



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

Canc: Apr 14

NSTCNOTE 1530

OD

3 Apr 13

NSTC NOTICE 1530

From: Commander, Naval Service Training Command

Subj: 2013 NAVAL RESERVE OFFICERS TRAINING CORPS MIDSHIPMAN
SUMMER TRAINING PROGRAM

Ref: (a) [SECNAVINST 1530.2](#)
(b) [OPNAVINST 6420.1A](#)
(c) [OPNAVNOTE 1530](#)
(d) [NSTC M-1533.2A](#)
(e) [NSTC M-1533.5B, Midshipman Summer Training Manual](#)
(f) [NSTC M-1533.6A, Midshipman Summer Training Handbook](#)
(g) [NAVEDTRA 37302 \(Series\), USMC OCS, NROTC Field Training Manual](#)
(h) [FY13 NROTC Summer Training Financial Guidance and Procedures](#)

Encl: (1) [General Information for NROTC Midshipman Summer Training](#)
(2) [NROTC Training Plan for 2013](#)
(3) [Career Orientation and Training for Midshipmen \(CORTRAMID\) Administrative and Instructional Guidelines](#)

1. Purpose. The purpose of this notice is to provide information concerning the 2013 Naval Reserve Officers Training Corps (NROTC) Midshipman Summer Training programs.

2. Scope

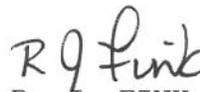
a. This notice addresses NROTC summer training programs for the Navy and U.S. Marine Corps (USMC). Navy summer training includes Career Orientation Training of Midshipmen (CORTRAMID) for Midshipmen Third Class and Atlantic/Pacific Training of Midshipmen (LANTRAMID/PACTRAMID) for Midshipmen Second Class and First Class.

b. References (a) through (h) are the primary source documents for subject training. The general instructions for the training of United States Naval Academy (USNA) and NROTC Midshipmen are promulgated by reference (a) and are specifically delineated in reference (e). Enclosures (1) and (2) provide additional

information specifically for NROTC Midshipmen as a supplement to reference (a). Enclosure (2) addresses transportation and reporting instructions for NROTC Midshipmen. Each NROTC unit will be provided Midshipmen training quotas via Officer Programs Management Information System (OPMIS). Enclosure (3) provides supplemental administrative and instructional guidance for Officers-in-Charge (OICs) of CORTRAMID.

3. Discussion. A significant portion of the professional training Midshipmen receive during their 4-year curriculum is received during summer training. In addition, Midshipmen must make the important decision as to which warfare area they will request. CORTRAMID and the other summer training programs are designed to provide the background necessary for Midshipmen to make informed decisions regarding their career aspirations. CORTRAMID will be conducted for 4-year scholarship Third Class Midshipmen and Second Class scholarship Midshipmen who have not previously attended CORTRAMID. Two phases (one East and one West) will be used to accommodate all eligible Midshipmen. Dates for CORTRAMID phases are included in enclosure (3). The emphasis of the other summer training programs will be to professionally develop Midshipmen in various aspects of the naval service. The schedules of the other summer programs are given in enclosure (2).

4. Reports. Naval Service Training Command reports (1530-65, 1530-66, and 1530-67) discussed in enclosure (3) shall be used for one year from the date of this notice.


R. J. FINK

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N40, N51, N52, N525, N61, N615, N64, N7, N76, N769, N77, N779, N78,
N789, N79, N8, N85, N09B, N095, N92 only)

3 Apr 13

GENERAL INFORMATION FOR NROTC MIDSHIPMAN SUMMER TRAINING

1. Publications. References (f) and (g) will be issued to NROTC Midshipmen by their units, as applicable, prior to their departure for training. These publications are available on NROTC's website: http://www.nrotc.navy.mil/training_info.aspx.

2. OICs of Midshipman Summer Training:

CAPT T. Halley Jr, USN, NROTC Unit, Hampton Roads, Atlantic Midshipmen Embarkation/Debarcation Coordinator (LANTMEDC)

CAPT P. Rabun, USN, NROTC Unit, University of San Diego, Pacific MEDC (PACMEDC)

CAPT C. Bush, USN, NROTC Unit, University of Florida, OIC, CORTRAMID EAST, Norfolk, VA

COL L. Oliver, USMC, NROTC Unit, Norwich University, OIC, CORTRAMID EAST, Marine Phase, Camp Lejeune, NC

CAPT S. Benke, USN, NROTC Unit, Boston Consortium, OIC, CORTRAMID EAST, Submarine Phase, Kings Bay, GA

CAPT P. Roos, USN, NROTC Unit, Rutgers University, OIC, CORTRAMID WEST, San Diego, CA

COL P. Looney, USMC, NROTC Unit, Virginia Military Institute, OIC, CORTRAMID WEST, Marine Phase, Camp Pendleton, CA

LtCOL E. Bishop, USMC, NROTC Unit, University of Utah, OIC, Mountain Warfare, Bridgeport CA

MAJ A. Sousa, USMC, NROTC Unit, Florida A & M University, OIC, OCS I, Quantico, VA

MAJ C. Casey, USMC, NROTC Unit, Texas A & M University, OIC, OCS II, Quantico, VA

3. Establishment of Midshipmen Embarkation/Debarcation Coordinators (MEDCs), Midshipmen Embarkation/Debarcation Team (MEDT) Offices, and Ashore Training Headquarters. OICs of summer training programs will establish offices or headquarters per the following schedule:

a. LANTMEDC at NROTC Unit, Hampton Roads shall be established on or about 11 April 2013. In addition, as directed by OIC, LANTMEDC, MEDT offices will be established as follows:

(1) MEDT Mayport, FL: To be established by Commanding Officer (CO), NROTC Unit, Jacksonville University, as required.

(2) MEDT Norfolk, VA: To be established by CO, NROTC Unit, Hampton Roads, as required; and

(3) MEDT Washington, DC: To be established by CO, NROTC Unit, The George Washington University, as required, during Mediterranean Training of Midshipmen (MEDTRAMID) embark and debark processing.

b. PACMEDC at NROTC Unit, University of San Diego/San Diego State University shall be established on or about 11 April 2013. In addition, as directed by OIC, PACMEDC, MEDT offices will be established as follows:

(1) MEDT San Diego, CA: To be established by CO, NROTC Unit, University of San Diego/San Diego State University, as required; and

(2) MEDT Seattle, WA: To be established by CO, NROTC Unit, University of Washington, as required.

c. OIC, CORTRAMID EAST, Norfolk shall be established on or about 04 Jul 2013 at Building B30, Naval Operations Base, Norfolk, VA.

d. OIC, CORTRAMID EAST, Submarine Phase, Kings Bay shall be established on or about 04 Jul 2013 at Submarine Base, Kings Bay, GA.

e. OIC, CORTRAMID EAST, Marine Phase, Norfolk shall be established on or about 04 Jul 2013 at Camp Lejeune, NC.

f. OIC, CORTRAMID WEST, San Diego shall be established on or about 16 May 2013 at Copp Hall, Naval Station, San Diego, CA.

g. OIC, CORTRAMID WEST, Marine Phase, Camp Pendleton shall be established on or about 16 May 2013 at Camp San Onofre, Marine Corps Base, Camp Pendleton, CA.

h. OIC, USMC OCS I shall be established on or about 09 May 2013 at Base Personnel Office, Building 1006, Marine Corps Combat Development Center, Quantico, VA.

i. OIC, USMC OCS II shall be established on or about 28 Jun 2013 at Base Personnel Office, Building 1006, Marine Corps Combat Development Center, Quantico, VA.

j. OIC, Mountain Warfare shall be established on a date to be determined at USMC Mountain Warfare Training Center, Bridgeport,

CA.

4. Logistics Support to MEDTs and OICs. Commands near which embarkation or training detachments are established are requested to provide the OIC with logistics support as required. OICs of these embarkation or training detachments shall advise the commands concerned, as far in advance as possible, of logistics support they will require. Government vehicles should be used for the local transportation of Midshipmen in connection with summer training, if at all possible. Naval Service Training Command (NSTC) Officer Development (OD) will issue work requests to the activities providing/procuring Midshipmen bus transportation at each of the MEDT and training sites.

5. Submarine Cruise & Surface Nuclear Billets. Billets will be assigned by NSTC OD1. Units are to enter proper clearance status in accordance with policy promulgated by COMNAVSUBFOR/COMNAVSUBPAC.

6. Foreign Exchange Training of Midshipmen (FOREXTRAMID) and Japanese Maritime Self-Defense Force (JMSDF) Exchanges. First Class summer training quotas have been adjusted for NROTC units with FOREXTRAMID and JMSDF selectees.

7. Air Mobility Command (AMC) Transportation. MEDCs will promulgate AMC flight information for MEDTRAMID, WESTPACTRAMID, or other group travel programs.

8. Immunization Requirements. Commanding Officers (COs), NROTC units, shall ensure Midshipmen receive immunizations required by reference (b) prior to their departure for summer training. In addition to recording the immunizations received in the Midshipman's health record, a Public Health Service Form (PHS-731 (Rev. 9/66)) must be prepared for each Midshipman. Each NROTC Midshipman must have the PHS-731 in his or her possession and will hand carry his or her medical record to the active duty training site.

9. Uniforms. Midshipmen uniform requirements are contained in reference (f). Units are authorized to coordinate directly with fleet units to determine required uniforms for that particular unit. Be advised, assigned units may change at the last moment. Midshipmen who report for summer training in the Continental U.S. (CONUS) or Hawaii will travel in summer whites unless otherwise directed (Summer Whites are not part of the CORTRAMID seabag). If summer whites are not issued, NROTC unit COs may authorize travel in service khakis. Midshipmen who are embarking overseas will travel to the point of embarkation in civilian attire unless otherwise directed by the MEDC.

10. Training Orders, Medical Records, and Security Clearances

a. NROTC units are responsible for Operation and Maintenance, Navy (O&M,N) travel obligations that will appear on the Midshipman's summer training orders.

b. Midshipmen First Class who are requesting a pre-commissioning physical during summer cruise must have a statement in their orders indicating the type of physical requested. NROTC units, with approval from the appropriate MEDT OIC, may order Midshipmen to report 2 days early or extend training for 2 days in order to obtain pre-commissioning physicals. The NROTC unit COs are to ensure that all Midshipmen requiring pre-commissioning physicals receive them during the summer training period, if unable to schedule physicals prior to summer training. Midshipmen to be embarked in submarines for cruises must have a valid physical and dental exam per reference (b) prior to reporting. These Midshipmen must meet dental class one or two to cruise for more than local operations. Pre-commissioning physicals cannot be conducted onboard submarines. Midshipmen participating in submarine cruises must report with their medical and dental records.

c. NROTC unit COs shall ensure that all Midshipmen, prior to their departure for summer training, have in their possession the following items:

- (1) Health Record Folder (unless otherwise directed);
- (2) An Armed Forces Identification Card;
- (3) Original and 5 copies of travel authorization;
- (4) Summer Training Handbook (reference (f));
- (5) Travel voucher (DD Form 1351-2);
- (6) Large pre-addressed envelope citing the unit's mailing address with postage affixed for mailing related documents.
- (7) A 3x5 card with important phone numbers and e-mail addresses (NROTC unit, Midshipman Embark/Debarck Coordinators, Midshipman Liaison Officers, Midshipman Training Officers, Defense Attaché Officers, NSTC web address, etc.).

d. For proper liquidation, NROTC Midshipmen travel claims are to be liquidated using Defense Travel System (DTS). Midshipmen must hand carry a copy of their Summer Training orders, along with copies of the reporting and detaching endorsements. Midshipmen will deliver these to Unit administrators so training dates may be finalized for Midshipmen pay purposes.

e. All authorization will include the highest security clearance for which the individual Midshipman is eligible and applicable source data. All Midshipmen should have a satisfactorily completed. National Agency Check and be granted a SECRET clearance prior to departing for summer training.

11. Advance Pay. NROTC scholarship and College Program Midshipmen will be authorized advance cruise pay. This policy allows DFAS-Cleveland Center to provide 80 percent advance payment to all Midshipmen prior to commencement of their proposed training. Leave and Earnings Statements (LES) will not be submitted to disbursing offices for payment.

12. Pre-cruise Brief. Prior to the commencement of training, the NROTC unit will conduct an extensive pre-cruise brief for its assigned Midshipmen using the publications discussed in reference (e). In addition to hand carrying the appropriate handbook to their training site, Midshipmen should thoroughly review the handbook and understand the scope of the training objectives. Units are responsible for ensuring that Midshipmen understand procedures for verifying authorization, validating training dates, advance pay recoupment, and travel voucher submission.

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NROTC TRAINING PLAN FOR 2013

1. Introduction. This enclosure provides general information about summer cruises and specific reporting instructions for each of the training programs. Quota allocations for each training program for each NROTC unit will be promulgated via CITRIX. Having determined that your unit has been assigned a quota via CITRIX, refer to the third section of this enclosure for reporting instructions. Specific information for each training site and actual ship assignment procedures will be provided in Letters of Instruction promulgated by the MEDCs. The MEDCs have ultimate and final authority to adjust or reassign NROTC unit quotas as necessary when changes in Fleet schedules modify available assets.

2. General Information

a. Midshipmen reporting to a MEDT are to report not earlier than 0800 and not later than 1600 on the date specified, unless otherwise directed in the MEDC Letter of Instruction. Midshipmen training orders shall indicate a stop enroute at the MEDT and specify a period of time for the stop (e.g., "...report via MEDT NORVA for a period not to exceed 8 hours for further transfer to USS JOHN PAUL JONES."). Midshipmen should report as soon after 0800 as possible. The reporting instructions listed in Section 3 will generally apply to all Midshipmen assigned to the specified training period. Some ships within each training period may require embarkation/debarkation earlier or later than the specified date. Each unit will be advised of this deviation by the MEDC. NROTC units must ensure that Midshipmen understand that training periods may vary for a variety of reasons.

b. Due to limited parking and potential problems with base access, Midshipmen are discouraged from traveling via Privately Owned Vehicles (POV). If Midshipmen desire to travel via POV, PNS approval is required. It is highly recommended that POV travel be limited to no more than 200 miles. All POV travel must be annotated in CITRIX and the respective COTRAMID or MEDT staff must be informed of the Midshipmen's POV travel plans. Consult with reference (h) for guidance and procedures for POV reimbursement.

c. Any units that have billets assigned that cannot be filled by First Class College Program or scholarship Midshipmen are to immediately notify the appropriate OIC, MEDC so that the unused billets may be reassigned.

d. NSTC OD will maintain quota control until 23 May 2013 for COTRAMID WEST and 11 Jul 2013 for COTRAMID EAST, at which time the applicable OICs will assume accountability for all assignment changes. COTRAMID changes required after 16 May 2013 (WEST)/27 Jun 2013 (EAST) should be of an emergency nature only.

e. Unused CORTRAMID quotas should be identified to NSTC OD as soon as it is determined that they are not needed. The respective MEDCs will control all other training quotas. NROTC units should liaise directly with the MEDC personnel regarding any changes to cruise assignments. Units shall emphasize to Midshipmen their responsibility to keep their parent NROTC units advised of any change in their plans that would jeopardize their ability to report for active duty for training.

f. COs of NROTC units are to remind Midshipmen that the port of embarkation will not necessarily be the actual port of debarkation. With prior approval, Midshipmen may drive their cars to their scheduled embarkation port, but they must be prepared to incur the personal transportation expense back to the embarkation port to get their cars if the training terminates in another port or if ship embarkation ports change at short notice.

g. Grooming standards for summer training will be per Navy Fleet-wide grooming standards and Chapter 2, U.S. Navy Uniform Regulations. The Midshipman's appearance must match that appearing on his or her Armed Forces Identification Card (e.g., hair color, wearing of mustache, etc.).

3. Reporting Instructions

a. Specific ports of embarkation are not indicated in this notice as Fleet schedules are not yet firm and specific ship assignments will be made by the appropriate OIC, MEDC. Exact port and ship assignments will be provided by LANTMEDC (CO, NROTC Hampton Roads) for LANTRAMID and MEDTRAMID cruises and by PACMEDC (CO, NROTC University of San Diego and San Diego State University) for PACTRAMID and WEST PACTRAMID cruises.

b. Nuclear Power. Midshipmen assigned to nuclear power training aboard Fast Attack Submarines and Ballistic Missile Submarines will receive specific reporting instructions from NSTC OD1. Once nuclear cruise selections are announced, NROTC units are requested to return any unused training quotas to NSTC OD1. In general, subsurface nuclear cruises will not be coordinated by a MEDC. Midshipmen assigned to nuclear surface cruises, however, will proceed via MEDTs when they are in close proximity to their assigned ship.

c. USMC OCS (I or II). Reporting instructions for First Class Marine Option Midshipmen reporting to Headquarters, Officer Candidate School, Building 2189, Marine Corps Combat Development Center, Quantico, VA will be promulgated via separate correspondence.

d. CORTRAMID. NROTC Second and Third Class scholarship Midshipmen are assigned to this training. Training will consist of

surface, submarine, aviation, and Marine Corps orientation training. Units must arrange round-trip transportation to and from the training site. Transportation between sites will be arranged by NSTC. Reporting instructions for each coast are as follows:

(1) EAST: Report to OIC, CORTRAMID EAST, Norfolk. Midshipmen reporting to Norfolk by commercial air should go to the Military Information Desk located at the Norfolk airport. Transportation will be provided from the airport only. If reporting by privately owned vehicle (POV) or other means, report to Penn Hall, Bachelor Enlisted Quarters, Naval Station, Norfolk. Midshipmen should report between 0800 and 1600 on 11 Jul 2013 in appropriate civilian attire.

(2) WEST: Report to OIC, CORTRAMID WEST, San Diego. Midshipmen reporting to San Diego by commercial air will report to the Military Information Desk in Terminal Two at the San Diego airport. Transportation will be provided from the airport only. If reporting by POV or other means, report to Building 302, Copp Hall, Naval Station San Diego (32nd Street). Midshipmen should report between 0800 and 1600 on 23 May 2013 in appropriate civilian attire.

e. Aviation Cruise. Selected Midshipmen First Class will be ordered to report to an aviation squadron. Once ashore aviation option cruise selections are made, NROTC units are requested to return any unused training quotas to the appropriate MEDC.

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CORTRAMID ADMINISTRATIVE AND INSTRUCTIONAL GUIDELINES

1. General

a. Objective. The objective of Midshipman Summer Training is to further the professional development of midshipmen through introduction to the operational Navy and Marine Corps and to reinforce their academic year programs, thereby instilling a sense of pride in their identification with the Navy and Marine Corps and inclining them toward careers in the naval service.

b. Goals. The specific goals of CORTRAMID are:

(1) To enable Midshipmen to make an informed decision about future career options;

(2) To familiarize Midshipmen with the mission, tasks, and equipment within the various warfare areas: surface, subsurface, aviation, and Marine Corps;

(3) To introduce Midshipmen to the career development ladder within each warfare area;

(4) To emphasize the importance of military courtesy, smartness, and discipline;

(5) To reinforce leadership training through practical application of basic leadership.

c. Concept

(1) To meet the above-described objective and goals during CORTRAMID, each participating Midshipman will receive indoctrination in each of the four warfare areas mentioned above. Each warfare community will dedicate time to provide the Midshipmen with an overview of their community.

(2) CORTRAMID 2013 will be conducted 23 May to 22 Jun 2013 in the San Diego area, and 11 Jul to 10 Aug 2013 in the Norfolk area. The program will be conducted in one 4-week phase per coast.

(3) The content of the program is the responsibility of the host command for training in coordination with the OIC of the Midshipmen Training Detachment. The centrally located CORTRAMID office will be staffed full-time and will be responsible for all aspects of training and administration.

2. CORTRAMID 2013 Host Commands

a. Commander, Naval Surface Force, U.S. Atlantic Fleet (COMNAVSURFLANT), Norfolk, VA and Commander, Regional Support Office (RSO), San Diego, CA will act as coordinators for surface indoctrination.

b. Commander, Submarine Force, U.S. Atlantic Fleet (COMSUBLANT), Norfolk, VA and Commander, Submarine Squadron 11 (COMSUBRON ELEVEN), San Diego, CA will act as coordinators for submarine indoctrination.

c. Commander, Naval Air Force, U.S. Atlantic Fleet (COMNAVAIRLANT), Norfolk, VA and Commander, Naval Air Force, U.S. Pacific Fleet (COMNAVAIRPAC), San Diego, CA will act as coordinators for aviation indoctrination.

d. Commanding General, Second Marine Expeditionary Force (CG, II MEF), Camp Lejeune, NC, and Commanding General, First Marine Expeditionary Force (CG, I MEF), Camp Pendleton, CA will act as coordinators for Marine indoctrination.

3. Training Plan

a. Training will be conducted under the direction of the host commands.

b. Two groups of approximately 500 Midshipmen, consisting of eight companies of up to 70 Midshipmen per company, will be rotated through training over a four week period.

4. Training Objectives

a. Aviation Phase

(1) To indoctrinate Midshipmen in the concept, roles, and mission of naval aviation;

(2) To provide Midshipmen with an appreciation of the duties of a junior officer in naval aviation and the career patterns of naval aviators; and

(3) To provide Midshipmen, as feasible, flight time in a Fleet or training command type aircraft.

NOTE: NROTC units are responsible for ensuring their personnel have completed sickle cell and hematocrit testing and are Third Class swim qualified before arriving at CORTRAMID. CORTRAMID swim testing is only performed to satisfy aviation water survival requirements and to determine type of aircraft for flights. Only those who successfully complete all portions of water survival

training will be assigned to flights in ejection seat aircraft.

b. Submarine Phase

(1) To indoctrinate Midshipmen in the roles and missions of the Fast Attack and Fleet Ballistic Missile submarines;

(2) To provide Midshipmen with an appreciation of the duties of a junior officer in submarines and the career pattern of submarine officers;

(3) To provide an introduction to shipboard damage control, as feasible; and

(4) To provide Midshipmen, as feasible, two days at-sea and one day of ashore training and orientation.

c. Surface Phase

(1) To indoctrinate Midshipmen in the missions of the surface forces of the Navy;

(2) To familiarize Midshipmen with the duties of a Surface Warfare Junior Officer and the career pattern of Surface Warfare Officers;

(3) To provide an introduction to shipboard damage control and firefighting, as feasible; and

(4) To provide Midshipmen, as feasible, time at sea in a surface ship or ship's visits which should consist of maximum hands on exposure.

d. Marine Corps Phase

(1) To indoctrinate Midshipmen in the concept, roles, and mission of the United States Marine Corps; and

(2) The orientation will include demonstrations, field firing of weapons, practical application, classroom instruction, and field exercises. The goal is familiarization of Midshipmen with the highly mobile, flexible, and versatile nature of the Marine Corps in both combat and peacetime environments. This orientation will involve the active participation of Midshipmen in small unit tactics, weapons firing, and amphibious assaults. Specific objectives include:

(a) To enable the Midshipmen to identify and operate select individual and crew-served weapons of the Marine Corps;

(b) To demonstrate to Midshipmen the tactical knowledge, military skills, and leadership qualities demanded of a

junior Marine Officer;

(c) To introduce Midshipmen to the various career opportunities available to the graduate commissioned into the Marine Corps;

(d) To demonstrate the capabilities of Marine aviation, particularly in air assault operations;

(e) To introduce Midshipmen to the training environment and lifestyle of the junior Marine officer; and

(f) To maintain the physical fitness of Midshipmen;

(3) The immediate supervision during training will be the responsibility of the NROTC Midshipmen Detachment OICs, Marine Phase, assisted by officers and noncommissioned officers (NCOs) assigned temporary additional duty.

5. Midshipmen Organizational Plan

a. Training Quotas. NSTC OD will provide each NROTC Unit EAST and WEST coast CORTRAMID billet allocations via the OPMIS system. Commanding officers will then fill the allotted billets, reporting any unused billets to NSTC OD.

b. Status of Midshipmen. During CORTRAMID, Midshipmen will be berthed and messed in suitable spaces and facilities separate from enlisted personnel, except during training exercises requiring integration with Fleet or Fleet Marine Force units. Midshipmen should be:

(1) Provided with lectures and demonstrations geared at the junior officer level; and

(2) Assigned to observe officers and key petty officers and NCOs when embarked upon naval ships or naval aircraft or engaged in landing exercises.

6. Detachment OIC

a. Duties

(1) Maintain administrative control of NROTC Midshipmen undergoing training per local directives, NETC and NSTC directives, and higher authority;

(2) Make inspections as necessary to ensure proper administration of the training schedule and that training objectives are being met;

3 Apr 13

(3) Ensure competent guidance is available to Midshipmen on all matters pertaining to the NROTC Program;

(4) Ensure turnover files are completed prior to the disbanding of the staff and are forwarded to the next year's OIC or forwarded to NSTC OD;

(5) Organize assigned personnel to perform training mission;

(6) Submit required reports; and

(7) Promulgate necessary directives to ensure proper command and administrative control of assigned personnel.

b. Reports

(1) Initial Training Report. As each group is formed, detachment OIC's shall submit Initial Training Reports by email to LT M. J. Mullen, NSTC OD, at maurice.mullen@navy.mil or fax reports to (850) 452-9569. Reports shall include:

(a) A list of Midshipmen who did not report for training including name, last four of SSN, and parent unit. Parent units may have to be contacted to determine the reason a Midshipman did not report for training as scheduled; and

(b) Discrepancies noted by name, unit and discrepancy.

(2) Final Training Report. Upon completion of the training, the CORTRAMID OIC shall submit a final training report to LT Mullen at maurice.mullen@navy.mil or fax reports to (850) 452-9569). Summarize the training with specific recommendations in the following subject areas:

(a) Effectiveness of pre-training planning by NSTC OD;

(b) Training organization;

(c) CORTRAMID staffing/recommendations;

(d) Reporting and departure of Midshipmen;

(e) Messing and berthing;

(f) Uniforms and equipment;

3 Apr 13

(g) Facilities; and

(h) Improvements for next year.

(3) Non-appropriated Fund Financial Report. Commands (Fleet, Type Commanders, OICs) that are provided an allocation of non-appropriated funds (\$3.47 per Midshipman) directly from the Commander, Navy Installations Command (Code N252D) Central Fund for Midshipmen recreation purposes shall forward a consolidated financial report to BUPERS (PERS-652D) within 30 days following completion of the Midshipman summer training period. This letter report shall include a listing, by dollar amounts, of the specific uses of the funds (e.g., Sightseeing Tour Expense, \$____; Recreation Field Meet, \$____), accompanied by a check or money order for any residual amount. A copy of each final financial report shall be provided to NSTC OD.

(4) Midshipman End of Training Survey. Each Midshipman shall complete an End of Training survey upon completion of cruise. The survey will be available online 24 June 2013 and can be accessed from the NROTC website (http://www.nrotc.navy.mil/summer_cruise.aspx). A CORTRAMID Phase Critique may be completed by each Midshipman as required by the host command for use by each host command. A summary of CORTRAMID Phase Critiques, if conducted, should be provided by each host command to NSTC OD by 30 August 2013 for use in the NROTC Summer Training Summary.

(5) Special Incident Reports. Incidents involving death or serious injury of a Midshipman during training or while on liberty should be reported to the NSTC NROTC Program Manager or Deputy. If neither member can be reached, contact the NSTC Staff Duty Officer (SDO) and provide an initial report per Operations Report/Situation Report reporting procedures. In addition, major incidents involving Midshipmen that have a potentially adverse public relations impact should be similarly reported. Less serious incidents involving misconduct, alcohol, or drugs should be reported no later than the next working day to NSTC OD, Head, NROTC Professional Development.

(a) NROTC Program Manager, CAPT Greg McWherter - (850)452-4983 office, email: gregory.mcwherter@navy.mil, Blackberry: (850) 791-0350.

(b) NROTC Deputy Director, Mr. Mark Gough - (850)452-4983 office, email: mark.gough@navy.mil

(c) NETC SDO - (850) 452-4000, (DSN 922-4000)

3 Apr 13

(d) NSTC SDO - (847) 668-3300/3939, (DSN 792-3939)

(e) NSTC OD3 - (850) 452-9554/9553, (DSN 922-9554)

(6) Midshipmen Evaluations. Midshipmen evaluations are optional. CORTRAMID OICs are encouraged to complete an Officer Fitness Report (BUPERS 1610-1), per reference (e), for particularly outstanding or deficient performance. Midshipmen receiving these reports will be evaluated by the officer and enlisted instructor in charge of each company, and the fitness reports will be signed by the CORTRAMID OIC.

(7) Midshipmen Travel Vouchers. Midshipmen authorizations shall be endorsed upon arrival by the CORTRAMID staff. Travel vouchers will be processed by the parent NROTC unit staff per reference (h).