



## DEPARTMENT OF THE NAVY

CARNEGIE MELLON UNIVERSITY  
NAVAL RESERVE OFFICERS TRAINING CORPS  
PITTSBURGH PENNSYLVANIA 15213-3796

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### CARNEGIE MELLON UNIVERSITY NROTC INSTRUCTION 5400.6A

From: Professor of Naval Science, Carnegie Mellon University NROTC

Subj: MIDSHIPMEN OPERATIONS MANUAL

Ref: (a) NSTC M-1533.2

1. Purpose. To establish and clarify the Midshipmen Operations Manual.
2. Scope and Applicability. This instruction is published for the information and compliance of the Battalion of Midshipmen and all personnel subordinate to the Professor of Naval Science.

a. Midshipmen Operations Manual is supplementary to U.S. Navy Regulations, 1990. Members of the Battalion and all personnel subordinate to the Professor of Naval Science shall comply with the substance, spirit, and intent of these directives at all times.

b. Nothing in this manual should be construed as taking priority over sound judgement or doing the right thing. Situations may arise where good judgement will be necessary and will, in fact, be the only guiding regulation. Midshipmen are expected to conduct themselves in accordance with Navy core values in these situations.

c. This manual applies at all times. Midshipmen are required to comply with the requirements set forth in this instruction year-round, to include summer training periods and the academic year.

d. No later than the midpoint of each semester, the Executive Officer will convene a board to review accumulated proposals and ideas regarding changes to this manual. This board shall consist of the senior Assistant Professor of Naval Science, the Assistant Marine Officer Instructor (AMOI), the Battalion Commander, the Battalion Executive Officer, the Battalion Sergeant Major. One midshipman at large from each class may be selected to attend. Midshipmen on the board may designate replacement representatives.

### 3. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

4. Review and Effective Date. Per OPNAVINST 5215.17A, the Executive Officer will review this instruction annually, on the anniversary of the effective date using OPNAV 5215/40 Review of Instruction. The purpose of the review is to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and DoN policy as well as statutory authority. This instruction will automatically expire five years after its effective date, unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



W. C. MCKINNEY

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## **CHAPTER 1: ROUTINE EVENTS**

### **1.1 ACCOUNTABILITY**

1. On days when there are Unit Activities, the senior Midshipmen present shall report muster status to the Officer in Charge (OIC) of the evolution.
2. On days when there are no Unit Activities, Midshipmen are not required to report accountability; however, Midshipmen shall report any issues that impede their ability to report to the unit when directed through their chain of command. The Midshipman's Class Adviser and the AMOI shall be included in the notification process.

### **1.2 SICK CALL**

1. Sick calls are held at the medical facilities at each midshipmen's respective academic institution.
2. Midshipmen may not enter a "Sick in Room" (SIR) or "Sick in Quarters" (SIQ) status until they have been seen and diagnosed by a medical professional. Documentation from the medical professional should be submitted to the Midshipman's Class Adviser and the Human Resource Assistant.
3. For any diagnosed medical condition that impacts a Midshipman's ability to participate in PT, the Human Resource Assistant shall make a determination on the limitations and duration of that condition. The Midshipman's chain of command, Class Adviser, and AMOI shall be notified.

### **1.3 INSTRUCTION PERIOD**

1. Instruction periods shall be used for the training of midshipmen. Multiple training sessions will be offered so that all midshipmen complete prescribed training.
2. The priority of instruction periods depends on the individual administering the training. Midshipmen will consult the table of priorities to determine legitimate excusals from training sessions.
3. Instruction Periods will be avoided during midterm or exam weeks.

### **1.4 FORMATIONS AND INSPECTIONS**

1. Midshipmen shall be in an inspection-ready prescribed uniform when attending indoor or outdoor formations or inspections. When indoors, covers shall be worn at the discretion of the senior inspecting Officer or Midshipman. Midshipmen authorized to wear an alternate uniform for medical purposes must carry their chit on their person at all times.
2. Formations and inspections will be attended in accordance with the Plan of the Day (POD).

### **1.5 ATHLETICS AND INDIVIDUAL PT**

1. All scheduled varsity sports events take precedence over physical training (PT) and individual workouts.
  - a. If participating in scheduled varsity athletics during routine PT, Midshipmen shall inform their chain of command prior to each PT session.

2. Individual midshipmen wishing to conduct workouts will be permitted to do so, provided they:
  - a. Ensure running routes are along trafficked or monitored roads, walkways, paths, etc.
  - b. Conduct workouts between sunrise and sunset. If running outdoors during dark, Midshipmen shall use the buddy system, have at least one cell phone, and run with at least one other person, preferably another Midshipman. These requirements ensure that at least one safety observer is available to call for assistance and render aid in the event of a significant injury.
  - c. Wear regulation PTU or appropriate civilian workout gear.
  - d. Wear appropriate cold weather gear when harsh weather conditions dictate
4. Use of Navy Working Uniforms (NWU) Type III or Marine Pattern (MARPAT) Uniforms as workout attire is subject to the following restrictions:
  - a. Unit Sponsored Events: Wear NWU Type IIIs or MARPATs as either a complete uniform (i.e., boots, trousers, appropriate t-shirt, blouse, and cover) or “modified” (blouse and cover removed) during physical training or fitness tests (i.e. PFT and CFT) as prescribed by the senior Officer present.
  - b. Unsponsored Events: Use of NWU Type IIIs outside of Unit Sponsored Events must be approved by the AMOI and shall be worn as either a complete uniform or “modified,” as directed by the AMOI. MARPATs are not authorized to be worn outside of Unit Sponsored Events.
  - c. Deviations from this policy for club, platoon, squad, or other small group PT associated with a combat- or drill-related event (e.g. motivational runs, Marine Corps Combat Fitness Test (CFT), etc.) must be approved by the XO and AMOI.

## **1.6 LIBERTY**

1. The primary responsibility of all midshipmen is to develop the habits and skills necessary to be successful officers, which requires a commitment to excellence in all mission areas, including moral, mental, and physical. Liberty is not a break from that commitment. Success, especially in academics, requires hard work and diligent preparation for class beyond the confines of Monday through Friday. Accordingly, although liberty is authorized in the manner that follows, midshipmen must make responsible and thoughtful decisions about how best to utilize liberty time. Midshipmen have an obligation to be prepared for their duties, at all times, which means getting sufficient rest to recharge.
2. Local Liberty
  - a. Schedule: During the week, Midshipmen are expected to attend any academic, athletic, and military obligations. When there are no other obligations or during the weekend, liberty is at the discretion of the Midshipmen. If unable to make a scheduled event, Midshipmen shall provide prior notification if possible.
  - b. Uniform: Midshipmen are ambassadors of the unit and the Navy at all times, both in and out of uniform. Midshipmen shall dress in appropriate clothing that does not bring discredit to themselves or the Navy. Clothing with profane language or graphics is not authorized at any time.

3. Out of Area Liberty and Leave

a. If traveling outside of a 100-mile radius from the Steel City NROTC Unit, midshipmen shall request liberty by submitting a special request chit through their chain of command.

b. Midshipmen will not depart on out of area liberty prior to receiving approval from their Class Adviser.

c. Midshipmen are authorized leave over holidays and breaks, per the academic schedules of the respective university. Request chits are required to ensure the chain of command is informed of leave address and mode of travel.

d. If traveling OCONUS, midshipmen shall complete all required training and be counseled by their Class Adviser. Final approval authority for OCONUS leave is the CO.

## **CHAPTER 2: TABLE OF PRIORITIES**

### **2.1 TABLE OF PRIORITIES**

1. Midshipmen shall consult with a cognizant superior in the chain of command for guidance in resolving conflicts and inform all necessary parties in advance if an obligation is overruled by a higher priority.

**\* See clarifications below the table for additional information and specific exceptions.**

1. Scheduled class attendance, to include labs, midterms, and exams.
2. Orders to report to the Academic Dean, Provost, Professor of Naval Science, MOI, or Class Adviser, in that order. This includes appearing before any university academic boards.
3. Orders to report to the Executive Officer, Class Adviser, or Assistant Marine Officer Instructor (AMOI), in that order. This includes Performance Review Boards (PRBs).
4. Scheduled meetings with an academic advisor or scheduled extra instruction with instructors.
5. * Authorized scheduled medical and dental appointments, to include scheduled pre-commissioning physicals.
6. Scheduled varsity athletics practices and meetings. This includes only organized, scheduled, coach-run team workouts, not individual workouts or captain's practices.
7. Unit events, to include scheduled labs, scheduled drill, scheduled formations, scheduled inspections, scheduled physical training, and scheduled physical readiness tests (PRT/PFA/PFT/CFT).
8. Mandatory events, such as career information briefs, guest lectures, and General Military Training (GMT).
9. Scheduled intramural or club team practices. This includes only organized, scheduled, coach-run team workouts, and not individual workouts or captain's practices.
11. * Watch.
10. * Sick call (non-emergency medical treatment), scheduled medical and dental appointments, and physical therapy.
11. Extracurricular activities.
12. Liberty.

**Table 2-1**

2. Additional clarifications:

5. \* Midterms and final exams shall not be missed for elective procedures. 1/C Midshipmen requesting elective surgery refer to Chapter 9, section 9.7 Medical and Dental Care for clarification.

10. \* Morning Events can be missed for sick call, as long as the next senior member of the midshipman's Chain of Command is notified. Midshipmen shall provide proof of medical appointment to their Chain of Command, to include the Class Adviser.

11.\* All midshipmen will make every effort to attend class and watchbills will be written so that no midshipman misses a scheduled exam.

## **2.2 SPECIAL REQUESTS**

1. The right of any midshipman to make a special request of their organizational superiors may not be denied or restricted. If a midshipman believes special circumstances warrant an exception to any regulation or directive, they may submit a special request to the appropriate approval authority to obtain permission.

a. Requests will be forwarded promptly through the chain of command to the appropriate level for decision. When appropriate, the reason should be stated when a request is not recommended or approved.

b. No person will, through intent or neglect, fail to act on or forward promptly any request or appeal which it is their duty to act on or forward.

c. Requests for exchange of watch will be made only between midshipmen fully qualified to stand each other's watches and done so with the written acknowledgement of the Company First Sergeant. Exchanges of watch will be made for at least one full day.

d. A special request chit must be submitted at least three working days prior to the start of the request. If the request requires Class Adviser approval, it should be submitted at least five (5) working days in advance. If the request requires Professor of Naval Science or Marine Officer Instructor approval, the request should be submitted at least seven (7) working days in advance.

e. Midshipmen shall not act on a special request until they have approval as required below.

### **2. Approval Authority:**

#### **a. Professor of Naval Science:**

(1) Use of alcohol at any unit sponsored event except where delegated to the Class Advisers by the Professor of Naval Science. Requestors must complete the Alcohol and Drug Education Officer's special request chit before submitting requests to be included with request package.

(2) Semester academic course schedules.

(3) Any outside employment.

(4) Scheduling a mandatory unit event outside of regular working hours (0600-1600).

#### **b. Executive Officer:**

(1) ORM Memorandums from High Risk ECAs.

(2) Special Request Chits from High Risk ECAs.

#### **c. Class Adviser:**

(1) Regular out of area leave or liberty requests.

(2) Regular OCONUS leave requests.

(3) Excusals from any mandatory unit event.

(4) Participation in inherently hazardous activities (refer to Chapter 5.5, paragraph 2.f).

(5) Replacement of a lost/stolen ID card (second occurrence).      (6) Missing class.

(7) Liberty extensions up to 12 hours for ORM purposes.

(8) Excusal from mandatory unit events.

d. Assistant Military Officer Instructor:

(1) Replacement of a lost/stolen ID card (first occurrence).

(2) Wearing Navy/USMC related technical PT gear for endurance sports when working out outside of regularly scheduled PT.

(3) Excusal from Marine Option (MO) unit events.

### **CHAPTER 3: INTERPERSONAL CONDUCT**

#### **3.1 GENERAL GUIDANCE**

1. The Navy has historically relied upon custom and tradition to define the bounds of acceptable personal relationships among its members and with those outside of the military. As such, the bounds of acceptable interaction can be unclear at times. Midshipmen will conduct themselves with the utmost professionalism in all interpersonal interactions in all settings and at all times. Midshipmen will treat each and everyone with dignity and respect.
2. When in doubt, a midshipman should consult their chain of command or a trusted mentor for further guidance on acceptable interpersonal interactions.

#### **3.2 HAZING**

1. Hazing is defined as any conduct whereby a military member or members, regardless of service or rank, without proper authority causes another military member or members, regardless of service or rank, to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to perpetrate any such activity is also considered hazing. Hazing need not involve physical contact among or between military members; it can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator. Hazing, in any form, is prohibited and will not be tolerated.

2. Regulations regarding hazing:

- a. No midshipman may engage in hazing or consent to acts of hazing being committed upon them.
- b. No midshipman, regardless of billet or rank, may condone or ignore hazing if they know or reasonably should have known that hazing may or did occur. Every midshipman has the responsibility to inform appropriate authorities of any hazing incidents or potential hazing incidents.
- c. Reprisal actions against any victim or witness of hazing incidents are strictly prohibited.
- d. Physical abuse or harassment will not be tolerated in any form. Physical contact is allowed with the 4/C only as necessary for training purposes. No amount of physical force is condoned or will be tolerated.
- e. Midshipmen in authority positions over other midshipmen will follow only practices that would be reasonably and lawfully acceptable for use in the Fleet. All practices should be readily defensible with appropriate rationale to the parents of subordinates or other interested constituencies.

#### **3.3 DISCRIMINATION**

1. Discrimination is any act or failure to act that is based in whole or part on a person's race, color, religion, gender, sexual orientation, or national origin and adversely affects privileges, benefits, dignity, working conditions, or treatment in employee conditions in past or present. Discrimination is prohibited and will not be tolerated.
2. Regulations regarding discrimination:

- a. Midshipmen will neither individually or collectively discriminate against another individual or group.
- b. Midshipmen will not take reprisal action against a person who provides information on an incident of alleged unlawful discrimination. Reprisals are prohibited regardless of who originates the reprisal action.
- c. Midshipmen will not knowingly make a false accusation of unlawful discrimination.
- d. Midshipmen will not condone or ignore discrimination and are encouraged to report any suspected discrimination to their officer chain of command, including the AMOI, or to the CMEO.

### **3.4 SEXUAL HARASSMENT**

1. Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.
- b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive working environment. At the Steel City NROTC Unit, the working environment refers to every location inside and outside of the unit, 24 hours a day.

2. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, passive or indirect actions that create a hostile work environment such as sexually explicit posters, pictures, or screensavers, and other verbal or physical conduct of a sexual nature.

3. Regulations regarding sexual harassment:

- a. Midshipmen will not commit sexual harassment as defined above.
- b. Midshipmen will not take reprisal action against a person who provides information on an incident of alleged sexual harassment.
- c. Midshipmen will not knowingly make a false accusation of sexual harassment.
- d. Midshipmen will not condone or ignore sexual harassment and are encouraged to report any suspected sexual harassment to their officer chain of command, including the AMOI, or to the CMEO.

### **3.5 FRATERNIZATION**

1. Fraternization is a gender neutral concept used to identify personal relationships that do not respect the bounds of acceptable senior-subordinate relationships. Although it is most commonly applied to officer-enlisted relationships, fraternization also includes improper relationships and social interactions between officer members as well as between enlisted members, regardless of the service affiliation of the other officer or enlisted member, including members of foreign military services.



2. Circumstances prejudicial to good order and discipline are those that call into question a senior's objectivity, result in actual or apparent preferential treatment, undermine the authority of a senior, or compromise the chain of command.
3. Midshipmen on summer training will adhere to the specific fraternization policies of their assigned units in addition to all NROTC policies.
4. Collective terms associated with fraternization apply equally to personnel of foreign military services.

### **3.6 UPPER-CLASS – 4/C RELATIONSHIP**

1. Due to the unique training environment of the NROTC Unit and the essential leadership role Upper-class Midshipmen hold in educating and training 4/C Midshipmen; Upper-class have a senior-subordinate relationship with 4/C Midshipmen which must be respected and protected.
2. These regulations apply to all Upper-class-4/C relationships, regardless of how or when a relationship began. There is no exception to this regulation in the case of pre-existing relationships prior to entry to NROTC, unless specifically noted.
3. Upper-class Midshipmen shall maintain a proper professional relationship with 4/C at all times.
4. Upper-class Midshipmen shall not:
  - a. Attempt to personally degrade or humiliate 4/C Midshipmen.
  - b. Date, have sexual relations, or otherwise fraternize with 4/C Midshipmen.
  - c. Request or direct 4/C Midshipmen to perform personal services, to include purchasing supplies for Upper-class.
  - d. Impose any informal or unauthorized punishment.
  - e. Touch 4/C Midshipmen for any purpose other than correcting or adjusting a uniform, drill or rifle position, or as necessary for other legitimate training or safety purposes.
  - f. Borrow anything from a 4/C Midshipman.
  - g. Conduct activities with a 4/C Midshipman outside of working hours unless specifically approved for training purposes.
  - h. Direct a 4/C Midshipman to write letters as a prank.
  - i. Enter a 4/C Midshipman's dorm room, apartment, or house during study period for any reason.
  - j. Invite a 4/C Midshipman to enter an Upper-class dorm room, apartment, or house.

k. Use any real-time electronic communication with a 4/C Midshipman unless for professional purposes, e.g. unit recall. This includes, but is not limited to, instant messaging, chat rooms, networking sites, texting, or any comparable mode of communication. However, messages between siblings or other close blood relatives, e.g. first cousins, regarding family matters shall normally be considered a professional purpose when an in-person meeting is impractical. Any such message must be professional in nature and respect the differences in class

### **3.7 MIDSHIPMEN – UNIT STAFF PERSONNEL RELATIONSHIP**

1. Unduly familiar personal relationships between midshipmen and active duty or civilian faculty or staff members that do not respect differences in grade, rank, position of authority, or the staff/student relationship, or are prejudicial to good order and discipline are prohibited. This prohibition includes interactions with enlisted personnel during training and leave periods away from the unit.

### **3.8 MIDSHIPMEN – ENLISTED PERSONNEL RELATIONSHIP**

1. Personal relationships between midshipmen and enlisted members that are unduly familiar because they do not respect differences in grade, rank, or position of authority, or because they are prejudicial to good order and discipline are prohibited.

2. Midshipmen shall:

a. Obey lawful orders given by enlisted personnel acting as instructors.

b. Maintain a proper professional relationship with enlisted members at all times, regardless of duty station.

3. Midshipmen shall not date, have sexual relations, or otherwise fraternize with enlisted personnel.

4. There is no exception to this regulation in the case of pre-existing relationships prior to entry to NROTC. Midshipmen are expected to observe appropriate military courtesies with close blood relatives (e.g., sibling, parent, grandparent, first cousin, aunt, or uncle) and continue to act in a manner that respects differences in grade, rank, or position of authority while interacting or socializing with close blood relatives.

### **3.9 MIDSHIPMAN – OFFICER RELATIONSHIP**

1. Personal relationships between midshipmen and officers that are unduly familiar because they do not respect differences in grade, rank, or position of authority or because they are prejudicial to good order and discipline are prohibited.

2. Midshipmen shall not date, have sexual relations, or otherwise fraternize with commissioned officers, with the following exception: 1/C and 2/C Midshipmen may maintain pre-existing close personal relationships with newly commissioned officers, unless the officer is in the midshipman's chain of command, provided the relationship was initially established when both parties were midshipmen.

3. There is no exception to this regulation in the case of pre-existing relationships prior to entry to the NROTC. Midshipmen are expected to observe appropriate military courtesies with close blood relatives (e.g. sibling, parent, grandparent, first cousin, aunt, or uncle) and continue to act in a manner that respects differences in grade, rank, or position of authority while interacting or socializing with close blood relatives.

### **3.10 MIDSHIPMAN – MIDSHIPMAN RELATIONSHIP AND CONTACT**

1. Unduly familiar personal relationships between midshipmen in the same Platoon are prohibited when prejudicial to good order and discipline or of a nature to bring discredit on the naval service.

2. Any midshipman who desires to engage in a romantic relationship with another midshipman in the same Platoon shall request a transfer to another Platoon and shall affect such a transfer prior to engaging in such a relationship.

3. Displays of affection are prohibited while in uniform, regardless of location, and at all times in the NROTC Unit. Displays of affection are defined as physical acts which could reasonably be interpreted by an observer as evidence that those participating are involved in a romantic relationship. Displays of affection include, but are not limited to, hand holding, touching, massaging/back rubs, sitting on a lap, touching, and kissing. Displays of affection are gender neutral and considered equally inappropriate between members of the opposite gender as well as the same gender.

4. Sexual misconduct is defined as sexual acts at the NROTC Unit or other areas or locations under military control, e.g. bases, ships or aircraft, as well as sexual acts committed under circumstances that are service discrediting or prejudicial to good order and discipline. A sexual act is any act done either with an intent to arouse or gratify the sexual desire of any person or which reasonably tends to give the appearance that an act with an intent to arouse or gratify the sexual desire of any person may be occurring at that time, e.g. having the door locked while two or more individuals are in a room who are not all assigned roommates of the room. Examples include, but are not limited to, fondling, displays of affection on a rack, lying in a rack together, sexually motivated nudity, indecent exposure, oral sex, and sexual intercourse. Sexual misconduct is gender neutral and is considered equally inappropriate between members of the opposite gender as well as of the same gender.

5. Midshipmen shall report any incident involving displays of affection or sexual misconduct.

6. Midshipmen, regardless of gender, shall not:

- a. Engage in displays of affection or sexual misconduct.
- b. Hold hands while in uniform.
- c. Exchange backrubs at the NROTC Unit or while in uniform.
- e. Display inappropriate or excessive affection in public.

## **CHAPTER 4: PERSONAL CONDUCT**

### **4.1 PROFESSIONAL ETIQUETTE**

1. With regard to the wearing of covers, midshipmen shall:

- a. Remain covered during indoor formations that include inspections and at the discretion of the highest inspecting Officer.
- b. Remain covered while under arms. Under arms is defined as wearing a sword, carrying a rifle, or carrying a fully assembled guide-on.
- c. Remain covered when outdoors, including while seated.
- d. Remain covered in government vehicles at all times and in private vehicles when entering or within a military installation, unless wearing the cover is impractical or hazardous.
- e. Remain covered when standing watch.

2. With regard to offering salutes, midshipmen shall render and return salutes and appropriate greetings as required by proper service etiquette. Exceptions to rendering salutes include:

- a. At crowded gatherings or in congested areas, only a midshipman addressing or being addressed by an officer shall render salutes.
- b. Persons at work or otherwise engaged shall salute only when addressed by an officer and then only if circumstances warrant.
- c. Persons in formation shall salute only on command of the detail leader.
- d. Persons operating moving motor vehicles should not render or return salutes. Passengers will render and return salutes.

3. With regard to rendering honors and other signs of respect, all midshipmen shall:

a. Call "Attention on deck," at first sight of any Senior Officer (O-5 or above) and the Professor of Naval Science anywhere in the NROTC Unit, with the exception of inside the Unit Wardroom or during any class in session.

(1) If within sight or hearing of the call to attention, come to attention and carry on only when the order is given.

(2) If standing watch, following the call to attention, approach the officer, salute, and offer assistance.

b. Show deference to officers at all times by recognizing their presence and employing a courteous and respectful bearing and mode of speech toward them.

c. Come to attention, unless circumstances make such action impracticable or inappropriate, when:

(1) Addressed by a senior officer.

- (2) An officer or Senior Enlisted enters their room.
- (3) An instructor, military or civilian, enters or departs the classroom.
- d. Walk on the left of officers whom they are accompanying.
- 4. While at official NROTC functions or lectures, midshipmen will:
  - a. Conduct themselves in an appropriate manner and not create disturbances.
  - b. Ask only questions appropriate to the rank of the speaker and the size of the audience.
- 5. While walking in uniform, midshipmen will not smoke, vape, chew tobacco, eat, drink, place hands in pockets, or publicly display affection.
- 6. Midshipmen will not walk on grass in ceremonial areas (e.g. Soldiers and Sailors Center).

#### **4.2 PHYSICAL FITNESS**

- 1. Midshipmen are encouraged to participate in at least one varsity, club, or intramural sport during each academic semester.
- 2. Time and location for PT sessions will be determined and disseminated at the discretion of the Chain of Command through PT Plans.
  - a. The Navy Operations (NOPSO) billet is charged with developing PT Plans for Company and Platoon PT sessions and routing the plan through the Chain of Command. The XO has final approval authority for PT sessions. The XO may delegate this task to the AMOI.
  - b. The Marine Operations (MOPSO) billet is charged with developing the plan for Marine Option (MO) PT sessions/labs and routing the plan through the Chain of Command. The MOPSO can assist the NOPSO in the development of PT plans for Company and Platoon PT. The XO has final approval authority for MO PT sessions/labs. The XO may delegate this task to the AMOI.
- 3. Midshipmen must pass each semester's (official) PRT. All personnel who fail the Fall or Spring PRT or any swim course must participate in Fitness Enhancement Program (FEP), as directed by the AMOI. Midshipmen with deficiencies who fail to attend FEP will be reported as Unauthorized Absence (UA) and will be held accountable. Per semester, multiple UAs will be recorded at least as a pattern of minor offenses.
  - a. If a midshipman achieves above an Excellent Low (75) on all areas of the PRT, attendance at PT is not mandatory. If not attending a regularly scheduled PT, midshipmen must notify their chain of command the evening prior for accountability purposes. Midshipmen in billets of Squad Leader and up shall attend all PT sessions.

#### **4.3 SPIRIT-RELATED ACTIVITIES**

- 1. Spirit-related activities, including cheers, sheet posters, decorations, or skits, will remain within the bounds of good sportsmanship, good taste, and common decency. Spirit should focus on our team's efforts and not tearing down the opposition, and should not be destructive in any way.

2. Midshipmen will obtain Class Adviser approval before conducting any spirit-related activity or “Spirit Mission.”
3. Midshipmen shall not:
  - a. Deface, destroy, or move any property, including missiles, aircraft, cannons, torpedoes, sailing vessels, monuments, memorials, items of historical significance, and other decorative art or objects, unless sanctioned by the Commandant.
  - b. Move, lift, or rearrange tables, chairs, or other equipment in academic buildings or the NROTC Unit.
  - c. Block egress from occupied spaces.
  - d. Conduct spirit-related activities or “Spirit Missions” in underground facilities, spaces, or tunnels.
4. With regard to videos posted on the internet:
  - a. Midshipmen may create videos for morale and expression purposes. However, those videos must be reviewed through the process outlined below before being posted to any online website, e.g. YouTube, Instagram, etc.
  - b. Videos intended for online publication must be in good taste and avoid offensive or inappropriate behavior that could bring discredit to the Navy or NROTC Unit. When videos are posted, a disclaimer shall be included, announcing that the video is the personal work of a particular person/group or persons, and not a NROTC or Navy/Marine Corps sponsored video. The video shall not include any defamatory, libelous, obscene, abusive, threatening, racially or ethnically discriminatory, or otherwise offensive or illegal information or material. No inappropriate wear of uniforms may be used in the videos.
  - c. Videos intended for online publication shall be reviewed through the following chain of command:
    - (1) Unit Public Affairs Officer.
    - (2) Executive Officer (Final approval/disapproval).
  - d. The videos must be in appropriate media format to be viewed from a computer, and must be accompanied by a typed memorandum format description of the video’s content and proposed location of online posting (e.g. YouTube, Vimeo, Instagram, etc.)
  - e. Once the videos have been approved by the Executive Officer, they will be allowed to be posted on websites listed within the memorandum description.

#### **4.4 FINANCIAL ACTIVITIES**

1. Midshipmen will not, without proper authority, either for themselves or as agents, engage in any business activity, financial dealing, or introduce any article for purpose of trade within the limits of the NROTC Unit. Specifically, midshipmen will not:
  - a. Engage in any business or commercial financial activity on NROTC grounds.

b. Participate in any business or financial activity or represent any company that attempts to benefit or generate profit from interacting with members of the NROTC Unit.

c. Except as provided by the Joint Ethics Regulation, solicit contributions for gifts to a superior or accept gifts from other persons in government employment. Voluntary gifts of nominal value may be made on a special occasion such as marriage, illness, or retirement.

d. Use government owned equipment or IT resources for commercial or profit-making activity.

2. Midshipmen shall be in an authorized liberty status and obtain written permission from the Class Adviser to seek or hold formal outside employment. The following types of employment are specifically prohibited:

a. Discrediting to the NROTC Unit or the naval service.

b. Involving the solicitation of life insurance, mutual funds and other investment plans, commodities and services with or without compensation.

c. Involving an organization involved in a strike or lockout.

d. Involving employment by an entity doing business or seeking to do business with the U.S. Government.

3. Midshipmen may not gamble for money by any means, including online, while physically present on any U.S. Navy installation, including the NROTC Unit. Midshipmen may not gamble for money with playing cards, dice, or other apparatus or methods, in violation of local, state, or federal laws.

4. Midshipmen may not incur outstanding debts when there is no reasonable expectation of repaying them.

5. Midshipmen that are renting property should refer to paragraph 6.2.1.h for regulations on entering into leases.

#### **4.5 VEHICLES AND OTHER PERSONAL POSSESSIONS**

1. With regard to the ownership, use, and storage of automobiles:

a. All Midshipmen may:

(1) Own, operate, and maintain an automobile in the Pittsburgh area, provided they observe all registration requirements of their respective state of vehicle registration.

(2) Park in a paid parking facility or on private property if given permission by owner.

b. Any violation of state or city laws and regulations shall be reported to the midshipmen Class Adviser, regardless of the severity of the offense. Class Advisers and other unit staff may be able to assist midshipmen in some cases. Disciplinary action or revocation of driving privileges may be suitable, pending the severity of the violation.



2. With regard to the ownership, use, and storage of other forms of transportation:
  - a. All midshipmen may:
    - (1) Own a bicycle, but only store it in designated storage areas.
    - (2) Use public transportation.
    - (3) Ride in government vehicles for official business with the authorization of unit staff..
  - b. Own, operate, or ride a motorcycle, moped, motor driven bicycle, or ATV.. Midshipmen who choose to ride a motorcycle are required to attend a Basic Riders Course (BRC).
3. Midshipman are heavily cautioned against acquiring or having in their possession any animals, birds, reptiles, or fish prior to Commissioning. Midshipmen shall observe all rules and restrictions regarding animals of their respective dormitories and/or rental units.

#### **4.6 CONTROLLED SUBSTANCES**

1. Regarding the use of alcohol:
  - a. Midshipmen will use alcohol responsibly and abide by all federal, state, and local laws. Midshipmen of legal drinking age may:
    - (1) If on liberty or leave, purchase and consume alcoholic beverages as permitted under federal, state, and local laws.
    - (2) If on official training away from the unit, consume or possess alcohol in accordance with local laws only under circumstances prescribed by competent authority for the training program.
    - (3) If living in university dormitories, shall observe all regulations regarding the consumption of alcohol in living spaces.
  - b. Midshipmen shall not:
    - (1) Provide alcohol to any midshipmen or civilian under the applicable legal drinking age.
    - (2) Report to a military obligation under the influence of alcohol.
    - (3) Consume alcohol while on duty or on watch.
    - (4) Midshipmen shall not consume alcohol less than eight (8) hours prior to performing any military obligations or attending unit events.
    - (5) Consume alcohol while at the unit.
    - (7) Engage in irresponsible drinking, which includes but is not limited to, use of excessive profanity, aggressive and/or disrespectful behavior, excessive stumbling or falling down, and/or vomiting.



2. Regarding the use of drugs and narcotics:

a. The wrongful use, possession, or willful involvement with drugs, including narcotics, marijuana, steroids, analogues (designer drugs), natural substances (e.g. fungi, excretions), chemicals used as inhalants, propellants and/or over-the-counter drugs or pharmaceutical compounds used to induce intoxication constitutes a serious breach of discipline. Any of these offenses will result in mandatory processing for separation from NROTC and could result in subsequent action by appropriate civilian authority.

b. Midshipmen shall not:

(1) Possess, abuse, or distribute drugs or drug-abuse paraphernalia;

(2) Possess or use a hookah product while in uniform.

(3) Possess or use narcotics, steroids, or controlled substances except as prescribed by a competent medical authority (e.g. Unit Medical Officer).

(4) Possess or use of any products derived from the marijuana plant, regardless of the presence of THC, including but not limited to cannabidiol (CBD) and other hemp products (e.g., shampoos, lotions).

(5) Use or possess any prescription drug after the time period for which it was prescribed.

(6) Use medicine prescribed for another individual.

c. If any competent authority prescribes medicine to a midshipman at any time, the midshipman shall report the prescription to the Medical Officer as soon as possible.

3. Regarding the use of tobacco products:

a. Midshipmen may only smoke and vape in designated smoking areas. Smoking/vaping is not authorized at or near the unit.

b. Midshipmen may not chew tobacco in uniform.

## **CHAPTER 5: SAFETY AND SECURITY**

### **5.1 MILITARY IDENTIFICATION CARDS**

1. Military identification cards are the property of the U.S. Government.

a. Midshipmen shall:

(1) Maintain custody of their military identification card at all times and only surrender it to a proper authority for identification or investigation.

(2) Keep their identification cards on their person but should stow it from plain sight.

(3) Schedule appointment using RAPIDS Appointment Scheduler to replace their military identification card when the condition deteriorates due to normal wear and tear.

(4) Submit a special request chit to replace a lost or stolen military identification card to their Class Adviser (first occurrence) or the XO (second occurrence) and shall schedule appointment using RAPIDS Appointment Scheduler.

(5) Submit a special request chit to replace a damaged (other than normal wear and tear), mutilated, or confiscated military identification card through their Class Adviser with final approval from the XO and shall schedule appointment using RAPIDS Appointment Scheduler.

b. Midshipmen shall not:

(1) Have in their possession more than one properly validated military identification card, unless not rated.

(2) Depart on leave or liberty without their properly validated identification card, unless not rated.

(3) Alter their military identification card, possess a false or unauthorized military identification card; possess any identification card that has been mutilated, erased, or altered; or possess any identification card bearing false or inaccurate information regarding a name, grade, service number, or date of birth.

(4) Give or loan a military identification card or any other identification document to any unauthorized person.

(5) Use or possess false identification of any kind.

(6) Make or allow others to make photocopies or duplicates of a military identification card or Common Access Card (CAC), even at explicit request, except as permitted by DoDI 1000.13.

### **5.2 GOVERNMENT OWNED PROPERTY**

1. With regard to government owned property, midshipmen will not:

a. Conceal or fail to report to proper authority the loss, removal, destruction, or damage of government property entrusted to their care or custody.

b. Remove without proper authority from its regular place of stowage or location any article of government property, including first aid equipment, lifesaving or emergency equipment.

c. Have in their possession any article of government property except as may be necessary for the performance of their duty or as authorized by proper authority.

d. Place names, designs, or marks except for official identification on any items furnished by the government.

2. With regard to government owned vehicles, midshipmen shall ride in government vehicles for official business only.

### **5.3 COMPUTER USE AND REGULATIONS**

1. Each midshipman assumes the responsibility to operate computers within legal and ethical boundaries of any networks both inside and outside of the unit.

a. Midshipmen shall:

(1) Abide by all copyright laws extended to computer programs, software, and documentation. Federal regulations regarding the use of government property apply to computers, information systems, and Internet resources respective universities. Consideration must also be given to the Privacy Act of 1979 (Public Law 93-579) and the Freedom of Information Act, which governs the collection and dissemination of information on individuals.

(2) Safeguard files containing private information about individuals.

(3) Use web cameras in an appropriate manner and only while the owner is seated in front of the camera. When not in use, laptops should remain closed with web cameras turned off.

b. Midshipmen shall not:

(1) Generate, store, send, or forward obscene, questionable, frivolous, or illegal material via a government computer or network system.

(2) Use Unit or Class-wide email distribution lists except as it pertains to their billet or company responsibilities.

(3) Transfer, loan, or copy vendor-developed software on multi-user computers.

(4) Install site-licensed software on systems not covered by the specific license agreement.

(5) Use, access, alter, or copy another person's files, programs, or software without that person's express consent.

(6) Use government owned equipment or IT resources for commercial or profit-making activity.

(7) Trap or report user information without warning other users and giving the users the opportunity to leave the program before trapping begins.

(8) Loan user accounts or provide their login credentials to any other person.

(9) Deliberately alter or disrupt system performance.

(10) Violate network security systems or break into or attempt to break into computer systems to which access is normally denied.

(11) Intentionally sabotage, intercept, modify, or illegally monitor network or PC performance.

(12) Obtain or distribute illegal copies of music or video files.

#### **5.4 PERSONAL SECURITY**

1. Midshipmen shall: Keep their address and telephone number updated with Class Adviser via designated methods (i.e. Google Form, Excel Spreadsheet).

2. Midshipmen shall not:

a. Knowingly deliver official correspondence, forms, or records within their custody or control, or divulge the contents of such correspondence, forms, or records to any person not authorized to receive them.

b. If having access to information to carry out the duties of their billet or position, divulge that information to any person not privy to the same information through their billet or position.

c. Have in their personal possession keys to access controlled spaces within the NROTC Unit unless such key is used in the performance of regularly assigned duties.

d. Distribute questionnaires or surveys to the Company without getting approval from the officer in charge of the prospective polling group (Class Adviser, Executive Officer, or Professor of Naval Science).

e. Make inappropriate videos or photographs.

#### **5.5 PHYSICAL SAFETY**

1. Midshipmen shall:

a. Enter and depart the NROTC Unit only through prescribed doors.

b. Wear reflective gear when conducting workouts after sunset and before sunrise, with the exception of workouts on university tracks.

2. At any time, midshipmen shall not:

a. Be present in a residence that is not the primary residence of the principal leaseholder or owner at times when the principal leaseholder or owner is not also physically present in the residence. A residence is presumed not to be a primary residence when the principal leaseholder or owner does not maintain a physical presence in the residence for a majority of the time, i.e., four of seven days per week. A "residence" includes short-term residential rental properties such as Airbnb.

b. Visit or patronize any establishment or area listed as "off limits" to members of the armed services.

c. Endeavor by words, gestures, or otherwise to beg, solicit, or hitchhike a ride in or on any motor vehicle, unless offered freely without solicitation.

d. Participate in inherently hazardous activities, including but not limiting to skydiving, hang gliding, scuba diving, automobile racing, bungee cord jumping, rock climbing, shooting, mountaineering, kayaking, rafting, flying, cliff diving, bull riding, or other activities that pose significant risk of injury to participants, without permission from the Executive Officer.

e. Ride skate boards, scooters, roller blades, bikes, or any other wheeled object inside NROTC Unit, except Knee Scooters as directed by appropriate medical personnel.

3. While on NROTC Unit and any university grounds, midshipmen will not:

a. Enter any bodies of water except during sanctioned evolutions.

b. Talk or text on a handheld phone while driving.

c. Climb on the roofs or ledges of any building.

d. Sit on windowsills, lean out of open windows, or hang items outside of the windows of any building.

e. Remove screens or inhibitors from the window of any building.

f. Connect power cords to items in locked closets or modify the electrical wiring in any building.

g. Keep flammable materials items in any rooms, except for cleaning supplies and lighters.

## **CHAPTER 6: COMPANY STRUCTURE AND BILLETS**

### **6.1 CONCEPT**

1. Midshipman Company. The Midshipmen Company is divided into two platoons and is supported by a Company Staff. Each platoon has two or more squads. The number of Midshipmen in each platoon and squad varies with the size of the Company.
2. Mission. The mission of the Midshipman Company is to provide a practical framework within which the following objectives of the NROTC Program can be realized:
  - a. Preparation of Midshipmen with the requisite sense of honor, courage, and commitment for commissioning in the naval service.
  - b. Cultivation of the elements of military leadership.
  - c. Infusion of a strong sense of loyalty and dedication to the naval service and the nation.
3. Leadership Laboratory. The Midshipmen Company conducts leadership oriented training activities to provide an opportunity for the development of leadership qualities, self-confidence, command experience in decision-making, and military bearing.
4. Navy STA-21 and Marine Enlisted Commissioning Education Program (MECEP) Participation. Periodically, the Navy and Marine Corps assign enlisted personnel to the Unit to complete a bachelor's degree and gain commissions. Personnel so assigned will participate in Company activities on an equal footing with the Midshipmen. They shall be eligible for Company assignments commensurate with MIDN who will graduate in the same year group. STA-21 and MECEP Officer Candidates shall enroll in Leadership Laboratory.

### **6.2 CLASS ROLES**

1. Class Roles. Each class within the unit has a general role that Midshipmen are expected to carry out throughout the year, regardless of assigned billet. These roles include:
  - a. First Class Midshipmen (1/C). 1/C Midshipmen are the leaders of the Company. As such, they are expected to set and enforce the standard as a class across the unit. 1/C are expected to take every leadership opportunity to develop in preparation for getting out to the Fleet.
  - b. Second Class Midshipmen (2/C). 2/C Midshipmen are the trainers of the Company. 2/C are expected to support the Company leadership by being directly responsible for the military training of the underclassmen. 2/C are expected to support and learn from their 1/C, while taking opportunities to train underclassmen as their relief.
  - c. Third Class Midshipmen (3/C). 3/C Midshipmen are the mentors of the Company. 3/C are charged with the mentorship of the 4/C, and will be assigned 4/C by the Mentorship Coordinator. Quality mentorship is critical to the mental, moral, and physical development of the 4/C.
  - d. Fourth Class Midshipmen (4/C). 4/C Midshipmen are the followers of the Company. 4/C are charged with a dedication to learning and bettering themselves morally, mentally, and physically each and every day. 4/C should look to the upperclassmen for general guidance and are expected to be observe good followership as the most junior class in the Company

### 6.3 COMPANY ORGANIZATION

#### 1. Billet Appointments.

a. Officer appointments are an integral part of NROTC training. Appointments to Company billets are changed each semester to provide the maximum opportunity for Midshipmen to gain leadership experience through service in command and staff billets. Midshipmen on academic probation may not serve as Midshipmen Officers. Additional selection criteria include the following:

(1) Demonstrated Leadership Ability/Past Billets Held

(2) Naval Science Aptitude/GPA

(3) Physical Readiness Score

(4) Midshipman Company Need

b. Selection Process. A board consisting of the Unit Staff Officers will nominate for PNS approval all billets. Billet selections below the Platoon level may be delegated to the Company Triad at the discretion of the PNS.

c. General Responsibilities. Performance of assigned duties significantly impacts subordinate Midshipmen. Billeted midshipmen set the example for all to follow and are charged with:

(1) Knowing their assignments and responsibilities;

(2) Knowing the Midshipmen for whom they are responsible, doing the utmost to promote subordinate military and academic welfare through counseling and personal involvement;

(3) Carrying out the proper orders of Midshipmen senior to them with precision and dispatch;

(4) Issuing appropriate and timely orders to those Midshipmen junior to them;

(5) Maintaining proper discipline during drill periods and other Company events;

(6) Setting the example at all times and places.

2. The Company Triad is composed of the Company Commander (CC), Company Executive Officer (CXO), and the Company First Sergeant (CO1stSgt). Together, the triad acts as the primary means of communication with the unit staff and executes Company training and events.

#### 3. Company Triad Billet Descriptions.

a. Company Commander (CC). The senior member of the Midshipman Company, the CC is responsible for everything the Company does or fails to do. Wears the rank of MIDN Commander (five bars). Specific duties include:

(1) Developing the semester unit activities schedule through guidance from the Unit Staff;

(2) Providing guidance and direction to the Company Staff and Platoon Commanders to ensure the proper execution of all Company activities and the drill schedule

(3) Representing the Company at joint or University functions;

(4) If required, conducting weekly liaison with the Unit CO to ensure the efficient and proper functioning of the Company.

b. Company Executive Officer (CXO). The principal assistant and advisor to the CC. The CXO will perform duties in the Company Staff similar to those of a Chief of Staff or Executive Officer in an Operational Command. The CXO should be prepared to assume command of the Company at any time. Wears the rank of MIDN Lieutenant Commander (four bars). Specific duties include:

(1) Supervising and coordinating the efforts of the Company Staff to properly support Company activities;

(2) Liaison with the Unit XO to ensure the efficient and proper functioning of the Company;

(3) Directing the efforts of commanders and other subordinates in the name of the CC when appropriate.

(4) If required, conducting weekly liaison with the Unit XO to ensure the efficient and proper functioning of the Company.

c. Company First Sergeant (CO1stSgt). The senior Midshipman enlisted advisor to the CC. Wears the rank of MIDN Lieutenant (three bars). Specific duties include:

(1) Supervising all Company formations and receiving muster reports and passing them to the Unit Staff;

(2) Overseeing the military discipline of the Company;

(3) Aiding the supervision and training of the Platoon Sergeants.

(4) If required, conducting weekly liaison with the AMOI to ensure the efficient and proper functioning of the Company.

4. Line Organization. The line organization of the Company serves as the organized structure to communicate, conduct accountability, and manage day-to-day Company events and training. The responsibilities of each billet holder in the line organization is listed below.

#### 5. Billet Descriptions.

a. Platoon Commander (PC). Works directly for the CC and is responsible for all that the platoon does or fails to do. The platoon commander directs the operation of the platoon through the platoon sergeant. Wears the rank of MIDN Lieutenant (three bars). Specific duties include:

(1) Ensuring that the Midshipmen in the platoon are kept informed about Company activities;

(2) Supervising all platoon operations;

(3) Counseling Squad Leaders in the company, as well as the Platoon Sergeant;



(4) Ensuring that the Midshipmen in the platoon are properly counseled throughout the semester on their aptitude, leadership and academic performance;

(5) Reporting to the CC on the status of platoon operations.

b. Platoon Sergeant (PltSgt). Is the senior Midshipmen enlisted adviser to the PC. Wears the rank of MIDN Lieutenant Junior Grade (two bars). Specific duties include:

(1) Scheduling and conducting training for platoon personnel. Platoon training should include indoctrination of new personnel and aptitude and fitness related training within the platoon;

(2) Ensuring that the Midshipmen in the platoon are properly counseled throughout the semester on their aptitude, leadership and academic performance;

c. Squad Leader (SL). Midshipmen squad leaders are responsible for the performance of their squads and are the first line of communication for assigned midshipmen. Wears the rank of MIDN Ensign (one bars). Specific duties include:

(1) Mustering the squad and providing a report to the platoon sergeant at platoon and company functions.

(2) Assisting assigned Midshipmen in acclimating to the Unit by providing information on policies, procedures and norms.

(3) Passing down and ensuring word is understood by all members of the squad;

(4) Assisting assigned Midshipmen in any academic, physical readiness, or military aptitude deficiencies.

(5) Counsel assigned Midshipmen at the beginning of each semester and any time a deficiency is identified. Squad Leaders shall conduct counseling to better understand and help squad members develop a plan of action to correct a deficiency (e.g. individual PT plan, academic tutoring plan)

(6) Maintaining all squad member records and admin within a Squad Binder. This binder shall include the following for each squad member at a minimum:

(a) Counseling forms and chits

(b) Academic information, to include projected or midterm grades

(c) Physical Readiness information, to include mock PRT, official PRT, and FEP plans

(d) Special Request chits

6. Collateral Duties. Midshipmen holding collateral duties will report directly to Company Triad for all duties pertaining to their collateral. Positions do not rate a rank, as they will fall into a Squad and report to a SL regarding all midshipmen responsibilities.

a. Navy Operations Officer (NOPS). Responsible for the development and execution of the Company and Platoon Physical Training (PT) plans. This billet should be held by a 1/C Midshipmen. Specific duties include:

- (1) Developing and routing PT plans through the AMOI;
- (2) Executing PT and PRTs in accordance with approved plans;
- (3) Developing a Fitness Enhancement Program (FEP) plan for any Midshipmen that is deficient in physical readiness;
- (4) Assisting the Administration Officer with the development and dissemination of the Company Schedule of Events (SOE);
- (5) With the approval of the AMOI and MOI, NOPS may designate assistants to help develop and execute PT Plans.

b. Marine Corps Operations Officer (MOPS). Responsible for the development and execution of the Company Marine Option (MO) Labs and Physical Training (PT) plans. This billet shall be held by a 1/C Midshipmen that has attended OCS. Specific duties include:

- (1) Developing and routing MO Lab and PT plans through the AMOI;
- (2) Executing MO Lab, PT and PFT/CFTs in accordance with approved plans;
- (3) Developing a Fitness Enhancement Program (FEP) plan for any MO Midshipmen that is deficient in physical readiness;
- (4) Assisting the AMOI with the development and execution of drill training.
- (5) With the approval of the AMOI and MOI, NOPS may designate assistants to help develop and execute PT Plans.

c. Adjutant (ADJ). Responsible for the administrative efficiency of the Company. Reports directly to Company Triad for all duties as ADJ. Position does not rate a rank, as they will fall into a Squad and report to a SL regarding all midshipmen responsibilities. Specific duties include:

- (1) Developing, screening, and routing all Company correspondence, to include: instructions, policies, notices, and all other administrative documents that are not routed outside of the midshipmen chain of command (i.e. to unit staff members).
- (2) Maintaining and disseminating the calendar for all unit events.
- (3) Maintaining a reference library of all publications required for company admin, a master list of all publications and their location within the company and the company's central directives files.
- (4) Organizing and assembling MIDN FITREPs for CXO and CC review and follow on submission to Unit Advisers.
- (5) During the spring semester, liaise with all Commissionees to ensure all milestones and requirements are being met.

d. Planning Officer (PLANO).

e. Academics Officer (AO). The AO is responsible for the overall academic success of the Company. Specific duties include, but are not necessarily limited to, the following:

- (1) Providing resources to the Company for academic assistance;
- (2) Assisting midshipmen that are struggling academically with the development of study plans;
- (3) Maintaining and overseeing any unit-directed tutoring or study hours.

f. Public Affairs Officers (PAO). The PAO is responsible for implementing and maintaining internal information, community outreach and public information programs. Specific duties include, but are not necessarily limited to, the following:

- (1) Updating the unit's Facebook, Flickr and Instagram accounts within 48 hours of event completion or as directed (all posts and updates shall be approved by Unit PAO).
- (2) Drafting press releases for company events;
- (3) Coordinating photography and videography at events as directed.
- (4) With the approval of the Unit PAO, may designate assistants to help take photos, draft press releases, and execute all assigned duties.

g. Wardroom Officer (WARDO). Manages the ship's store and unit Wardroom and maintains its inventory. Specific duties include, but are not necessarily limited to, the following:

- (1) Briefing the Company Triad on inventory and orders on a quarterly basis;
- (2) Ordering and stocking supplies for the unit geedunk;
- (3) Selling ship's store items to midshipmen, family members, and alumni.
- (4) Liaises with the Unit Supply Officer on general uniform and gear management;
- (5) Supervising the collection and reissue of Midshipman insignia each semester.

h. Communication and Information Systems Officer (CISO). The CISO is responsible for the operation and maintenance of technology. Specific duties include, but are not necessarily limited to, the following:

- (1) Loading and operating presentations used for leadership lab and guest speakers,
- (2) Setting up audio/visual systems for special events
- (3) Maintaining the unit website;
- (4) Maintaining unit computers and printers in all midshipmen accessible spaces;

i. Society of the Prowl Officer (SPO).

- (1) Exercising general supervision over and inspection of the Company Fund;
- (2) Providing a detailed account of the company funds to the Company Triad each semester, as well as meeting with the Unit XO and the Unit Supply Officer throughout the semester to discuss the financial health of the Company;
- (3) Developing and executing events designed to raise funds for the Company.

## **CHAPTER 7: UNIFORMS REGULATIONS**

### **7.1 GENERAL GUIDANCE**

1. Unless otherwise noted, Navy uniform shall be worn per the Midshipmen Uniform Regulations, CMUNROTCINST 1020.3 (Series). Each member of the naval service is a representative of the U.S. Government, and their dress and conduct should reflect credit upon oneself, NROTC, the naval service, and the country. Midshipmen are expected to be in an inspection ready uniform at all times and are required to pass a uniform inspections as directed by the unit staff and Company Triad.

a. Uniforms will be kept scrupulously clean with all devices and insignia bright and free from tarnish and corrosion.

b. Hats, caps, and covers will be worn squarely on the head, bottom edge horizontal.

c. Shoes will be kept well-shined and in good repair. Leather shoes are expected for normal daily operations.

d. Maintain sharp and correctly placed creases in all trousers, working-uniform shirts, and Summer White shirts. The front of the shirts shall be creased vertically, bisecting the pockets. The back of the shirts shall be creased vertically with one bisecting the shirt and one on each side of the center line at equal spacing between three and five inches.

2. Midshipmen shall not, at any time:

a. Wear frayed, torn, dirty, or otherwise mutilated clothing.

b. Wear any uniform in any manner other than that prescribed in this instruction.

c. Wear any article of a Navy uniform in a manner that would bring discredit to the naval service.

d. Wear hair ornaments, cosmetics, rings, earrings, necklaces, wristwatches, and bracelets when in uniform, except as authorized by this instruction.

e. Have body alterations, tattoos, body art, brands, body piercings, or dental ornamentation located anywhere on the body that are prejudicial to good order, discipline and morale, or are of a nature to bring discredit on the naval service. Tattoos/body art that are obscene, sexually explicit, anti-American, anti-social, and/or advocate discrimination based on sex, race, religious, or ethnic origins are prohibited. In addition, tattoos/body art that symbolize affiliation with gangs, supremacist or extremist groups, or advocate illegal drug use are prohibited.

f. Grow any form of facial hair other than a mustache.

g. PT without a shirt on.

3. Midshipmen shall:

a. Route a chit through their Class Advisor prior to attaining any types of body alterations, tattoos, or body art.

b. Ensure tattoos/body art are in accordance with USNAINST 6240.10 (series), to include content, size and location.

- c. If female, be allowed to have a single perforation of each earlobe.

## **7.2 AUTHORIZED UNIFORMS**

1. Unless otherwise specified, the authorized uniforms for midshipmen during working hours while at the NROTC Unit are the Uniform of the Day, Working Uniform, or Professional Civilian Attire (PCA). This applies Monday through Friday, from 0730 until 1700.

- a. On days when there is a Leadership Laboratory, midshipmen shall wear the Uniform of the Day or Working Uniform (whichever is prescribed) during working hours to all classes and obligations outside of living areas and dormitories. Changing out of the Uniform of the Day requires permission from the midshipmen Chain of Command unless attending a class for which an alternate uniform is prescribed (i.e. physical education, science labs).

- b. If attending a Naval Science class following PT, midshipmen may wear the regulation jogging suit, PT uniform, or PCA.

- c. If exercising during working hours, midshipmen are authorized to transit and exercise in appropriate PT gear. This includes midshipmen using the welldeck at the NROTC unit.

7. Command ball caps with the NWU Type III are only authorized during summer or winter training. All other occasions when the NWU Type III is authorized for wear, midshipmen shall wear the eight point cover.

## **CHAPTER 8: UNIT CUSTOMS AND MIDSHIPMEN FACILITIES**

### **8.1 USE OF UNIT FACILITIES**

1. "Unit facilities" refers to all midshipmen accessible rooms within the NROTC Unit at 4615 Forbes, Ave.
2. While in the unit building, midshipmen shall not:
  - a. Escort unofficial guests that do not have business within the unit.
  - b. Sit on the floor of hallways or the stairs of the unit building.
  - c. Enter or use office spaces without proper authorization. Prior to entering an office, MIDN are expected to knock, render an appropriate greeting and request permission to enter.
3. While using the well deck athletic facility:
  - a. Midshipmen must have a workout buddy or lifting spotter for safety at all times.
  - b. Midshipmen shall follow all rules and regulations, including using towels when weight lifting, racking weights after use, and properly stowing all equipment.
  - c. Midshipmen may take any piece of equipment from the well deck with the approval of one of the unit staff members. If equipment is taken, MIDN shall return equipment by COB of the same day.
  - d. Midshipmen shall be in Navy PT Uniform or appropriate workout gear.

### **8.2 SHARED COMPANY SPACES**

1. The Steel City NROTC building is our most prized building and shall be treated as such. It takes the entirety of the Company and staff to maintain it. It is the cornerstone of our unit and midshipmen will treat it and all facilities as they would their own home.
2. The Company wardroom is meant to serve as a common space for all Midshipmen to relax and study. Midshipmen may reserve the wardroom for official functions or class meetings with the approval of the Company Commander.
3. Midshipmen are responsible for reading and abiding by all directives and policies made by company leadership. Directives and policies will be available to the Company physically or electronically for reference.
4. 1/C will be responsible for ensuring a neat and orderly appearance of the halls and spaces within the unit.
5. The Company Wardroom will maintain a printed copy of the MIDOPSMAN. In addition, the Company Adjutant will maintain a printed copy.
6. Food and drinks may be consumed in any shared spaces within the unit. If consuming food inside any room, Midshipmen shall ensure any surfaces are clean and free of crumbs and spillage. If consuming food

outside the Wardroom, Midshipmen shall place any trash can with food or drink remnants outside the door of the room so that janitorial staff removes from the unit.

7. Alcoholic beverages and tobacco products, to include vaping devices, are never authorized at the unit.

### **8.3 UNAUTHORIZED SPACES**

1. Some spaces within the unit are not authorized for Midshipmen to enter without the approval and/or supervision of unit staff. These spaces include:

- a. Staff offices.
- b. Unit main office.
- c. Unit store room.
- d. Unit supply room.
- e. Conning Office Virtual Environment (COVE) room, if designated.
- f. ASTB testing room.
- g. Armory.
- h. Staff locker/changing room.

### **8.4 COMPANY SPACE USE ETIQUETTE**

1. Wardroom and Midshipmen Gedunk Room. The Wardroom and Midshipmen Gedunk Room are the midshipmen's space in which to relax, study, and recreation. In these spaces, no attention on deck is required and there is no expectation of privacy and quiet.

2. Class Rooms. The primary use for all class rooms is Naval Science course instruction and studying for midshipmen. In these spaces, there is an expectation for privacy and quiet to facilitate studying.

3. Conference Room. The primary use for the conference room is Naval Science Department and NROTC meetings and small group studying sessions. In this space, there is an expectation for privacy and quiet to facilitate studying. While meetings are in session, midshipmen need to be quiet and respectful while transiting the passageway near the Conference Room.

4. Company Commander's Office. The primary use for the Company Commander's Office is Company Leadership meetings and work. While meetings are in session, midshipmen need to be quiet and respectful while transiting the passageway near the office.

5. Midshipmen Supply Room. The Midshipmen Supply Room is the only storage space that midshipmen are authorized to enter, with the permission of the Wardroom Officer. This space should be secured.

6. Well Deck Gym. Midshipmen are authorized to use the Well Deck for exercise at all times. No equipment shall be removed without consent from the AMOI or one of the Class Advisers. Midshipmen are expected to clean and return any equipment used to its original state. Failure to do so may result in gym privileges being revoked.



## **CHAPTER 9: ADMINISTRATION**

### **9.1 REQUIRED READING**

1. All midshipmen shall read the Unit Calendar each day and are responsible for attending the mandatory events outlined therein.
2. All midshipmen shall read the following publications within a reasonable period of time after returning for reform or assuming a new billet:
  - a. Regulations for Officer Development.
  - b. Midshipmen Operations Manual.
  - c. All instructions pertaining to their billet.
  - d. All available Company policies and instructions.

### **9.2 LEAVE PROCEDURES**

#### **1. CONUS Regular Leave**

- a. Midshipmen will ordinarily be authorized leave during the summer, Thanksgiving holiday, winter holidays, Spring Break, and at other times designated by the Professor of Naval Science.
- b. All midshipmen going on leave must:
  - (1) Submit leave information no less than one week prior to the start of leave. In order to ensure proper accountability, All midshipmen must submit leave information, even when remaining in area.
  - (2) Update leave address information two days prior to the start of leave.
  - (3) Not depart until after last military obligation, including exams and class periods.
  - (4) Notify Squad Leader via text, email, or in person prior to departing on leave.
  - (5) Have sufficient funds available to purchase commercial airline tickets if using military flights during the leave period.
  - (6) Inform the Squad Leader and Adviser if they encounter a problem while on leave or if requesting to return late from leave.

#### **2. OCONUS Regular Leave**

- a. Midshipmen who desire to leave the continental limits of the United States must submit a Leave Request form through their chain of command to the Adviser at least two weeks prior to executing leave.
- b. Prior to taking leave outside the continental limits of the United States, midshipmen must meet all requirements specified by the ROD and directives dictating overseas travel for service members, including immunizations and AT/FP training.

c. Midshipmen must gain approval from the Adviser before departure.

e. Midshipmen on OCONUS leave shall depart and travel in civilian clothes in accordance with Fleet AT/FP regulations.

### 3. Special Leave

a. When a special event, such as a wedding or birth of nephew/niece, or difficulty, such as serious illness or death, affects a midshipman, the midshipmen will be authorized to request leave within the normal approval timeframe.

b. Immediate family is defined as a midshipman's father, mother, brother, sister, guardian, or relative standing in loco parentis. In loco parentis is defined as a person who stood in place of a parent to the midshipman 24 hours a day for at least five years before the midshipman became 21 years old or entered military service.

c. Special leave may be authorized to attend funerals of relatives or family friends and other important family events and functions that are not considered emergencies.

4. Only the PNS or XO in the absence of the PNS, may authorize special leave. Special leave will normally only authorize a midshipman to miss up to three days of class.

### 5. Convalescent Leave

a. If a doctor recommends a midshipman be placed on convalescent leave, then that midshipman shall seek authorization from the chain of command and not take leave until authorization is granted. The PNS retains final authority for convalescent leave taken outside of the Pittsburgh area.

b. Convalescent leave may be taken outside of the Pittsburgh area only if the midshipman will be residing under the care of a parent, legal guardian, or sponsor and with the approval of the PNS. Convalescent leave outside of the Pittsburgh area is the exception, not the norm.

## 9.3 MEDICAL AND DENTAL CARE

### 1. Midshipmen shall:

a. Utilize University Medical and Dental as their primary health care and dental providers for initial evaluation, treatment, advice, and referral for all routine medical and dental conditions. After hours, the duty health care provider shall be contacted for all non-emergency medical issues.

b. Schedule medical and dental appointments during free periods or after classes unless approved by the Adviser.

c. Cancel medical appointments at least 24 hours in advance if some circumstance prevents them from attending. Midshipmen shall prioritize medical appointments per the table of priorities.

### 2. With regards to medical treatment at military treatment facilities, midshipmen shall:

a. Schedule appointments through the Medical Officer at the unit.

- b. Notify the Medical Officer at least 24 hours in advance if they cannot keep the appointment.
  - c. Wear the Uniform of the Day to all appointments on military installations.
  - d. Contact Adviser if admitted to a hospital subsequent to an appointment.
3. Midshipmen who become injured or ill during liberty or leave shall:
- a. Report to the nearest military medical treatment facility if practical or contact the duty health care provider.
  - b. Notify the duty health care provider, if not already done, Adviser and Medical Officer.
  - c. Upon return to the Naval Academy, midshipmen shall bring all documentation of care and any claims to the Medical Officer.
4. Midshipmen may only be classified as light duty or sick-in-quarters by approval of the Medical Officer with a recommendation from a Medical provider. No trainer for a varsity athletic team may issue any chit to a midshipman.
- a. Light Duty: Midshipmen placed on light duty will be provided with a medical excuse authorization form. Midshipmen shall resume regular duties and deliver the original medical excuse authorization form to their Medical Officer. Upon approval from Medical Officer, the midshipman must make two copies and deliver one each to the Adviser and Squad Leader. The original chit must remain in the midshipman's possession at all times during the period of limited duty.
  - b. Sick-in-Quarters (SIQ): Midshipmen placed in an SIQ status shall deliver the original medical excuse authorization form to their Medical Officer and return to their dorm room. Upon approval, the midshipman shall make two copies and deliver one each to the Adviser and Squad Leader. The midshipman shall retain the original. SIQ midshipmen may leave their rooms only for head calls, meals, and visits to a clinic or medical facility, unless their medical excuse authorization form stipulates class option or the Medical Officer approves such a request.
5. Hospitalization:
- a. If a midshipman is admitted to a hospital, then that midshipman will comply with Midshipmen Operations Manual and applicable regulations issued by the hospital.
  - b. Immediately after discharge from a hospital, midshipmen shall report to the Medical Officer and then to the Adviser. If a hospital issues discharge orders to a midshipman recommending convalescent leave, then that midshipman shall immediately contact their Adviser to establish whether convalescent leave is authorized.

#### **9.4 UNIT-SPONSORED SOCIAL EVENTS**

- a. As a general rule, any Unit-sponsored social event (e.g., dinner, dance, ball, etc.) is considered a military function. As such, all midshipmen attending will be in uniform – unless otherwise specifically promulgated. As a point of clarity, midshipmen are required to be in uniform at the following events (not an all-inclusive list):

- (1) Service Assignment/Community Assignment Dinners;

(2) Service Birthday Balls;

(3) Midshipmen Ball;

(4) Dining In/Out;

b. A social occasion hosted by an officer or other staff member (e.g., dinner, backyard BBQ, etc.) at the staff member's house is a personal event. The hosting staff may prescribe the Uniform of the Day or civilian clothing (if rated), as desired.

## 9.5 CHANGE PROPOSAL PROCESS

1. Change proposals to this instruction shall be submitted using a Manual Change Request Memo located on the Commandant's webpage under "Documents and Forms."

-----SAMPLE-----

### MANUAL CHANGE REQUEST MEMO

DD Mmm YYYY

FOR: PROFESSOR OF NAVAL SCIENCE CARNEGIE MELLON UNIVERSITY NROTC

FROM: ORIGINATORS RANK AND NAME, X PLATOON, X-X SQUAD

SUBJECT: PROPOSED CHANGES TO MOM CONSENSUS AND DISCUSSION FROM STAKEHOLDERS

REFERENCE: (a) CMUNROTCINST 5400.6A

DISCUSSION: State the section you wish to change and write it out verbatim.

BACKGROUND: Describe in your own words the action the current verbiage is attempting to accomplish.

a. Proposed Change: Write out verbatim the proposed change as you would like to make.

b. Reason for change: Describe in detail your justification for the change.

WAY AHEAD: Why it is necessary and/or acceptable for the PNS to approve or sign the recommended action?

RECOMMENDATION: PNS approves by initialing as appropriate

\_\_\_\_\_ APPROVE      \_\_\_\_\_ DISAPPROVE      \_\_\_\_\_ MODIFY

ATTACHMENT/S: If no attachments, remove entire line. Multiple attachments example below