once per week and is required for all active NROTC students each semester.

3-4. Additional Academic Requirements. In addition to the Naval Science requirements outlined above, NROTC scholarship students are required to complete other University courses listed below. College Program (non-scholarship midshipmen) should adhere to items 1 through 6 if they intend to qualify for and earn a National, 2-year, or 3-year Scholarship while a member of the Battalion.

1. Calculus. For Navy options: two semesters of pure calculus (MATH I 10550 and 10560. MATH 10350 and 10360 are acceptable for life science, arts and letters or business majors). If you have advanced placement credit for calculus, you must still take the second semester of calculus or a higher-level course. If both semesters of calculus are completed via AO credits you

still must take one course at the college level (EX. Credit for Calculus 1 and 2, may take Calculus 2 or Calculus 3). This requirement must be completed by the end of the sophomore year or the fourth semester of the NROTC program. (Navy only).

2. Calculus-Based Physics. For Navy options: at least two semesters (6 semester hours) of calculus-based physics (PHYS 10310 and 10320 for technical majors or PHYS 30201 and 30220 for non-technical majors. If you begin a three-course sequence (PHYS 10422 physics major), you must complete all three semesters to fulfill this requirement. Certain key concepts must be covered for the Navy to be satisfied that the one will make an informed Naval officer, and in these sequences, the topics are covered in three semesters. Those students who do not major in Engineering or hard science are advised to take PHYS 30201 after their freshman year. Those students who have completed PHYS 30201 and change majors that do not require PHYS 30201 may substitute PHYS 116 to complete this requirement. If you have advanced placement credit for Physics, you must still take the second-semester requirement or a higher-level course. This requirement must be completed by the end of the junior year. (Navy only).

3. National Security Policy/American Military History. One semester (3 semester hours) of a National Security Policy or American Military History course. A full list of pre-approved classes can be obtained from NROTC academic advisors. New courses can be approved, if they fulfill requirements, by academic advisors. This requirement may be fulfilled by the end of the junior year.

4. English. Two semesters (6 semester hours) of English (FYC 13100 and the freshman seminar). Normally, this requirement is fulfilled with First-Year Writing and Rhetoric and Freshman Seminar. If you receive credit for English, you must still take one semester at Notre Dame.

5. Cultural Awareness. One semester (3 semester hours) of a cultural awareness class covering non-western cultures, society, or thought. Courses from many disciplines meet this requirement and must be approved by a class advisor. (Navy only).

6. College Math. Two semesters (6 semester hours) of College Math (Algebra or higher) by the end of the Junior year and two semesters of Physical Science by the end of the Senior year. This requirement is only for College Program Students who remain in the program without a scholarship (Navy only).

NOTE: Detailed requirements for Marine or Navy, College Program or Scholarship, combinations are delineated by checklists available through your class officers. See them for questions.

3-5. Failure to Meet Course Requirements. Midshipmen who do not complete the applicable requirements for their NROTC Program option within the time limits prescribed will be subject to a Performance Review Board (PRB) and considered for Leave of Absence (LOA) or disenrollment.

3-6. Academic Benefits

1. Guidance, Counseling, and Tutoring. While a member of an NROTC unit, each midshipman is assigned a commissioned officer in the Navy or Marine Corps as a class instructor/advisor. This officer's duties include teaching the midshipman's Naval Science class, evaluating each midshipman in military aptitude, and making him or herself available for counseling midshipmen. Midshipmen are encouraged to seek help from their class instructor. Tutoring is available from both upper-class midshipmen and the University's First Year of Studies.

2. Extended Benefit Entitlements. If an academic program requires more than 40 months for completion of a baccalaureate degree, 2/C, 3/C, and 4/C students may apply for summer school or fifth-year study tuition benefits. If approved, CNET will fund the midshipman's additional school tuition. Tuition will only be paid if the student attends school at Notre Dame. Additional obligated service will be involved depending on the entitlement received.

(NOTE: When applying for extended entitlement benefits, the board looks at each semester and determines whether the course load is manageable within 40 months. The rule of thumb is extended entitlements are more likely to be approved if 18 credits or more are taken in each semester).

3. Calculus and Physics Tutor. A tutor is available each semester for all NROTC students in calculus, physics, or related classes. Any questions regarding the schedule or subjects the tutor covers can be directed to the Battalion Academics Officer.

CHAPTER 4

PHYSICAL FITNESS

4-1. General. Midshipmen take a Physical Fitness Assessment (PFA) every semester. Those who score marginally or fail must participate in the Fitness Enhancement Program (FEP). Midshipmen are required to score at least a "GOOD" overall and cannot fail any individual event. All Navy Midshipmen are evaluated using the 20-24 years standards. In addition, midshipmen must maintain a good military appearance by conforming to Navy body fat standards. Midshipmen not passing the PRT or exceeding body fat limits may be disenrolled. The Physical Readiness Test (PRT) events must be passed individually. Marine Option midshipmen take the Physical Fitness Test (PFT) and the Combat Fitness Test (CFT) numerous times throughout the academic year.

4-2. Physical Fitness Assessment. The PFA consists of two parts – Body Composition Analysis (BCA) and Physical Readiness Test (PRT).

1. BCA. The BCA for midshipmen consists of height/weight standards or body circumference measurements, if necessary, and a completed risk-factor questionnaire.
2. PRT. The PRT consists of a timed plank, 2-minute max push-ups, and a 1.5-mile run.
3. The NROTC Unit page <https://nrotc.nd.edu/> contains the PRT grading system with corresponding aptitude grades and the height and weight screening table and can be found by clicking on the Current MIDN tab and then important documents and opening the document titled Navy Height/Weight Requirements.

4-3. Swim Qualification. The goal for all midshipmen is to qualify as “second class” swimmers. Midshipmen not qualifying as third-class swimmers by the beginning of their 3/C year are subject to disenrollment. Midshipmen not qualified as “second class” class swimmers must re-qualify each year. Midshipmen must at least qualify for “third class” in order to attend a summer cruise.

4-4. Fitness Enhancement Program (FEP). The Fitness Enhancement Program (FEP) is a remedial program required for those who do not score in the "Good" category or better on the inventory or official PFA, or those who exceed body fat limits. To be removed from FEP, a midshipman must achieve an acceptable PFA score on the next scheduled PFA and meet Navy height/weight standards or body fat standards. Company commanders will ensure proper participation. The BCFL will record the attendance and performance of all participants in the weekly PT report and keep all raw data in a historical file. Midshipmen may also attend FEP to raise their PFA score. The score of record is the most recent PFA taken.

4-5. Weight Control Standards

1. NROTC midshipmen whose height/weight and/or body fat percentage exceed established standards contained in OPNAVINST 6110.1J or MCO 6110.3A shall be required to accomplish FEP physical conditioning and encouraged to obtain professional dietary assistance, if necessary, to maintain an acceptable standard. Midshipmen, STA-21 Officer Candidates, and MECEPs will not be commissioned if out of standards.
2. Navy midshipmen are **NOT** allowed to have body fat percentages in excess of 23% for males and 34% for females. This shall not be waived.
3. Marine Option Midshipmen are **NOT** allowed to have body fat percentages greater than 18% for males and 26% for females. This shall not be waived.

4-6. Physical Fitness Test (Marine Option Only). Marine Options are required to take the Physical Fitness Test (PFT). It is run in place of the PRT and involves doing the maximum number of pull-ups or push-ups, the maximum abdominal crunches or a timed plank, and a run distance of three miles.

1. To successfully pass the PFT, Marine Options must complete the minimum acceptable performance requirements in each event and achieve an overall combined score of 235 for their age group. The minimum performance (point) in each event alone will not total the points required for a required score. Failure to meet the minimum requirements, in any event, constitutes a failure of the entire test, regardless of the total number of points earned for all three events. The ND NROTC website (www.nrotc.nd.edu) has Marine Corps PT and height/weight information.
2. All Marine Options should continually strive to perform their best and not merely accept minimum performance. A score of 265 or higher is expected to be the uncompromising goal of all Marine Options at Notre Dame, as it becomes essential for success at Officer Candidates School.

4-7. Combat Fitness Test (Marine Option Only). Marine Options are required to take the Combat Fitness Test (CFT). It is run in addition to the PFT and includes a Movement to Contact (MTC), Ammunition Lift (AL), and a Maneuver Under Fire (MANUF).

1. To successfully pass the CFT, Marine Options must complete the minimum acceptable performance requirements in each event and achieve an overall combined score of 235 for their age group. The minimum performance (point) in each event alone will not total the points required for a required score. Failure to meet the minimum requirements, in any event, constitutes a failure of the entire test, regardless of the total number of points earned for all three events.

CHAPTER 5

MIDSHIPMAN APTITUDE

5-1. General. The NROTC Midshipman Aptitude evaluation system is designed to assess the officer potential of NROTC Scholarship and College Program Midshipmen during all phases of their officer candidate education. Students are evaluated each semester and during each Summer Training Cruise. Midshipmen who receive a semester aptitude mark of 2.5 or below, out of a possible 5.0 scale, will receive a Commanding Officer Aptitude Letter of Warning. These marks figure in class rankings and become part of a midshipman's record. Aptitude marks are used when considering service selection requests and recommendations, awards, Scholarship Program or Advanced Standing recommendations, command positions in the Midshipman Battalion, and retention in the NROTC Program.

5-2. Evaluations. Midshipmen are evaluated by the NROTC Staff and by their peers throughout their four years at Notre Dame. This evaluation constitutes the basis of the aptitude grade and becomes part of the midshipman's record while at Notre Dame.

1. Objectives

- a. To assess midshipmen with respect to naval service standards and their peers.
- b. To identify midshipmen who have exceptional leadership qualities and potential.
- c. To identify midshipmen who are weak in officer-like qualities and potential and thus provide a basis for counseling and remedial action.
- d. To give each midshipman experience in observing, evaluating, and writing about military subordinates.

2. Academic. This evaluation is the grade assigned each semester by the Office of the Registrar.

3. Aptitude

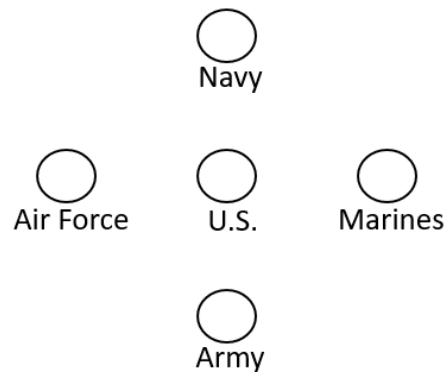
- a. NROTC Class instructors give midshipmen performance grades that take into account physical fitness, swim qualifications, inspections, drill, attendance, leadership qualities, initiative, bearing, tact, self-discipline, judgment, and peer evaluations.
- b. Aptitude is the basis for determining the leadership positions each year. Aptitude evaluation is a continuous rather than a scheduled function. Shortcomings should be pointed out as they occur, not accumulated for a once-a-semester counseling session. Evaluations should include specific facts that bear on performance, qualities, improvement, and potential.
- c. Evaluation forms must be completed carefully, impartially, and with a full appreciation of the weight they carry. Bear in mind that any group of people contains a few individuals who

distinguish themselves, either favorably or unfavorably. The majority represents the standard level of performance in between.

5-3. Inspections. The Battalion will conduct multiple inspections throughout each semester to ensure proper wear and fit of the uniforms. These inspections will be conducted in a military manner and supervised by the AMOI. Each inspection will evaluate bearing, confidence, knowledge, and the uniform itself. These are graded events and failure will require re-inspection.

5-4. Colors Procedure. Morning and Evening Colors will be conducted by the MIDN of every class. A schedule is produced and managed by the BCMC/BSM and conducted in a manner directed by the AMOI. Colors will be conducted in uniform and will normally commence at 0800 and 1700, but will be adjusted at the AMOI's discretion.

Pasquerilla Center



5-5. Performance Review Boards (PRB). Review boards recommend action to the commanding officer as a result of questionable aptitude, disciplinary, or academic performance by a midshipman. Members of these boards include the Executive Officer and three staff officers. Recommendations include warning, probation, Leave of Absence (LOA), and disenrollment. These are recommended commensurate with the severity of the offense or deficiency. Midshipmen may appear before a board for academic, disciplinary, or aptitude reasons. Aptitude discrepancies include misconduct and honor offenses as well as physical fitness deficiencies. Leave of Absence results in the loss of scholarship benefits, including tuition, books, fees, and subsistence allowance. Continued LOA may result in disenrollment and, if the midshipman is in an obligated status, he or she may incur enlisted service or recoupment. For medical LOA, the midshipman may regain scholarship benefits retroactively if later found fit for duty by Naval medical authority.

5-6. Mentorship/Counseling Program. The formal mentorship program is designed to provide underclassmen with guidance on excelling in the NROTC unit, but also as a student and member

of the Notre Dame community. Additionally, the mentorship program is designed to train 1/C and 2/C midshipmen on the importance and practice of counseling subordinates.

1. Every incoming 4/C MIDN will receive an upperclassman mentor and will be required to meet periodically to cover topics of interest. The results of these meetings are reported to the 1/C Advisor.

2. Counseling done at the midshipmen level should be documented utilizing the record of midshipman counseling found on the unit website. This form of written counseling will be maintained by company and battalion staff for the record of performance for each midshipman.

5-7. Disciplinary Action. In the event of an infraction involving midshipman life (a missed event, arriving late to an evolution, failure to complete a task, etc.), disciplinary action will be handled by the Midshipman Battalion Staff. Upon the first offense, midshipmen will receive verbal counseling by their company XO. The offense will be discussed and a plan will be made to avoid further issues or violations. At the second violation of the same nature, the midshipman will receive a written and verbal counseling by their company XO. This written counseling should be documented on the Record of Midshipmen Counseling form found on the unit website. If the midshipman receives a third violation of the same nature, the midshipman is subject to a Midshipman Disciplinary Review Board.

CHAPTER 6

SUMMER TRAINING

6-1. General. Summer training gives midshipmen first-hand experience in the operational forces of the Navy and Marine Corps. It also allows them to apply knowledge from naval science classes and instills personal pride in the Navy and Marine Corps.

6-2. Training Requirements

1. First Class Summer Training

a. Navy Option. First-class summer training occurs between the junior and senior years aboard a Naval vessel. First-class midshipmen are integrated into the shipboard organization and assigned duties of a junior officer. The goals of this training period are to prepare midshipmen for service as a Naval Officer, familiarize midshipmen with shipboard systems, and reemphasize the importance of military courtesies. Various specialized cruises are also available such as Foreign Exchange Cruises (FOREXTRAMID), Afloat Aviation Cruises, Ashore Aviation Cruises, Nuclear Cruises, Japanese Maritime Self-Defense Force (JMSDF) Exchange Program, and Nurse Cruises. In addition, the Special Warfare and Explosive Ordnance Disposal communities utilize 1/C Cruise as a screener for their highly selective training programs.

b. Marine Option. All scholarship midshipmen and college program midshipmen who are Marine Option will train at Officer Candidate School in Quantico, Virginia during the summer between their junior and senior years.

2. Second Class Summer Training. Second-class summer training occurs between the sophomore and junior years. Midshipmen are integrated into the shipboard organization and assigned duties of senior enlisted personnel on a Navy ship. This training familiarizes midshipmen with life at sea, shipboard organization, safety procedures, courtesies, and seamanship skills.

3. Third Class Summer Training (CORTRAMID). Third class summer training occurs between the freshman and sophomore years at shore training sites on either the East or West Coast. This training familiarizes midshipmen with Surface, Submarine, Aviation, and Marine Corps careers to give them a better idea of what service and specialty they might wish to pursue.

6-3. Specialized Training Opportunities

1. Nuclear Power Training. Midshipmen who are interested in the Nuclear Propulsion Program or the Submarine Warfare Community may participate in summer training programs involving nuclear-powered submarines and surface ships. This program is available during 1/C and 2/C Cruise.

2. Foreign Exchange Midshipman Training Program. A limited number of midshipmen may train with the navy of a friendly nation instead of their normal 1/C Cruise with the U.S. Navy. This training is a rewarding professional and cultural experience.
3. Bulldog Prep. In the spring, students will have the opportunity to participate in Bulldog Prep. This mentally and physically demanding course is designed to introduce Marine Options to some of the stress and expectations that they will encounter at OCS. This will consist of multiple events over several days, challenging them in teamwork, accountability, leadership, and self-discipline. This course is run entirely by MOIs and AMOIs from multiple universities.

6-4. Military Status While on Summer Training. Midshipmen are on Active Duty for Training (ACDUTRA) status while participating in summer training, and as such are subject to applicable service regulations. During summer training, midshipmen are subject to UCMJ rules and regulations. Benefits while on summer training are listed below.

1. Pay. Midshipmen receive pay while on summer training equivalent to an established schedule at the rate established for USNA Midshipmen while attending summer or at-sea training. Pay status begins on the day of arrival at the training site or on the effective date of orders, whichever is later, and ends on the day the member is relieved from such training. There is no entitlement to basic pay while performing authorized travel to or from the training site.
2. Travel. This allowance covers only the travel from either Notre Dame or the midshipman's home to the training site and back to either Notre Dame or the midshipman's home.
3. Messing and Berthing. The Government pays for messing and berthing during active duty training.
4. Life Insurance. Midshipmen are covered by a government-subsidized group term life insurance policy (SGLI), currently valued at up to \$400,000 during active duty training.

CHAPTER 7

UNIFORMS

7-1. General. United States Navy Uniform Regulations state: "United States Navy personnel must set and maintain the high standards of smartness in uniform appearance. The military image reflected by attention to detail while wearing your uniform is a key element in the public image of the Navy." In general, Navy Options will follow Navy uniform regulations and Marine Options will follow Marine Corps uniform regulations.

7-2. Sea Bag Issue. All required uniforms will be issued to each Midshipman. Once issued, the proper wear and care of the uniform will be the responsibility of each Midshipman. Any damaged or lost uniform items will need to be replaced by the Midshipman.

7-3. STA-21 and MECEP Uniforms. STA-21 students will wear the uniforms issued to them at OCS. MECEP students are still Active Duty Enlisted and will continue to wear their enlisted uniforms. Both are required to maintain a full uniform issue but have no uniform requirements from the NROTC.

7-4. Wearing the Uniform

1. **Combination Cover.** Wear the cover centered on the head so the bottom edge is parallel to the deck and there is a two-finger distance between the bridge of the nose and the visor. The top of the cover should remain flat; the head should not make a bulge. No hair shall be visible under the front of the cover. To clean the cover, use mild, soapy water (a toothbrush on tough spots). Clean the visor with a soft cloth. Keep insignia buffed to a high shine. Do not Brasso the insignia.

2. **Garrison Cap.** It should be neatly pressed and will look smarter if lightly starched. It is worn without hair showing beneath the front. See section 7-5 for insignia placement.

3. **Undergarments.** Navy Uniforms Regs state, "Appropriate undergarments will be worn to preserve the dignity and appearance of the uniform." Everyone is required to wear an undershirt, a white undershirt for khaki and summer whites, and a skivvy shirt in NWUs/MARPATs.

4. **Shirts.** Shirts should be clean, pressed, and lint-free. A military press is encouraged. Ensure all pockets are buttoned and Irish pennants (stray strings) are removed. Storage in a garment bag will minimize lint. Fold excess material behind creases and secure with the trouser waistband. Shirt stays are encouraged.

5. **Tie.** Men should use a full Windsor knot. The tip of the tie should be one inch above the belt buckle. The tie clasp is anodized and should be buff polished with a soft cloth. Wear the clasp above the third shirt button (from the neck). The woman's tie is worn with folds folding over to the bottom. The two wings should make a 45-60 degree angle under the collar. Scrunching up a new tie will make it more agreeable. It is not worn straight across like a bow tie.

6. Nametag. The nametag is worn the same way on both men's and women's uniforms. It is centered 1/4" above the right breast pocket. On the SDB uniform, a woman's nametag may be partially hidden by her lapel. Midshipmen must estimate where the right breast pocket would be as there is none on the SDB uniform. The nametag should be parallel to the deck on the SDB uniform. Marine Options will wear their nametag 1/8" and centered above the right breast pocket. To keep the nametag flat against a shirt, cut out a piece of cardboard and place it behind the nametag, beneath the shirt.

7. Trousers. Trousers should be clean, pressed, and free of lint. Ensure fore and aft creases are of equal height on both legs. Ensure that the rear pocket is buttoned and all IP's (Irish pennants) are removed. They should be of a length so that they "break" slightly when at attention. "Breaking" is when the trouser touches the top of the shoe, making an indentation in the front crease. The rear of the trouser should be 1/4 inch above or below the welt of the shoe when at attention.

8. Skirts. Female midshipmen wear skirts or slacks as prescribed in the drill announcements. Slacks are always worn with oxfords for drill periods. The inspector will prescribe whether women will wear skirts or slacks, but all women present at drill (whether performing drill or being inspected) will wear the same uniform. In addition, the skirt is traditionally worn for Dinner Dress. The unit storekeeper does not issue skirts. The proper length of the skirt is 1" above or below the knee.

9. Belts

a. Cut excess webbing from the belt according to these dimensions:

(1) Navy - The entire brass tip should just pass the edge of the brass buckle. All excess should be removed.

(2) Marine - The belt should have 2-4" from the buckle to the tip. Again, all excess should be removed.

b. Thread the belt through the trouser loops (tip first) counterclockwise for males and clockwise for females. White (not gel) toothpaste and an old toothbrush are effective in removing dirt on white web belts. Taping cardboard to the untipped end of the white belt stiffens it and helps the buckle stay on.

10. Buckle. All issued buckles (and belt tips) are real brass. Midshipmen may also wear the ND NROTC belt buckle, in accordance with Navy Uniform Regulation 3501.7. The unit belt buckle shall be worn centered with the clip concealed.

11. Socks. Males wear white dress socks with summer white uniforms, black dress socks are worn with every other uniform. Women will wear hosiery of a natural shade with uniform skirts and wear socks as prescribed for males with slacks. Socks worn to PT shall be plain white—free of logos and designs.

12. Shoes

a. To polish the shoe, use a 100% cotton T-shirt, warm water, and polish. Cover your index finger with the cloth; dip it in water and then a little polish. Make small circular motions beginning with the toe of the shoe. Use a light touch for the best shine. When a shine begins to come, use another part of the cloth, dipped in plain water, to polish lightly over the area. Lastly, use a dry section of the cloth to lightly buff to a high shine. Move to the next area of the shoe. REMEMBER: Several light coats of polish will give the best shine. Take care of the rest of the shoe too. Use an old toothbrush to remove dirt around the edges of the shoe and add polish. Use heel and edge dressing to keep the heel and sole edges black.

13. Coats and Windbreakers. The NWU-III pattern Goretex may be worn during inclement weather with a matching NWU pattern. Parka hoods will be stowed unless being donned. The black relaxed fit jacket is authorized for wear with the summer white and service khaki uniforms. The zipper should be zipped at least $\frac{3}{4}$ of the way. The black Cold Weather Parka is authorized for wear with service dress blues, service khakis, and summer whites.

14. Umbrellas. Navy regulations permit men and women to carry plain black umbrellas in the left hand (to facilitate saluting). Marine Options who are authorized to wear the Marine Corps uniforms may carry a small, all-black, plain, standard, or collapsible umbrella during inclement weather with the service and dress uniforms only.

15. Book Bags.

a. Navy Options are allowed to wear civilian backpacks/book bags in the service and working uniforms. The bag shall be worn over both shoulders. Cross-body bags are not authorized. While in the service uniform, the bag must be black with no ornamentation, contents must be concealed, and a small logo is permitted if it is of a subdued color. Bags worn with the NWU type III will be black or matching NWU type III pattern only. Strap excess should be rolled and secured with black tape so that no excess shall be hanging from the straps.

b. Marine Options are allowed to wear civilian book bags/backpacks with the MCCUU. The bag must be black, olive drab, brown, tan or a combination thereof. The bags can also be MARPAT but all bags must be conservative in nature with minimal logo representation. Any logos must be of a subdued color and no larger than 5 inches long by 2 inches wide. The bag must be worn with both straps over their respective shoulder. Cross body bags and wearing a bag over one shoulder is not authorized.

c. Any bag that does not conform to the above requirements or the use of a bag in any uniform not specifically addressed above, must be held in the left hand to facilitate saluting and will not be worn while in uniform.

d. A single water bottle that is of a conservative nature and subdued in color may be worn in the outside pocket of a bookbag. Subdued colors may include dark gray, black, olive drab,

brown, or a dark tan. Any dispute regarding subdued colors or the use of specific bookbags will be at the discretion of the faculty advisors, under the direction of the Commanding Officer.

16. Sunglasses. Conservative sunglasses are permitted, except in military formations. Retainer straps are not authorized unless safety procedures require the use of such straps for a short time. If retainer straps are required, they shall be plain, black and worn snugly against the back of the head.

17. Jewelry

a. Males

(1) Rings: One per hand excluding a wedding ring. Thumb rings are not authorized.

(2) Earrings: men may not wear earrings.

(3) Necklaces: In uniform, only one may be worn and shall not be visible.

(4) Wristwatch: Only one and in good taste.

b. Females. Jewelry is authorized unless it presents a safety hazard.

(1) Rings: One per hand exclusive of the wedding/engagement ring. Thumb rings are not authorized.

(2) Earrings: One per ear from 6mm (1/4") ball with plain brush matte finish. Pearl earrings are authorized for dinner and formal dress.

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

(4) Wristwatch/Bracelet: Only one of each is authorized and should be conservative and in good taste. Marine Options will not wear bracelets while in uniform.

18. Miscellaneous

a. The ID card is carried in the left breast pocket. Women may place it in their skirt or slack pocket.

b. No articles, such as pencils, pens, watch chains, key chain fobs, pins, jewelry, handkerchiefs, combs, large wallets, cigars, cigarettes, pipes or similar items shall protrude from or be visible on the uniform.

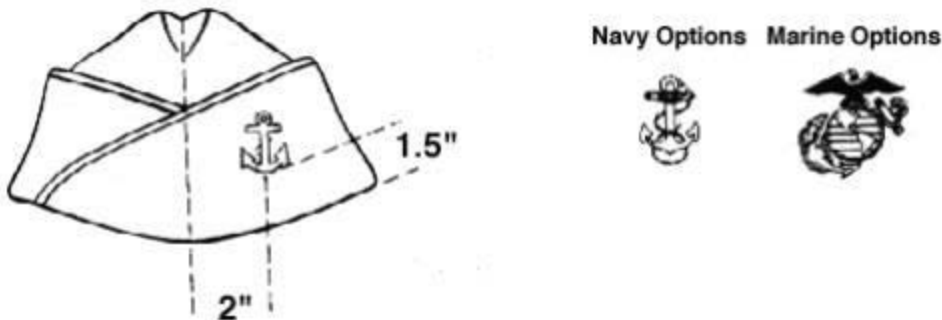
c. Midshipmen will not “walk and talk” on a cellphone while in uniform. As in the Fleet, midshipmen will stop walking and move to the side of the path to use such a device. Midshipmen must lower the device from their face in order to render honors or salute.

d. Midshipmen will not consume food or drink in uniform unless seated at a table. Chewing gum is also prohibited in uniform.

e. According to 10 U.S.C. 771, wearing parts of uniforms as civilian attire is unauthorized; (e.g., camouflage utility trousers).

7-5. Insignia. Insignia are not authorized for wear outside this unit. Wear only your class insignia on cruise.

1. Garrison Cap. The 1-1/16" anchor, bitter end aft, 2" left of center seam, top of anchor 1-1/2" above bottom. Navy shank parallel to the centerline; Marine wings parallel to the deck.



2. Shoulder Boards. Midshipmen shoulder boards will be worn on both the Summer White and Service Dress Blue uniforms. MIDN 3/C and 2/C stripes will point aft as they are worn. Marine Options will wear shoulder boards with an EGA replacing the fouled anchor, with the wings parallel to the bottom edge of the shoulder board and eagles/anchors face forward. Officer shoulder boards - worn in lieu of class shoulder boards, bearing number of stripes and star merited by rank.



3. Service Dress Blue (SDB) Class Stripes. SDB class stripes are horizontal on the left sleeve and centered between the shoulder and elbow.

1/C rate 3 stripes.
2/C rate 2 stripes.



3/C rate 1 stripe.

4/C do not rate a stripe.

4/C

3/C

2/C

1/C

4. Service Dress Blue Sleeve Insignia

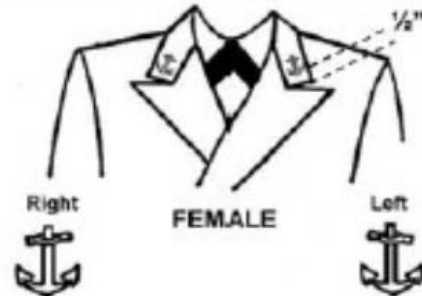
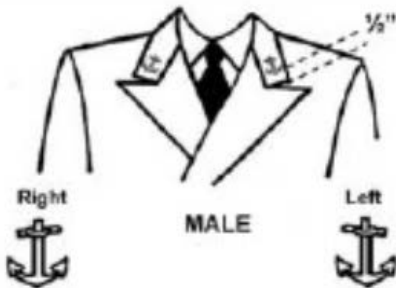
a. Battalion Officers. Midshipmen who have been selected to serve in a Battalion leadership billet may be required to wear Battalion rank insignia. Rank insignia is depicted as gold stripes 1-1/2" long, 1/8" wide, centered outside of both sleeves, bottom stripe 2" from sleeve edge with 1" star centered 3/4" above top stripe with one ray pointed down.

MIDN Captain	6 Stripes
MIDN Commander	5 Stripes
MIDN Lt Commander	4 Stripes
MIDN Lieutenant	3 Stripes
MIDN Lieutenant Junior Grade	2 Stripes
MIDN Ensign	1 Stripe
NROTC Midshipmen	None



b. Battalion Enlisted. The rank insignia is placed on the outside of the right sleeve, midway between the shoulder and elbow. The wings are parallel to the deck at attention.

5. Service Dress Blue/White Lapel Insignia. The bottom of the male's insignia is 1/2" from the notch in the lapel; the centerline of the insignia is 3/4" from the parallel to the outside edge of the lapel. LOWER END OF THE STOCK IS OUTBOARD. For Marine Option insignia (Eagle, Globe, and Anchor), wings of eagle should be parallel to the deck. Women's insignia is 1/2" from the rounded edge of the lapel with the centerline parallel to and midway between the sides of the lapel.



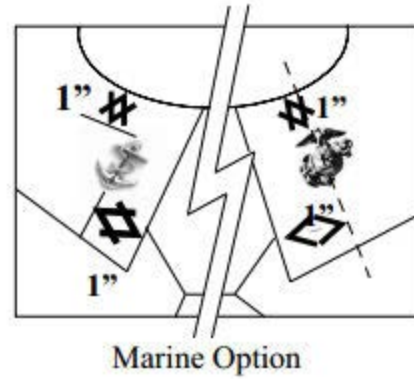
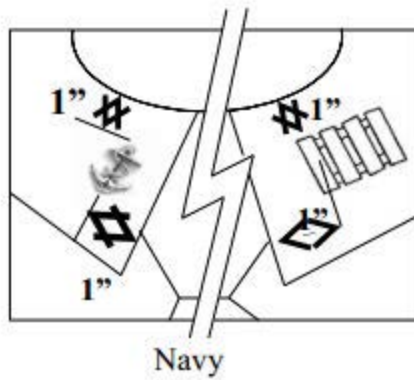
6. Collar Insignia.

a. Insignia Indicating Class. Either the anchor insignia for Navy Options or the EGA for Marine Options.

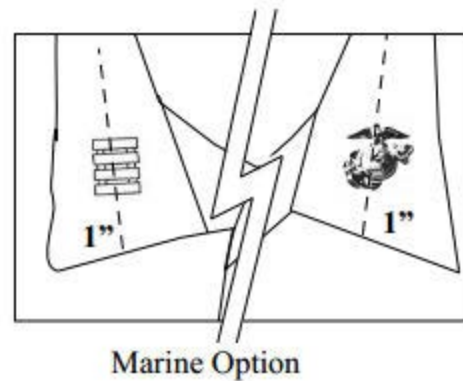
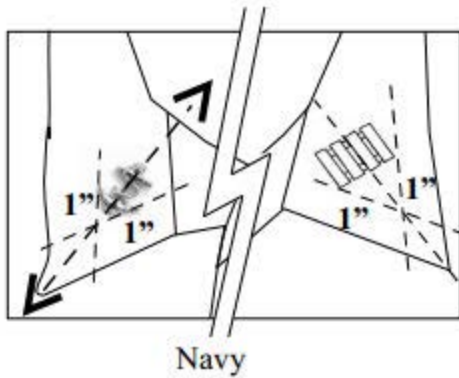
(1) For the winter blue and long sleeve khaki uniforms, class or midshipman officer insignia is worn "inch by inch": 1" from and parallel to the leading edge of the collar (the edge

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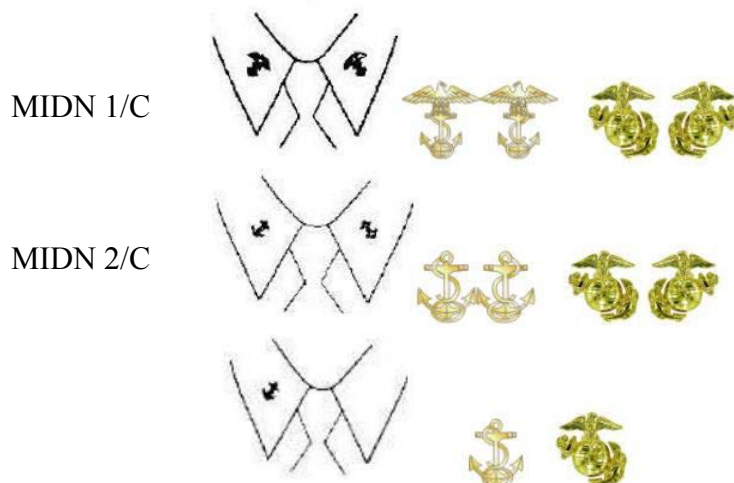
along side the tie) and 1" from the top edge of the collar (the edge along your neck). Marine or 1/C wings are parallel to the top edge.



(2) For the short sleeve khaki uniform, class and midshipman officer insignia are worn so that the centerline of the insignia bisects the angle of the open collar point and bottom of the insignia rests 1" above the collar point.



(3) MIDN 3/C wear an anchor on the right collar, MIDN 2/C wear an anchor on each collar, and MIDN 1/C wear an eagle anchor on each collar.



MIDN 3/C

b. Insignia Indicating Rank. Consists of gold metal bars, on the collar tips of khaki shirts, to indicate the wearer's rank.



(1) On Short Sleeve Khakis. All midshipmen, except Captains, center insignia 1" from the front and lower edges of the collar and position it with the vertical axis of the insignia along an imaginary line bisecting the angle of the collar point. Captains wear insignia 1/4" from the lower and outside edges of the collar and position it with the vertical axis of the insignia along an imaginary line bisecting the angle of the collar point.

7. Academic Stars. 1/2" above the appropriate service insignia on the SDB uniform. Two points will point to the emblem so that the centerline of the emblem bisects the angle formed by the two points of the star. (See picture under 4. SDB Lapel Insignia). The star is similarly placed 1/2" over the ribbons (or pocket if none is authorized) on the khaki and Summer white uniforms.

7-6. Ribbons

1. One, two or three ribbons are worn in a single row as described herein. When more than 3 ribbons are authorized, they shall be worn in horizontal rows of three each. If not multiples of 3, the uppermost row shall contain the lesser number and this row shall be centered on the row below it. Ribbons shall be worn parallel to the deck with the lower edge of the bottom row approximately 1/4" above the left breast pocket or pocket flap. Marine Options; the proper placement of the ribbons is 1/8" and centered above the highest point of the left breast pocket.
2. The arrangement of ribbons shall be by precedence from the top down and from inboard to outboard (the wearer's right to left). Those possessing 3 or more shall wear a minimum of 3 ribbons; all may be worn if desired.
3. The ribbons listed in Appendix H are broken down into 3 distinct groups: National Awards, Local Awards and Unit Awards. This is also the order that the ribbons should be worn in. If the midshipman is awarded 2 ribbons in the same group (i.e., if the midshipman is awarded 2 local awards), then those ribbons should be worn in the order of regency given. The most recently given ribbon would occupy the position of lower precedence and would therefore be in the lower row or in the more outboard position. This provides an easy, convenient way for the midshipman

to wear his/her ribbons. National awards first, local awards second and unit awards last. Within each category, the ribbons are worn from oldest to most recently awarded (outboard).

4. NROTC ribbons are not authorized for wear on cruise.

5. Midshipmen who have earned military ribbons and medals may wear them on their uniforms in lieu of midshipman ribbons. Midshipmen and military ribbons/medals will never be worn at the same time.

7-7. Proper Wear of the Sword

1. Sword Belt. According to Navy regulations, two sword belt styles are authorized for wear.

a. The traditional sword belt is made of plain black grain leather, or synthetic material presenting the same appearance, 1-3/4 inch wide, with sling straps of the same material, 3/4 inch wide. The buckle and mounting are gold plated with the buckle 2 inches in diameter.

b. The new shoulder sword sling consists of white cotton webbing with sliding shoulder pad, an adjustable buckle, and a sword attaching ring. The sling is worn beneath the coat, over the right shoulder extending across the torso, or over left shoulder, with the ring attachment over the top of the left hip bone, at a point where the sword slit is located in the coat. The sling is worn so that the ring attachment protrudes through the sword slit of the coat, but so that the white webbing is not visible from the outside.

2. Correct Wear. Wear the sword belt under the coat. The short belt strap and lock swivels are passed through the coat opening on the left side (as shown) and the longer strap hangs free. Hold the sword with the right hand and attach the back swivels to the scabbard rings as shown. Then twist the sword one half turn in a clockwise direction and suspend on the sword hook with the uppermost scabbard ring. The sword handle faces aft when properly worn.

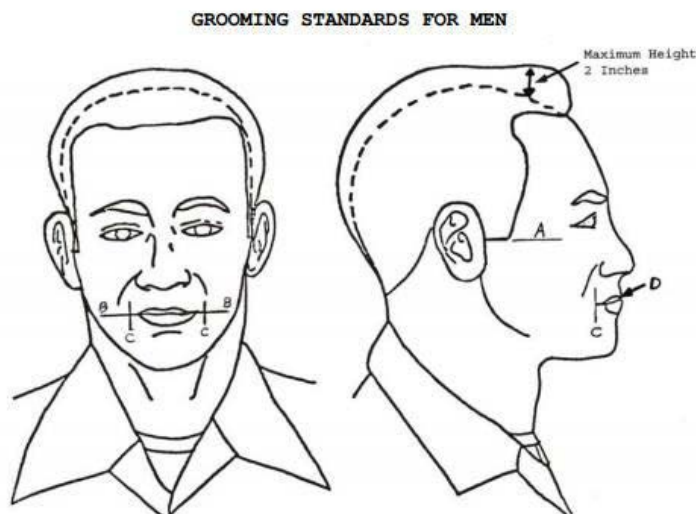


7-8. Care of the Uniform. It is the responsibility of every Midshipman to properly care for and maintain all issued uniform items. Should an item become damaged and unserviceable (holes, tears, ect.) or go missing, it is the responsibility of the individual to replace or repair the item. All uniforms must be regularly cleaned and properly stored when not worn. Dry cleaning is the preferred method of cleaning uniform items. Properly fitted uniforms will not continue to look their best or keep their shape unless you care for them properly. Carrying large or heavy objects in pockets will quickly destroy the shape of any uniform.

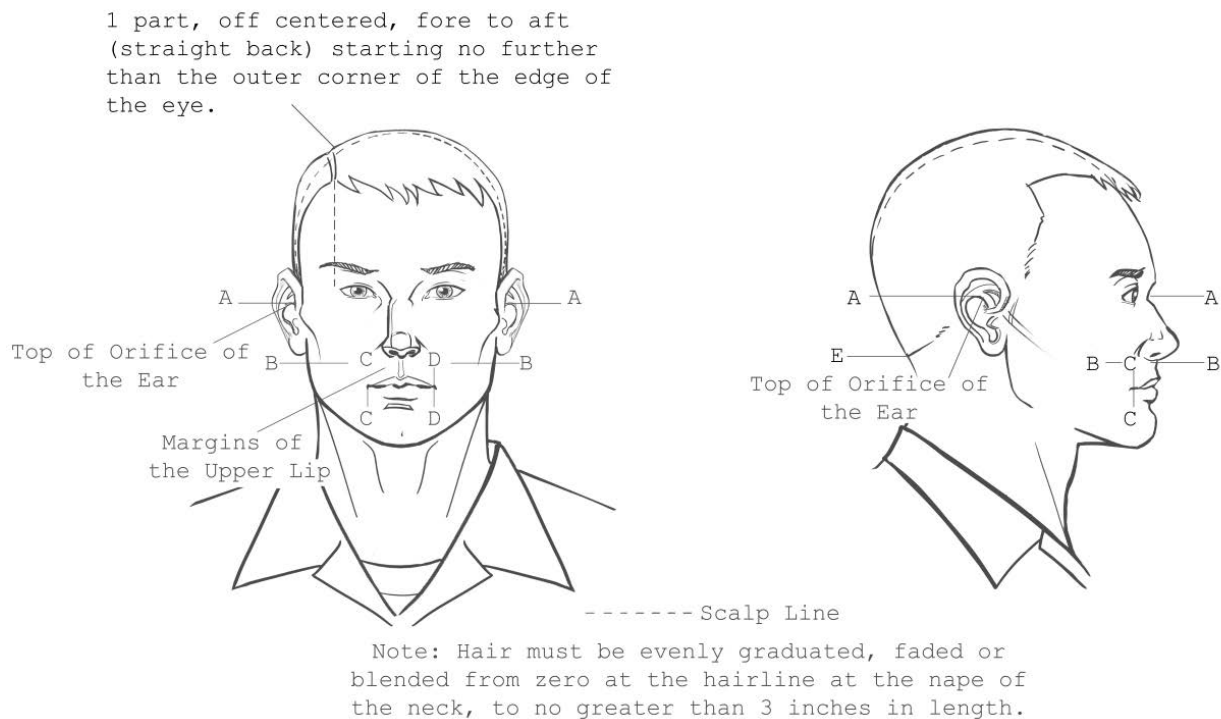
7-9. Grooming Standards

1. **Males.** Midshipmen are required to maintain proper grooming standards for all ROTC activities (PT, academic classes, counseling, ect.) including any time the Midshipmen enters Pasquerilla Center.

a. **Navy Option Hair.** Keep hair neat, clean, and well groomed. Hair should not touch the ears or collar and should be evenly tapered from the lower hairline upwards at least 3/4" and outwards not greater than 3/4" to blend with the hairstyle. Hair shall not exceed 4" in length, show under the front edge of headgear, and extend below eyebrows when headgear is removed, or interfere with the proper wearing of military headgear. The bulk of the hair shall not exceed 2". Bulk is defined as the distance that the mass of hair protrudes from the scalp. Hair coloring must look natural and complement the individual. Outrageous multicolored hair, including mohawks and unnaturally dyed hair, is not authorized. The unique quality and texture of curled, kinked, waved and straight hair is recognized, and in some cases the 3/4" taper at the back of the neck may be difficult to attain. In those cases hair must present a graduated appearance and may combine the taper with a line at the back of the neck. Varying hairstyles are permitted if these styles meet the criteria of maximum length and bulk, tapered neck and sides and do not interfere with the proper wearing of military headgear. Plaited or braided hair shall not be worn while in uniform or in a duty status.



b. Marine Option Hair. Hair will be neat and closely trimmed. The hair may be clipped at the edges of the side and back and will be evenly graduated all the way around the head (blended or faded and not edged as an outline) from zero length (skin) at the hairline to at least the top orifice of the ear circling around the back of the head, where it may then extend to the maximum hair length. Hair will not be over 3 inches in length fully extended (an extended hair, not the style, determines proper length) on the upper portion of the head. The bulk of the hair shall not exceed approximately 2 inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp when styled. The back and sides of the head below the hairline may be shaved to remove body hair. Head hair will be styled so as not to interfere with the proper wear of uniform headgear. Hair, which protrudes from beneath properly worn headgear in an unsightly manner, is considered excessive, regardless of length. Male hairstyles will conform to the natural shape of the head without eccentric directional flow, twists or spiking. One (cut, clipped or shaved) 1/8 inch wide or smaller, natural, narrow, fore and aft off centered part (placed no further than the outer corner of the eye and will not extend down the back of the head) is authorized. These guidelines are pulled directly from MCO 1020.34H, additional information can be found in chapter one of this order.



c. Sideburns will not extend below the top of the orifice of the ear, as indicated by the line A-A' above. Sideburns will not be styled to taper, flare or come to a point. The length of an individual hair of the sideburn will not exceed 1/8 inch when fully extended and shall end with a clean-shaven horizontal line.

d. Facial Hair. The face will be clean-shaven every morning, except that a mustache may be worn.

(1) The Navy facial hair regulations are: "A mustache will be kept neat and closely trimmed. No portion of the mustache shall extend below the lip line of the upper lip. In addition, it shall not go beyond a horizontal line extending across the corners of the mouth and no more than 1/4" beyond a vertical line drawn from the corner of the mouth. It shall not appear to be growing from the nose. The length of an individual mustache hair fully extended will not exceed 1/2". Handlebars and beards are not permitted".

(2) Marine Corps regulations require that a mustache be neatly trimmed and must be contained within the lines of B-B', C-C', D-D' and the margin area of the upper lip, as shown in the image above. The individual length of a mustache hair fully extended must not exceed 1/2 inch."

e. Fingernails shall not extend past fingertips and shall be kept clean. Nail polish for males is not authorized.

2. Women

a. Navy Option Hair.

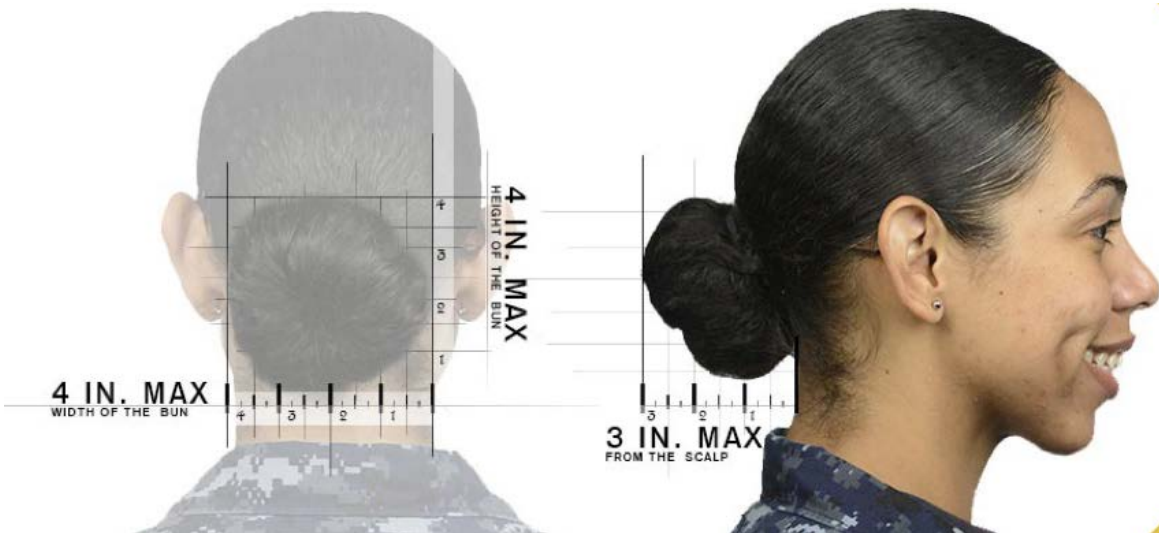
(1) Clean, neatly shaped, and presents a well-groomed appearance. Lopsided and extremely asymmetrical haircuts and hair styles are not authorized. Braids, if worn, must be neatly and inconspicuously secured at all points to the head, and may not dangle free at any point.

(2) Wearing a bun in uniform is authorized. The bulk of the bun shall not exceed 3 inches when measured from the scalp and the diameter of the bun will not exceed or extend beyond the width of the back of the head. Loose ends must be tucked in and secured. Hair may touch, but cannot fall below the horizontal line level with the lower edge of the back of the collar. Hair must be neatly fastened, pinned or secured to the back of the head with inconspicuous (e.g., DOES NOT SHOW) pins presenting an attractive hairstyle. No hair shall show under the front of the brim of the combination cover or garrison cap.

(3) Exaggerated styles, which do not allow headgear to be worn in the prescribed manner are considered eccentric and are prohibited. In no case shall the bulk of the hair (excluding the bun) exceed 2". Bulk is defined at the distance that the mass of the hair protrudes from the scalp.

(4) The wear of a single braid, French braid, or a single ponytail in Service, Working, and PT uniforms is authorized. The following criteria pertain to the wearing of ponytail hairstyles while wearing a U.S. Navy uniform. Ponytail hairstyles will not interfere with the proper wearing of Military headwear and equipment nor extend downward more than three inches below the lower edge of the collar (shirt/blouse, jacket or coat) while sitting, standing or walking. Additionally, Ponytails will not extend outward more than three inches behind the head

as measured from the securing accessory, nor shall the width exceed the width of the back of the head or be visible from the front. Hair coloring must look natural and complement the individual. Outrageous multi-colored hair is not authorized. Additional guidance can be found in chapter two of Navy Uniform Regulations.



b. Marine Option Hair. The requirement for hair regulations is to provide direction for maintaining a neat and professional military image. Women's hairstyles require non-eccentric styles, maintaining a conservative, professional appearance. Detailed guidance on approved hairstyles can be found in chapter one of MCO 1020.34H.

c. Hair Ornaments. While in uniform, conspicuous (e.g., CAN BE SEEN) rubber bands, combs and pins are not authorized. When worn, hair ornaments shall not present a safety hazard. Barrettes (non-metallic), similar in color to the hair, may be worn symmetrically in the hair.

d. Cosmetics. Cosmetics shall be applied in good taste so that colors blend with natural skin tone and enhance natural features. Exaggerated cosmetic styles are inappropriate with the uniform and shall not be worn. Care should be taken to avoid an artificial appearance. Lipstick shall be conservative in color and complement the uniform. Long, false eyelashes shall not be worn.

e. Fingernails. Fingernails shall not exceed 1/4" measured from the fingertip. Nail polish shall be of a soft shade, complementary to the skin tone and if worn, shall be well kept. For example, overly chipped or sloppily painted nails will not be tolerated. While in camouflage utilities natural, clear, or French manicure are the only authorized nail colors.

f. Earrings. One per ear, centered on the earlobe. Must be a small gold or silver ball (post or screw on). Studs are not authorized in the nose, eyebrows, tongue, lips, or other areas of the face or body visible to the naval science instructor.

7-10. Civilian Attire and Appearance

1. Civilian Clothing. Midshipmen shall ensure that their dress and personal appearance are appropriate for the occasion and will not discredit the Naval services. As a member of the NROTC program, you must be dedicated to professionalism.

2. Appropriate Civilian Attire. Current styles and fashions which are conservative and in good taste are authorized. Tank-top shirts, white undershirts worn as outer garments, cut-off shorts and shower sandals are not appropriate unless authorized by the Commanding Officer for occasions such as athletic events, pools, and the beach, otherwise the above items are not acceptable civilian attire.

a. Hygiene. All males will be clean-shaven while in the tri-campus area and all individuals will have their hair within standards of Navy/Marine Corps regulations.

b. Shirts. All shirts will have sleeves. No shirts with dirt, holes, offensive or derogatory slogans or images will be worn inside the building. Midshipmen will not wear shirts that expose midriffs.

c. Pants and Shorts. All pants or shorts worn into the building that are designed with belt loops, must be worn with a belt. Pants shall not sag to expose undergarments. Pants will also not be cutoffs or torn. No pants with holes, dirt, or tears will be worn into the building.

d. Shoes. All Midshipmen will wear footwear upon entering the building. Shoes shall be laced and tied. Sandals are authorized for wear inside the building provided they are in good taste and condition. Shower shoes and other backless shoes are not authorized. Certain exceptions may be made for female footwear, provided that it is in good taste and conservative in style.

e. Hats. Hats are not authorized for wear while in Pasquerilla Center.

f. Civilian Athletic Gear. Athletic gear is authorized for wear into the building provided the individual is either working out or only visiting the wardroom. Appropriate civilian athletic gear is also authorized in the building before and after business hours (0800-1700). You may pass through the building briefly on your way to a workout, but you may not attend meetings or classes in civilian athletic gear. Athletic gear must be in good condition and meet USN/USMC standards of decency. Authorized athletic gear includes athletic shirts, athletic shorts, and sweatpants/joggers. All shirts shall cover shoulders and midriffs.

g. Body Ornaments. Body ornamentation beyond that which is authorized in this guide, is prohibited. This means no visible piercings, except for earrings authorized herein. Objectionable tattoos (tattoos must be approved by the CO) or body mutilations are prohibited. Jewelry will be conservative in both quantity and style.

3. Drug Avocation Prohibited. Wearing or displaying clothing, jewelry, tattoos, etc., depicting marijuana or any other controlled substance or advocating drug abuse is prohibited at all times.

CHAPTER 8

COURTESY AND ETIQUETTE

8-1. Common Courtesy. A common courtesy is the use of professional language when addressing another person. This can include a proper greeting of the day or addressing someone directly as seen below. Common courtesies are expected of all Midshipmen, whether in passing or when engaged in direct conversation.

1. "Sir" and "Ma'am." These terms are used when addressing an officer - after every "yes" or "no" and other appropriate grouping of statements.
2. "Aye-aye." The terms "Aye" and "Aye, Aye" mean "yes" and "I understand" and "I will comply," respectively. They are followed by "Sir" or "Ma'am" when speaking to an officer. "Aye, Aye" is used to acknowledge a verbal order from a senior.

8-2. Saluting. Midshipmen will salute all commissioned officers of the Armed Forces of the United States, regardless if they are in or out of uniform. At NROTC Notre Dame, midshipmen will salute midshipmen holding a higher ranking billet, regardless of class.

1. Proper Salute

a. Assume the position of attention. If at double time, come to quick time. If passing a senior walking in the opposite direction you can render a salute without stopping and coming to the position of attention.

b. Smartly raise your right arm so that the upper arm is parallel to the deck and the forearm makes a 45-degree angle. The hand and wrist should be straight, but not stiff. Fingers are extended and joined and placed to touch the bill of the cover just to the corner of the right eye. Palm is turned slightly inboard.

c. Look the senior in the eye and render the proper and pleasant greeting of "Good morning (afternoon, evening), sir (ma'am)."

d. Cut the salute by smartly returning your hand to your side AFTER the senior has cut his/her salute.

e. Do not lean to meet your arm; raise your arm to your head.

f. Never initiate a salute uncovered, not in uniform, or while driving a vehicle.

2. When to Salute

- a. In formation, salute only upon command of your unit leader, (i.e. "hand salute" or "present arms"). If an officer/midshipman officer approaches a formation, the unit leader will call the formation to attention and salute for the formation.
- b. When approaching an officer, the junior initiates the salute at a distance of 6 paces to the closest point of approach (maximum distance is 30 paces), renders the proper greeting and cuts the salute after it is returned.
- c. When overtaking an officer going in the same direction, come abreast, render a salute and request "By your leave, Sir (Ma'am)". Hold the salute until it is returned with the reply "Granted" or "Carry on".
- d. When "under arms" (drill rifle, sword, or duty belt), individuals must render appropriate salutes and be covered at all times, outside and inside. When walking with a senior officer (one step to his left), you return all salutes rendered to him/her by his/her juniors.
- e. When recognizing an automobile as that of a senior officer, render a salute toward the vehicle. The occupant will return the salute if it does not impair the safe operation of the vehicle.
- f. During Color detail.

3. Rules to Remember

- a. Junior initiates salute.
- b. Senior cuts salute first.
- c. A salute is a sign of respect and a greeting.
- d. Always render an appropriate greeting with the salute.
- e. When in doubt, salute!

8-3. Reporting Procedures

- 1. Knock before entering and state "Midshipman X/C (your last name), reporting as ordered, Sir (Ma'am)", or "Midshipman X/C (your last name), request permission to enter, Sir".
- 2. When recognized, enter the office and center yourself one pace in front of the officer's desk and remain at attention until put at ease or offered a seat.
- 3. When the conversation has ended and you have been dismissed, snap to attention and state "Dismissed Aye Sir/Ma'am", take one step back with the left foot and state the proper greeting of the day "Good morning/afternoon/evening Sir or Ma'am". Conduct an about face and smartly exit the room.

8-4. Correspondence. Clarity and professionalism are essential when creating and sending correspondence. Midshipmen are responsible for using the appropriate format for official and non-official memoranda and personal letters. Email correspondence will use the following format:

Good morning/afternoon/evening sir/ma'am/rank/MIDN X/C Name,

Body of the email.

Very Respectfully,
MIDN X/C Name, USNR / USMCR
Cell Phone Number

Example:

Good afternoon Sir,

I just received your email invite for the training event on 3 September at 1000. However, I have a class conflict at that time. Is there a chance to make-up the training session later that evening?
Thank you in advance.

Very Respectfully,

MIDN 2/C Beltbuckle, USNR
(111) 222-3333

8-5. Special Request Chits (SRCs). SRCs are used by midshipmen to request permission to miss an official battalion event (PT, NLW, Drill, etc). Midshipmen must have a valid excuse (class conflict, sickness, etc) and submit the SRC to their chain of command 72 business hours in advance. Do not send the SRC directly to BXO or the active duty officer approving the SRC. If a midshipman has any questions about the procedure of submitting a request they should reach out to their squad leader, mentor, or next person in their chain of command.

CHAPTER 9

SERVICE ASSIGNMENT

9-1. General. Service Assignment is the process by which Navy Option midshipmen, STA-21 OCs, and SSM are assigned community designators. Marine Option midshipmen and MECEPs do not receive a military occupational specialty (MOS) until they complete The Basic School unless under the Marine Guaranteed Flight Option.

9-2. Service Assignment. Conducted by NSTC based on Navy needs and input provided by the student and the unit. Guidance is given to each 1/C Midshipmen on the processing of requesting specific designators and coordinated through the 1/C advisor. Results are generally published in October of your senior year. Every training opportunity, summer cruise, and interaction with staff and guest speakers should be utilized in determining your preferences for service assignment. Generally, only Unrestricted Line (URL) Officer designators are available to Navy Option midshipmen to include:

- a. 1160 Surface Warfare
- b. 1160E Surface Warfare - Engineering
- c. 1160G Surface Warfare - Oceanography
- d. 1160L Surface Warfare - Intelligence
- e. 1160N Surface Warfare - Nuclear
- f. 1160P Surface Warfare - Information Professional
- g. 1160W Surface Warfare - Cryptologic Warfare
- h. 1170 Submarine
- i. 1170E Submarine - Engineering
- j. 1180 Special Warfare (SEAL)
- k. 1190 Special Operations (EOD)
- l. 1220N Naval Reactors Engineer – must have N91 prior approval
- m. 1370 Student Naval Flight Officer (NFO)
- n. 1390 Student Naval Aviator (Pilot)

9-3. Eligibility for Commission. To gain eligibility for an active commission in the U.S. Navy or U.S. Marine Corps, a NROTC Program Midshipman must complete the required Naval Science and specified academic courses, successfully complete Summer Training Cruise requirements, qualify at a minimum as a Third Class swimmer, meet physical and medical standards, and earn an accredited baccalaureate degree or its equivalent. In addition, the PNS must recommend a candidate for a Naval Service commission and the Secretary of the Navy grants approval. Marine Option candidates must also have a favorable MOI recommendation for a commission.

9-4. Delays in Commissioning. When it becomes apparent a midshipman will not complete the required university courses as scheduled to graduate, the midshipman may request a voluntary Leave of Absence from the NROTC Program for additional time to fulfill degree requirements. The PNS shall review the circumstances that caused the delay and evaluate the midshipman's potential to complete all requirements for graduation and commissioning. With a favorable finding, the PNS may permit the midshipman to continue university studies without government monetary benefits to complete the requirements. If the finding is unfavorable, the PNS may recommend the midshipman's disenrollment from the NROTC Program.

9-5. Active Duty. Navy Scholarship Program students will either proceed to active duty directly after commissioning with pay and allowances accruing from the date of commissioning, or they are assigned to the Individual Ready Reserve (IRR) and are given an estimated Active Duty Start Date. Ensigns assigned to the IRR do not receive pay or allowances until they report to their first duty station. Marine Option students will receive pay and allowances beginning the date they report to The Basic School.

CHAPTER 10

SUBSTANCE ABUSE POLICIES

10-1. General. Officers and prospective officers who use illegal drugs have no potential for further service and will be separated, unless such drug use was considered experimental and prior to the oath of office. The Navy does not want to discourage individuals from being truthful, or to penalize those who are truthful in voluntarily admitting their drug abuse. However, once a midshipman has taken the oath of office, separation is recommended by the Commanding Officer for any drug abuse.

10-2. Program Policy

1. Drug use will not be tolerated. Any drug incident or use by a Midshipman is cause for dismissal from the NROTC program.
2. Any use or possession of an illegal or non-prescribed prescription drug by a midshipman on board any ship, aircraft, station, or campus will normally result in disenrollment.

10-3. Urinalysis Program

1. Every midshipman, regardless of Scholarship Program or College Program status, shall be tested on one or more occasions during each academic semester and likely while on Summer Training Cruise.
2. Midshipmen will arrive at the unit on the designated day of testing during the hours given by the Urinalysis Program Coordinator (UPC). Failure to show will result in disciplinary action and the student will be placed on the following testing date until a sample is given.
3. Observers may be active duty staff, civilians, or trusted first-class midshipmen. Upon being selected for testing, all midshipmen must ensure they have an observer when reporting on testing day.

APPENDIX A

MILITARY CHAIN OF COMMAND

President of the United States

Vice President of the United States

Secretary of Defense

Secretary of the Navy

Chairman of the Joint Chiefs of Staff

Vice Chairman of the Joint Chiefs of Staff

Chief of Naval Operations

Commandant of the Marine Corps

Chief of Naval Education and Training

Commander, Naval Service Training Command

Commanding Officer, NROTC Unit
University of Notre Dame

Executive Officer, NROTC Unit
University of Notre Dame

Marine Officer Instructor and Class Advisors, NROTC Unit
University of Notre Dame

Assistant Marine Officer Instructor, NROTC Unit
University of Notre Dame

APPENDIX B

GENERAL ORDERS

1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the guard house than my own.
5. To quit my post only when properly relieved.
6. To receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Command Duty Officer, Officer of the Deck, and Officers and Petty Officers of the Watch only.
7. To talk to no one except in the line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the Officer of the Deck in any case not covered by instructions.
10. To salute all officers and colors and standards not cased.
11. To be especially watchful at night and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.

APPENDIX C

LEADERSHIP TRAITS AND PRINCIPLES

1. Discipline and Conduct. Self-discipline is required of all Naval officers. Midshipmen are potential officers, hence they must exhibit self-discipline. Self-discipline yields good conduct. Anything less than good, professional, moral and social conduct by an officer is unacceptable.

2. Leadership Traits. Leadership is as important as being technically and tactically proficient; hence, leadership will be closely evaluated throughout the entire NROTC program and is the most heavily weighted characteristic of overall performance. Midshipmen should know and apply the following leadership traits and principles:

a. Bearing. Bearing includes military bearing and command presence. Bearing and neatness create a positive impression; midshipmen must appear composed and confident in front of troops; use a firm, clear voice and acceptable language.

b. Enthusiasm. Enthusiasm displays intense and ardent interest while carrying out an assignment or mission. Approaches a problem with zeal and inspires others.

c. Justice. Treats others with impartiality, fairness and equality.

d. Courage. Physical courage is facing and dealing calmly with anything recognized as dangerous, difficult or painful instead of withdrawing from it. Moral courage is knowing and standing up for what is right in the face of popular disfavor.

e. Tact. Directs others with a minimum of friction or resentment; is considerate and courteous.

f. Integrity. Is respected as one who possesses and maintains sound moral principles; is honest, sincere and trustworthy.

g. Decisiveness. Makes decisions promptly and expresses them clearly and forcefully; does not become erratic under stress or emergencies; is always positive.

h. Endurance. Continues to perform adequately despite distress and fatigue.

i. Knowledge. Readily grasps technical military instruction; is alert and can impart this knowledge upon others.

j. Loyalty. Loyal and faithful service to government, unit and associates, both superiors and subordinates.

k. Initiative. Perceives what must be done and commences a course of action; seeks out and readily accepts responsibility; keeps informed concerning daily routine, uniform and duty assignments; is resourceful.

l. Judgment. Usually makes proper decisions; actions are carefully considered and not based on impulse.

m. Dependability. Consistent from day to day; possesses a high sense of duty and is exact in details; does his/her job whether being observed or not; perseverance.

n. Unselfishness. Pursues his/her goals and interests in life with due regard and consideration for others; quick to help shipmates accomplish their goal.

3. Leadership Principles

- a. Know yourself and seek self-improvement.
- b. Be technically and tactically proficient.
- c. Know your personnel and look out for their welfare.
- d. Keep your personnel informed.
- e. Set the example.
- f. Ensure that the task is understood, supervised and accomplished.
- g. Train your personnel as a team.
- h. Make sound and timely decisions.
- i. Develop a sense of responsibility among your subordinates.
- j. Employ your command in accordance with its capabilities.
- k. Seek responsibility and take responsibility for your actions.

APPENDIX D

CODE OF CONDUCT

Article 1. I am an American fighting in the forces which guard my country and our way of life. I am prepared to give my life in their defense.

Article 2. I will never surrender of my own free will. If in command, I will never surrender my men while they still have the means to resist.

Article 3. If I am captured, I will continue to resist by all means available. I will make every effort to escape. I will accept neither parole nor special favors from the enemy.

Article 4. If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information nor take part in any action, which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way.

Article 5. When questioned, should I become a prisoner of war, I am bound to give only my name, rank, service number and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause.

Article 6. I will never forget that I am an American, fighting for freedom, responsible for my actions, and dedicated to the principles that made my country free. I will trust in my God and in the United States of America

APPENDIX E**TRADITIONAL HYMNS/SONGS****THE MARINES' HYMN**

*From the Halls of Montezuma, to the shores of Tripoli,
We will fight our country's battles in the air, on land, and sea.
First to fight for right and freedom, and to keep our honor clean,
We are proud to claim the title, of UNITED STATES MARINES!*

*Our flag's unfurled to every breeze, from dawn to setting sun.
We have fought in every clime and place, where we could take a gun.
In the snow of far off northern lands, and in sunny tropic scenes,
You will find us always on the job - the UNITED STATES MARINES!*

*Here's health to you and to our Corps, which we are proud to serve.
In many a strife, we've fought for life, and never lost our nerve.
If the Army and the Navy, ever look on Heaven's scenes,
They will find the streets are guarded by UNITED STATES MARINES!*

MARINE PRAYER

Eternal Father, grant, we pray,
To all Marines, both night and day,
The courage, honor, strength, and skill
Their land to serve, Thy law fulfill.
Be Thou their shield forevermore
From every peril to the Corps.

ANCHORS AWEIGH

*Anchors aweigh, my boys!
Anchors aweigh!
Farewell to foreign shores,
We sail at break of day.
Through our last night on shore
Drink to the foam,
Until we meet once more
Here's wishing you a happy voyage home!*

*Stand, Navy out to sea,
"Fight!" our battle cry.
We'll never change our course
So vicious foe steer shy!
Roll out the T.N.T.*

*Anchors aweigh!
Sail on to victory
And sink their bones to Davy Jones' Hoo-ray!*

NAVY HYMN

*Eternal Father, strong to save
Whose arm doth bound the restless waves
Who didst the mighty ocean deep
Its own appointed limits keep.
Oh, hear us when we cry to Thee
For those in peril on the sea*

SAILOR'S CREED

I am a United States Sailor.

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

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

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

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

NOTRE DAME, OUR MOTHER

*Notre Dame, our Mother:
Tender, strong and true.
Proudly in the Heavens
Gleams thy gold and blue.*

*Glory's mantle cloaks thee;
Golden is thy fame.
And our hearts forever
Praise thee, Notre Dame.
And our hearts forever
Love thee, Notre Dame*

NOTRE DAME VICTORY MARCH

*Rally, sons of Notre Dame!
Sing her glory and sound her fame!
Raise her Gold and Blue
And cheer with voices true:
“Rah, rah, for Notre Dame!”
We will fight in every game,
Strong of heart and true to her name.
We will ne'er forget her
And will cheer her ever
Loyal to Notre Dame.*

*Cheer, cheer for old Notre Dame!
Wake up the echoes cheering her name,
Send a volley cheer on high.
Shake down the thunder from the sky.
What though the odds be great or small,
Old Notre Dame will win over all,
While her loyal sons go marching
Onward to victory!*

APPENDIX F

PHONETIC ALPHABET

A	ALPHA
B	BRAVO
C	CHARLIE
D	DELTA
E	ECHO
F	FOXTROT
G	GOLF
H	HOTEL
I	INDIA
J	JULIET
K	KILO
L	LIMA
M	MIKE
N	NOVEMBER
O	OSCAR
P	PAPA
Q	QUEBEC
R	ROMEO
S	SIERRA
T	TANGO
U	UNIFORM
V	VICTOR
W	WHISKEY
X	X-RAY
Y	YANKEE
Z	ZULU

APPENDIX G**NAVAL TERMS**

ABAFT-----	behind, or farther aft
ABEAM-----	at right angles to the centerline
AHOY-----	the term used to hail a boat or ship
ASTERN-----	behind the vessel, abaft the stern
ATHWARTSHIP-----	at right angles to the vessel
AYE, AYE, SIR or AYE, AYE, MA'AM-----	term used by a subordinate to a senior in acknowledgement if an order, signifying that it is understood and will be obeyed
BATTEN DOWN-----	to close or make watertight, to secure cargo
BEAM-----	the greatest width of a vessel; athwartship timber or structure
BOAT-----	any small craft that can be hoisted aboard ship
BOW-----	forward end of a boat or ship
BRAVO ZULU-----	naval term meaning "good job" or "congratulations"
BRIDGE-----	the position from which the ship is usually steered and navigated; and the station of the officer of the deck underway
BROW-----	a portable gangway from a ship to a pier, wharf or float
BULKHEAD-----	vertical partition separating portions of a ship
CARRY ON-----	an order to resume work or duties, given by a senior to a subordinate
CHAIN OF COMMAND-----	the succession of officers from a superior to a subordinate through which command is exercised
CHIT-----	a piece of paper (i.e., excuse chit, request chit, etc.)
COMMISSARY-----	a department store on a military facility that provides personal care and food products
COLORS-----	the national flag; also the ceremony which take place when the flag is hoisted at 0800 and lowered at sunset
DECK-----	corresponds to the floor of a building
DRAFT-----	the depth of the water to a vessel's keel
ENSIGN-----	a flag; the emblem of a vessel's nationality; also a junior officer in the Navy
EXCHANGE (NAVY EXCHANGE) STORE----	a general merchandise store located on a Navy facility
FANTAIL-----	the after section of the main deck
FIELD DAY-----	a day set aside for scrubbing and general cleaning aboard ship
GANGWAY-----	an opening at a ship's side for boarding or leaving; an order to stand aside and clear a path
HEAD-----	the compartment having toilet facilities

HIT THE DECK----- a phrase used in quickly mustering a naval crew; at reveille, the same as "rise and shine"

HIT THE RACK----- a phrase meaning "go to bed", "get some sleep"

KEEL----- the timber or plate running the entire length of the hull from stem to sternpost

LADDER----- Naval term for stairs

LIBERTY----- permission given an enlisted person to be absent from the ship or station for a short period of time (less than 72 hours)

MAST----- the vertical spar supporting the signal yardarm, antennae, a boom, or sails; also a hearing of disciplinary cases by the commanding officer

MEMORANDUM----- an official notice used for correspondence purposes

MESS----- a group of people who regularly eat together; a meal so eaten

OVERHEAD----- ceiling or roof

PLAN OF THE WEEK----- memorandum containing information on all events to occur during the week, includes uniform designation for each evolution

PORT----- the left side of a vessel when facing forward; an opening in a ship's side; a harbor

QUARTERDECK----- that part of the main or other deck set aside for honors and ceremonies and as the station of the OOD in port. The commanding officer of the ship defines the limits of the quarterdeck

RACK----- Naval term for bunk or bed

SCUTTLEBUTT----- a drinking fountain; also a rumor

SECURE----- to make fast, safe; an order given on completion of a drill or exercise meaning to withdraw from stations or duties

SHIPSHAPE----- neat, orderly, well organized

SHORE LEAVE----- permission granted an officer to be absent from the ship or station for a short period of time (less than 72 hours)

SICK BAY----- the ship's hospital; dispensary

SQUARE AWAY----- put in the proper place; finish; to make shipshape

STARBOARD----- the right side of a vessel looking forward

UNIFORM OF THE DAY----- the uniform prescribed to be worn at a particular time

VERY WELL----- statement made by a senior to a subordinate indicating each has understood the other, and the subordinate may resume work or duties

WATCH----- a period of time on duty, usually hours in length

APPENDIX H

RIBBONS

UNIFORM RIBBONS AUTHORIZED FOR WEAR

The following NROTC ribbons are authorized for wearing on the midshipman uniform in and around the NROTC Unit at Notre Dame and at local functions. Wearing of NROTC ribbons at other commands must have prior approval.

1. NATIONAL AWARDS

AWARD PRESENTED BY

- a. Legion of Valor of the U.S.A. CNET
- b. National Defense Transportation Award CNET
- c. Society of American Military Engineers CNET
- d. National Sojourners Award of America Local Chapter NSA of America
- e. American Defense Preparedness Association ADAP















2. LOCAL AWARDS

- a. Veterans of Foreign Wars Award VFW Post 1167
- b. Daughters of the American Revolution Medal Local Chapter DAR
- c. The Retired Officers Association Medal Retired Officer Assn.
- d. The Bendix American Legion Award Bendix Aviation Post #284
- e. Military Order of the World Wars Military Order of the World Wars
- f. The Reserve Officers Association Reserve Officer Assn.
- g. Daughters of Founders & Patriots of America Daughters of Founders & Patriots of America
- h. General Society of the War of 1812 The General Society of the War of 1812
- i. Sons of the American Revolution Sons of American Revolution

3. NROTC STANDARDIZED RIBBONS

- a. ALL AROUND PERFORMANCE RIBBON: Designed for NROTC midshipmen for the most outstanding performance in the field of academics, physical fitness training, community service, and military criteria. NSN: 8455-LL-L00-0421
- b. ACADEMIC EXCELLENCE RIBBON: Awarded to midshipmen with an overall average of 3.75 - 4.00 (on a 4.00 scale). NSN: 455-LL L00-0420
- c. ACADEMIC ACHIEVEMENT RIBBON: Awarded annually to midshipmen with an overall average of 3.50 - 3.75 (on a 4.00 scale). NSN: 8455-LL-L00-0419
- d. COMMENDATION AWARD RIBBON: Awarded to midshipmen for recognition of meritorious achievements. NSN: 8455-LL-L00-0423
- e. LEADERSHIP AWARD RIBBON: Awarded to midshipmen who have shown exemplary conduct and leadership while members of the staff. NSN: 8455-LL-L00-0427
- f. COMMUNITY SERVICE RIBBON: Awarded to those recognized for meritorious services to the community. NSN: 9455-LL-L00-0424
- g. PHYSICAL FITNESS RIBBONS: Awarded to those with a PFT score greater than or equal to 290 points, or a PRT score greater than or equal to 90 points. NSN: 8455-LL-L00-0429
- h. DRILL TEAM RIBBON: Awarded to midshipmen participating in any drill team for one academic semester. NSN: 8455-LL-L00-0418
- i. COLOR GUARD RIBBON: Awarded to midshipmen in the unit color guard or drum and bugle corps for one academic semester. NSN: 8455-LL-L00-0422
- j. INTRAMURAL RIBBON: Awarded to those who participated in any form of organized sports for one academic semester. NSN: 8455 LL-L00-0426
- k. RIFLE/PISTOL TEAM RIBBON: Awarded to any member of the rifle/pistol team for one academic semester. NSN: 8455-LL-L00 0430
- l. SAILING AWARD RIBBON: Awarded to midshipmen who qualify as Skippers B, Crewmen or part of a team. NSN: 8455-LL-L00-0431
- m. RECRUITING RIBBONS: Awarded to midshipmen instrumental in the enrollment of new NROTC recruits. NSN: 8455-LL-L00-0535
- n. CRUISE AWARD RIBBON: Awarded to midshipmen who achieved excellent grades on cruises. NSN: 8455-LL-L00-0432

4. ORDER OF PRECEDENCE OF STANDARDIZED RIBBONS

1. All Around Performance		10. Intramural *	
2. Academic Excellence		11. Rifle / Pistol Team	
3. Academic Achievement		12. Sailing Award	
4. Commendation Award		13. Recruiting	
5. Leadership Award		14. Cruise Ribbon	
6. Community Service			
7. Physical Fitness			
8. Drill Team			
9. Color Guard			

5. ATTACHMENTS TO BE WORN ON RIBBONS

- STAR, GOLD: Wear gold stars for second and subsequent awards. NSN: 8455-LL-L00-0531
- STAR, SILVER: Wear silver stars in lieu of five gold stars. NSN: 8455-LL-L00-0531
- Center a single star on the ribbon with two rays pointing down. Place multiple stars in the horizontal line close to and symmetrically above the center of the ribbon.

APPENDIX I

Navy PRT Standards

MAR 2021










Table 4-1: PRT Standards Altitudes Less Than 5000 Feet

Performance		Points	Males: Age 20 - 24 years					
Category	Level		Push- ups	Forearm Planks	1.5 - mile run	2-km row	500 - yd swim	450 - m swim
Outstanding	High	100	87	3:35	8:30	7:05	6:30	6:20
Outstanding	Medium	95	86	3:30	9:00	7:15	7:00	6:50
Outstanding	Low	90	81	3:25	9:15	7:25	7:30	7:20
Excellent	High	85	77	3:18	9:45	7:35	8:00	7:50
Excellent	Medium	80	74	3:12	10:00	7:45	8:15	8:05
Excellent	Low	75	71	3:05	10:30	7:55	8:45	8:35
Good	High	70	64	2:45	10:45	8:15	9:30	9:20
Good	Medium	65	55	2:25	11:30	8:35	10:30	10:20
Good	Low	60	47	2:05	12:00	8:55	11:30	11:20
Satisfactory	High	55	45	1:45	12:45	9:05	12:00	11:50
Satisfactory	Medium	50	42	1:25	13:15	9:15	12:15	12:05
Probationary		45	37	1:05	13:30	9:25	13:00	12:50
Performance		Points	Females: Age 20 - 24 years					
Category	Level		Push- ups	Forearm Planks	1.5 - mile run	2-km row	500 - yd swim	450 - m swim
Outstanding	High	100	48	3:35	9:47	8:05	7:15	7:05
Outstanding	Medium	95	47	3:30	11:15	8:15	8:00	7:50
Outstanding	Low	90	44	3:25	11:30	8:25	8:45	8:35
Excellent	High	85	43	3:18	12:15	8:35	9:15	9:05
Excellent	Medium	80	40	3:12	12:45	8:45	9:45	9:35
Excellent	Low	75	39	3:05	13:15	8:55	10:00	9:50
Good	High	70	33	2:45	13:30	9:15	11:00	10:50
Good	Medium	65	28	2:25	13:45	9:45	12:15	12:05
Good	Low	60	21	2:05	14:15	10:15	13:15	13:05
Satisfactory	High	55	20	1:45	15:00	10:25	13:45	13:35
Satisfactory	Medium	50	17	1:25	15:15	10:35	14:00	13:50
Probationary		45	16	1:05	15:30	10:45	14:30	14:20

APPENDIX II

Navy Enlisted Ranks and Insignia

NAVY ENLISTED RANK STRUCTURE

INSIGNIA	OFFICAL TITLE	GO-BY	RANK ABBREVIATION
	SEAMAN RECRUIT	“SEAMAN”	E-1 (SR)
	SEAMAN APPRENTICE	“SEAMAN”	E-2 (SA)
	SEAMAN	“SEAMAN”	E-3 (SN)
<small>HAT / COLLAR</small> 	PETTY OFFICER 3RD CLASS	“PETTY OFFICER”	E-4 (PO3)
<small>HAT / COLLAR</small> 	PETTY OFFICER 2ND CLASS	“PETTY OFFICER”	E-5 (PO2)
<small>HAT / COLLAR</small> 	PETTY OFFICER 1ST CLASS	“PETTY OFFICER”	E-6 (PO1)
<small>HAT / COLLAR</small> 	CHIEF PETTY OFFICER	“CHIEF”	E-7 (CPO)
<small>HAT / COLLAR</small> 	SENIOR CHIEF PETTY OFFICER	“SENIOR CHIEF”	E-8 (SCPO)
<small>HAT / COLLAR</small> 	MASTER CHIEF PETTY OFFICER	“MASTER CHIEF”	E-9 (MCPO)












APPENDIX III

Navy Officer Ranks and Insignia

<i>Paygrade</i>	<i>Rank</i>	<i>Abbreviation</i>	<i>Collar</i>	<i>Shoulder</i>	<i>Sleeve</i>
0-1	Ensign	ENS			
0-2	Lieutenant Junior Grade	LTJG			
0-3	Lieutenant	LT			
0-4	Lieutenant Commander	LCDR			
0-5	Commander	CDR			
0-6	Captain	CAPT			
0-7	Rear Admiral (Lower Half)	RDML			
0-8	Rear Admiral (Upper Half)	RADM			
0-9	Vice Admiral	VADM			
0-10	Admiral	ADM			

APPENDIX III

Marine Corps Enlisted Ranks and Insignia

E-1	PVT	Private	No Insignia
E-2	PFC	Private First Class	
E-3	LCpl	Lance Corporal	
E-4	Cpl	Corporal	
E-5	Sgt	Sergeant	
E-6	SSgt	Staff Sergeant	
E-7	GySgt	Gunnery Sergeant	
E-8	1stSgt	First Sergeant	
E-8	MSgt	Master Sergeant	
E-9	MGySgt	Master Gunnery Sergeant	
E-9	SgtMaj	Sergeant Major	
E-9 Special	SgtMaj MarCor	Sergeant Major of the Marine Corps	

APPENDIX IV

Marine Corps Officer Ranks and Insignia

O-1	2ndLt	2 nd Lieutenant	
O-2	1stLt	1 st Lieutenant	
O-3	Capt	Captain	
O-4	Maj	Major	
O-5	LtCol	Lieutenant Colonel	
O-6	Col	Colonel	
O-7	BGen	Brigadier General	
O-8	MajGen	Major General	
O-9	LtGen	Lieutenant General	
O-10	Gen	General	