

NAVEDTRA 37300P

**MIDSHIPMAN
SUMMER TRAINING
MANUAL**

**NAVAL RESERVE OFFICERS TRAINING CORPS
AND
UNITED STATES NAVAL ACADEMY**

PREFACE

This training manual is a guide for personnel involved with the administration of USNA/NROTC midshipman Summer Training Programs. This manual will remain in effect until superseded. Changes from the previous edition are highlighted by a black bar in the right margin.

REVIEWED ON _____

Dr. C. J. Stein
Director, NSTC Officer Development

EXECUTIVE SUMMARY

This Executive Summary will highlights to Commanding and Executive Officers items of importance contained in this manual and provides references for more detailed information.

Guidance:

1. Good or bad cruises do not in any way equate with ship mission or age. Feedback from Midshipmen who have completed their training cruises cite the following as elements of successful, professionally rewarding training cruises:

a. Commanding Officer and Executive Officer involvement. This is the most important factor in how a midshipman perceives his/her training cruise experience. Midshipmen, who normally do not see the CO/XO on a day-to-day basis, are prone to feel that no one in authority cares about their training. When the CO and/or XO: carefully selects the Midshipmen Training Officer (MTO), provides a personal welcome aboard to midshipmen, maintains frequent contact with first and second class midshipmen throughout their time aboard, ensures the integration of all midshipmen into the Wardroom, and personally counsels the midshipmen aboard at least once, it fosters a sense of importance in a midshipman and improves their morale and enthusiasm for training in a manner that cannot be overstated.

b. Selection of the Midshipmen Training Officer (MTO). The MTO must be a highly motivated officer who is enthusiastic about midshipmen training. The MTO should be available for the entire midshipmen training season, rather than an officer who will be absent for some time while the midshipmen are on board. The MTO must ensure the assignment of sharp, professional running mates and meaningful responsibilities with as much hands-on experience as practical to midshipmen. MTOs shall be fully familiar with this manual and shall closely coordinate with Midshipman Liaison Officers (MLOs) who are assigned to assist in program planning and execution (see paragraph 110). Areas of special concern for the MTO are the sections on Administration, Training, and Travel and Financial Instructions (Chapters 2, 3, 7, and 8).

c. Assignment of Running Mates. A midshipman's running mate makes an almost indelible impression on that midshipman regarding the quality of Naval service and the command's climate. Therefore, identification and assignment of top performing, highly motivated running mates is essential to a strong midshipman training cruise program and the future of the fleet. Ideal running mates for 1/C midshipmen are warfare-qualified, career motivated junior officers (LT/LTJG). Running mates for 2/C midshipmen should be hard charging, warfare qualified second/third class petty officers (see Chapter 3).

2. Midshipmen fitness reports/evaluations: Midshipmen fitness reports/evaluations during summer training cruises are optional. Commanding Officers are encouraged to submit fitness reports for particularly outstanding or deficient performance. These evaluations are necessary not only for retention in the naval service, but for selection to leadership positions and advanced standing for the midshipmen. If a fitness report is submitted on an individual midshipman the following information is germane:

a. Evaluations should be discussed with midshipmen prior to their departure, just as you would discuss a junior officer's fitness report.

b. Evaluations are to be prepared for each midshipman by a designated commissioned officer for the commanding officer's signature and must be given to the midshipman at the end of their cruise, prior to debarkation.

(Please refer to Chapter 4 for detailed guidance on midshipmen fitness reports.)

3. Travel and transportation: Travel requirements and entitlements are complex and require the close attention of MTOs. Ships are required to arrange return transportation for midshipmen. Passenger Reservation Requests (PRRs) should be submitted early, with projected operations taken into account. There are differences in travel entitlements between NROTC and Naval Academy midshipmen. Specifically, USNA midshipmen participating on two fleet cruises or follow-on training should be sent directly to their next training activity and not returned to the USNA (see Chapters 7 and 8). NROTC midshipmen do not participate in follow on training and should be returned to their home of record.

4. Midshipman Routing Instructions: Personnel routing instructions from afloat units to primary NAVPTO must be kept accurate and should specify address routing instructions for midshipmen if embarkation will occur out of homeport. (See Appendix G for sample message.)

5. Financial arrangements: Midshipmen shall not pay mess bills, either in the general mess or in the wardroom (see paragraph 212). NROTC midshipmen will be given advance cruise pay for summer training. The Defense Finance and Accounting Service-Cleveland Center will make these payments. Settlement of travel claims will not be affected. There are differences in financial arrangements between NROTC and Naval Academy midshipmen. ALL NROTC midshipmen travel claims are to be settled by ships' disbursing officers prior to debarking the ship in accordance with PAYPERSMAN, para. 80426 DFAS Columbus, Ohio (see Chapter 7 paragraph 704). USNA midshipmen travel claims are not to be settled by ships' disbursing officers (see Chapters 7 and 8). In contrast to NROTC midshipmen, USNA midshipmen shall submit their completed travel claims to the Midshipman Disbursing Officer, U.S. Naval Academy (Stop 3H), upon completion of training and no later than five working days after their return to USNA.

6. Naval Service Training Command (NSTC)/USNA Midshipmen Liaison Officers (MLOs): MLOs serve as direct representatives of NSTC/USNA for ashore problems; act as local ship assignment authority; and work with Midshipmen Embarkation/Debarcation Teams (MEDCTs) to provide ships and cognizant travel clearance authorities a Master Assignment message with the number and names of midshipmen to be embarked. Once the assignment message is sent, the area Midshipmen Embarkation/Debarcation Coordinator (MEDC) should be contacted first regarding any midshipman problems (see Chapter 1).

7. Nurse Option Cruises: Ship's medical departments provide the Nurse Option midshipmen a valuable training experience. In order to aid commands involved in Nurse Option cruises, more specific guidance on how cruises are to be conducted is provided in Chapter 9 paragraph 905. Additionally, Nurse Option midshipmen will be provided suggested training guidelines (also included as an appendix to this Manual). These guidelines outline a suggested Professional Development Requirements (PDR) syllabus to be used during the second/third class Nurse Cruise.

8. Every effort shall be made to avoid exposing midshipman to hostile or combat environment. Should any unit with embarked midshipman be tasked to conduct, for example, combat, law enforcement or politically sensitive operations, every effort should be made to debark or transfer midshipmen to another training platform or shore facility, preferably where training can continue.

9. Primary points of contact for Midshipmen Summer Training Programs are:

| | | |
|---|--------------------------|---|
| NSTC - Summer Training Programs Office: | Comm (850) 452-9553/9569 | ■ |
| | DSN 922-9553/9569 | |
| - Nuclear Cruises | Comm (850) 452-4050 | |
| | DSN 922-4050 | |
| -1/C Nurse Option | Comm (850) 452-9388 | |
| | DSN 922-9388 | |
| USNA - Training Office: | Comm (410) 293-6592 | ■ |
| | DSN 281-6592 | |
| Marine Corps – | | |
| Summer Training Program Office: | Comm (703) 784-9446 | |
| | DSN 278-9446 | |

**MIDSHIPMEN SUMMER TRAINING
MANUAL**

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CHAPTER 1

GENERAL INFORMATION CONCERNING MIDSHIPMAN SUMMER TRAINING

100. OBJECTIVES. The objective of midshipman summer training is to further the professional development of midshipmen, by introducing them to the operational Navy and Marine Corps, reinforcing their academic year programs, instilling a sense of pride in their identification with the Navy and Marine Corps, and inclining them toward careers in the naval service.

101. GOALS. The following goals are provided for midshipman summer training. Specific objectives are listed in paragraph 301.

a. Midshipmen Third Class

(1) NROTC (CORTRAMID)

(a) To enable midshipmen to make an informed decision about future career options.

(b) To familiarize midshipmen with the mission, tasks, and equipment within the various warfare areas: surface, subsurface, aviation, and Marine Corps.

(c) To introduce midshipmen to the career development ladder within each warfare area.

(d) To emphasize the importance of military courtesy, smartness, and discipline.

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

(2) USNA

(a) To provide initial at-sea experience onboard a YP.

(b) To provide extensive hands-on training in the areas of shiphandling, watchstanding, navigation, and basic seamanship in support of classroom training.

(c) To introduce basic shipboard organization, systems, and safety requirements.

(d) To provide a close operational environment to foster effective leadership training.

(e) To emphasize the importance of military courtesies, smartness, and discipline.

a. Midshipmen Second Class

(1) To familiarize midshipmen with life at sea aboard a U.S. naval vessel.

(2) To familiarize midshipmen with shipboard organization and administration, ship systems, evolutions, and standard naval safety precautions at sea and in port.

(3) To develop an appreciation for the duties and responsibilities of enlisted personnel, as well as living and working conditions of enlisted personnel onboard ship.

(4) To gain a first hand experience in a ship's workcenter, so as to understand the function of a workcenter and the relationship between the division officer and his/her subordinates.

(5) To emphasize the importance of military courtesies, smartness, and discipline.

b. Midshipmen First Class

(1) To prepare midshipmen for commissioned service through active participation in the duties and responsibilities of a junior officer.

(2) To enhance the development of officer qualities and leadership skills.

(3) To afford midshipmen additional time at sea for practical application of skills acquired in the classroom environment.

(4) To further familiarize midshipmen with warfare systems found in the operational Navy and Marine Corps.

(5) To reemphasize the importance of military courtesies, customs, and traditions as well as maintaining smartness and discipline as a commissioned officer.

102. GENERAL INFORMATION. The general guidelines for midshipman at-sea training follow:

a. Integration of Midshipmen into Ship's Organization. Midshipmen should be fully integrated into the shipboard organization, including assignment of specific billets of the Watch, Quarter and Station Bill. They should be assigned specific, meaningful duties in support of the ship's administration and operations. A special shipboard organization for embarked midshipmen is neither required nor desired. Appendix A is a sample notice provided to assist ships in organizing and implementing an effective midshipmen training program.

b. USNA/NROTC Midshipmen. Where USNA and NROTC midshipmen are embarked together for training purposes, no differentiation between the two is intended or desired. There are, however, differences between NROTC and USNA midshipmen financial/travel procedures which are discussed in Chapters 7 and 8, respectively and in post-cruise critique procedures (see paragraph 303).

c. Hazardous Duty. In general, every effort shall be made to avoid exposing midshipman to hostile or combat environment. Midshipman should not be assigned, for example, to units tasked to conduct combat, law enforcement or potentially sensitive operations. Should any unit with embarked midshipman become involved in such operations, every effort shall be made to debark or transfer midshipman to an environment where non-routine hazards are not believed to exist. MEDC or MLO's shall be notified where any embarked midshipman is or is not able to be transferred in all such cases.

d. Inter-Ship Transfers. Inter-ship transfers of midshipmen should be kept to a minimum, consistent with prevailing circumstances. Past experience has indicated that midshipmen training may be severely degraded as a result of these transfers unless they would result in obviously enhanced training opportunities. Inter-ship transfers are encouraged in the event that material casualties or changes in operating schedules result in minimal at-sea time. Transfers must be authorized by the appropriate fleet midshipmen liaison officer (MLO) with fleet commander concurrence. These transfers should not be accomplished if overloading of receiving ships would result.

When midshipman inter-ship transfers are conducted, a message report (NSTC Report Symbol 1533-10) shall be submitted in the following format: ■

FM: USS (SHIP DETACHING MIDN)
TO: APPROPRIATE MEDC (see paragraph 104)
INFO: USNA ANNAPOLIS MD//7D//
NSTC OFFICER DEVELOPMENT PENSACOLA FL//OD3//
USS (SHIP RECEIVING MIDN)
APPROPRIATE MEDT//JJJ//
PARENT NROTCU//JJJ//
UNCLAS //N01530//
SUBJ/MIDN INTERSHIP TRANSFER//
MSGID/GENADMIN/(ORIGINATOR)//
RMKS/(APPROPRIATE PASSING INSTRUCTIONS FOR OIC MEDTS (see paragraph 105f))

1. Name(s), Initials, Social Security No.(s), (NROTC Unit/USNA) transferred from USS_____to USS_____, effective (date).
2. Reason for transfer.

This report, in addition to the on-board report submitted by each vessel upon which midshipmen are embarked, is essential in order to keep USNA/NSTC and Midshipmen Embarkation/Debarcation Coordinators informed of the location of every midshipman participating in summer training should the need to contact an individual arise due to an emergency situation at home or otherwise.

e. Cruise Extensions.

(1) A ship returning from an overseas deployment should retain its midshipmen on board during the transit if its arrival date in CONUS is within one week after the summer training termination date for its embarked midshipmen. Lengthier extensions of midshipmen training periods will be decided on a case basis by the midshipman liaison officer assigned to the overseas fleet commander after consultation with USNA/NSTC/NROTC unit, as appropriate.

(2) Due to midshipman billet constraints and funding limitations (and follow-on training for USNA midshipmen only), requests for extensions are not normally approved.

f.. Midshipmen First Class.

(1) Will be embarked in fleet units to prepare for commissioned service through active participation in the duties and responsibilities of junior officers.

(2) Will be afforded essential wardroom indoctrination and training by berthing in officers' country and messing in the wardroom to the maximum extent practicable. In cases where berthing in officers' country is not available for all midshipmen first class embarked, berthing should be provided in CPO quarters or suitable enlisted men's spaces separated from the crew. However, under no circumstances should Chief Petty Officers be required to move out of CPO quarters in order to provide berthing for midshipmen. The use of cots for additional berthing is not recommended.

(3) Will be evaluated on their ability to perform the duties and tasks of a junior officer.

g. Midshipmen Second Class.

(1) Will be embarked in fleet units, and are to be indoctrinated and trained in the shipboard evolutions and tasks required of enlisted petty officer (E4-E5) personnel under normal and emergency conditions at sea and inport. Midshipmen second class normally will stand enlisted watches and complete shipboard PQS relating to assigned duties as appropriate. The performance of manual labor should be that expected of a petty officer. The working uniform for midshipmen 2/C will be dungarees/coveralls.

(2) Will be berthed and messed in suitable enlisted personnel spaces and facilities for the entire training period. The use of cots for additional berthing is not recommended.

(3) Will be provided training in ship operations and in familiarization and orientation of ship's equipment.

(4) Will be introduced to the duties and responsibilities of the junior officer as viewed from the level of a petty officer (E-4 through E-5).

103. ASSIGNMENT OF USNA/NROTC MIDSHIPMEN. Midshipmen Embarkation/Debarcation Coordinators will make ship billet assignments to NROTC units and the Naval Academy based on initial cruise guidelines promulgated by OPNAVNOTE 1530. Midshipmen Embarkation/Debarcation Coordinators will generate Letters of Instruction (LOI) for their specific areas which will include detailed reporting instructions, important phone numbers, points of contact, and emergency transportation and berthing procedures.

a. Assignment to units transiting between Fleets (TRANSITEX):

(1) Responsibility for billet nominations and identifying embark/debark dates and ports, belongs to the fleet commander who will have operational control of the ship at the time of embarkation.

(2) Continuous communication between fleet commander representatives and the corresponding MEDCs/MLOs is essential to ensure the success of midshipmen participation in TRANSITEXs.

(3) The MEDC who assigns the NROTC/USNA midshipmen to a TRANSITEX shall be the MEDC having responsibility for that port of embarkation. This MEDC shall retain accountability for the midshipmen (e.g., embarkation reports, queries) throughout the duration of the cruise. The MEDC may liaison with other MEDCs/MEDTs as necessary to assist in embark/debark processing and/or to take advantage of group transport.

b. Academic Year Cruises. MEDCs/MEDTs are not established during the academic school year. Naval Service Training Command (NSTC) OD31 will request billets from fleet commanders based on each unit's input. Fleet commanders will then provide ships that will be able to participate during the academic year (normally Dec-Jan). Billets will then be assigned to units as appropriate. Notification messages will provide both unit and ship with assignment information. Upon receipt of notification, direct liaison between the ship and unit is authorized so that pertinent information concerning embark, debark, uniform requirements, reporting times, itinerary, etc., can be provided.

104. RESPONSIBILITIES OF MIDSHIPMAN EMBARKATION/DEBARKATION COORDINATORS (MEDCs).

NSTC assigns Midshipmen Embarkation/Debarcation Coordinators. Commanding Officer, NROTCU Hampton Roads is the Atlantic and Mediterranean Midshipmen Embarkation/Debarcation Coordinator and will be responsible for oversight and coordination of Second and Sixth Fleet midshipmen operations. Commanding Officer, NROTCU University of San Diego/San Diego State University is the Pacific and Western Pacific Midshipmen Embarkation/Debarcation Coordinator and will be responsible for oversight and coordination of Third, Fifth and Seventh Fleet midshipmen operations. Close coordination will be required between cognizant MEDCs when ships are involved in transit exercises

(refer to paragraph 103). The primary responsibilities of Midshipmen Embarkation/Debarcation Coordinators are to:

a. Function as ship assignment coordinators. After NSTC and USNA have assigned first and second class quotas by training period via OPNAVNOTE 1530 and ship nominations have been provided by the Fleet Commanders, MEDCs will contact each NROTC unit and USNA via OPMIS/CITRIX to initiate the name-to-ship assignments, obtain security clearance data, and travel itineraries.

b. Supervise operations of Midshipmen Embarkation/Debarcation Teams (MEDTs) assigned by NSTC to specific ports. The estimated establishment/disestablishment dates of Midshipmen Embarkation/Debarcation Teams will be specified in NSTCNOTE 1530. (For duties of the MEDTs, see paragraph 105.)

c. Provide ships and cognizant travel clearance authorities (USCINCPAC, USCINCEUR), a minimum of 2 weeks in advance of the embarkation date, a master assignment message with the number and names of midshipmen first/second class to be embarked (see paragraph 201a). This message should also include the midshipman's social security number and security clearance data from the OPMIS/CITRIX data base.

d. Coordinate with MLOs on appropriate at-sea training details, and provide midshipmen liaison officers with copies of all directives and messages pertinent to the program to which the midshipmen liaison officer is assigned.

e. Submit a final report to NSTC and copy to USNA upon disestablishment. This report, Midshipmen Embarkation/Debarcation Coordinator Final Comments and Recommendations (NSTC Report Symbol 1533-11), should include comments and recommendations about all phases of their operation with a view toward realistically improving the procedures followed during the summer training period. Specific comments are desired concerning logistics, embarkation, administration, midshipman training, debarkation, outstanding and/or negative training ships (with specific comments) and other recommendations pertinent to responsibilities assigned.

105. ORGANIZATION, DUTIES, AND RESPONSIBILITIES OF MIDSHIPMEN EMBARKATION/DEBARKATION TEAMS (MEDTs)

a. The overall responsibilities of the Midshipmen Embarkation/Debarcation Teams are to:

(1) Establish processing facilities.

(2) Provide for the orderly embarkation and debarkation of midshipmen participating in afloat training.

(3) Arrange meetings of Midshipmen Training Officers or other ships' representatives prior to each embarkation and provide them with a comprehensive precruise brief discussing administrative, training, transportation, midshipman fitness reports, and disciplinary details as a minimum. The MEDT will assist the designated fleet midshipmen liaison officer during cruises as the local on-scene fleet officer representative by conducting visits to as many training ships as possible during each cruise period to monitor the cruise training program. MEDTs will also assist in the distribution of training.

(4) Conduct liaison as required with other MEDTs to facilitate midshipmen embarkation/debarkation.

b. Officers in Charge of Midshipmen Embarkation/Debarcation Teams will serve as assistants to the Midshipmen Embarkation/Debarcation Coordinators. MEDTs will be established/disestablished on the dates specified by NSTCNOTE 1530. Funding for administrative and transportation expenses incurred by MEDTs will be provided by NSTC.

c. Officers in Charge of the Midshipmen Embarkation/Debarcation Teams will provide temporary MEDTs at the following locations for such period as deemed necessary in connection with the embarkation and debarkation processing of midshipmen. These offices will be staffed, when required, by designated personnel from the NROTC units below. Exact MEDT addresses and telephone numbers will be promulgated in MEDC LOIs when established.

(1) Mayport, Florida (NROTC Unit, Jacksonville University)

(2) Norfolk, Virginia (NROTC Unit, Hampton Roads Consortium)

(3) MAC/AMC Counter Naval Operations Base, Norfolk (NROTC Unit, George Washington University)

(4) Passenger Terminal, Oakland International Airport (NROTC Unit, University of California at Berkeley)

(5) Long Beach/Los Angeles, California (NROTC Unit, University of Southern California/University of California)

(6) Seattle, Washington (NROTC Unit, University of Washington)

(7) San Diego, California (NROTC Unit, University of San Diego and San Diego State University)

NOTE: It is emphasized that MEDCs will begin functioning long before the actual establishment of an office at embarkation ports; therefore, all correspondence with MEDCs concerning ship assignments should be addressed to the NROTC Unit with MEDC responsibility. (See paragraph 104.)

d. Embarkation

(1) Precommissioning Physical Exams. Precommissioning physical exams for first class NROTC Midshipmen should be completed by NROTC units prior to summer cruises if circumstances permit. Current BUMED regulations allow precommissioning physicals up to 24 months prior to the actual date of commissioning. However, some units remotely located from military medical facilities must depend on summer cruise periods to obtain such physicals. NROTC units shall make every effort to complete aviation physicals during the cruise period for all 2/C midshipmen with aviation potential. Completion of physicals for NROTC midshipmen who will be commissioned during the year will be a major objective during summer training. OIC, MEDTs will coordinate scheduling of precommissioning physicals through coordination with the appropriate liaison office. Summer training rosters and midshipmen orders will identify the type of physical required. Due to the limited availability of berthing at some MEDT sites, NROTC units are encouraged to arrange the details of scheduling physicals early.

(2) Midshipmen assigned to afloat training, except as noted below, shall be ordered to report to a ship via a Midshipmen Embarkation/Debarcation Team for processing and final movement/assignment to ships or commands in charge of their training. The location and officer in charge assigned to each MEDT and other pertinent information will be furnished via NSTCNOTE 1530 to each NROTC Unit, USNA, and participating ships to facilitate liaison. Amplifying information (e.g., specific ship assignments, embark/debark dates and ports) will be provided by the MEDCs in their LOI.

(a) Midshipmen assigned to MEDTRAMID surface cruises will report to MEDT Washington DC at NAS Norfolk MAC Terminal (Airlift Mobility Command counter). Midshipmen assigned to WESTPACTRAMID surface cruises will report to either the MAC terminal, Lambert, St. Louis International Airport, Oakland International Airport, or MEDT Washington DC at NAS Norfolk MAC Terminal (AMC Counter), dependent upon final destination and starting point of origin. A MEDT representative will complete processing for air transportation at these locations with the exception of Lambert Field in St. Louis.

(b) Midshipmen embarking in overseas locations not supported by a MEDC or MLO will report directly to the training unit. POC phone numbers should be obtained from the appropriate MEDC and provided to midshipmen for overseas military activities in the country of embarkation.

(c) Midshipmen assigned to Foreign Exchange cruises and other special training (e.g., CORTRAMID), have special reporting instructions-normally not through MEDTs unless so indicated by the assigning authority.

(d) Midshipmen assigned to submarine cruises will normally report via Group or Squadron offices for all CONUS embarks.

(3) At the time of processing for cruises, MEDT representatives will establish an accurate muster of all midshipmen (both NROTC and USNA) reporting for cruise. MED/WESTPAC MEDT representatives will also ascertain the names of all midshipmen authorized to terminate their duty for training in an overseas port following their summer training. Immediately following embarkation processing, the MEDT representatives will provide a message to all ships concerned, their cognizant MEDC, and the appropriate fleet commander updating the master assignment message submitted by the OIC, MEDC (see paragraphs 104 and 201). The message should include a summary report of the total numbers of midshipmen embarked, broken down by USNA/NROTC, cruise (i.e., 1/C, 2/C, or 3/C), and gender. The MEDCs should then consolidate the MEDT embark reports and provide NSTC/USNA with the following information:

(a) Total number of ship billets nominated for the training period (e.g., LANTRAMID 1). The percentage of ships with less than 10 days underway at the commencement of training must also be identified.

(b) Total number of NROTC and USNA midshipmen embarked on cruise. Caution should be exercised to ensure that midshipmen assigned to ships not reporting via MEDTs are included. This can be accomplished by noting ships "Midshipmen Onboard" message reports which indicate there is a variation from the MEDC's master assignment message which preceded embarkation.

(c) Total number of billets unused. Of the billets that are unused, specific comments must be included as to why they were not used (e.g., less than 10 days underway time, ship nominated at last minute, etc.). In addition, the message should contain the names, parent units, and social security numbers of those midshipmen failing to report and the names and social security numbers of midshipmen authorized overseas leave upon termination of active duty.

(4) MEDT personnel will inform midshipmen of arrangements made for transportation to their ships (or other arrangements if delay in embarkation is necessary), and baggage handling procedures; and will advise them of such matters of general interest as base rules and regulations, liberty, uniforms, location of base facilities, recreational activities, etc.

(5) Document Check-Off List. The following documents should be in the personal possession of each midshipman (not packed in luggage):

(a) NROTC Training Order (NAVEDTRACOM 1320/1) or USNA orders.

(b) International Certificates of Vaccination (PHS-731).

(c) Armed Forces ID Card (DD2N) (Red) or Uniformed Services ID and Privilege Card (DD-1173), as appropriate.

(d) Midshipman Health Record (includes medical and dental record). USNA midshipmen are excluded from this requirement, except those USNA midshipmen assigned to nuclear-powered ships and to aviation cruises.

(e) Midshipman Summer Training Handbook.

(f) Direct Deposit (DDS) account information.

(g) Travel voucher or subvoucher (DD Form 1351-2).

(h) Large premetered preaddressed envelope (NROTC only).

(i) 3x5 card with important contacts and phone numbers.

If any documents are missing, the MEDT should provide replacements if possible. If required immunizations are not complete, arrangements should be made with local medical facilities for required immunizations, where liaison has indicated that assigned ships are unable to provide appropriate shots. Parent units shall be notified of all discrepancies utilizing a formal discrepancy list, with a copy to NSTC for NROTC midshipmen (Attn: NSTC OD3) and USNA for USNA midshipmen (Attn: Summer Training Officer (Code 7D)).

(6) Messing and Berthing. Messing and berthing for midshipmen who report earlier than the date designated in their orders for the commencement of training will not normally be provided and is not subject to reimbursement. Midshipmen should be advised to seek the local YMCA or other low-cost lodging in the event they arrive at the MEDT location prior to their reporting date. If midshipmen cannot be processed and transported to assigned ships immediately after their scheduled arrival, messing and berthing must be provided by the MEDT until they can be transported to the ship. These delays should be minimal and should generally occur only if the designated ship is not immediately available as scheduled. If midshipmen are berthed ashore after reporting to their ships the cost of berthing/messing must be borne by the ship. This also applies to submarines. Although midshipmen may be accorded the privileges of commissioned officers' messes, enlisted messing and berthing facilities will normally be provided since there is no provision to reimburse midshipmen for meals taken in commissioned officers' messes ashore.

(7) Reassignment/Cruise Termination. Changes in ship assignment may be required because of changes in operating schedules, ships casualties, etc. The Midshipmen Embarkation/Debarcation Coordinators and the numbered fleet midshipmen liaison officers are authorized to make changes in assignments as required or to terminate an individual midshipman's summer training if a productive training schedule cannot be met. Officers in Charge of Midshipmen Embarkation/Debarcation Teams are directed to ensure assignment of each midshipman to a training ship and to ensure that the ship concerned advises the MEDT Officer in Charge (if deployed overseas, the numbered fleet midshipmen liaison officer) of schedule/operational changes which may warrant reassignment of midshipmen or termination of training. Quotas assigned by fleet commanders may not be exceeded without approval, nor may midshipmen be assigned ships not nominated by fleet commanders as midshipmen cruise ships. A primary objective will be the assignment of midshipmen to ships with maximum underway time. Ships should communicate with their type commander representative for desired changes. Optimum ship loading is delineated in OPNAVNOTE 1530.

(8) Midshipmen are excluded from "Routing of Personnel" messages and will be transported to meet the ship in an overseas port.

(9) If ports of embark change due to ship schedule changes, locator NAVPTOs (NAVPTO SAN FRANCISCO CA//JJJ//, NAVPTO WASHINGTON DC//JJJ// (use code if known vice "JJJ") must be on messages as information addressees in order to permit midshipmen to travel to the appropriate port.

e. Debarcation. Debarcation normally consists of individual ships detaching midshipmen assigned upon completion of cruise. MEDT personnel will assist as requested. Government transportation from ships/stations to commercial transportation facilities is normally not authorized, except for USNA midshipmen "group traveling" (e.g., MEDTRAMID airlifts) back to USNA, unless follow-on training is directed. If "group travel" or advance tickets are not provided, and if individual units require assistance in obtaining return travel, MEDTs will assist if requested. USNA midshipmen are not permitted to travel independently without prior written approval from USNA. MEDT personnel must ensure all personnel have orders endorsed when debarking from aircraft returning from MEDTRAMID and WESTPACTRAMID cruises. Fleet units are responsible for all other detaching endorsements.

f. Communications.

(1) Officers in Charge, MEDTs will notify NSTC/USNA, the Naval Facility Communications Officer, U.S. Post Office, and other appropriate base activities when the MEDT offices have been established.

(2) MEDTs will be responsible for the receipt and distribution of all incoming and outgoing messages, U.S. and guard mail.

g. Reports. Upon completion of the last scheduled embarkation, the Officer in Charge of each MEDT will submit, not later than 15 September, a letter report to the appropriate Midshipmen Embarkation/ Debarcation Coordinator for inclusion in the MEDC Final Comments and Recommendations report (paragraph 104e).

106. SUBMARINE EMBARKATION AND DEBARKATION. Submarine cruises do not utilize the aforementioned MEDC/MEDT organizations for embarkation and debarkation. The NSTC Nuclear Programs Coordinator completes all functions normally accomplished by the MEDC for submarine cruises. Submarine Squadrons complete all functions normally completed by the MEDT. COMSUBLANT N12/COMSUBPAC N12 will act as Midshipmen Liaison Officer (MLO) between NSTC and the squadrons for all matters pertaining to midshipmen summer training. NROTC units and the USNA should contact the Squadron's Area Midshipman Coordinator at the midshipman's embark port at least two weeks prior to embarkation. Contact phone numbers can be found at the Submarine Midshipmen website: <https://cnsf.sublant.navy.mil>. The username is: submarines (lower case) and the password is: Midshipmen1 (case specific – type as shown), click sequence: Command Codes-N41-Midshipman.

107. RESPONSIBILITY OF THE SUPERINTENDENT, U.S. NAVAL ACADEMY. The primary responsibilities of the Superintendent, U.S. Naval Academy, are to:

a. Assign USNA midshipmen to training periods and fleet areas, in coordination with Midshipmen Embarkation/Debarcation Coordinators, not to exceed the quotas mutually agreed upon with NSTC and delineated in OPNAVNOTE 1530.

b. Provide liaison officers for certain programs in coordination with NSTC.

c. Provide NSTC with an updated database for inclusion in OPMIS/CITRIX, two months prior to the summer cruise cycle.

d. Brief USNA liaison officers on appropriate at-sea training details, and provide USNA liaison officers with copies of all directives and messages pertinent to the program to which the liaison officer is assigned, prior to the commencement of training.

e. Provide each SSBN/SSN and other special training commands with advance notification of security clearance data for USNA midshipmen assigned.

f. Provide transportation for all USNA midshipmen during the pre-embarkation period. Appropriate support services attendant to these requirements will be coordinated by MEDTs and provided by the U.S. naval activities concerned.

g. Arrange and supervise the orderly transportation of all USNA midshipmen and their baggage via MEDTs for further transfer to assigned ships.

h. Coordinate with NSTC, requests for air transportation for MEDTRAMID cruises.

i. Provide flight information to MEDTs for all midshipmen, via OPMIS.

108. NAVAL ACADEMY TRAINING OFFICE. The Naval Academy Summer Training Office staff has cognizance over the USNA Midshipman Summer Training Program and is located at 112 Cooper Road, Annapolis, MD 21402-5022. Program managers are available for fleet cruises and PROTRAMID training. Telephone Numbers: Commercial (410) 293-6592, DSN 281-6592. The USNA Duty Office telephone number is: Commercial (410) 293-2701/2/3, DSN 281-2701/2/3.

109. NSTC SUMMER TRAINING PROGRAMS OFFICE. The address for the NSTC program manager for summer training is NSTC OD3, 250 Dallas Street, Suite A, Pensacola, FL 32508-5268. This office is responsible for the overall coordination of NROTC Midshipman Summer Training. Telephone numbers: Commercial (850) 452-9553/9569, DSN 922-9553/9569. The NSTC Summer Training Programs can be reached through the NETC Duty Office telephone number which is Commercial (850) 452-4000, DSN 922-4000.

110. MIDSHIPMAN LIAISON OFFICERS

a. Assignment

(1) One officer will be assigned to the staff of each numbered fleet commander as the "Fleet Midshipmen Liaison Officer." In addition, one officer may be assigned to each staff as "Fleet Assistant Midshipmen Liaison Officer." NSTC will issue area clearance requests if units are not able. Liaison officers are not to be considered as Officers in Charge of midshipmen, nor are they personally responsible for the training of midshipmen. Training remains the function and responsibility of the ship and its operational commander. Midshipmen Liaison Officers may deploy with fleet commander staffs as schedules permits, but must remain available to handle midshipmen related problems that may arise.

b. Responsibilities of Fleet Midshipmen Liaison Officers

(1) Advise fleet commanders on all matters pertaining to summer training of midshipmen to include ships worthy of recognition for outstanding training programs.

(2) Assist MEDTs in coordinating midshipmen embarkation/debarkation arrangements and the assignments of midshipmen to ships, when needed.

(3) Monitor ships' operational schedules and effect inter-ship transfers when necessary.

(4) Visit all ships, as feasible, to evaluate training programs and to assist commanding officers in improving training programs. Particular attention will be given to proper midshipman summer training journal utilization and midshipmen participation in shipboard qualification programs (e.g., PQS qualifications).

(5) Draft correspondence/messages for the fleet commander pertaining to midshipmen cruise training.

(6) Schedule movements of "Assistant Midshipmen Liaison Officer" (as applicable) to maximize ship visits and monitoring of cruise training programs.

(7) Actively be involved in all midshipman problems in order to resolve problems in a timely fashion.

(8) Assume responsibilities of the Assistant Midshipmen Liaison Officer if one is not assigned.

(9) Submit a Fleet/Assistant Fleet Midshipmen Liaison Officers' Comments and Recommendations Report (NSTC Report Symbol 1533-13) within 30 days after completion of their duty assignment or no later than 15 September. The report shall be addressed to NSTC OD3 (no via addressees). Copies of each report shall be sent to the Fleet Commander (the cognizant temporary duty command); the Superintendent, U.S. Naval Academy (Attn: Summer Training Office (Stop 7D)); and to CINCLANTFLT/CINCPACFLT as applicable. These reports should include (1) general comments and recommendations about all phases of their operation, with a goal of improving future cruise programs; (2) the names of ships (with specific comments) recommended for recognition by NSTC for outstanding training programs; and, (3) specific comments regarding logistics, administrative support, embarkation, midshipman training, debarkation, and other areas affecting the responsibilities assigned.

(10) Although not directly responsible to the MEDCs, liaison officers shall meet with respective MEDC staffs prior to departure to summer assignment for coordination discussions.

(11) Midshipmen Liaison Officers are located as follows:

(a) COMSIXTHFLT - CTF 63 Staff Headquarters (Naples)

(b) COMSEVENTHFLT - 7th Fleet Flagship/COMNAVFORJAPAN Yokosuka Headquarters

(c) COMFIFTHFLT – ADMIN SUPU Bahrain Headquarters

(d) COMSECONDFLT - LANT MEDC Office

(e) COMTHIRDFLT - PAC MEDC Office (San Diego)/COMNAVSURFGRU MIDPAC Headquarters (Pearl Harbor)

c. Responsibilities of Assistant Midshipmen Liaison Officers. (If an Assistant Midshipmen Liaison Officer is not assigned, these duties will be assumed by the Fleet Midshipman Liaison Officer.)

(1) Observe midshipmen training on each ship visited. An energetic ship visit program must be planned in an effort to maximize the number of ship visits.

(2) Provide ships with an evaluation of their midshipman training program and recommendations for improvement. Particular attention will be given to the proper utilization of the midshipman summer training journals and midshipmen participation in shipboard qualification programs.

(3) Provide assistance to ships on all matters pertaining to midshipman administration, conduct, evaluation, uniforms, etc. Assist the MEDTs in the training of designated shipboard Midshipmen Training Officers.

(4) Meet with ships' executive officers during cruises to review midshipman training.

(5) Advise Fleet Midshipmen Liaison Officer of significant problems/events relating to midshipmen.

(6) Advise Fleet Midshipmen Liaison Officer of ships having particularly strong or weak midshipmen training programs.

(7) Assist ships, where feasible, in planning and funding midshipmen recreation activities.

(8) Assist MEDCs/MEDTs in coordinating midshipmen embarkation/debarkation arrangements and act as transportation coordinator when assigned out-CONUS (e.g., COMFIFTHFLT, COMSIXTHFLT, and COMSEVENTHFLT).

(9) The COMNAVFORJAPAN Staff Midshipmen Liaison Officer has the additional responsibility of serving as Officer in Charge of the USN/Japanese Maritime Self-Defense Force (JMSDF) Exchange Program. For the Foreign Exchange Program an in-country representative (i.e., an Assistant Midshipman Liaison Officer) to assist with the final preparations just prior to the midshipmen's arrival and embarkation is highly recommended.

(10) Provide messing/berthing arrangements and training for midshipmen who must remain ashore while awaiting embarkation/debarkation. Notify NSTC/USNA if suitable berthing is not available and optional local berthing rates. ■

(11) Submit feeder reports discussed in paragraph 110b of this manual.

d. Quarters, Messing, and Travel Expenses. Fleet midshipmen liaison officers will utilize government quarters, messing, and transportation to the maximum extent feasible. To cover those occasions when such government facilities are not available, appropriate funds will be authorized in the orders written for each liaison officer.

111. DEBARKATION POLICY. Commanders and Commanding Officers are urged to adhere as closely as possible to preplanned dates with respect to detachment of midshipmen. It is recognized that operational commitments or school convening dates for NROTC midshipmen may require earlier or later detachment dates; however, early debarkation is not normally encouraged due to its disruptive effect on a ship's training program. A variety of cruise training periods are available and midshipmen should be assigned by their NROTC unit to a training period which they can expect to complete. USNA midshipmen participate in a 4-8 week training program and often require follow-on training at another site. Guidance concerning midshipmen will be available from Midshipmen Embarkation/Debarkation Coordinators.

CHAPTER 2

ADMINISTRATION

200. GENERAL. Midshipmen will be administered in accordance with U.S. Navy Regulations, OPNAVINST 3120.32 series, directives issued by the Operational Commander, Ship's Organization and Regulations Manual, this manual, and the U.S. Naval Academy Regulations or NROTC Regulations (as applicable). Since this manual cannot cover all situations, all supervisory personnel and midshipmen are expected to have foresight and initiative in the performance of their duties.

201. ASSIGNMENT MESSAGES

a. In an effort to provide fleet commanders and travel clearance authorities with advance notification of midshipmen arrivals, MEDCs will transmit a master assignment message to include names, SSNs, clearance data, and initial ship assignment 3-4 weeks prior to embark, in accordance with OPNAVINST 4650.11E. MEDCs will update this information at the 2-week prior to embark point and cognizant NAVPTOs will then provide itineraries 7 days in advance of embark. It is to be emphasized that the fleet/type commanders designate midshipmen training ships and their assigned quotas, the latter number not to exceed maximums for each type ship as established by OPNAVNOTE 1530. Neither NSTC, Superintendent, USNA, nor OIC, MEDTs, has the authority to change this number. If the number of quotas assigned exceeds the capability of the ships, the ships should contact their type/operational commander as appropriate.

b. Ships will utilize the master assignment message received prior to embarkation in making their "MIDSHIPMEN ONBOARD" message reports. All ships will send a "Midshipmen Onboard" message report (NSTC Report Symbol 1533-6) within 24 hours of midshipmen reporting onboard. This message report serves to correct and verify master assignment lists maintained by USNA, NSTC, MEDCs, MEDTs, and fleet commanders. During minimize, electronic transmission is authorized. Debark reports are not required or desired. The format for submitting the message report is as follows:

FM: SHIP CONCERNED
TO: APPROPRIATE OIC MEDC (see paragraph 104)
PARENT SQUADRON (for sub cruises)
COMNAVAIRPAC SAN DIEGO CA//N7// (for CNAP activities only)
COMSIXTHFLT (for SIXTHFLT activities only)
COMSEVENTHFLT (for SEVENTHFLT activities only)
COMFIFTHFLT (for FIFTHFLT activities only)
COMTHIRDFLT (for THIRDFLT activities only)
INFO: COMLANTFLT NORFOLK VA//63// or
COMPACFLT PEARL HARBOR HI//JJJ//
COMNAVFORJAPAN YOKOSUKA JAPAN (for SEVENTHFLT ships)
USNA ANNAPOLIS MD//7D//
NSTC OFFICER DEVELOPMENT PENSACOLA FL//OD3//
COMSUBLANT NORFOLK VA//N12// or COMSUBPAC PEARL HARBOR HI//N12// (for sub cruises)
COMNAVAIRPAC SAN DIEGO CA//N7// (for PACTRAMID aviation cruises)
(parent NROTC unit)
UNCLAS //NO1530//
MSGID/GENADMIN/(ORIGINATOR)//
SUBJ/TRAINING ACRONYM (i.e., LANTRAMID 1, SUBLANTRAMID) MIDN ONBOARD REPORT//
RMKS/APPROPRIATE PASSING INSTRUCTIONS: (i.e., NAVSTA NORFOLK FOR MEDT NORFOLK)

(1) List each midshipman by last Name, Initials, Social Security No., USNA or NROTC unit.

(2) If master assignment message is inaccurate, indicate additions/deletions only as follows:

DELETE: Name, Initials, Social Security No., USNA or NROTC unit

ADD: Name, Initials, Social Security No., USNA or NROTC unit

202. SHIPBOARD MUSTERS. Since midshipmen are to be fully integrated into the ship's organization, they will be mustered in accordance with the ship's daily routine and with their respective divisions.

203. TOURS. Midshipmen should be permitted and encouraged to participate in tours available in the ports visited on a not-to-interfere basis with duty days. Ships may utilize recreation funds described in paragraph 215 to defray a portion of the cost of such tours.

204. LEAVE, EMERGENCY LEAVE, AND LIBERTY. The liberty policy will be promulgated by the operational commander or the commanding officer, as appropriate. A conservative liberty policy is encouraged. Normally, only emergency leave will be granted to midshipmen while in U.S. ports. In the event a commanding officer determines that emergency leave for a midshipman is appropriate, the following procedure should be followed:

a. Notify the Operational Commander, NSTC, Superintendent, USNA or CO, NROTC Unit concerned, and appropriate MEDC. ■

b. If travel is necessary outside CONUS, use the accounting data/SDN identified on the midshipman's orders for AMC travel. (MILPERS Manual Art. 3020075/NAVCOMPTINST 7300.99 refers.)

c. If emergency leave is granted to USNA midshipmen, an individual determination concerning the point of termination of leave is necessary. In some cases, it is desirable that midshipmen report directly to the Naval Academy rather than returning to the ship. However, it should be remembered that under most circumstances, it is the individual's responsibility to provide funds for round-trip transportation once he/she is in CONUS.

d. Leave in a foreign nation for USNA midshipmen will be approved on an individual basis by the Superintendent prior to departure for summer training. Late requests will not be approved. In all cases, USNA midshipmen on approved foreign leave will be responsible for their own return travel arrangements and expense.

e. NROTC midshipmen may request permission to begin or terminate their active duty for training in an overseas port in conjunction with their summer training. NROTC midshipmen do not accrue leave nor do they have a leave balance from which to charge leave. Therefore, they may request to begin or terminate training in an overseas port in conjunction with a MED, WESTPAC, or FOREX cruise. In such cases, midshipmen are responsible for payment of their travel expenses to or from the port of embarkation/debarkation as appropriate. NROTC commanding officers are authorized to grant such requests. A copy of the approval of such requests must be forwarded to NSTC OD3 and the appropriate MEDC at least 30 days prior to the embarkation date. ■
OIC, MEDCs will include the names of midshipmen authorized to terminate their training in an overseas port in their master assignment message. In all cases, midshipmen must realize that they will be in the same category as any other American tourist and are responsible for obtaining passports, visas, and travel arrangements at their own expense (not subject to reimbursement), including return to the United States. Midshipmen who choose to travel overseas early will be wholly responsible to maintain contact with the appropriate MEDT or his parent unit to keep informed of ship schedule changes and may not embark on the ship prior to the scheduled embarkation date.

205. MISSING SHIP'S MOVEMENT

a. In the event that any midshipman should miss ship's movement, he/she should first attempt to join any other unit of the task force. If this is not possible, he/she should report to the nearest U.S. naval activity, U.S. government activity, or the nearest foreign activity, in that order.

b. In the event that a midshipman misses ship's movement after a port visit, the ship's commanding officer is to notify the local U.S. Naval Station/naval activity, NSTC or Superintendent USNA, the appropriate Midshipmen Embarkation/Debarcation Coordinator, the Embarkation MEDT, and the midshipman's parent unit.

c. The personal effects of midshipmen who miss ship's movement shall be packed and left with the local U.S. Naval Station/naval activity. If there are no U.S. naval facilities nearby, the effects are to be retained onboard until instructions are received as to where to ship them. If no instructions are received by completion of the cruise, the effects shall be shipped to the midshipman's parent unit.

206. INJURY, ILLNESS, OR DEATH

a. References:

(1) COMNAVMEDCOMINST 6320.3 - Medical and Dental Care for Eligible Persons at Navy Medical Department Facilities.

(2) COMNAVMEDCOMINST 6320.1 series - Non-Naval Medical and Dental Care.

(3) MILPERSMAN (ART 4210100) - Personnel Casualty Reports.

(4) NAVMED P-117, CHAPTER 17 - Deaths.

(5) JAGMAN (JAGINST 5800.7 series, CHAPTER 8).

(6) MILPERSMAN (ART 4210140) - Notification of Next of Kin.

(7) MILPERSMAN (ART 4210220) - Commanding Officer's Letter to Next of Kin.

(8) DECEDENT AFFAIRS MANUAL (BUMEDINST 5360.1 series).

(9) NAVMED P-117, CHAPTER 18, SECTION III - Medical Dispositions.

(10) DOD Military Pay and Allowance Entitlements Manual.

(11) Navy Pay and Personnel Procedures Manual (PAYPERSMAN-NAVSO P-3050).

(12) SECDEF memo dated 01May03 – Guidelines for ROTC Cadets Seeking Care for Illness and Injury in the Line of Duty

b. General Information

(1) The Superintendent, USNA, or the parent NROTC unit, appropriate Midshipmen Embarkation/Debarcation Coordinator and NSTC shall be kept advised by message of any midshipman who is seriously or critically ill. The initial message should include full name, class, nature and circumstances of injury or illness (an IDCA code alone will not suffice), name, SSN, and location of hospital, and expected duration of hospitalization. If an injury report is required in accordance with reference (4) above, copies of subject report will be forwarded to NSTC and Superintendent, USNA or CO, NROTC Unit as appropriate.

(2) All injuries must be properly documented and reported in one of three formats: JAGMAN Investigation, Injury Report, or Medical/Dental Record Entry. Criteria for determining the appropriate format is found in Article 814 of the JAGMAN. If a JAG Manual Investigation is warranted or the Injury Report Form (RCS JAG 5800-19) is utilized, it must be forwarded to the Judge Advocate General in a timely manner. Therefore, it is incumbent upon the CO of the ship or squadron, to which the midshipman is assigned to initiate and complete the reporting procedures. Provide parent NROTC unit or USNA, NSTC, as appropriate, with information copies.

(3) When necessary to hospitalize a midshipman in an Armed Forces Medical Facility the transfer shall be made by issuing orders. If an Armed Forces Medical Facility is not available and a civilian facility is utilized, the transferring activity will forward, in letter form, such information as may be required by the receiving activity. In such instance, the Superintendent, USNA, or appropriate Midshipmen Embarkation/Debarcation Coordinator shall be forwarded a copy of such orders or letter.

(4) Attention of all commanding officers is invited to references (1) and (2) in connection with civilian hospitalization, and reference (3) in the event a midshipman is to be returned to the United States while in patient status.

(5) Midshipmen in a leave or liberty status who require emergency medical or dental attention should (if emergency permits) apply for such treatment to (in order of priority):

- (a) Nearest U.S. Naval Activity
- (b) Nearest U.S. Armed Forces Facility
- (c) Nearest U.S. Veterans Administration Hospital/U.S. Public Health Service facilities
- (d) Nearest Allied foreign Government Activity
- (e) Civilian Medical Facility (if emergency warrants)

Report of emergency medical care and circumstances of same shall be reported by the midshipman concerned immediately to his commanding officer.

(6) Health records of most USNA midshipmen are retained at the Naval Academy and are available upon message request. All USNA midshipmen participating in nuclear and aviation cruises and all NROTC midshipmen will hand-carry their health records to and from their active training site.

(7) References listed in preceding paragraph a. (6) through (11) contain other relevant information concerning the administrative management of such casualties.

(8) Per reference (12) line of duty injuries requiring follow-on medical treatment following ordered summer training period are funded through the Federal Employees Compensation Administration. Timely processing and distribution of required documentation is critical for midshipman requiring follow-on treatment. NROTC midshipmen who are injured in the line, on summer cruise and require follow-on treatment will use the following procedures:

(a) Per reference (1), and immediately upon competent medical determination that any injury incurred in the line of duty may require follow-on treatment beyond specified summer training period, cognizant NROTCU shall obtain/complete:

(1) CA-1 (Notice of Injury), with a report made at the time of injury

(2) CA-20 (Attending physicians report)

(3) Line of duty authentication /statement signed by Commanding Officer

(4) Copy of emergency room, treatment facility medical reports

(5) Hospital, ambulance bills, etc

(6) DD form 2005 (Release of Health Care Records)

(7) If there is a possible permanent injury or if there are lost wages (civilian employment) due to midshipman being injured, a CA-7 (Claim for Compensation on Account of Traumatic Injury or Occupational Disease).

Submit the above listed documents to:

U. S. Dept of Labor
800 N. Capitol NW
Room 800
Washington, D. C. 20211
Phone (202) 513-6800

(9) If a disease is contracted on cruise, submit a CA Form 2. If loss of wages/disability result from the disease or injury, submit a CA Form 7. In certain cases a CA Form 20, Basic Medical History Form, will be required.

207. MOTION SICKNESS

a. There continues to be significant interest in assessing midshipmen's adaptability to shipboard life in relation to motion sickness. Each year a number of midshipmen report being unable to function at sea because of sickness. In some cases, concern about commissioning options arises; however, since only the midshipman's subjective account of his or her experience is available, with no objective documentation of the impact of the problem on performance, the midshipman's capacity to adapt, or the severity of the sea conditions leading to the sickness available, it has not been possible to make a truly informed decision about the midshipman's suitability for commissioning in the various warfare communities. In order to provide more objective information, the questionnaire in Appendix J has been included. The questionnaire should be completed by the ship's corpsman, the midshipman training officer, the XO, or the CO given to the midshipman prior to debarkation. This information is very important, and will allow the medical staff to intervene earlier in some cases with remediation and career counseling, and will help both our midshipmen and our medical staff in reaching appropriate decisions for the various commissioning options.

208. DISENROLLMENT

a. In cases of academic failure, physical disqualification, or resignation reported after the commencement of summer training and where continuation of training will have no detrimental effect on the individual, midshipmen will complete summer training. Disenrollment will be effected upon termination of summer training. If, in the opinion of the commanding officer, such continuation would result in disruption to the ship's training program, the commanding officer may recommend to NSTC or USNA, as appropriate, immediate termination of the midshipman's training orders and subsequent return to his/her parent unit.

b. In cases involving moral turpitude, the provisions of Chapter 5 will apply.

209. SECURITY CLEARANCES

a. Unless otherwise noted on a Master Assignment Message, each midshipman should hold a Secret clearance and the source of clearance data will be certified on individual orders. This data will include type investigation, agency conducting investigation, date of completion and level of clearance granted. If no individual orders are issued, security clearance information will be promulgated separately by the cognizant commanding officers of the midshipmen involved. Review paragraph 904 for clearance requirements on nuclear powered ships. (Note: NROTC units will comply with applicable NSTC guidelines for the restoration of security clearance for summer training.) Refer to SECNAVINST 5510.30Ser for security clearance information.

b. Superintendent USNA will inform fleet commanders of USNA midshipmen who are foreign nationals at least one month prior to scheduled embarkation. Such notification shall include full name, rank, identification number, nationality, whether or not parent nation clearances are held, and the level of classification to which USNA training is being conducted.

210. IMMUNIZATIONS AND MEDICAL SCREENING

a. References

- (1) BUMEDINST 6230.15
- (2) BUMEDNOTE 6230
- (3) BUMEDINST 6224.8/CH-1
- (4) CNO ltr 1300 Ser 13Cs/OU578931 of 24 Apr 90 (NOTAL)

b. General Information

(1) Midshipmen are to carry their International Certificate of Vaccination (PHS-731) during summer training. The Superintendent, USNA, and COs, NROTC units will ensure that prior to reporting to their ports of embarkation midshipmen will have received appropriate immunizations following the guidance of this manual. Dose schedules and procedures for administering these immunizations are in references (1) and (2). Commanding Officers, NROTC units are encouraged to contact the nearest naval or other military treatment facility to obtain the recommended immunizations. Midshipmen who are traveling to foreign countries to meet ships must receive the highest priority for receiving appropriate immunizations prior to leaving the United States.

(2) In certain cases, the remote location of a particular NROTC unit will make it difficult, if not impossible, for the midshipmen of that unit to receive required immunizations prior to reporting to their ports of embarkation. Further, the confidentiality of ships movement may make it difficult to determine specific immunization requirements. Receiving operational units shall, therefore, thoroughly review the immunization

records of midshipmen embarked and ensure that deficiencies are corrected in the most expeditious and practical manner.

(3) Specific vaccines or prophylaxis may be required or recommended for summer cruise involving foreign travel. Midshipmen should be briefed on basic food and water precautions for foreign travel. Contact the nearest Navy Environmental Preventive Medicine Unit (NAVENPVNTMEDU) for specific recommendations not addressed in this manual.

c. Required Immunizations and Screening Tests

(1) For the cruise, all midshipmen will have a documented tuberculin (PPD) skin test within the previous 36 months per reference (3). Human immunodeficiency virus (HIV) testing is not required for midshipmen prior to summer cruise per reference (4). HIV testing is not required prior to the administration of any vaccines listed below per reference (2).

(2) USNA midshipmen who have received the routine schedule of vaccines at the USNA usually do not require additional vaccines or booster doses with the possible exception of typhoid vaccine (see subparagraph c(5) below).

(3) All NROTC midshipmen must have documentation of a basic series, or an appropriate booster dose, of tetanus-diphtheria (Td) toxoid within the past 10 years. They must also have documentation of at least one dose of measles-mumps-rubella (MMR) vaccine (or its single antigen equivalents), or serologic evidence of immunity to these viruses. College/University immunization records of vaccination or serologic evidence of immunity may be used as documentation. This data should be transcribed to PHS-731, and to SF 601, Immunization Record.

(4) Midshipmen attending CORTRAMID or aviation cruises will have documented blood typing and Sickle Cell blood tests.

(5) Summer cruise involving foreign travel. Typhoid fever, yellow fever, and oral polio vaccines may be recommended for midshipmen whose summer cruise involves travel to or port calls in a country where these diseases pose risks. Yellow fever vaccine is only required for travel to countries in middle Africa or Central and tropical South America. (Yellow fever vaccine is not required for a transit of the Panama Canal or port calls in the Canal Zone.) Typhoid fever and polio vaccines are desirable for travel to many countries in Central and South America, the Caribbean, Africa, the Mediterranean, the Middle East, and Southeast Asia (excluding Japan). If practicable, these vaccines should be given to midshipmen traveling to these areas. If obtaining these vaccines is difficult and specific travel itineraries are available, the NROTC unit should contact the cognizant NAVENPVNTMEDU for specific recommendations on the priorities for obtaining these vaccines. If itineraries are not available, the need for typhoid and polio vaccine can be determined aboard the ship. Yellow fever vaccine must be obtained if there is any possibility a midshipman will be traveling to or through a yellow fever risk area, to preclude delays or problems with civilian authorities.

(6) Immune globulin (IG, Gamma globulin) is not routinely recommended for midshipmen for summer cruise, or for travel to a foreign country to meet a ship.

(7) Malaria chemoprophylaxis is not routinely recommended for midshipmen traveling to meet ships for summer cruise. The ship's medical department will provide prophylaxis, if it is needed for future port calls. Midshipmen traveling through middle Africa, to meet or leave a ship, should be taking malaria chemoprophylaxis. Contact the cognizant NAVENPVNTMEDU for specific recommendations.

(8) If a female midshipman is determined to be pregnant during cruise, follow applicable guidelines in OPNAV 6000.1A.

211. PASSPORTS.

a. Requirements:

(1) Generally, midshipmen traveling to WESTPAC, South American, and non-NATO European countries will require a passport. A few WESTPAC and South American countries will also require a visa. Midshipmen embarking/debarking in Bahrain (via AMC) or NATO countries may not require passports. MEDCs will indicate in CITRIX/OPMIS if a passport is required for a cruise. It is recommended that all midshipman traveling OUTCONUS have a valid tourist (blue) passport or an official passport.

(2) If a midshipman is in possession of a valid tourist (blue) passport, it may be acceptable depending on the embarkation or debarkation. NROTC units should check with the MEDC, or their PSD to verify that a tourist passport is acceptable. Some PSDs will not issue airline tickets on a tourist passport. If a tourist passport is unacceptable or if the midshipmen will require a visa, he/she should apply for an official no-fee passport.

b. The following items are required to obtain an official passport:

- Completed and executed passport application (DSP-11 or DSP-82)
- Completed and no-fee passport/visa application (DD-1056)
- Certified copy of Certificate of Birth, a previous U.S. passport, or Certificate of Naturalization
- Copy of Summer Training Orders
- Photocopy of Military ID
- 2 passport photos
- Name and phone number of NROTC unit POC

(1) DSP-11/DSP-82. The DSP-11 can be obtained from your local post office or passport agent. It must be typed or printed in black ink only. Do not fill in block 2 or the signature block unless in the presence of the passport agent executing the form. Once completed, the form must be executed by a passport agent. If there are no passport agents in your area, a postal clerk can substitute. However a memo may be required from the unit to the postal clerk stating the midshipman is applying for a no-cost passport and requesting the application be returned to the NROTC unit so that it may be forwarded to the State Department. The DSP-82 APPLICATION FOR PASSPORT BY MAIL may be used if a midshipman meets all 4 requirements listed on the application. If all four are not met, the DSP-11 form must be used. The four requirements are as follows:

- (a) I can submit my most recent passport.
- (b) I was at least 16 years old when my most recent passport was issued.
- (c) I was issued my most recent passport less than 12 years ago.
- (d) I used the same name as on my most recent passport, or I have had my name changed by marriage or court order and can submit proper documentation to reflect my name changes.

(2) DD 1056. Can be obtained from your local PSD. Must be typed. For blocks 16 & 18, enter the NROTC unit CO as the authorizing official. Include parts 1-3 with the passport application. Mail part 5 to PERS 10312.

(3) CERTIFICATE OF BIRTH. The certificate must be a state certified copy. If the midshipman was born in California or Puerto Rico, the long form birth certificate is required. Hospital birth records are not accepted. Midshipmen born abroad to U.S. citizens must provide a State Dept form FS-545 (report of an American Citizen born abroad) or its replacement, State Dept form FS-240. If this document is not available, a

midshipman may obtain a copy of the Dept of State DS-1350 certificate of birth from the following address for a twenty-dollar fee. The DS-1350 is a valid Documentation of birth.

Dept of State
Passport Services, Correspondence Branch
1111 19th ST NW, Suite 510
Washington DC 20522-1607

(4) SUMMER TRAINING ORDERS

(5) PHOTOCOPY OF MILITARY ID. Photocopy both front and back of ID on one sheet of paper.

(6) PASSPORT PHOTOS. Photos must be identical 2"x 2" with a white or off-white background.

(7) Name and phone number of NROTC unit POC.

c. Typical turnaround time is 4-6 weeks if received prior to 1 May. If submitting after 1 May or if passport is required in less than 45 days, submit a letter of expedite addressed to the U.S. State Department along with the passport application. Using a letter of expedite and FEDEX, passports can be issued in about 10 working days. The following information is required:

(1) Date of notification of cruise dates/passport requirement

(2) Date of travel

(3) Statement that purpose of trip is for Midshipman Summer Training and cannot be rescheduled due to ship availability.

(4) Applicants name, date of birth, and SSN

The letter must be signed by the NROTC unit commanding officer. Also, the letter must be drafted according to a certain format or it will not be acted upon. Contact your local passport agent to obtain these guidelines.

d. Send all required documentation to:

U.S. State Department
Official Travel Branch
1111 19th ST NW, Suite 350
Washington DC 20522
ATTN: USASCAF LIAISON
Tel (202) 955 0200

DO NOT APPLY FOR NO-FEE PASSPORTS THROUGH YOUR PSD!

Additionally, for tracking purposes, a copy of the DD form 1056 (both sides) and copy of the letter of expedite (if required) should also be mailed or faxed to USASCAF PASSPORT DIVISION, FAX (703) 696 2083, TEL (703) 696-1297, ATTN: Ms Siadto. If mailing-mail to:

Dept of the Army
OSA, USASCAF
PASSPORT & VISA DIVISION
ATTN: JDHQ TP, Ms SIADTO RM 1B870
6604 ARMY PENTAGON
WASHINGTON DC 20310-6604

e. Who gets what:

| | |
|------------------------|----------------------------|
| State Department gets: | USASCAF gets: |
| DSP-11 | Copy of DD form 1056 |
| Birth Certificate | Copy of letter of expedite |
| Photocopy of ID | |
| Pictures | |
| DD form 1056 | |
| Letter of expedite | |

f. Common problems:

- (1) Improper/ incomplete forms.
- (2) DSP 11 not executed and signed by a passport agent.
- (3) Inadequate birth certification.
- (4) Incomplete packages.
- (5) Wrong "To" on letters of expedite.
- (6) Insufficient justification on letters of expedite.

g. If you are uncertain about a part of the procedure, or encounter an unusual circumstance, contact the passport division at your servicing NAVPTO/PSD, local post office, or passport agency.

h. Any required country clearance messages will be sent by NSTC or the MEDC.

212. MEALS

- a. It is desired that midshipmen first class be fed in the wardroom mess.
- b. Midshipmen second class should be fed in the general mess.
- c. USNA/NROTC Midshipmen Eating in the Wardroom Mess. USNA/NROTC midshipmen are not to be billed personally for any wardroom mess charge. Mess bills for NROTC and USNA midshipmen eating in the wardroom will be processed IAW NAVSUP P-486, paragraph 2003. Midshipmen eating in a wardroom mess which procures rations from a general mess will be identified on the GAO Standard Form 1034-A by the general mess in order that ration credit may be claimed, as outlined below.

d. Midshipmen Subsisting in the General Mess. USNA and NROTC midshipmen eating in a general mess will be identified on the GAO Standard Form 1034-A or NAVSUP Form 1357 by the general mess in order that ration credit may be claimed. The form will show the number of rations furnished each type of personnel; i.e., USNA midshipmen or NROTC midshipmen. For NROTC and USNA midshipmen, separate certification is required per NAVSUP Publication P-486, paragraph 2003.

213. MAILING ADDRESSES, TELEPHONE AND FAX NUMBERS, SERVICING NAVPTOs, MESSAGE ADDRESSES, AND UICs OF USNA COMMANDANT OF MIDSHIPMEN, NROTC UNIT COMMANDING OFFICERS, AND MARITIME ACADEMY'S DEPARTMENTS OF NAVAL SCIENCE. (Message addresses and telephone numbers of NAVPTOs listed are contained in Appendix I.)

Due to possible delays in message transmission to NROTCU, should it become necessary to contact an NROTC unit by message, the appropriate Midshipmen Embarkation/Debarcation Coordinator (MEDC) should be included as an information addressee. The MEDC will contact the NROTC unit by telephone concerning UNCLAS information. The Naval Academy is directly serviced by naval communications facilities.

UIC

*N/A Naval Service Training Command, NSTC (NSTC OD31)
250 Dallas Street, Suite A
Pensacola, FL 32508-5268
(850) 452-9553/9569, DSN 922-9553/9569
FAX 850-452-2486
NSTC OFFICER DEVELOPMENT PENSACOLA FL//OD31//

00161 Superintendent

U.S. Naval Academy, (Stop 7D)
121 Blaker Road, Annapolis, MD 21402-5000
(410) 293-6592, DSN 281-6592
FAX 410-293-2317
NAVPTO WASHINGTON DC
USNA ANNAPOLIS MD//7D//

68725 Arizona, University of,

1042 E South Campus Drive
Tucson, AZ 85721-0032
(520) 621-1281
DSN: 228-3900 Ext 621-1281
FAX (520) 626-9254
NAVPTO SAN DIEGO CA
NROTCU UNIV OF ARIZONA TUCSON AZ//JJJ//
messages@nrotc.arizona.edu

63296 Auburn University

WM F Nichols Center, Room NAVY 212
Auburn, AL 36849-5512

(334) 844-4364
FAX (334) 844-3428
NAVPTO MEMPHIS TN
ZEN/AUBURN UNIV AUBURN AL//JJJ//
nrotc@mail.auburn.edu

68717 Boston University
116 Bay State Road
Boston, MA 02215-1796
(617) 353-4232/2535, DSN 955-4934/4509
FAX (617) 353-6475
NAVPTO NEW LONDON CT
NROTCU BOSTON UNIV MIT BOSTON MA//JJJ//
navyrotc@bu.edu

63213 California Berkeley, University of
152 Hearst Gymnasium
Berkeley, CA 94720-3640
(510) 642-3551
FAX (510) 643-9731
NAVPTO SAN FRANCISCO CA
NROTCU UNIV OF CALIFORNIA BERKELEY CA//JJJ//
cal-berkeley.nrotc@ucnet.navy.mil

63220 California at Los Angeles, University of
2388 John Wooden Center
Box 951399
Los Angeles CA 90095-1399
(310) 825-9075/6/7, DSN 833-2394
FAX (310) 267-4615
NAVPTO LONG BEACH CA
NROTCU LOS ANGELES CA//JJJ//
gonavy@ucla.edu

68877 Carnegie-Mellon University
4615 Forbes Ave
Pittsburgh, PA 15213-3597
(412) 268-5109
FAX (412) 268-6381
NAVPTO GREAT LAKES IL
NROTCU CARNEGIE MELLON UNIV PITTSBURGH PA//JJJ//
carnegie-mellon.nrotc@cnet.navy.mil

66612 Citadel, The
171 Moultrie Street
Jenkins Hall
Charleston, SC 29409-0770
(843) 953-5193, DSN 563-2379

FAX (843) 953-6939
NAVPTO CHARLESTON SC
NROTCU THE CITADEL CHARLESTON SC//JJJ//
navy@citadel.edu

63214 Colorado, University of
374 UCB
Boulder, CO 80309-0374
(303) 492-8287/2582, DSN 926-1110
Ask for number desired
FAX (303) 492-0543
NAVPTO SAN DIEGO CA
NROTCU UNIV OF COLORADO BOULDER CO//JJJ//
robert.t.coleman@colorado.edu

63291 Cornell University
Barton Hall
Ithaca, NY 14853-1701
(607) 255-4202/5603
FAX (607) 255-3201
NAVPTO NEW LONDON CT
NROTCU CORNELL UNIV ITHACA NY//JJJ//
navyrotc@cornell.edu

63299 Duke University
201 North Bldg, Room 225, Research Drive
PO Box 90456
Durham, NC 27708-0456
(919) 660-3700
FAX (919) 684-3952
NAVPTO CHARLESTON SC
NROTCU NORTH CAROLINA PIEDMONT REGION DURHAM NC//JJJ//
dlthomas@duke.edu

3582A Embry Riddle University
600 South Clyde Morris Boulevard
Daytona Beach, FL 32114-3900
(386) 323-8990
FAX (386) 323-8989
NAVPTO JACKSONVILLE FL
NROTCU EMBRY RIDDLE AERONAUTICAL UNIVERSITY DAYTONA BEACH FL//JJJ//
Hemmerlj@erau.edu

68139 Florida A&M University
P.O. Box 6508
Tallahassee, FL 32314-6508
(850) 599-3980/89/15
FAX (850) 561-2517
NAVPTO JACKSONVILLE FL

NROTCU FLORIDA A AND M TALLAHASSEE FL//JJJ//
nrotcadm1@famuedu

68064 Florida, University of
P.O. box 118537
Gainesville, FL 32611-8537
(352) 392-0973
FAX (352) 392-3069
NAVPTO JACKSONVILLE FL
NROTCU UNIV OF FLORIDA GAINESVILLE FL//JJJ//
shieldsy@ufl.edu

68726 The George Washington University
2035 F St. NW
Washington, DC 20052-0000 (ltr mail)
or 20006 (bulk mail)
(202) 994-5880, DSN 762-0192, Toll Free (800) 255-5175
FAX (202) 994-0090
NAVPTO WASHINGTON DC
NROTCU GEORGE WASHINGTON UNIV WASHINGTON DC//JJJ//
wdlewis@gwu.edu

63301 Georgia Institute of Technology
225 North Avenue NW
Atlanta, GA 30332-0125
(404) 894-4771/2, DSN 367-3876 (Morehouse)
FAX (404) 894-6029
NAVPTO CHARLESTON SC
NROTCU ATLANTA GA//JJJ//
erik.hall@rotc.gatech.edu

68699 Hampton Roads
5214 Bluestone Avenue
Norfolk, VA 23529-0120
(757) 444-2702
DSN 564-2702
FAX (757) 683-4725 (Old Dominion)
NAVPTO NORFOLK VA
NROTCU HAMPTON ROADS NORFOLK VA//JJJ//
dseybold@odu.edu

63303 Holy Cross, College of the
NROTC Holy Cross
PO Box E
1 College St.
Worcester, MA 01610-2389
(508) 793-2433/4

FAX (508) 793-2373
NAVPTO NEW LONDON CT
NROTCU HOLY CROSS WORCESTER MA//JJJ//
jknight@holycross.edu

63227 Idaho, University of
375 South Line Street
Moscow, ID 83844-1122
(208) 885-6333/4
FAX (208) 885-6339
NAVPTO BANGOR WA
NROTCU UNIV OF IDAHO MOSCOW ID//JJJ//
navyrotc@uidaho.edu

63215 Illinois Institute of Technology
3300 South Federal St.
Chicago, IL 60616-3793
(312) 567-3530
FAX (312) 567-3528
NAVPTO GREAT LAKES IL
NROTCU CHICAGO AREA EVANSTON IL//JJJ//
nrotc@iit.edu

63234 Illinois, University of
505 E. Armory St Room 236B
Champaign, IL 61820-6288
(217) 333-1061/2; DSN Chanute AFB operator at 862-1110; then ask for (217) 333-1061/2/0187
FAX (217) 244-1435
NAVPTO GREAT LAKES IL
NROTCU UNIV OF ILLINOIS CHAMPAIGN IL//JJJ//
worley@uiuc.edu

63210 Iowa State University
Ames, IA 50011-3035
(515) 294-6050/68
FAX (515) 294-3788
NAVPTO GREAT LAKES IL
NROTCU IOWA STATE UNIV AMES IA//JJJ//
isunrotc@iastate.edu

66753 Jacksonville University
2800 University Blvd N
Jacksonville, FL 32211-3394
(904) 256-7480
FAX (904) 256-7499
NAVPTO JACKSONVILLE FL
NROTCU JACKSONVILLE UNIV JACKSONVILLE FL//JJJ//
merfour@ju.edu

63222 Kansas, University of
1520 Summerfield Hall Dr.
Military Science Bldg. #46, Room 115
Lawrence, KS 66045-2528
(785) 864-3161
FAX (785) 864-3144
NAVPTO GREAT LAKES IL
NROTCU UNIV OF KANSAS LAWRENCE KS//JJJ//
kevarney@ku.edu

68141 Maine Maritime Academy
P O BOX 137 Pleasant St.
Castine, ME 04421-0137
(207) 326-2352 Ext 350 (school switchboard)
FAX (207) 326-2351
NAVPTO NEW LONDON CT
NROTCU MAINE MARITIME ACADEMY CASTINE ME//JJJ//
nmanrotc@bell.mma.edu

63225 Marquette University
Naval Science Dept, Gymnasium 102
P O BOX 1881
Milwaukee, WI 53201-1881
(414) 288-7076/7
FAX (414) 288-7078
NAVPTO GREAT LAKES IL
NROTCU MARQUETTE UNIV MILWAUKEE WI//JJJ//
heath.krida@marquette.edu

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W59-110
MIT Bldg.
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(617)253-2991
FAX (617) 258-6849
NAVPTO NEW LONDON CT
NROTCU BOSTON UNIV MIT BOSTON MA//JJJ//
holmesrc@mit.edu

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Campus Box 526260
Memphis, TN 38152-0001
(901) 678-2370
FAX (901) 678-4353
NAVPTO MEMPHIS TN
NROTCU MID SOUTH REGION UNIVERSITY MS//JJJ//

navyrotc@memphis.edu

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67 Millett Hall
Oxford, OH 45056-1698
(513) 529-3700
FAX (513) 529-4292
NAVPTO GREAT LAKES IL
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63211 Michigan, University of
1105 N. University Ave.
Ann Arbor, MI 48109-1085
(734) 615-2020
FAX (734) 764-3318
NAVPTO GREAT LAKES IL
NROTCU UNIV OF MICHIGAN ANN ARBOR MI//JJJ//
navystaff@umich.edu

63226 Minnesota, University of
15 Church St SE 203 Armory
Minneapolis, MN 55455-0108
(612) 625-6677, DSN Operator Area Six 783-1110
then ask for 625-6677
FAX (612) 624-5030
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nrotc@umn.edu

63307 Mississippi, University of
PO Box 69
University, MS 38677
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FAX (662) 915-5300
NAVPTO MEMPHIS TN
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FAX (573) 884-5411
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nrotcmu@missouri.edu

68881 Morehouse College

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DSN 367-3876
FAX (404) 756-0525
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NROTC ATLANTA GA//JJJ//
mhooks@morehouse.edu

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103 M&N BLDG
Lincoln, NE 68588-0139
(402) 472-2475
FAX (402) 472-7700
NAVPTO GREAT LAKES IL
NROTCU UNIV OF NEBRASKA LINCOLN NE//JJJ//
navyrotc@unl.edu

63209 New Mexico, University of
720 Yale Blvd. NE
Albuquerque, NM 87131-1556
(505) 277-3744/5, DSN Kirtland AFB Operator at 244-0011; ask for 277-3744/5
FAX (505) 277-4501
NAVPTO CORPUS CHRISTI TX
NROTCU UNIV OF NEW MEXICO ALBUQUERQUE NM//JJJ//
nrotc@unm.edu

68303 New York Maritime College, State University of
6 Pennyfield Avenue
Fort Schuyler, Bronx, NY 10465-4198
(718) 409-7241
FAX (718) 409-7402
NAVPTO NEW LONDON CT
NROTCU ST UNIV NY MARITIME FT SCHUYLER NY//JJJ//
nrotc@sunymaritime.edu

32290 North Carolina State University
Campus Box 7310
186 Reynolds Coliseum
Raleigh, NC 27695
(919) 515-1404
FAX (919) 515-6215
NAVPTO CHARLESTON SC
NROTCU NORTH CAROLINA PIEDMONT REGION DURHAM NC//JJJ//
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*In most cases DSN numbers listed are for nearby military installations. Ask operator to patch to NROTC units. (See paragraph 105)

214. COMMISSIONING OF NROTC GRADUATES AT END OF TRAINING. There may be a few NROTC seniors on summer training who have completed all requirements for a commission except a final at-sea training period. Commissioning aboard ship or at any location other than the parent NROTC unit is not normally authorized unless prior arrangements have been made between NSTC, the NROTC unit, and the ship. Midshipmen should report to the commanding officer of their parent NROTC unit for commissioning at the completion of at-sea training. Marine Option midshipmen completing "BULLDOG" (1/C Field Training) are an exception to this rule.

a. Action required for commissioning when requirements are not satisfied. If the midshipman concerned does not satisfactorily complete his or her summer training requirements and is not considered qualified for a commission, the following action shall be taken by the training ship:

(1) Advise NSTC and the parent NROTC unit immediately concerning any circumstances which would tend to disqualify a midshipman for his/her commission.

(2) Process the midshipman in the same manner as for those completing a regular summer training period. Direct the midshipman to return to his/her parent NROTC unit.

215. NONAPPROPRIATED FUND SUPPORT FOR RECREATION OF MIDSHIPMEN

a. Fund Allocation. Nonappropriated funds from the BUPERS Central Recreation Fund are made available for recreation of midshipmen during summer training periods. A DOD-wide standardized allocation rate of \$3.47 per midshipman for the entire cruise period has been established for this purpose and is provided directly to cognizant major commands (Fleet, TYCOM, OIC, etc.) by the Bureau of Naval Personnel (PERS-652D) upon request, subject to distribution instructions issued by NSTC. Further redistribution of available funds to subordinate commands involved in midshipman summer training (i.e., individual ship, group, squadron commanders) will be effected as determined and directed by the cognizant major command.

b. Administration of Nonappropriated Funds. Nonappropriated funds are, in effect, trust funds generated by Navy personnel to help provide financial support for their recreational activities. Adequate controls must be instituted, therefore, to guard against the misuse of these funds. Fund administrators (commanders, commanding officers, and other officials who have funds under their jurisdiction) shall ensure that such funds are properly and effectively administered (received, safeguarded, and accounted for) and that the benefits of these funds be channeled only to eligible personnel.

c. Intended Uses of Funds. The primary purpose for the provision of nonappropriated funds from the BUPERS Central Recreation Fund is to assist in offsetting the costs involved in midshipmen participation in recreational/wardroom social functions scheduled while on active duty for training. Funds must be expended for recreational purposes only. The use of such funds for incentive awards, gifts, cruise book expenses, Honorman plaques, flowers, and similar nonrecreational purposes is specifically prohibited by current Navy directives or policy.

d. Supplemental Support. Requests for supplemental nonappropriated fund support above that provided in paragraph 215a will not be honored by the Chief of Naval Personnel. Additionally, due to the inequity involved, supplemental nonappropriated fund monetary support for midshipmen recreational purposes should not be solicited or provided from other nonappropriated funding sources such as claimant/Composite/Unit Recreation Funds under the cognizance of the Chief of Naval Personnel.

e. Accounting for Nonappropriated Funds. Accountability for nonappropriated funds commences upon receipt of such funds, either directly from the Chief of Naval Personnel or from cognizant major commands. These funds may either be deposited in a local Composite/Unit Recreation Fund for the specific use of the midshipmen unit undergoing training or in a local bank account in the name of the midshipman unit. If a separate bank account is established, the fund administrator shall notify the depositor in writing that the Chief of Naval Personnel is successor in interest to the account and that no responsibility will attach to the bank after transfer of funds to or under the order of the Chief of Naval Personnel. The use of a personal (individual) checking account for this purpose is prohibited. All disbursements from the funds provided shall be accounted for separately with receipts covering such expenditures retained as official records related to the disbursements. A final report listing the specific uses of funds, together with a check for any residual amounts, shall be forwarded to the Chief of Naval Personnel (PERS-652D).

f. Command Nonappropriated Fund Financial Report (Report Control Symbol 1533-67). Those commands (Fleet, TYCOM, OICs) provided an allocation of nonappropriated funds directly from the BUPERS Central Fund for midshipmen recreation purposes shall forward a final consolidated financial report to the Commander, Bureau of Naval Personnel (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 made payable to the "Bureau of Naval Personnel" for any residual amount. A copy of the final financial report shall be provided to NSTC (NSTC OD31). ■

216. PRECOMMISSIONING PHYSICALS. Due to the remote location of many NROTC units, it is often difficult to complete precommissioning physicals for First Class Midshipmen. First Class cruise offers a viable opportunity to administer these physicals to many midshipmen, and in accordance with COMNAVMEDCOMNOTE 6120, if not already accomplished, the requirement to have a precommissioning physical should clearly be marked on each midshipman's Senior NROTC Training Orders (NAVEDTRA 1320/6) by units. MEDTs will coordinate onsite precommissioning physical exams with appropriate ship and COMNAVMEDCOM personnel wherever possible. Completed physicals should be forwarded to the midshipman's parent unit.

217. UNIT AWARDS. In almost all cases, personnel assigned for training duty are not eligible for unit awards such as the Navy Expeditionary Medal. A person assigned in a training status (such as all midshipmen on cruise) may receive consideration for a unit award if the ship's commanding officer certifies to the Chief of Naval Operations via the fleet commander that the person made an individual, particular, and significant contribution to the mission of the command. (SECNAVINST 1650.1F, Navy and Marine Corps Awards Manual, is germane.) NROTC midshipmen are eligible for awards for which they may qualify when serving on active duty but not for periods spent as full-time college students. Each activity holding individual service records will make appropriate entries on unit awards, campaign and service medals.

CHAPTER 3

TRAINING

300. CONCEPT OF TRAINING

a. Midshipman Professional Development - General. Summer cruise training is an essential element of professional development of midshipmen. As a consequence, the goals and objectives for summer cruise are ambitious but essential to the development of professional competencies within these midshipmen. In the past, cruise experiences in support of USNA/NROTC training and education objectives have varied depending on operating tempos, fleet exercises, availability of training services, maintenance and even weather factors. However, cruise successes, in the eyes of the midshipmen, have been linked consistently with the innovations and initiatives of individual units regardless of employment or schedule. The identification of specific objectives for this year's summer training is an attempt to compensate for the differences in deployments and training opportunities and to standardize the attainment of desired professional competencies. The report on the fitness of midshipman (para. 404), and the post-cruise examination for most midshipmen, will measure the efficiency of summer cruise training in the accomplishment of those specific competencies. The measure of training achieved and the individual midshipmen evaluations are important data on the progress toward obtaining a commission in the naval service.

b. Factors Affecting Training and Motivation. Professional training and motivation of midshipmen will result from establishing the proper training environment and adhering to prescribed training plans.

(1) CO/XO Involvement. Experience has shown that the single most important factor in a midshipman's cruise experience is the involvement of the Commanding Officer and Executive Officer in midshipmen training. Those ships in which the CO and XO take a personal interest in midshipmen training stand out sharply from the rest. A ship which is expecting the midshipmen and is prepared for them makes the finest possible first impression and sets the tone for the duration of the cruise. Similarly, CO/XO involvement should start with a personal welcome aboard upon arrival and continue with genuine interest. Frequent contact with midshipmen, even if it is only to ask, "How are you doing?" in passing, makes a big impact on midshipmen morale and enthusiasm for training. All efforts toward making second class midshipmen feel welcome will pay great dividends. Finally, the CO or XO must take the time to counsel midshipmen on their performance and on their fitness reports. The midshipmen deserve the same sort of counseling provided to junior officers on their strengths and weaknesses. The midshipman you train this year could be your division officer next year.

(2) Midshipman Training Officer (MTO). The MTO is directly responsible for developing the ship's training plan for midshipmen and its proper implementation aboard ship. The MTO must be warfare qualified and should be a top-performing officer at the LT/LTJG level. COs/XOs are encouraged to pick their best officers as MTOs.

(3) Midshipmen Running Mates. Each midshipman shall be assigned a running mate. Running mates have a great impact upon midshipmen's perceptions of the cruise, the ship and the Navy. All running mates should be highly motivated, top performing individuals who are positive role-models and strongly motivated towards the naval service.

(a) Running mates for midshipmen 1/C ideally should be warfare-qualified division officers, at the LT/LTJG level.

(b) Midshipmen 2/C will be assigned high caliber, career motivated, and warfare qualified (to the extent possible) E-4 to E-5 running mates. They will stand enlisted watches and will be berthed and messed in enlisted spaces and facilities. Midshipmen 2/C will be assigned to a petty officer to promote a sense of

leadership and responsibility and contribute to overall midshipmen training program goals and objectives. Midshipmen 2/C will not be assigned duties such as chipping paint, cleaning bilges, or mess cooking for extended periods. However, they should become actively involved in work-center tasks, including those requiring manual labor. The working uniform for second class midshipmen will be dungarees. Workcenters are encouraged to supply 2/C midshipmen with coveralls, so that they can perform/assist in the duties of their running mate. It must be noted that a significant majority of the 2/C midshipmen have no shipboard experience, and the only exposure to the shipboard life/organization has been through their naval science classes. Running mates should function as teachers, showing the midshipmen how things are run and when the midshipmen have demonstrated proficiency in a particular area, turning over tasks for the midshipmen to accomplish.

(4) Training Environment. An enthusiastic and involved ship's company from the commanding officer to midshipmen running mates is indispensable to midshipman training and motivation. It is recognized that the ship's commitments, operational or otherwise, continue and that midshipmen training obligations often compound the difficulty in meeting these commitments. Midshipman awareness of the difficulty is desirable as part of their professional development; however, any perception by midshipmen that their presence is burdensome to the command greatly reduces their motivation to meet training goals. Therefore, the assignment of career oriented midshipmen training officers and running mates is of critical importance. The shipboard personnel assigned to these billets should be present throughout the duration of the cruise and carefully screened to exhibit the highest professional motivation.

c. Maximizing Training Opportunities During Changing Circumstances. In accordance with OPNAVNOTE 1530, the average underway time for ships participating in summer cruises is estimated to be about 10 days per cruise; however, individual ships' schedules will vary. Should unforeseeable schedule changes arise which significantly reduce midshipmen training opportunities, midshipmen training officers should provide alternate means of satisfying training requirements, such as short embarkations on sister ships or the scheduling of classroom training (Firefighting, Damage Control, 3M schools, etc.) to the extreme action of administratively cross-decking midshipmen to other ships. Midshipmen Embarkation/Debarcation Teams (MEDTs) and/or MLOs are available to assist in matters of this nature. The summer training handbook, which was distributed by each NROTC Unit and USNA staff personnel, is an important part of the midshipmen's summer training. However, an equally important part is the full participation of midshipmen in a wide variety of shipboard activities and qualifications.

301. CONDUCT OF TRAINING

a. Specific goals. The broad goals and objectives of midshipman summer training are outlined in Chapter 1.

(1) Specific goals for the training of midshipmen second class are:

(a) To familiarize each midshipman with the duties and responsibilities of an enlisted petty officer (E4-E5), including quarterdeck Petty Officer of the Watch Inport.

(b) To familiarize midshipmen with the duties and responsibilities of the Damage Control Center (DCC) watch/personnel, including qualification in basic damage control PQS.

(c) To familiarize each midshipman with the duties and responsibilities of the cold iron watch for the engineering plant inport and machinist's mate of the watch underway.

(d) To familiarize each midshipman with the duties and responsibilities of the boatswain's mate of the watch and other bridge watchstations.

(e) To familiarize each midshipman with the duties and responsibilities of the PMS supervisor/301 maintenance man.

(f) On submarines, to familiarize each midshipman as helmsman/planesman, messenger of the watch, lookout, and (if extended inport operations permit) Petty Officer of the Deck/Topside Security.

(2) Specific goals for the training of midshipmen first class are:

(a) To familiarize each midshipman with the daily duties and responsibilities of a Division Officer onboard a ship, submarine, or in a squadron.

(b) To familiarize each midshipman with the inport/at sea watchstations/watchstanding duties of a Division Officer.

(c) On submarines, to qualify as Basic Submarine Officer, Battery Charging Lineup Officer, and Diving Officer of the Watch.

b. Training Phases. The following summarizes the basic training which will accomplish the specific goals and objectives above.

(1) Inport

(a) All midshipmen should receive tours of various ship types while in port, to broaden their exposure. Ships should make arrangements for reciprocal tours with ships of different classes.

(b) Midshipmen Second Class

1. Assignment to duty sections in accordance with regular ship policy.

2. Assignment to various inport watches such as Quarterdeck Petty Officer of the Watch, boat crews, DC Central Watch, cold iron watch, etc.

3. Performance of assigned ship's work within the department to which assigned, while remaining within the framework of the formal training program. All midshipmen are expected to become familiar with the duties of a PMS supervisor/301 maintenance man.

4. Participation in all types of inport drills, with particular emphasis on Damage Control.

5. Rotation through major line departments (optional).

(c) Midshipmen First Class

1. Assignment to duty section in accordance with regular ship policy.

2. Assignment to JOOD watches and Boat Officer duties (U/I).

3. Assignment to watches, responsibilities, tasks and duties as OODs (inport) and with Damage Control Petty Officers in the execution of their duties.

4. Assignment to duties with Shore Patrol Units in an "under instruction" status. They should not be employed as members of the Shore Patrol, or as Beach Guards, either as officers or patrolmen, but they may be

assigned administrative or liaison duties at Patrol Headquarters, or as assistants to the Senior Patrol or Beach Guard Officer.

(2) Underway

(a) Midshipmen Second Class

1. Assignment to divisions for training in the workcenter operations and maintenance activities.
2. Assignment to various watches, rotating watches between stations to broaden experience. Formal training should continue during these watches.
3. Assignment to GQ and condition watch stations.
4. Rotation through major line departments (optional).

(b) Midshipmen First Class

1. Assignment to junior officer watches. (During the underway periods midshipmen should stand a minimum of three watches in main control, CIC, and on the bridge.)
2. In addition to these minimum watch requirements, midshipmen should observe the following special evolutions (minimums stated), as schedules permit:
 - a. One light off and one securing watch in main control.
 - b. One special sea and anchor detail on the forecastle and one sea detail on the bridge.
 - c. One casualty control training period in main control.
 - d. One GQ training period in CIC.
 - e. One GQ training period in DC Central.

c. Watchstanding on Nuclear Powered Ships. Midshipmen are encouraged to tour the engineering spaces on nuclear powered ships and be familiar with the propulsion plant; however, they may not stand watches, including under instruction watches, as this is contrary to NAVSEA directives.

d. Additional Cruise Guidance for Midshipmen: USNA and NROTC units have provided 2/C Midshipmen with a supplemental cruise guide modeled after the Enlisted Surface Warfare Specialist Manual (ESWS) (see appendix M). The guide will include various knowledge and practical factors that Midshipmen will need to complete during their cruise. The administration of this program should be conducted in a manner similar to ESWS and Enlisted Submarine Qualifications. Commands should ensure only qualified personnel sign off Midshipmen guides. Commanding Officers are encouraged to modify cruise guides as appropriate to account for platform difference and optimize the cruise experience. The cruise guide has been designed so that a Midshipman can complete it during a typical four week cruise. The goal is not to turn the second class cruise into a quest for signatures, but to provide guidance on what they should be learning and what activities they should attempt to accomplish. USNA/ROTC units can tailor their guides to reflect the training their Midshipmen have had prior to cruise and what signatures are necessary for a beneficial cruise.

e. Shipboard Administration

(1) Midshipmen Organization. A separate organization for embarked midshipmen is not desired. To assist in integrating midshipmen into the existing shipboard organization, a sample ship's notice is presented in Appendix A. The assignment of midshipmen first class to a specific junior officer billet for the duration of cruise is encouraged, but not required although they must spend a minimum of two weeks in one department. Watches for midshipmen first class may, however, be in a different department. Midshipmen second class may be rotated at least every two weeks through a combination of Operations, Weapons/Deck or Engineering Departments. This rotation is optional and should be reviewed by the ship's MTO.

302. MIDSHIPMAN SUMMER TRAINING QUESTIONNAIRE. USNA midshipmen will complete a computerized questionnaire upon return to USNA. NROTC midshipmen will be provided a computer-scannable questionnaire by their parent unit upon return from summer cruise. Submission is mandatory only by NROTC midshipmen who participate in summer training cruises. This includes NROTC midshipmen who participate in CORTRAMID. CORTRAMID staff will forward completed midshipmen questionnaires to NSTC OD31 at the end of cruise. Midshipmen may also be asked to complete the Midshipmen Debrief Sheet (for ship's use, see Appendix B) prior to debark. Midshipmen comments and numerical ranking of items, on both the questionnaire and on the debrief sheet, should reflect a candid yet professional perception of cruise.

303. UNIQUE ASPECTS OF MARITIME ACADEMY MIDSHIPMEN TRAINING. Each year, several second class midshipmen from the U.S. Merchant Marine Academy and the state-sponsored maritime schools express interest in a month long active training period aboard U.S. Navy vessels prior to commencing their second academy-sponsored six month long at-sea training periods aboard U.S. flag merchant ships. These selected midshipmen already have approximately six months experience on board merchant ships during the at-sea period of their third class year and are expressing strong interest in extended active naval service following graduation. These second class midshipmen shall be provided the same berthing and training as offered to midshipmen first class from the U.S. Naval Academy and NROTC units, as outlined in section 301 of this manual. In most cases, these maritime academy midshipmen shall not be authorized pay due to funding constraints. Midshipmen from the U.S. Merchant Marine Academy will also carry academy-required training projects concentrating in their major course areas (i.e., Marine Transportation or Marine Engineering), in addition to NSTC's training handbook. Most maritime school graduates sail on U.S. flag merchant ships in accordance with the mission for which they were directly trained; however, many apply and are accepted for extended active naval service upon commissioning, and ultimately become career naval officers. The experiences of these midshipmen who participate in NSTC sponsored at-sea training will better prepare them to accept a four year active duty commitment. Fitness reports should be prepared for these midshipmen, as outlined in paragraph 403, and forwarded to the appropriate Officer in Charge, Department of Naval Science listed in paragraph 213.

CHAPTER 4

PROFESSIONAL PERFORMANCE AND APTITUDE FOR THE NAVAL SERVICE

400. GENERAL. Midshipmen fitness reports during summer training cruises are optional.

Commanding Officers are encouraged to submit fitness reports for particularly outstanding or deficient performance. If a fitness report is submitted on an individual midshipman the following information is germane. Aptitude for the service as determined from professional reports of fitness is used at the Naval Academy and in the NROTC Program to describe a midshipman's officer qualities, potential as a naval officer, and current performance in relation to his/her contemporaries. A midshipman's professional performance during summer training may be the basis for the military performance grade that is assigned at the end of the training period. This grade may:

- a. Directly influence the midshipman's opportunity to attain a higher rank after summer training.
- b. Affect a retention decision in the event that academic problems arise or in the event the midshipman possesses insufficient aptitude for service as a commissioned officer.
- c. May have an effect on final class standing and warfare specialty selection. Since the midshipmen are only observed by their schools' naval staff under essentially academic surroundings, the fitness reports developed during at-sea training cruises are of importance and warrant careful and complete consideration. General remarks and inflated marks should be avoided unless accompanied by specific, explanatory statements. The midshipmen are in training to be officers. A major part of that training involves correction of faults where necessary. By providing specific shortcomings as well as specific strengths, a logical counseling program can be instituted at the midshipman's parent unit to ensure that his/her weaknesses are recognized and eliminated and strong points reinforced. In the case of extremely adverse marks or problems the ship/squadron should contact the MLO to make arrangements to have the midshipman returned to his/her parent unit.

401. OBJECTIVES. The main objectives of the aptitude system are:

- a. To determine to what degree midshipmen possess officer qualities and qualifications for positions of authority and responsibility within the battalion and to provide a comparison with their peer group.
- b. To provide counseling and guidance based on an assessment of midshipmen in a fleet environment toward improvement of officer qualities of midshipmen. Counseling and guidance are two of the most important phases of the military performance system. Even the outstanding performer may have a minor fault that would warrant comment for his/her own future improvement. On the other hand, a midshipman who is at or near the bottom of the peer group in performance is not necessarily an unsuitable officer candidate. He/she may be at or near the bottom of a group of midshipmen who are generally excellent. Midshipmen with unsatisfactory or borderline performance have, by participating in frank and informal discussions with a division officer, department head, or executive officer, improved to the extent that they become fully acceptable. Commanding officers are encouraged to counsel those midshipmen who appear low in performance, informing them of their deficiencies and making recommendations for improvement. In the case of a midshipman who is very low in performance, a brief record of the initial and subsequent interviews and progress made by him/her should be made in the remarks section and continued on the reverse side of his final fitness report. Each midshipman must be specifically counseled on the contents of their fitness report prior to debark. **Midshipmen fitness reports must be signed by either the commanding officer or executive officer. Midshipmen must have their original fitness report given to them prior to detaching from cruise.**

402. RESPONSIBILITY. The responsibility for proper assessment of professional performance and the assignment and submission of military performance grades for each midshipman on summer training rests with

the commanding officer of the ship, squadron, or unit to which the midshipman is assigned. The attention of all commanding officers is invited to paragraph 403.

403. PROCEDURES. Each midshipman to be evaluated will fill out the appropriate heading on an OFFICER FITNESS REPORT (NAVPERS 1610/2), and submit the report as directed by his/her ship's commanding officer. INFLATION OF GRADES IS NOT DESIRED NOR IS IT ENCOURAGED.

a. Interim Reports. Interim reports on midshipmen are not required, however, each department having a midshipman assigned during a part of the cruise should track the midshipman's progress and provide a feeder evaluation to the officer who may submit a final report.

b. Final Reports. (IF A MIDSHIPMAN TRAINING FITNESS REPORT IS SUBMITTED) A final report of performance will be prepared by a commissioned officer as designated by the commanding officer for the commanding officer's or executive officer's signature using the fleet Officer Fitness Report format (NAVPERS 1610/2). Information unique to midshipman fitness reports is as follows:

BLOCK 2: "MIDN"

BLOCK 3: Leave blank

BLOCK 5: Mark AT/ADSW block

BLOCK 8: "REGULAR"

BLOCK 10: Mark DETACHMENT OF INDIVIDUAL block

BLOCK 17: Mark REGULAR block

BLOCK 20: "N/A"

BLOCK 29: Primary duty for MIDN 1/C should be "ASST DIVO". Primary duty for MIDN 2/C will be dependent upon the duties assigned by the ship and running mate. Include any additional responsibilities and watches assigned.

BLOCK 30: "NOT REQ"

BLOCKS 33-38: Assign grades for all observed areas in accordance with BUPERS guidance. Any outstanding remarks should be commented on in block 41. INFLATION OF GRADES IS NOT DESIRED NOR IS IT ENCOURAGED.

Professional Expertise - Midshipmen should report for summer training with basic knowledge acquired during the academic year. Did the midshipman:

- properly utilize the chain of command?
- display basic knowledge of shipboard systems?
- understand watchstanding procedures?
- apply knowledge to day to day performance?

Equal Opportunity - Did the midshipman:

- fully support the Navy's policy on minorities, their presence and mission, by his/her actions and words?

- present fair and impartial treatment of his/her subordinates and peers without regard to race, religion, or gender?
- show a sensitivity to minority issues?
- help to maintain an environment free of discrimination and harassment?

Military bearing/Character - Each midshipman is expected to uphold the highest standards, and to hold the highest respect for the Navy and all it stands for. Does the midshipman:

- show correct posture, appearance, and uniform?
- know and observe navy courtesies and tradition?
- show a commitment to physical fitness?
- display sobriety, moral courage, and maturity?

Teamwork - Midshipmen should display awareness of being part of a larger team. Does the midshipman:

- exhibit enthusiasm for support in crew and team activities?
- understand the reasons for unpopular or difficult policy decisions regarding limitations/restriction on liberty?
- perform their fair share of work in planning and executing activities?
- work well with others, or try to take over the group?

Mission Accomplishment and Initiative - Midshipmen should display motivation toward accomplishing goals to the best of their ability, as well as a desire to seek out a higher level of responsibility. Does the midshipman:

- have an aggressive attitude toward mission accomplishment?
- aggressively pursue PQS qualifications?
- through force of personality carry others along towards accomplishing assigned tasks?
- actively seek out additional learning opportunities?

Leadership - Midshipmen should understand the importance of being able to motivate and develop others to accomplish goals. Does the midshipman:

- effectively motivate both subordinates and peers?
- anticipate problems before they occur and plan accordingly?
- perform well in stressful situations?
- communicate clearly?

BLOCK 39: Mark NOB block

BLOCK 40: Recommendation may be made for milestones such as selection for a specific midshipman battalion leadership position, commissioning, or service selection to a particular warfare community.

BLOCK 41: Comments should reflect specific accomplishments and qualifications completed during the cruise. Specific comments regarding Sobriety, Moral Courage, and Maturity are required only for noteworthy positive or negative events during a midshipman's summer cruise. The definition of moral courage is moral strength to act with integrity and honor in the face of opposition.

BLOCK 42: Recommendation should reflect desirability for retention and for promotion to MIDN 1/C (for MIDN 2/C) or for commissioning (for MIDN 1/C). The percentage of midshipmen graded Early Promote should be in accordance with Bupers guidance for officers. If the Commanding Officer feels that he/she cannot make a promotion desirability recommendation due to the limited amount of time the midshipman spends onboard, this recommendation may be omitted. However, block 41 comments should reflect the midshipman's overall performance while onboard.

c. Special Interviews. Certain USNA midshipmen who are on military performance probation will require special observation for counsel and guidance. A list of USNA midshipmen to be so evaluated will be promulgated in separate correspondence by the USNA Performance Officer. Any questions concerning this matter should be addressed to Performance Officer at commercial (410) 293-3185 or DSN 281-3185. A commissioned officer designated by the commanding officer should conduct the interviews required and make evaluations as requested using the counsel and guidance interview forms provided (see Figure 4-1). These reports will be mailed to USNA upon completion of the interview. This interview form may be reproduced locally as needed.

d. Final Fitness Reports Midshipmen fitness reports, if submitted, are to be prepared by a designated commissioned officer for the Commanding Officer's signature and must be given to the midshipman at the end of their cruise, prior to their departure.

FIGURE 4-1

COUNSEL AND GUIDANCE INTERVIEW RECORD

1. Midshipman _____ was interviewed/counseled regarding his/her aptitude for the service.
2. This interview covers the period: Midn _____ reported on board on _____.
3. A tabulation (quoted below) of the aptitude evaluations submitted are noted. The evaluations have been read and discussed with the midshipman:

Weaknesses:

4. During the interview, the midshipman exhibited the following behaviors: (Include any pertinent comments made during interview.)
5. The specific areas discussed with this midshipman were:
 - a. Effort made during reporting period:
 - b. Trends of performance of duty:
 - c. Major areas of weakness in pattern of behavior or performance:
6. The goals set by this midshipman in overcoming aptitude deficiencies were:
7. Since the last interview, this midshipman has:
 This is my first interview with this midshipman Regressed
 Shown no improvement Improved Improved greatly

My reasons for indicating this are:

8. In comparison with classmates, I consider this midshipman to be:
 Unsatisfactory Below average Average Above average to excellent
 Outstanding
9. I rank this midshipman ___ of ___ midshipmen assigned to _____
(Command)

(Name and Identification of Evaluator)

CHAPTER 5

CONDUCT

500. GENERAL. A midshipman's obligation to serve in the Navy encompasses his/her assigned duties and every facet of private and public behavior afloat and ashore. In preparation for status as a commissioned officer, it is the responsibility of each midshipman to adhere to a standard of conduct that merits admiration and respect. A midshipman shall display an excellent example of subordination, courage, zeal, sobriety, neatness, and attention to duty. All conduct shall reflect the propriety and decorum which characterizes a naval officer.

501. OFFENSES.

a. Major Offenses. Major offenses are those which involve moral turpitude, a serious breach of discipline, a hardened disregard or contempt for authority, an incorrigible lack of energy and purpose, a culpable lack of responsibility, or which bring discredit upon the naval service. Offenses of moral turpitude include, but are not limited to, lying, chicanery, fraud, plagiarism, and theft.

b. Minor Offenses. Minor offenses are of a less serious nature and generally involve infractions of instructions, orders, or regulations.

502. JURISDICTION.

a. Although subject to punishment under the Uniform Code of Military Justice (UCMJ), midshipmen are normally not charged under this code except for the most grave offenses. The Judge Advocate General has ruled that the routine operation of the Naval Academy Conduct System is an administrative procedure not falling within the purview of the UCMJ, and that Article 15, UCMJ is normally not applied to midshipmen of the Naval Academy, whether at the Academy or undergoing summer training. This ruling is considered applicable to NROTC midshipmen as well. The Commandant of Midshipmen desires that USNA midshipmen who commit offenses which would normally be punished under Article 15 of the UCMJ be returned to the Naval Academy for disciplinary action.

b. At the Naval Academy, the Commandant of Midshipmen exercises jurisdiction over conduct offenses.

c. At each NROTC unit, the Commanding Officer (Professor of Naval Science) exercises jurisdiction over conduct offenses.

d. For offenses committed during midshipmen summer training, commanding officers will assign disciplinary measures deemed appropriate to the offense. Midshipman conduct reports should be processed in a private manner, i.e., review and assignment of disciplinary action (if determined appropriate) by the executive officer and commanding officer (see paragraph 504). Commanding officers may assign the following disciplinary measures:

- (1) Warnings
- (2) Restriction
- (3) Loss of liberty
- (4) Loss of leave
- (5) Loss of other privileges

(6) Removal from summer training program. (Removal from ship and return to the midshipman's parent unit may be assigned for major offenses.)

e. For offenses committed and disciplinary measures assigned during midshipman summer training, the Commandant of Midshipmen or the Professor of Naval Science of each NROTC unit will take disciplinary action for assignment of demerits or other disciplinary action. This action will be taken upon completion of the summer training program.

f. Midshipmen Liaison Officers (MLOs) will immediately notify NSTC/USNA when learning of any incident involving an NROTC/USNA midshipman (respectively) that has the potential to draw negative attention to NSTC or USNA.

503. REPORT OF MAJOR OFFENSES (Report Control Symbol 1533-8). Whenever a midshipman commits a major offense (as defined in paragraph 501a), the commanding officer will:

a. Conduct an investigation and forward the result with the commanding officer's recommendation to the Commandant of Midshipmen or the NROTC Unit Commanding Officer, as appropriate. The report should include the offending midshipman's written statement. The commanding officer should include in the endorsement an enumeration of any disciplinary measures imposed as a result of the offense.

b. In cases of a major offense which could be grounds for discharge or might have international complications, a message report shall be sent within 24 hours of the time the offense becomes known to naval authorities. Action addressees will include the Commandant of Midshipmen or the Professor of Naval Science, as appropriate, with an information copy to NSTC OD31 and the appropriate fleet commander. An OPREP-3 report may also be necessary. Follow-up reports will be submitted as the situation dictates.

c. Due care shall be taken to ensure administrative privacy in the case of USNA or NROTC honor offenses.

d. After appropriate liaison with the Fleet Midshipmen Liaison Officer (paragraph 110), commanding officers have the authority to terminate the training of a midshipman who commits a major conduct offense and return him/her to the parent unit. In cases of a midshipman's termination of training due to misconduct, a message notification should be sent by the training ship to USNA or the parent NROTC unit with an information copy to NSTC (NSTC OD31) and the fleet commander. Again, the Commandant of Midshipmen desires the return to the Naval Academy of USNA midshipmen who commit offenses which would normally be punished under Article 15 of the UCMJ.

504. HANDLING OF CONDUCT OFFENSES. "Report of Conduct" forms, if required, should be reproduced locally (see Figure 5-1). These forms serve two purposes:

a. They are to be used in lieu of the ship's UCMJ Charge Sheet.

b. As attachments to the ship's Report of Conduct Offenses (paragraph 505), they provide all information necessary for the Commandant or NROTC Professor of Naval Science to review conduct offenses and assign demerits or take appropriate action.

505. SHIP'S REPORT OF CONDUCT OFFENSES (Report Symbol 1533-9). At the end of each summer training program, commanding officers will submit summary reports by letter to the Commandant of Midshipmen or the NROTC unit Professor of Naval Science, as appropriate. In the letter report list: Last name, first name, middle initial of each midshipman for whom a "Report of Conduct" form is attached.

In the event a midshipman conduct offense was handled wherein the "Report of Conduct" form (Figure 5-1) was not used, include:

- a. Last name, first name, middle initial of midshipman involved.
- b. Brief statement of each offense.
- c. Disciplinary measures assigned.

It is anticipated that, through the use of the "Report of Conduct" form, most reports for minor offenses will be unnecessary. In the event a major offense is committed, an investigation report should be submitted with the report of conduct.

FIGURE 5-1

REPORT OF CONDUCT

REPORT OF CONDUCT

TO: Commandant of Midshipmen/Professor of Naval Science, NROTC Unit

FROM: Commanding Officer/Officer in Charge (Training Unit)

NAME (Last - First - Initial(s)) CLASS OF PARENT UNIT

TIME & DATE OF OFFENSE

HAS STATEMENT BEEN SUBMITTED (Initial answer)

Yes ___ No

OFFENSE (Print or type brief statement of offense. Use reverse side, if necessary.)

DISCIPLINARY ACTION TAKEN

SIGNATURE (Originator) RANK SHIP

COMMANDING OFFICER'S ACTION SIGNATURE (Commanding Officer)

COMMANDANT'S (or PNS) ACTION SIGNATURE (Commandant or PNS)

CHAPTER 6

INFORMATION AND INSTRUCTIONS FOR MIDSHIPMEN

600. GENERAL. This chapter summarizes information and instructions not found elsewhere in this manual, but which are considered to be of immediate significance to midshipmen participating in summer training. NROTC unit cruise coordinators and the USNA Summer Training Staff shall ensure that midshipmen are briefed prior to cruise on the following. This information is also provided in the midshipman summer training handbook which each midshipman is required to hand-carry to the active training site. Appendix C provides additional information for midshipmen precruise briefings.

601. EQUIPMENT TO BE TAKEN BY MIDSHIPMEN. The equipment listed in TABLE I through TABLE III is the minimum and, where indicated, the maximum amount that is to be carried by each midshipman undergoing summer training.

a. Luggage. Each traveler on a commercial or AMC aircraft has a specific free authorization for checked and carry-on baggage. The exact definition of this free authorization varies, depending upon the carrier. Different U.S. flag commercial airlines have slightly different specifications regarding the weight and size limitations of the free baggage allowance and vary considerably in the charges for such oversize items. Generally, two pieces of checked baggage (each piece may not exceed 62 linear inches (the sum of length plus width plus height) or 70 pounds, and one carry-on piece, not to exceed 45 linear inches or 70 pounds, and capable of being stowed under an aircraft seat) will be transported free of charge. Each checked bag exceeding the size or weight limitation will be counted as one extra piece for each increment of 70 pounds. On AMC, a garment bag may be substituted for one of the free pieces, regardless of size. EXCESS BAGGAGE WILL NOT BE AUTHORIZED IN THE TRAVEL ORDER.

b. Firearms are prohibited aboard commercial or government aircraft.

c. Civilian Clothes for Midshipmen. NROTC and USNA midshipmen are strongly encouraged to take appropriate civilian clothes on summer training and are authorized to wear civilian clothes while ashore during summer training. In certain parts of the Mediterranean and the Western Pacific, civilian clothes must be worn on liberty and for commercial travel. Civilian attire appropriate for wear by midshipmen will correspond to that worn on liberty by officers. Some ships/ports require pants with loops/belt and shirt with a collar. Only an extremely limited amount of civilian clothes may be taken by midshipmen participating in summer training. Wash and wear is highly recommended. If northern climates are included in the itinerary, heavier clothing should be included. Midshipmen are again cautioned that in most cases space aboard ship will be severely restricted.

d. Midshipmen may not take suitcases and other non-collapsible baggage on board submarines. There is no space for these types of items on a submarine.

e. There have been many instances where delay or loss of baggage has resulted in midshipmen commencing training without their uniforms, journals, or orders. In order to prevent further problems, midshipmen must hand-carry their orders, ID Card, medical records, training handbook, uniform and sufficient undergarments to the training activity.

602. CURRENCY EXCHANGE. Disbursing officers are authorized to exchange foreign currency back into U.S. currency but only in an amount equal to or less than the amount originally purchased from the disbursing officer. Therefore, midshipmen are cautioned not to purchase amounts in excess of their estimated expenditures ashore. It is also strongly recommended that only disbursing officers or other reliable currency exchangers be used to exchange money. The best exchange rate can usually be obtained from disbursing officers.

603. PERSONAL FUNDS. NROTC midshipmen receive advance pay for training while USNA midshipmen continue to receive pay into their personal accounts on a monthly basis. Midshipmen should take sufficient funds (i.e., \$250-300) to defray transportation/berthing costs in an emergency and to cover their planned expenses for the entire training period. They are urged to carry excess funds in the form of money orders and/or travelers checks (see below). In accordance with provisions of the manual of the Comptroller of the Navy, commanding officers may authorize disbursing officers outside the continental United States to cash the below listed checks, provided that U.S. commercial banking facilities, U.S. Post Office facilities, and Navy Mail Clerks are not available or do not have adequate funds.

a. Travelers checks issued by:

Bank of America
American Express Company
National Trust and Savings Association
Mellon National Bank of Pittsburgh
First National Bank of Chicago
National City Bank of New York
Thomas Cook and Sons (Bankers) Ltd.

b. Original U.S. Postal Money Orders

c. Money Orders issued by American Express

604. CLEANLINESS OF MIDSHIPMAN SPACES

a. Life at sea demands a high standard of personal cleanliness, cooperation, and safety among shipmates. Each midshipman is responsible for the cleanliness and orderly arrangement of his/her assigned bunk and locker. Each midshipman has the additional responsibility to the compartment cleaner to cooperate in keeping the entire space clean and orderly. Midshipmen are reminded that mess management personnel will not make up bunks. They will clean the deck and washbasins and empty trash cans. It is the midshipman's responsibility to stow personal gear.

b. Midshipmen second class will maintain the requisite standards of cleanliness of their assigned spaces. If midshipmen have the exclusive use of heads and washrooms, they will also clean these spaces.

c. In the event midshipmen first class are berthed in living spaces not under wardroom cognizance, standard ship's policy will determine assignment of compartment cleaners for these spaces.

d. Navigation workrooms, storerooms, and other spaces assigned for the specific and exclusive use of midshipmen will be maintained in a high state of cleanliness and good order by the midshipmen.

e. Midshipmen must recognize their ongoing responsibility for the cleanliness of assigned spaces and the necessity for timeliness in preparing them for inspection.

f. All stray or lost midshipmen articles will be processed through the ship's Lucky Bag.

605. MIDSHIPMEN GROOMING STANDARDS. The following personal grooming standards will apply to midshipmen during their summer training cruise:

a. Naval Academy Midshipmen. Maintain grooming standards consistent with those required by Naval Academy regulations. Facial hair is not permitted.

b. NROTC Midshipmen. Will strictly conform to Chapter 2 of the U.S. Navy Uniform Regulations.

606. SMOKING REGULATIONS. Smoking is forbidden in certain areas designated by the ship. Be sure to know what and where these spaces are.

607. BEDDING. Necessary bedding will be provided by the ship.

608. TRAFFIC RULES ABOARD SHIP. For all general drills, traffic will keep moving on the double quietly. Traffic will move forward and up on the starboard side and aft and down on the port side.

609. CAMERAS

a. Cameras will be permitted onboard ship and will be stored and handled as specified in the ship's regulations. Photography of some ship's spaces may be restricted for security reasons.

b. Midshipmen are advised not to take valuable cameras on summer training because adequate and secure stowage space is not always available.

610. DIVINE SERVICES. All midshipmen are urged to attend divine services.

611. CONDUCT IN FOREIGN NATIONS. Midshipmen visiting any foreign nation are invited guests. As such, and as official representatives of the United States, you are to act as exemplary Americans. No detail of your manners, activities, dress, conduct, or observance of the customs of the nation visited will escape notice. Remember that standards of living and conduct vary not only with individuals, but within families and among nations as well. Social and moral values differ, and it would be obviously unfair to consider our own culture as a criterion for all. The customs, habits, and lifestyles of foreigners are not unusual to them and deserve the utmost respect. Midshipmen should avoid controversial discussions and avail themselves of every opportunity to gain a balanced understanding of foreign people. There can be no substitute for courtesy and good manners on every occasion.

612. FRATERNIZATION. Fraternization is defined as any personal relationship between a midshipman and an officer or enlisted member which is unduly familiar and does not respect differences in rank and grade, resulting in favoritism, preferential treatment, personal gain, or involves actions that otherwise may reasonably be expected to undermine good order, discipline, authority, or high unit morale. Examples include, but are not limited to: dating, sexual intimacy, and private business partnerships. It is the midshipman's responsibility to maintain thoroughly professional relationships at all times. Social interaction with officers and enlisted personnel is expected and necessary for midshipmen to complete prescribed training goals. Midshipmen and their running mates may go on liberty together, but should remain in groups so as to avoid one-on-one situations. Instances of fraternization should be reported immediately.

613. PASSPORTS/VISAS. Passports/visas may be required for midshipman summer cruises. It is highly recommended, that all Midshipman traveling OUTCONUS possess a valid (blue) tourist passport. If a midshipman is proceeding to a nation requiring such documentation for embarkation or debarkation, the parent units are responsible to ensure that midshipmen have in their possession a no-fee official passport and visa prior to departure from CONUS. The Office of Passport Services, Department of State, will not issue a no-fee official passport without proper birth documentation. For detailed passport information, comply with procedures contained in para 211 of this manual or Chapter III of BUPERSINST 4650.2. The NROTC unit servicing PERSUPDET/NAVPTO should also be contacted for assistance.

614. CUSTOMS REGULATIONS

a. The U.S. Customs Regulations are very specific in that exemption from payment of duty on articles purchased abroad covers only articles intended for personal use of the returning traveler. The term "personal use" is construed by the regulations to cover articles purchased with the traveler's own money for his/her own use. The importation of large quantities of material under any agreement which permits transfer of goods after importation is an evasion of the regulations and offenders are liable to heavy fines as well as imprisonment. An accurate record of purchases made abroad, either in the currency of the nation where purchased or the equivalent in the United States currency, must be stated in the customs declaration. Fair values must be given for all articles obtained abroad other than by purchase, such as gifts.

b. Midshipmen must declare in writing anything acquired abroad which: (1) they are bringing in for someone else at that person's request; (2) they intend to sell or use in business; (3) they are bringing home for personal or household use, or as a souvenir or curio; and/or (4) any articles which do not accompany the midshipman, whether they have been sent on before the midshipman's return or are to be shipped after the midshipman returns to the United States. Special forms will be provided by the customs declaration.

c. Midshipmen are allowed a \$400 (\$800 for Virgin Islands) exemption, if the midshipman has been outside the country for a period of 48 hours or longer, and has not previously claimed this exemption within 30 days prior to his/her return from this trip.

d. There are certain brands of perfumes which cannot be brought into the United States. The information on these perfumes will be made available by the ship.

e. No fresh fruits, plants in soil, pets, or meats of any kind procured outside the United States shall be brought into the United States.

f. It is highly recommended that midshipmen register any and all serialized foreign produced goods of any value that they intend to take out of the United States (e.g., cameras, jewelry, etc.) with the U.S. Customs Office prior to departure for cruise. This can be done at most international airports or local customs office. This will prevent having to pay duty when returning to the United States.

g. **BE SURE TO CHECK WITH THE SHIP CONCERNING THE LATEST EFFECTIVE CUSTOMS REGULATIONS. THEY MAY HAVE CHANGED SINCE THE WRITING OF THIS PARAGRAPH.**

615. SHIPBOARD MAILING ADDRESS. Midshipmen may furnish their summer training mailing and telegraphic addresses to their relatives and friends. Delays from two to four weeks in receiving correspondence aboard ship are not unusual and all concerned should be advised.

a. Mailing address (FPO AE = New York, AA = Miami, AP = San Francisco/Seattle):

Midshipman 1/C or 2/C _____ (USNR or USN)
USS _____ (____)
FPO AE/AA/or AP _____ (ZIP)

Individual midshipmen should verify the Fleet Post Office (FPO) and zip code of the assigned ship prior to departure.

b. Telegraphic address:

Midshipman 1/C or 2/C _____ (USNR or USN)
USS _____ (____)

c/o U.S. Naval Communications Station, San Francisco, Stockton, CA 95203 (PAC/WPAC) or U.S. Naval Communications Unit, Washington, DC 20390 (LANT/MED).

616. WARDROOM ETIQUETTE. Some ships' end-of-training reports from past programs have reported midshipmen violations of traditional rules of wardroom etiquette. Midshipmen should be reminded about the standards of conduct (chapter 5). Some additional guidelines are listed for information and compliance in the Summer Training Journals.

617. BOAT ETIQUETTE. Customs and tradition dictate the following simple rules of boat etiquette:

- a. The junior always embarks first, leaving the preferable seats for the senior, and disembarks last.
- b. When embarking, juniors always sit forward.

618. UNIFORMS FOR MIDSHIPMEN

a. The uniform of the day for midshipmen will be prescribed in the ship's plan of the day. Onboard ship, midshipmen first class will normally wear khaki working uniforms/coveralls, and midshipmen second class will normally wear utilities/coveralls.

b. The following uniforms are those ordinarily prescribed for midshipmen on summer training. Service Dress White will not usually be carried, as Summer White is deemed suitable for most occasions.

(1) Travel Uniform. For CONUS the prescribed uniform for all midshipmen reporting to or departing from their training activity is Summer White. If Summer White uniforms are not issued, the unit Commanding Officer may authorize travel in Summer Khaki. The choice of uniform recognizes the need for a standard light-weight uniform acceptable in all midshipman training locations, along with the limitations of differences in uniform issue between USNA and the NROTC Program. When security requirements indicate, civilian attire may be prescribed. Civilian attire is prescribed for travel on overseas commercial and AMC flights. When attached to a unit, midshipmen will follow the liberty uniform policy of the command.

(2) Working Uniforms. Working Khaki (male/female first class cruise) -- khaki shirt with collar devices, khaki trousers/slacks, khaki web belt, undershirts, appropriate underwear, black socks, black shoes, and combination cap with khaki cover. Utilities (male/female second class cruise) – utility shirt, utility trousers/slacks, blue web belt with gold buckle, undershirts, appropriate underwear, black socks, steel toe boots, and blue ball cap with gold 'N'. Coveralls are authorized for both first/second class midshipmen.

c. NROTC unit and local awards are not authorized for wear during summer training. NROTC unit insignia shall not be worn. Brigade/battalion midshipman rank shoulder boards will not be worn. Only class shoulder boards are authorized.

d. Tables 6-1 through 6-3 tabulate the minimum uniform requirements for all midshipmen. Midshipmen on FOREXTRAMID cruises must refer to past FOREXTRAMID reports and information from cognizant USDAOs for appropriate uniforms. These reports will be provided upon selection for the FOREXTRAMID program. NROTC units should also refer to CNETINST 1020.4 series for issue procedures. Adjustments to minimum uniform requirements required by peculiarities of specific ships' projected operations will be promulgated to the midshipmen involved by the Midshipmen Embarkation/Debarcation Team prior to their departure for summer training. Midshipmen on cruise during Fleet Week or Portland Rose Festival are advised to bring an extra summer white uniform.

619. DEPARTURE ON LIBERTY

a. All midshipmen will request permission to leave the ship from their supervisor and will not assume this privilege to be granted by appearing before their supervisor in civilian clothes.

b. Midshipmen departing the local area for a weekend will ensure that a correct address and telephone number are on file aboard the ship or station prior to departure.

620. TRANSPORTATION FROM OVERSEAS TO CONUS. Transportation, both Air Mobility Command (AMC) and commercial, is subject to change at short notice. Therefore, midshipmen are advised that they should not make arrangements to be met by parents or friends at the port of entry, without advising them that changes in aircraft arrival times frequently occur; or, to make rigid plans or commercial reservations for onward travel. Because of the distances involved and the frequency of adverse weather during the summer months, travel delays of up to 72 hours from WESTPACTRAMID and MEDTRAMID cruises may be anticipated.

621. GENERAL REPORTING INSTRUCTIONS. Figures 6-1 through 6-3 shall be attached to midshipmen travel orders to provide them with important information while traveling to/from the training activity. Midshipmen are to arrive on the embarkation date indicated in OPMIS.

a. Midshipmen reporting to OUTCONUS locations not supported by a MEDT will be provided phone numbers by the NROTC unit/USNA for U.S. military activities in that location. This information can be obtained from the cognizant MEDC.

b. All midshipmen assigned to afloat training except as noted below, will be ordered to a ship via a Midshipmen Embarkation/Debarcation Team. The location and other pertinent information, including local transportation, will be furnished to each NROTC unit and the USNA via MEDC Letters of Instruction to facilitate liaison with the servicing NAVPTO, and/or computerized database (e.g., OPMIS, NATS).

c. Midshipmen reporting to the San Francisco area are directed to fly into the Oakland International Airport. Midshipmen reporting to the Los Angeles area are directed to fly into the Los Angeles International Airport.

d. In the event midshipmen are to be transported to MEDTRAMID and WESTPACTRAMID afloat units utilizing Special Assignment Airlift Mission (SAAM) they will be issued orders directing them to AMC Terminal NAS Norfolk, Baltimore/Washington International Airport, Philadelphia or Oakland International Airport, as appropriate. Midshipmen using AMC transportation will be directed to report to the appropriate AMC Aerial Port of Embarkation (APOE).

e. Midshipmen assigned submarine cruises, FOREXTRAMID, and other special training, will receive special reporting instructions.

f. Detailed reporting instructions for CORTRAMID can be found in NSTCNOTE 1530. ■

g. Midshipmen will report to their respective embarkation points on time in the proper uniform and will ensure a proper military appearance (see paragraph 605).

Figure 6-1
SUPPLEMENTARY CONUS AND GTMO EMBARK INFORMATION
FOR LANT SURFACE AND AVIATION CRUISES

| | | | |
|--|---------------|--------------|-------------------|
| | MEDC LANT/MED | MEDT NORFOLK | MEDT JACKSONVILLE |
|--|---------------|--------------|-------------------|

| | | | |
|-----------------------------|---|---|---|
| OIC | | | |
| AOIC | | NA | |
| PARENT UNIT | NROTCU Hampton Roads | NROTCU Hampton Roads | NROTCU Jax University |
| DATES OF OPERATION | NA | MAY - AUG 0800-1600 Mon-Fri & all weekends with scheduled NORVA embarkations | All dates/times of scheduled embarkations. |
| MAILING ADDRESS | Commanding Officer NROTCU Hampton Roads 5214 Bluestone Ave. Norfolk, VA 23529-0120 ATTN: MEDC | Commanding Officer NROTCU Hampton Roads 5214 Bluestone Ave. Norfolk, VA 23529-0120 ATTN: MEDT Norfolk | Commanding Officer NROTCU Jacksonville University 2800 University Blvd North Jacksonville, FL 32211-3394 |
| MESSAGE PLAD | NROTCU HAMPTON ROADS NORFOLK VA//MEDC// | NROTCU HAMPTON ROADS NORFOLK VA//MEDT// | NROTCU JACKSONVILLE UNIV JACKSONVILLE FL//00// |
| TELEPHONE | DSN 444-2702 COMM (757) 444-2702 (757) 683-3558 FAX (757) 683-4725 (757) 727-5945 | DSN 444-2702 COMM (757) 444-2702 FAX (757) 683-3558 | COMM (904) 256-7488/7480 FAX (904) 256-7499 |
| AFTER HOURS AND EMERGENCIES | (757) 626-4696 (CDO/OIC Pager) | (757) 626-4696 (Pager) | (904) 891-1571 (Cell) |

For CORTRAMID: POVs are not advised. Parking and storage space may be limited. Commercial air travel to Norfolk International Airport is recommended. Midshipmen are not to exchange their airline ticket issued by NAVPTO for alternate flights unless their original flight is canceled or severely delayed. Notify the CORTRAMID staff immediately in the event of flight cancellations (CORTRAMID telephone numbers will be provided by NROTC units). A CORTRAMID representative will meet all midshipmen at Norfolk International Airport. All midshipmen are to travel in summer whites unless otherwise directed by their NROTC unit.

For Norfolk embarks:

1. **Transportation.** POVs are not advised. Parking and storage space may be limited. Commercial air travel to Norfolk International Airport is recommended. Midshipmen are not to exchange their airline ticket issued by NAVPTO for alternate flights unless their original flight is canceled or severely delayed. Notify MEDT Norfolk immediately in the event of flight cancellations. All midshipmen are to travel in summer whites unless otherwise directed by their NROTC unit.

a. Arriving during normal working hours: All midshipmen are to check in at the MEDT desk located in the main airport lobby at the top of the escalator to baggage claim.

b. Arriving after normal working hours: Every effort should be made to arrive during normal working hours. However, if an exceptional circumstance exists, midshipmen arriving after normal working hours will be responsible for their own transportation to their training unit and for contacting MEDT Norfolk's Duty Officer (via pager; 757 426-4696) to notify of arrival. Location of the training unit can be found by calling ships' information at COMM (757) 444-0111, DSN 564-0111 or by asking at the USO desk in the main airport lobby.

2. **Berthing.** Not normally available. Unauthorized early arrivals must provide overnight accommodations at their own expense.

For Jacksonville embarks:

1. **Transportation.**

a. Air travel: Midshipmen are not to exchange their airline ticket issued by NAVPTO for alternate flights unless their original flight is canceled or severely delayed. Notify MEDT Jax immediately in the event of flight cancellations. A MEDT representative will meet midshipmen with scheduled arrivals in the baggage claim area of Jacksonville International Airport. MEDT Jax will provide transportation to the training during the hours of 0800-1700. All midshipmen are to travel in summer whites unless otherwise directed by their NROTC unit.

b. Arriving after normal working hours: Every effort should be made to arrive during normal working hours. However, if an exceptional circumstance exists, midshipmen arriving after normal working hours will be responsible for their own transportation to their training unit and for contacting MEDT Jacksonville's Duty Officer (via pager) to notify of arrival. Location of the training unit can be found by calling ships' information/port services at COMM (904) 270-5179, DSN 960-5179.

c. POV, bus, and train travel: All midshipmen who travel via POV, bus, or train must inform MEDT Jax prior to commencing travel to Jacksonville.

2. **Berthing.** Not normally available. Unauthorized early arrivals must provide overnight accommodations at their own expense.

For Guantanamo Bay(GTMO) embarks:

1. **Transportation.** AMC flights to GTMO leave Norfolk every Tuesday and Friday at 0800. All midshipmen are to check in at the MEDT desk located in the main airport lobby next to the USO desk **and must arrive NLT 1500 on the day before the AMC flight.** MEDT Norfolk will provide transportation to the AMC terminal. All midshipmen are to travel in summer whites unless otherwise directed by their NROTC unit.

2. **Berthing.** Will be provided by MEDT Norfolk.

**Figure 6-2
SUPPLEMENTARY OUTCONUS EMBARK INFORMATION
FOR MED/ARABIAN GULF SURFACE AND AVIATION CRUISES**

| | | |
|--|---------------|--------------------|
| | MEDC LANT/MED | MEDT WASHINGTON DC |
|--|---------------|--------------------|

| | | |
|-----------------------------|---|--|
| OIC | | |
| AOIC | | |
| PARENT UNIT | NROTCU Hampton Roads | NROTCU George Washington University |
| DATES OF OPERATION | NA | MAY - AUG 0800-1600 Mon-Fri & all weekends with scheduled embarkations |
| MAILING ADDRESS | Commanding Officer NROTCU Hampton Roads 5214 Bluestone Ave. Norfolk, VA 23529-0120 ATTN: MEDC | Commanding Officer NROTCU George Washington University 2035 F Street Washington, DC 20052-0000 ATTN: MEDT WASHINGTON DC |
| MESSAGE PLAD | NROTCU HAMPTON ROADS NORFOLK VA//MEDC// | NROTCU GEORGE WASHINGTON UNIV WASHINGTON DC//MEDT// |
| TELEPHONE | DSN 444-2702 COMM (757) 444-2702 (757) 683-3558 FAX (757) 683-4725 (757) 727-5945 | COMM (202) 994-5880 (NROTC GWU) ■ FAX (202) 994-0090 |
| AFTER HOURS AND EMERGENCIES | (757) 626-4696 (CDO/OIC Pager) | Norfolk Coordinator: (757) 823-8546 (757) 728-6932 Norfolk MAC Terminal: (757) 444-4118 (757) 444-4148 (Embark/debark days only) |

1. Transportation

a. NROTC units/USNA must provide midshipmen with one-way commercial transportation to arrive at Norfolk International Airport (ORF) THREE hours prior to the AMC flight departure time on the day of embarkation. This will allow the MEDT ample time to transport midshipmen to AMC Terminal, NAS Norfolk where they will board the AMC flight. Midshipmen must check in with the MEDT. Block 14 on the NROTC Training Order (CNET Gen 1320/2) should specify: **"Report to: Midshipman Mediterranean Embarkation/Debarkation Team (MEDT) at the Norfolk International Airport (ORF) three hours prior to AMC flight departure on DD MMM 00, for further transfer to USS SHIP via AMC CAT B Flight MC-(flight number)."**

b. Unless otherwise instructed by MEDC LANT/MED, NROTC units should request a reservation from their servicing NAVPTO on AMC flight to carry midshipmen from NAS Norfolk to Naples, regardless of their point of embarkation. Ensure the NAVPTO tells AMC to apply the reservation against the Reservation Identification Control (RIC) number. If the NAVPTO states the flight is booked, call MEDC LANT/MED or MEDT Washington DC for assistance. CTF 63 and MEDC LANT/MED will assign and accomplish final routing instructions from Naples to the point of embarkation.

c. Do not "Interline" baggage to a final destination in the Mediterranean. Check baggage only as far as BWI.

d. The AMC flight manifest is frozen 90 minutes prior to departure. **Midshipmen who arrive late and miss the AMC flight will be returned to their NROTC unit.**

e. Uniforms will not be worn for overseas travel. All midshipmen are to travel in trousers and collared shirt (males) or appropriate equivalent (females).

2. Berthing. Military lodging is NOT available. Unauthorized early arrivals must provide overnight accommodations at their own expense. Midshipmen arriving before their embark date should contact the USO (Comm 410-859-4425) and/or the AMC Ticket Counter (Comm 410-859-4425) for information/assistance on local lodging. NROTC cruise coordinators should provide MEDT Washington DC with name and lodging information for any midshipmen scheduled to arrive prior to embark date.

**Figure 6-3
SUPPLEMENTARY CONUS AND PEARL HARBOR EMBARK INFORMATION
FOR PAC SURFACE AND AVIATION CRUISES**

| | MEDC PAC | MEDT SAN DIEGO | MEDT/MLO PEARL HARBOR |
|------------|----------|----------------|-----------------------|
| OIC | | | |

| | | | |
|-----------------------------|--|---|---|
| AOIC | | | NA |
| PARENT UNIT | NROTCU USD/SDSU | NROTCU USD/SDSU | COMNAVSURFGRU MIDPAC |
| DATES OF OPERATION | NA | MAY - AUG 0800-1600 Mon-Fri at NAVSTA and all days of embarkation at USO location | May - Aug 0800-1600 Mon-Fri and all days of scheduled embarkation |
| MAILING ADDRESS | Commanding Officer NROTCU USD/SDSU 5998 Alcalá Park San Diego, CA 92110-2496 ATTN: PACMEDC | Commanding Officer NROTCU USD/SDSU 5998 Alcalá Park San Diego, CA 92110-2496 ATTN: MEDT San Diego | Commander, Naval Surface Group Middle Pacific Pearl Harbor, HI 96860-4460 ATTN: MIDSHIPMAN LIAISON OFFICER/N3 |
| MESSAGE PLAD | NROTCU USD SDSU SAN DIEGO CA//MEDC// | NROTCU USD SDSU SAN DIEGO CA//MEDT// | COMNAVSURFGRU MIDPAC/N3 MLO |
| TELEPHONE | Before 26 May: COMM (619) 260-4811 FAX (619) 260-6821 | DSN 524-5341 (NROTCU) COMM (619) 296-3192 (Lindbergh USO) (619) 260-4811 (NROTCU) Toll Free No. 887-863-5240 | COMM (808) 473-0570/0569 FAX (808) 473-0568 |
| AFTER HOURS AND EMERGENCIES | (619) 417-3348 (Cell) ■ | (619) 556-1246 (NAVSTA OOD) | (808) 227-3016 (SDO Cell phone) (808) 577-2568 (SDO pager) |

For CORTRAMID: POVs are not advised. Parking and storage space is limited. Commercial air travel to Lindbergh Field, San Diego is recommended. Midshipmen are not to exchange their airline ticket issued by NAVPTO for alternate flights unless their original flight is canceled or severely delayed. Notify the CORTRAMID staff immediately in the event of flight cancellations (CORTRAMID telephone numbers will be provided by NROTC units). A CORTRAMID representative will meet all midshipmen at Lindbergh Field. All midshipmen are to travel in summer whites unless otherwise directed by their NROTC unit.

For San Diego embarks:

1. **Transportation.** POVs are not advised. Parking and storage space is limited. Commercial air travel to Lindbergh Field, San Diego is recommended. Midshipmen are not to exchange their airline ticket issued by NAVPTO for alternate flights unless their original flight is canceled or severely delayed. Notify MEDT San Diego immediately in the event of flight cancellations. All midshipmen are to travel in summer whites unless otherwise directed by their NROTC unit.

a. Air travel: Midshipmen arriving at Lindbergh Field shall proceed to the USO office located near the baggage claim at the West Terminal. Every attempt should be made to schedule arrival between 0800 and 1600. Midshipmen arriving 0800-1600 will be transported to their ships at no cost. Midshipmen arriving after 1600 shall sign the MEDT logbook in the USO office (USO personnel will be there 24 hours a day). These midshipmen must then obtain private transportation at the USO. Westwind Shuttle runs until 2300 to NAVSTA San Diego, cost approx. \$8. After 2300, midshipmen must take a taxi, cost approx. \$18. Ship locations will be available from USO personnel.

b. POV, bus, and train travel: All midshipmen who travel via POV, bus, or train must inform MEDT San Diego prior to commencing travel to San Diego. Upon arrival, midshipmen must report to MEDT San Diego, BLDG 57, room 216, NAVSTA San Diego between 0800-1200. Temporary base passes can be obtained at the Naval Station Pass and Decal Office located just outside the main gate on Harbor Drive.

2. **Berthing.** Not normally available. Unauthorized early arrivals must provide overnight accommodations at their own expense.

For Pearl Harbor embarks:

1. **Transportation.** Commercial air travel to the Honolulu is recommended. Midshipmen are not to exchange their airline ticket issued by NAVPTO for alternate flights unless their original flight is canceled or severely delayed. Notify MEDT Pearl Harbor in the event of flight cancellations. All midshipmen are to travel in summer whites unless otherwise directed by their NROTC unit. Midshipmen arriving at the Honolulu airport will be met in the baggage claim area by a MEDT representative. Every attempt should be made to schedule arrival between 1000 and 1800. Midshipmen arriving after 1800 should contact the CNSG quarterdeck.

2. **Berthing.** Not normally available. Unauthorized early arrivals must provide overnight accommodations at their own expense (civilian accommodations are extremely expensive).

h. Messing and Berthing:

(1) The Navy is not required to provide messing and berthing for midshipmen who report earlier than the date designated in their orders for commencement of training. Midshipmen should be advised to seek other low-cost lodging in the event they arrive at the MEDT location prior to report date.

(2) If midshipmen cannot be processed and transported to assigned ships immediately after scheduled arrival, messing and berthing shall be provided by the MEDT until they can be transported to the ship. Appropriate endorsements shall be made on the original orders. These delays should be minimal and should generally occur only if the assigned ship is not immediately available as scheduled.

i. Midshipmen shall not bring a private automobile unless previously approved by the MEDT (or USNA for USNA midshipmen) and adequate storage facilities are available. The port of embarkation is not necessarily the port of debarkation.

j. Midshipmen returning to CONUS from overseas must ensure that their orders are endorsed at the CONUS port of debarkation to show date, time, and place of arrival. Without this endorsement, summer training pay cannot be accurately computed, and delays in reimbursement can be expected.

k. All midshipmen are responsible for maintaining a set of their orders at all times. Upon conclusion of training, the original set of orders with endorsements must be returned to the parent command whether or not reimbursement is desired.

l. The following telephone numbers will be helpful in assisting midshipmen arriving in areas without a MEDC/MEDT.

New Jersey, Pennsylvania, Maryland - U PENN (215) 898-7436/7
Virginia, North Carolina - Hampton Roads (757) 444-2702
Gulf Coast, Florida, Georgia - JAX UNIV (904) 256-7480
Southern California, Los Angeles - UCLA (310) 825-9075/6/7
Northern California, Oregon - U CAL BERKELEY (510) 642-3551/2
Washington - UNIV WASH (206) 543-0170
Northern Europe - PSA LONDON 011-44-207-499-9000 x2764
CINCUSNAVEUR LONDON - 011-44-207-514-4080 (24 hour FLEET CDO command center)
Southern Europe - PSD NAPLES 011-39-081-568-5817 or
CTF-63 011-39-081-568-4870

622. TRANSPORTATION INFORMATION FOR VARIOUS WESTPAC PORTS. The information below is provided for those midshipmen flying to/from cruise, via commercial airlines, into Japan or Korea.

a. **Japan.** Midshipmen traveling to Japan will fly into that country via military airlift or commercial airline.

1. Military airlift. Military airlift aircraft will land at Yokota Air Base (USAF). After clearing customs, midshipmen should contact the US Navy representative at the Navy ATCO located in main terminal. The representative will ensure midshipmen terminating in Japan are manifested on bus service to Yokosuka Naval Station. The bus departs Yokota Air Base at 0830 and 1130 on Wednesdays and Fridays. For midshipmen required to remain overnight in Yokota, the US Navy representative will assist in obtaining government lodging at Yokota.

2. Commercial airline. When midshipmen uses a commercial airline to travel to Japan, the Midshipmen Liaison Officer (MLO) or a MLO representative should meet each midshipman arriving at Narita

International Airport for a cruise on a US or Japanese Maritime Defense Force (JMSDF) ship, submarine or squadron based in Japan.

(a) For ships, submarines, (US and JMSDF) and squadrons located in Yokosuka or Atsugi.

(1) Arriving at Narita International (Tokyo) Terminal 1: After clearing customs, proceed to the DOD liaison desk located at the end of the Arrival Hall. The DOD desk is located in a hallway at the right hand end (as you exit customs) of the Arrival Hall.

(2) Arriving at Narita International (Tokyo) Terminal 2: After clearing customs, take your luggage and proceed out to the curb. At bus stop 8 or 18, take the free shuttle from Terminal 2 to Terminal 1. The shuttle will drop you off at the Arrival Level of Terminal 1. Upon entering the Arrival Hall, turn left and proceed to the DOD desk to be manifested onto the Yokosuka or Atsugi bus.

At the DOD desk from the DOD representative at the desk will take one copy of your orders and manifest you onto a bus to Yokosuka or Atsugi. Buses for Yokosuka depart at 1500, 1645, 1800 and 2100. Shuttle bus reservations for Yokosuka Naval Base can be made online at www.cfay.navy.mil or by email to cfaybus@cfay.navy.mil. Buses for Atsugi depart at approximately 1400 and 1830. Government billeting is available in Yokosuka if a overnight stay is required before meeting your unit. Commander, Naval Forces Japan (COMNAVFORJAPAN) and the MLO assigned there shall make billeting reservations upon receipt of a midshipman's travel advisory. The University of San Diego/San Diego State University is the Western Pacific Midshipmen Embarkation/Debarcation Coordinator and is also available to intervene as necessary.

(b) For ships, submarines, (US and JMSDF) and squadrons located in Sasebo or Okinawa:

If a midshipman's flight itinerary does not route him/her onto a Japanese domestic airline with a flight out of Narita the other possibility is an itinerary through Narita International (Tokyo) Airport to Haneda Domestic (Tokyo) Airport and then onto Fukuoka (Sasebo) or Okinawa. Narita and Haneda airports are approximately 45 miles apart. To get to Haneda from Narita there are two options, airport limousine (actually a bus) and train.

(1) Airport Limousine:

Upon exiting customs at Narita International, proceed to an Airport Limousine Company counter. The counter will be located directly outside of customs. Customer service agents (nearly all speak English) sell tickets for the bus to Haneda. Cost of the bus is approximately 3,000 Yen (about \$30). Travel time from Narita to Haneda is approximately 75 minutes, but can take much longer if traffic is bad. Purchase your bus ticket to arrive at Haneda at least one hour prior to your scheduled departure from Haneda. The Airport Limousine will drop you off at the Haneda departure level where you must then check in with your connecting airline.

(2) Train:

Two different train lines serve Narita Airport. Ensure you purchase a ticket for the Keisei line. Upon exiting customs, proceed to the Keisei Line counter located just outside of customs. At the counter, purchase a ticket to Haneda. The agent will direct you to the train platform located at the lower level of the terminal. There are signs directing you to the train platforms. Ask the station agent for assistance if you cannot locate the platforms. The cost for the Express train from Narita to Haneda is approximately 1,560 Yen (about \$15). Travel time from Narita to Haneda is 1 hour 45 minutes. Upon arrival at Haneda Station, follow the signs to the airline ticket counter. Once again, you should plan to arrive at Haneda at least 1 hour prior to your scheduled departure.

Midshipmen flying out of Narita or Haneda for destinations other than the four main islands of Japan should plan on paying a departure tax of 2040 Yen (about \$15).

3. Phone Numbers:

COMNAVFORJAPAN DUTY OFFICE (24 hours)

Military - DSN 315-243-7650/51/66/67

Commercial (from Japan)- (0468) 21-1911, Ext. 7650/7651

(from U.S.)- 011-81-616-043-7650/7651

COMSEVENTHFLT DUTY OFFICER (24 hours)

Military – DSN 315-243-7441 or 453-8740

Commercial (from Japan)-(0468)21-1911, Ext. 7441

(from U.S.)-011-81-6160-43-7441

b. **Korea.** Midshipmen traveling to Korea will ultimately be going to Chinhae Naval Base located near Pusan. The Kimhae International Airport services the Korean city of Pusan. Midshipmen will fly into Korea via military airlift or commercial airline.

1. Military airlift. After arriving via military airlift into Osan Air Base, midshipmen should clear customs then contact the Commander, Naval Forces Korea (CNFK) duty office. If continuing on via the Military Airlift Command (MAC) flight to Kimhae (Pusan), the CNFK duty officer will advise Commander, Fleet Activities Chinhae. For follow on commercial air travel to Kimhae (Pusan) from Kimpo International Airport (Seoul) catch the bus (\$2.55) from MAC terminal to the Yongsan bus terminal. The bus ride is 1-hour in length and leaves approximately every hour. Transportation from Yongsan to Kimpo International Airport (Seoul) is free. Upon arrival in Yongsan, contact CNFK duty office for further assistance.

2. Commercial airline into Kimpo International (Seoul). After clearing customs, midshipmen should contact the Commander, Naval Forces Korea (CNFK) duty office by calling from the USO desk located directly across from the Kimpo International customs exit door. The duty officer will provide advice and/or assistance if necessary. Reservations cannot be made in advance for shuttle flights between Kimpo (Seoul) and Kimhae (Pusan) because seating is on a first come, first served basis. The approximate cost of the flight is \$45.00. Midshipmen must check-in time a minimum of 45 minutes prior to scheduled takeoff. The first flight to Kimhae from Kimpo leaves at 0730, the last flight leaves at 2030. Note that connecting air transportation to Pusan (Kimhae International Airport) via Korean Air Lines (KAL) is not available at night. Every effort should be made to book flights to arrive in Seoul as early in the day as possible so that same day connections can be made and to preclude remaining overnight in Seoul. If arriving in Seoul after 1800 is unavoidable, the CNFK duty officer will help to locate a hotel room (approximately \$100-150) because no government billeting is available in Seoul. If required to remain overnight, local taxis require WON (approximately 3000 = ~ \$4.00) for transportation from Kimpo airport to downtown Seoul. Exchange (PX) taxis are approximately \$22 to Seoul. CNFK will notify Commander, Fleet Activities Chinhae (CFAC) of midshipman arrival and travel status so that ground transportation from Kimhae Airport to Pusan or Chinhae can be arranged if necessary.

3. Commercial airline or Military Airlift Command flight into Kimhae International (Pusan). When arriving at Kimhae via Military Airlift Command flight or commercial air, a Commander, Fleet Activities Chinhae (CFAC) or ship representative will normally meet midshipmen with follow-on transportation provided by CFAC or the ship. In the event a representative is not present and CFAC or ship transportation is not available, midshipmen should be prepared to spend 20,000-25,000 Won (\$35.00) for cab fare to Chinhae Naval Base.

4. Phone Numbers: CNFK duty office (24 hours) - Military 723-4898/99.

623. TRANSPORTATION INFORMATION REGARDING TRANSIT THROUGH GUANTANAMO BAY (GTMO), CUBA. There is limited transportation available in and out of GTMO and it is difficult to mesh this transportation with ship's schedules. Couple this with limited berthing capability in GTMO and the need to comply with Atlantic Midshipmen Embarkation/ Debarcation Team (LANTMEDT) guidelines is critical.

a. Embarking Midshipmen. Embarking midshipmen in GTMO should arrive on either Friday or Tuesday. These are the only two days that scheduled passenger flights fly to and from GTMO. Ship's schedules should be planned to embark the midshipmen sometime after 1600 the day of their arrival in GTMO to prevent over-nighting. Short periods of anchorage in the mouth of the bay are adequate to embark midshipmen and should be coordinated with Fleet Training Group, Guantanamo Bay.

b. Debarking Midshipmen. It is the ship's responsibility to arrange for the travel of debarking midshipmen. GTMO debarks should be planned to coincide with the Tuesday and Friday scheduled passenger flights. These flights fill up rapidly, so Passenger Reservation Requests (PRRs) should be sent by the ship's personnel office to PERSUPDET GUANTANAMO BAY CU as soon as possible.

(1) Midshipmen requiring connecting flights to home units. It is the ship's responsibility to obtain follow on transportation for the midshipmen, in addition to the MTA for the scheduled flight out of GTMO. The ship must take the midshipman's original orders to PERSUPDET GTMO's travel section and have them issue a Government Transportation Request (GTR).

(2) USNA midshipmen follow on transportation. If there is more than one USNA midshipman on the GTMO flight to Norfolk, the Midshipman Liaison Officer in Norfolk will arrange further transportation to return the midshipmen to the Academy from the MAC terminal in Norfolk. Academy midshipmen may commence leave upon arrival at Norfolk, pending approval by the MLO/MEDT.

(3) Ships whose schedules require debarking midshipmen on other than Tuesday or Friday. Every effort should be made to debark midshipmen in GTMO on Tuesday or Friday including cutting a cruise short. However, should a ship, due to operational commitments, not be able to debark midshipmen on Tuesday or Friday, the ship will send an Area Clearance Message for the midshipmen IAW OPNAVINST 4650.11 series, the midshipmen will be directed to check the Passenger Terminal immediately upon debarking and daily thereafter for any unscheduled passenger flights. There are numerous unscheduled passenger flights and utilization of these flights will save the Navy time and money.

c. All efforts should be made to avoid midshipmen having lengthy stays in GTMO. The above guidelines should assist ships in planning for the embarking and debarking of midshipmen on the same day as their arrival or departure from GTMO.

624. INFORMATION NEEDED TO SEND MIDSHIPMEN TO/FROM GUANTANAMO BAY, CUBA

a. GTMO requires an Area Clearance Message 30 days prior to arrival. With it, BOQ reservations are possible. Without it, the BOQ is not usable. Reservations should be in the Deer Point BOQ.

b. Contact the GTMO operator at DSN 660-2998, then ask for extension:

| | |
|------------------------|-------------------------------------|
| FTG Schedules/Training | X5321 |
| FTG Duty | X4778 |
| BOQ (to confirm res) | X2400/2401 |
| COMNAVBASE OPS | X4366/4453 or TIE LINE DSN 564-4584 |
| RENTAL CAR | X2822 |

c. It is critical that BOQ reservations at NAS Norfolk be made for the night before the flight to GTMO leaves and the night that it arrives (DSN 564-7466/4667 - be sure to get the confirmation number). Make these reservations at least one month prior to trip date.

d. For USNA Midshipmen Only. Ensure that NAVPTO does ticketing and booking on the GTMO flight. Get the airlines ticket with orders when you are scheduled for your departure brief.

e. Prior to the flight, midshipmen should report to the MEDT Norfolk for ship assignment and/or updated information. Midshipmen shall wear CNT Khakis on the flight from Norfolk to GTMO. They spend the night in Norfolk and have to be at the terminal the next day at 0600 (MEDT Norfolk will assist in providing transportation from the BOQ to the air terminal).

f. A "premanifest" is created 24 hours before the Norfolk MAC flight leaves. It can be checked by calling DSN 564-4148/4118.

625. CLASSIFIED NOTES. Policies concerning classified material note-taking during submarine/surface cruises will be issued by the commanding officers of those ships to which midshipmen are assigned. In any case, classified notes shall be destroyed at the conclusion of the cruise as directed by the ship's Security Manager. Unclassified qualification cards shall be retained. **Classified material of any kind is not to be removed from summer cruise ships.**

TABLE I

| UNIFORM TABLE FOR 1/C AND 3/C SUMMER TRAINING | AVIATION ASHORE/AFLOAT | LANTRAMID PACTRAMID | SUBLANTRAMID SUBPACTRAMID | CORTRAMID PROTRAMID |
|---|---------------------------|------------------------|------------------------------|------------------------|
| Bag, duffle | 1 | 1 | 1 | 1 |
| *Bag, laundry | 1 | 1 | 1 | 1 |
| *Bag, sock | 1 | 1 | 1 | 1 |
| Belt, blue | c | c | c | |
| Belt, khaki | 1 | 1 | 1 | 1 |
| Belt, white | 2d | 2d | 1 | 1 |
| Boots, black combat or Boots, hot weather | | | | 1e |
| *Brassieres (women) | 6 | 6 | | 6 |
| Buckle, brass | 2 | 2 | 2 | 2 |
| Cap, camouflage | | 1f | | 1 |
| Cap, garrison, khaki | 1 | 1 | 1 | 1 |
| Cap, service, (frame) w/chin strap | 1 | 1 | 1 | 1 |
| Coveralls | 2 | 2 | 2 | |
| Crown, service cap, khaki | 1 | 1 | | 1 |
| Crown, service cap, white | 2d | 2d | 1 | 1 |
| *Flashlight | | | | a |
| Insignia, collar, set | 2 | 2 | 1 | 1 |
| Insignia, shoulder boards, set | 1 | 1 | 1 | 1 |
| *Kit, sewing | a | a | a | a |
| *Kit, shoeshine | 1 | 1 | b | 1 |
| *Kit, toilet articles | 1 | 1 | 1 | 1 |
| Name tag | 1 | 1 | 1 | 1 |
| Necktie (w/tie clip) | c | c | c | |
| *Padlock | 2 | 2 | 1 | 2 |
| All Weather Coat | a | a | | 1 |
| Service Dress Blue | c | c | c | |
| Shirt, khaki, (men/women) short sleeve | 2 | 2 | 1 | 2 |
| Shirt, khaki, (men/women) long sleeve | 2 | 2 | 2 | 2 |
| Shirt, summer white, (men/women) short sleeve, with epaulets (cotton) | 2d | 2d | 1 | 1 |
| Shirt, white long sleeve | c | c | c | |
| Shirt, winter blue | c | c | | |
| Shirt, Camouflage | | 2f | | 2 |
| Shirt, T-shirt for PT | 2 | 2 | a | 2 |
| *Shoes, gym, pair | 1 | 1 | 1 | 1 |
| *Shoes, shower, rubber | 1 | 1 | 1 | 1 |
| Shoes, black, service oxford (leather) | 1 | c | c | 1 |
| Shoes, white, oxford | 1 | 1 | 1 | 1 |
| Shoes, safety boots (steel toe) | 1 | 1 | 1 | 1 |
| Slacks, khaki (women) | 2 | 2 | | 2 |
| Slacks, summer white (women) | 2d | 2d | | 1 |
| *Socks, athletic, white | 4 | 4 | 4 | 4 |
| Socks, black | 8 | 8 | 8 | 8 |
| Socks, white | 4 | 4 | 2 | 2 |
| *Supporters, athletic (men) | 1 | 1 | a | 2 |
| *Swim suit | 1 | a | a | 1 |
| *Towels (bath), white | 2 | 2 | 2 | 2 |
| Trousers, winter blue | c | c | c | |
| Trousers, khaki (men) | 2 | 2 | 2 | 2 |
| Trousers, summer white (men) | 2d | 2d | 1 | 1 |
| Trousers, Camouflage | | 2f | | 2 |
| Trunks, gym | 1 | 1 | a | 2 |
| *Undershirts, white | 8 | 8 | 8 | 8 |
| Undershirts, green | | 2f | | 2 |
| *Underwear | 8 | 8 | 8 | 8 |
| *Washcloth, white | 1 | 1 | 1 | 2 |
| Windbreaker, khaki or Service Dress Blue relaxed | c | c | c | |

NOTE: * Furnished at member's own expense

- a. Optional
- b. Atmosphere contaminant, not allowed on submarines.
- c. Required for some Northern European and Western Pacific cruises, some FOREXTRAMID cruises, academic year cruises, and all midshipmen assigned to ships participating in any special Festivals/international exercises.
- d. One set may be CNT.
- e. Issue hot weather boots to Navy Option midshipmen. Marine Option midshipmen may be issued combat boots if available. In either case it is strongly recommended that these boots be broken in *weeks* before departing for summer cruise.
- f. Required for cruises onboard coastal patrol vessels (PCs).

TABLE II

| UNIFORM TABLE FOR 2/C SUMMER TRAINING | LANTRAMID | SUBLANTRAMID |
|---|-----------|--------------|
| | PACTRAMID | SUBPACTRAMID |
| Bag, duffel | 1 | 1 |
| *Bag, laundry | 1 | 1 |
| *Bag, sock | 1 | 1 |
| Belt, blue (with gold tip) | 1 | 1 |
| Belt, khaki | 1 | 1 |
| Belt, white | 2d | 1 |
| *Brassieres (women) | 6 | |
| Buckle, brass | 1 | 1 |
| Cap, blue ballcap w/ gold 'N' | 1 | 1 |
| Cap, service, (frame) w/chin strap | 1 | 1 |
| Coveralls | 2 | 2 |
| Crown, service cap, white | 2d | 1 |
| Insignia, collar, set | 2 | 1 |
| Insignia, shoulder boards, set | 1 | 1 |
| *Kit, sewing | a | a |
| *Kit, shoeshine | 1 | b |
| *Kit, toilet articles | 1 | 1 |
| Name tag | 1 | 1 |
| Necktie (w/tie clip) | c | c |
| *Padlock | 2 | 1 |
| All Weather Coat | a | |
| Service Dress Blue | c | c |
| Shirt, khaki, (men/women) short sleeve | 2 | 2 |
| Shirt, khaki, (men/women) long sleeve | 2 | 2 |
| Shirt, summer white, (men/women) short sleeve, with epaulets (cotton) | 2d | 1 |
| Shirt, white long sleeve | c | c |
| Shirt, winter blue | c | |
| Shirt, T-shirt for PT | 2 | a |
| *Shoes, gym, pair | 1 | 1 |
| *Shoes, shower, rubber | 1 | 1 |
| Shoes, black, service oxford (leather) | c | c |
| Shoes, white, oxford | 1 | 1 |
| Shoes, safety boots (steel toe) | 1 | 1 |
| Slacks, khaki (women) | 2 | 2 |
| Slacks, summer white (women) | 2d | |
| *Socks, athletic, white | 4 | 4 |
| Socks, black | 8 | 8 |
| Socks, white | 4 | 2 |
| *Supporters, athletic (men) | 1 | a |
| *Swim suit | a | a |
| *Towels (bath), white | 2 | 2 |
| Trousers, khaki (men) | 2 | 2 |
| Trousers, winter blue | c | c |
| Trousers, summer white (men) | 2d | 1 |
| Trunks, gym | 1 | a |
| *Undershirts, white | 8 | 8 |
| *Underwear | 8 | 8 |
| *Washcloth, white | 1 | 1 |
| Windbreaker, Service Dress Blue relaxed | c | c |

NOTE: * Furnished at member's own expense

- a. Optional
- b. Atmosphere contaminant, not allowed on submarines.
- c. Required for some Northern European and Western Pacific cruises, some FOREXTRAMID cruises, academic year cruises, and all midshipmen assigned to ships participating in any special Festivals/international exercises.
- d. One set may be CNT.
- e. Issue hot weather boots to Navy Option midshipmen. Marine Option midshipmen may be issued combat boots if available. Ensure boots are broken in for at least two full weeks prior to departing on cruise

TABLE III

| UNIFORM TABLE FOR SPECIALIZED SUMMER TRAINING | MINI-BUD/S | MOUNTAIN WARFARE, CAX, AND AOE |
|--|------------|-----------------------------------|
| Bag, duffel | 1 | 1 |
| *Bag, laundry | 1 | 1 |
| Boots, black combat | 1b | 1b |
| Cap, Camouflage | 1 | 1 |
| *Chapstick | 1 | 2 |
| *Flashlight | 1 | 1 |
| Gloves, black leather | 1 | 1 |
| *Kit, sewing | 1 | 1 |
| *Kit, shoeshine | 1 | 1 |
| *Kit, toilet articles | 1 | 1 |
| *Knife | | 1 |
| *Lighter, cigarette | | 1 |
| Notebook, loose-leaf | | 1 |
| *Padlocks | 2 | 2 |
| PT Gear w/sweats, Navy/Marine Corps issue | | 1 |
| Shirt, Camouflage | 2 | 4 |
| *Shoes, shower, rubber | 1 | 1 |
| *Socks, white athletic | 6 | |
| Socks, wool | | 5 |
| *Sunglasses | | 1 |
| *Sunscreen | 1 | 1 |
| *Supporters, athletic | 2 | 2 |
| *Sweater, wooley-pulley, green | | 1 |
| *Towels (bath), white | 2 | 2 |
| Trousers, Camouflage | 2 | 4 |
| Undershirt, brown | 2 | 4 |
| *Washcloth, white | 1 | 1 |
| Watchcap, black | | 1 |

NOTE: All additional gear (i.e. packs, 782 gear) will be provided by the training command.

* Furnished at member's own expense

a. Battery-powered razor recommended

b. It is strongly recommended that these boots be broken in *weeks* before departing for training.

CHAPTER 7

NROTC TRAVEL AND FINANCIAL INSTRUCTIONS

700. GENERAL. Every effort has been made to minimize expenditures connected with midshipmen participating in active duty for training; however, midshipman travel continues to be the greatest expense of training. The need for economy, therefore, remains of the greatest importance.

701. TRAVEL TO AND FROM PLACES OF ACTIVE TRAINING (AT)

a. Entitlement. NROTC training orders will specify actual travel to be performed by the midshipman from the NROTC unit or midshipman's Home of Record to the Active Training (AT) site and return to the unit or Home of Record. Midshipmen requesting air transportation to/from locations other than the NROTC unit or Home of Record may be required to pay additional costs. Some midshipmen have performed travel in conjunction with AT orders by private automobile. This mode, though permissible, is not recommended due to limited parking facilities and changes to ship port assignments. NROTC midshipmen are entitled to allowances as governed by the U.S. Code (USC) that the NROTC midshipman was appointed under. The two codes and appropriate allowances are as follows:

(1) College Program Midshipmen (10 US Code 2104)

(a) Per diem is not payable under any circumstances.

(b) If advantageous to the government a mileage allowance of 36.5 cents per mile may be paid for the official distance of travel to be performed under competent orders, or not to exceed the cost of airlines.

(c) Transportation and messing may be furnished. In this case Government Transportation Requests (GTRs) or Military Transportation Authorizations (MTAs) will be issued for travel. Meal tickets may also be issued for meals.

(d) In the event travel is performed partly at personal expense and partly by government furnished transportation, the provisions of paragraph F2e JFTR will apply.

(2) Scholarship Midshipmen (10 US Code 2107)

(a) Per diem is authorized for the constructive travel time (commercial airline schedule plus time to and from carrier terminals) to and from training sites. Per diem is to be charged to functional account number (FAN) 74731.

(b) Per diem is not payable during periods of training when government quarters and messing facilities are available.

(c) Per diem may be payable for periods of delay enroute to or from AT when government quarters and messing facilities are not available.

(d) Government Transportation Requests (GTRs) or Military Transportation Authorizations (MTAs) may be issued by the unit once the port call has been issued by the NAVPTO.

(e) A monetary allowance in lieu of transportation may currently be paid at the rate of 36.5 cents per mile (check for latest allowance). Allowable mileage will be for the official distance of actual travel to be performed to or from AT not to exceed the cost of airlines.

702. PROCEDURES FOR ARRANGING OVERSEAS TRANSPORTATION

a. Transportation Documents

(1) Military Airlift Command Transportation Authorization (MTA) (DD Form 1482) will be used for transoceanic/international travel via MAC aircraft (CAT B) or government-procured air (CAT Y or A). MTAs will not be used in conjunction when a SAAM move is employed. Information regarding preparation of MTAs is contained in NAVMILPERSCOMINST 4650.2 and 4630.2. Information regarding assignment of Customer Identification Codes (CICs) for billing purposes is contained in NAVCOMPT Manual, paragraph 032600 and CNET P1533/9 (Rev. 10-90) (NROTC Supply Procedures Manual - Appendix H, Paragraph 5).

(2) U.S. Government Transportation Request (GTR) (SF 1168) is used to procure commercial passenger transportation and/or specific passenger transportation services or accommodations. GTRs will be issued directly to common carriers certified for passenger service for specified transportation and accommodations. Information regarding GTRs is contained in NAVMILPERSCOMINST 4650.2, Chapter IV.

(3) Midshipmen are responsible for the proper use and safeguard of transportation forms (GTRs/MTAs/tickets) issued to them. In the event these forms/tickets are lost or stolen, the midshipmen should immediately advise the nearest PERSUPDET/NAVPTO/MEDT.

b. Procedures

(1) All individual midshipmen transoceanic/international transportation will be arranged by the NROTC unit's servicing Navy Passenger Transportation Office (NAVPTO) by submission of a Passenger Reservation Request (PRR) by the NROTC unit's supporting Personnel Support Detachment (PERSUPDET) in accordance with procedures contained in NAVMILPERSCOMINST 4650.2. Based upon the port call received, the NROTC unit will either prepare the GTR/MTA, as appropriate, or receive this service from the supporting PERSUPDET. GTRs/MTAs will be issued only in accordance with the port call provided by the NAVPTO. Normally, GTRs/MTAs will be issued prior to departure from USNA/NROTC unit on a one-way basis. Commanding officers of AT activities will provide return transportation in accordance with NAVMILPERSCOMINST 4650.2. The PRR format is included in Appendix D. A round-trip GTR/MTA will be issued only if authorized by the port call. Round trip travel shall be arranged for FOREX, Bulldog, CAX, MWTC, AOT, MINI BUDS and CORTRAMID cruises. Under no circumstances will the NROTC unit arrange transoceanic/international transportation without receiving a port call from the servicing PERSUPDET/NAVPTO. Midshipmen should be advised not to arrange their own transportation or procure transportation at personal expense.

(2) Special Assignment Airlift Mission (SAAM) may be utilized for group movement when determined to be cost-effective by NSTC/USNA. All SAAM requests must be approved by Bureau of Naval Personnel (PERS-07). The responsible MEDC will notify the respective NROTC units of the SAAM's departure point and time. ■

(3) When AMC Channel flights (CAT Y) are used for group travel overseas, the MEDC will notify the respective NROTC units of the flight number and departure point and time.

(4) Procedural questions should be referred to the servicing NAVPTO.

703. ROUTING OF INDIVIDUAL MIDSHIPMEN

a. Modes of funding transportation for individual midshipmen are authorized from home or the location of the NROTC Unit, as specified in the orders, to authorized field training or at-sea-training and return to home or unit.

b. NROTC Unit transfer. Midshipmen transferring to other NROTC units at the beginning of the new academic year may be issued transportation from the old unit or home to AT and return home or travel to the new unit as long as the cost to the new unit will not exceed the cost back to the old unit.

704. PAY ACCOUNTS AND PAYMENT PROCEDURES

a. NROTC scholarship/college program midshipmen are authorized advance training pay. This policy will allow the Defense Finance and Accounting Service-Cleveland Center (DFAS-Cleveland Center) to provide 80 percent advance payment by means of electronic funds transfer, to all midshipmen prior to commencement of their proposed training. **IMPORTANT!** The CITRIX midshipmen assignment system does not automatically update OPMIS. In order for midshipmen to receive advanced pay, their cruise data must be entered and reside in the OPMIS system.

(1) Prior to leaving for summer training the midshipmen should be thoroughly briefed by the unit on how to fill out the travel voucher, what, and when to mail subject items to DFAS.

(2) The midshipman should have their summer training orders, a Travel Voucher or Subvoucher (DD Form 1351-2) with blocks #1 - #9, and #11 filled in, a preaddressed envelope with proper postage affixed. The following is the address to put on the envelope:

DFAS COLUMBUS
TRAVEL OPERATIONS, COLUMBUS
PO BOX 369026
COLUMBUS OH 43236-9026

b. Each midshipman will forward the following documents to DFAS-Columbus:

(1) One copy of orders with all endorsements and advances,

(2) One copy of a "void" check, or Bank Form 1199A,

(3) The completed Travel Voucher or Subvoucher (DD Form 1351-2). (On the last day of training the midshipman should fill out blocks #10, #15 - #18, sign block #20, keep a copy of voucher for his/her use, and mail the envelope to DFAS.)

c. The customer service branch at DFAS Columbus Travel Operations can answer any questions. Telephone (800) 756-4571, option "4", then option "3".

705. RATES OF PAY FOR NROTC MIDSHIPMEN

a. Entitlement

(1) Scholarship and College Program Midshipmen. While on active duty for training, NROTC midshipmen are entitled to the same rate of pay as prescribed for midshipmen at the Naval Academy. For information on pay refer to Financial Management Regulations (FMR) Volume 7, Chapter 59. <http://www.dtic.mil/comptroller/fmr>. Withholding amounts will differ from midshipman to midshipman for social security (FICA), Serviceman's Group Life Insurance (SGLI), federal and state income tax, etc.

(2) Incentive and/or Hazardous Duty Pay. Scholarship and College Program NROTC midshipmen are not entitled to additional pay for sea and foreign duty, flight pay, submarine pay, hostile fire pay, or other hazardous duty pay (see DODPM, Part 8, Chapter 4, table 1-2-5).

(3) Servicemen's Group Life Insurance. NROTC Scholarship and College Program midshipmen are covered by the provisions of Public Law 93-289. They will be automatically insured for \$250,000 unless they elect reduced coverage or no coverage.

706. REIMBURSEMENT FOR TRAVEL

a. Entitlement. NROTC midshipmen are entitled to the allowance prescribed in Joint Federal Travel Regulations (JFTR), Chapter 7, Part G (U7150), paragraphs F2a through g, including per diem where applicable.

b. Travel Advances

(1) Per Diem Advances. Prior to reporting to training site:

(a) Scholarship midshipmen (US Code 2107) participating in FOREX cruises are entitled to an advance not to exceed the authorized per diem rate for constructive travel time to and from the point of training.

(b) College Program midshipmen (US Code 2104) are not entitled to an advance.

(2) Mileage Advances. Advance payment of mileage is authorized for both Scholarship and College Program midshipmen in accordance with paragraph F.g U7150 JFTR.

c. Settlement of Travel Claims. NROTC Midshipmen travel claims will be liquidated at DFAS Columbus as stated in CNET ltr Ser 1320 OTE 411 of 04 Sept 2001. See para 811 for guidance concerning USNA midshipmen. Training units are to assist the midshipmen in proper completion of travel claims, but are NOT TO FILE travel claims for NROTC midshipmen.

(1) Midshipmen will submit a travel claim and copy of DDS account information to DFAS Columbus prior to departure from summer training. DFAS will liquidate claims based on a scheduled itinerary back to the midshipmen home or NROTC unit. The travel claim should include a completed Travel Voucher (DD 1351-2) signed by the midshipman, a copy of orders, and a copy of DDS account information. Allow ten working days for DFAS Columbus to complete the travel claim. Midshipmen are authorized to retain one copy each of the training order (NAVEDTRA 1320/6) and DD 1351-2. Instructions for completing DD Form 1351-2 are provided in the Midshipman Summer Training Handbook. The NROTC unit will submit a copy of training orders with all settlement copies to Commanding Officer, NETPDTC (Code N8111), 6490 Saufley Field Road, Pensacola, FL, 32549-5237.

(2) If additional expenses are incurred by midshipmen during their return trip, the midshipmen may submit a supplemental claim (DD Form 1351-2) which should be submitted with the package of training orders, and the copy of the previously paid travel request as discussed above. The supplemental claim will be liquidated by DFAS Columbus. The disbursing officer will return all settlements to the units who will in turn forward a copy to NETPDTC Code N8111

(3) All claims should be forwarded to DFAS Pensacola at the following address:

DFAS COLUMBUS
TRAVEL OPERATIONS, COLUMBUS
PO BOX 369026
COLUMBUS OH 43236-9026

Comm: 1-800-456-4571, option "4", then option "3"

Website: <http://dfas4dod.dfas.mil/centers/dfasco/customer/travel/index.htm>

(4) BOQ charges incurred by any midshipman while assigned to an afloat unit are not reimbursable. If the individual ship desires to berth midshipmen ashore, all costs will be borne by the ship. Midshipmen assigned to a Submarine; due to the habitability constraints onboard a submarine, all enlisted personnel are assigned to barracks while in their homeport. Likewise, midshipmen will be housed in the BOQ during these periods. If there is no space in the BOQ, they shall be offered space in the BEQ. SUBLANT/SUBPAC Midshipmen Training Coordinators (MTCs) will identify the POC in each homeport area, who will work with NSTC and USNA billing representatives. The MTCs will also provide the POC information (phone & email) for each area to their units prior to 15 April of each year. Submarine Midshipmen Training Officers will arrange BOQ rooms with these POCs when they receive notification of prospective midshipmen.

707. FUNDING REQUIREMENTS. NROTC AT costs are charged to the Commander, Naval Service Training Command's centrally managed Reserve Personnel, Navy (RPN) allotment.

708. TRAINING ACTIVITY'S CHARGING PROCEDURES. The following is a description of procedures for the different Functional Account Numbers (FANs) applicable to AT training.

a. Travel and Per Diem. Travel/per diem costs will be charged to the standard document number (SDN) cited on NROTC training orders. For Scholarship midshipmen (10 US Code 2107) utilize FAN 74730; for College Program midshipmen (10 US Code 2104) utilize FAN 74740. Per diem is not authorized for College Program midshipmen. NSTC LTR Ser 1320 OD8 of 03 Oct 2003 directs preparation of training orders.

b. Pay (FANs 71730 and 71740). DFAS-Cleveland Center will issue all pay and allowance payments for summer training. LES will not be required at the summer training sites.

c. Wardroom Mess Rations (FANs 71722 and 71782). The activity wardroom mess prepares SF 1034, attaches a list of NROTC midshipmen (FAN 71722 for Scholarship midshipmen and FAN 71782 for College Program midshipmen) showing the information and certification required by NAVSUP 486, paragraph 2003. The midshipmen are grouped by the month subsistence was fed and FAN (71722 or 71782). The FAN is the last five digits of the cost code. Under no circumstances will individual midshipmen be billed for meals.

d. General Mess Rations (FAN 73604). General mess prepares one certification, entering the total NROTC rations fed during the month and forwards to Commander, Naval Supply Systems Command, Attn: SUP 51, 5450 Carlisle Pike, PO Box 2050, Mechanicsburg, PA 17055-0791 with monthly Ration and Sales Report (NAVSUP Form 1357). Identification of a midshipman's NROTC unit is not required. Should NROTC midshipmen subsist in a U.S. Air Force, U.S. Army, or Marine Corps mess, reimbursement will be accomplished by submitting NAVCOMPT Form 2277 to Commanding Officer, Naval Education and Training Professional Development Technology Center (NETPDTC), Code N811, Building 2435, Pensacola, FL 32509-5008, indicating the number of rations consumed, individual meal fee, and grand total for all midshipmen.

e. Service Charges for NSTC Approved Lodging in BOQ or BEQ. BOQ/BEQ Managers contact NSTC OD811 billing POC for payment via Government IMPAC Credit Card. To expedite payment, call M-F 0800-1500 hrs Central Standard time the day of, or one day prior to midshipman checkout. NROTC billing POC: NSTC Code OD811, DSN 922-4974, Comm (850) 452-4974 or Code OD812, DSN 922-4414, Comm (850) 452-4414, FAX Comm (850) 452-4943. Mandatory information on the folio should include the Name/SSN/NROTC Unit the midshipman is attached to. For US Naval Academy midshipmen payments, refer to Chapter 8.

f. Dependent Entitlements. Dependents of NROTC Scholarship Program and Advanced College Program midshipmen are entitled to benefits and privileges granted to dependents of all uniformed personnel when their sponsors are on active duty for training. The duration of active duty status must exceed 72 hours for commissary store privileges and 30 days for medical benefits.

709. DISBURSING OFFICER'S REPORT TO DFAS-CLEVELAND CENTER. The disbursing officer will make no payment for summer training and will not have to submit any documents to DFAS-Cleveland Center.

CHAPTER 8

USNA TRAVEL AND FINANCIAL INSTRUCTIONS

800. ORDERS. The U.S. Naval Academy will issue individual orders to all midshipmen. In the event that a midshipman must be transferred under conditions that dictate government obligation to underwrite commercial travel and/or per diem expenses, the following procedures apply:

a. Commercial travel inside/outside CONUS. An SDN will appear on the individual orders. If individual orders are not issued to the midshipman concerned, a message request for SDN authority must be directed to the U.S. Naval Academy (Code 7D), citing circumstances.

b. AMC travel outside CONUS. Accounting data and SDN will appear on the individual orders. If not available for any reason, a message should be addressed to the U.S. Naval Academy (Code 7D), citing circumstances.

c. Any additional temporary duty in conjunction with midshipmen summer training will be funded by the local command to which the midshipmen are assigned.

d. Three copies of orders written by commanding officers of summer training ships must be forwarded to the U.S. Naval Academy (Attn: Training Office).

e. All midshipmen must have their original orders with endorsements to turn in when they return to USNA, whether or not they intend to seek reimbursement of travel expenses.

801. INDEPENDENT TRAVEL

a. Independent travel is defined as any travel in which the Training Office or a fleet unit does not specifically arrange transportation (i.e., airline tickets, bus transportation, etc.) to or from the site of your training. For example, if you drive in a privately owned car or purchase your own airline ticket you are an independent traveler.

b. The following information supplements the information on your orders and in your precruise brief. When in doubt of your responsibilities, contact the Training Office.

(1) All midshipmen proceeding on independent travel orders must contact the Training Office or the MEDC 48 hours prior to their report date in order to ensure their cruise has not changed. If the cruise has changed, it is still the midshipman's responsibility to report to the proper port on time.

(2) All midshipmen proceeding on independent travel orders are required to report to the Midshipman Embarkation/Debarcation Team (MEDT) designated in their orders by 1200 on the date indicated. Each midshipman is responsible for transportation directly to the MEDT (not just the local airport). Failure to report to the MEDT by 1200 will equate to an unauthorized absence (UA). All UAs will be dealt with in accordance with Midshipman Regulations.

802. TEMPORARY DUTY ALLOWANCES

a. Endorsements. Midshipmen orders must be endorsed regarding the availability of government messing and berthing.

b. Per Diem Allowances. USNA midshipmen are not authorized per diem (except in emergencies). For specific cases, contact the USNA Summer Training Office.

803. NAVAL ACADEMY LEAVE POLICY. The Superintendent, U.S. Naval Academy will issue leave policy to midshipmen prior to commencement of training. When individual orders do not indicate leave dates, leave policy will be in accordance with the following guidelines:

a. Prior to the start of summer training:

(1) Leave terminates at USNA for midshipmen utilizing government transportation at time specified by the USNA Summer Training Officer.

(2) Leave terminates at time/place specified by USNA Training Officer for midshipmen desiring to report directly to summer training.

b. Upon completion of summer training, including any USNA follow-on training:

(1) Midshipmen will return immediately to USNA via government transportation and commence leave upon arrival.

-OR-

(2) Commence leave at port of debark.

It should be noted that midshipmen who report directly to their training from USNA or home, or who commence leave at their port of debark are responsible for their own travel arrangements and expenses. Reimbursement will not exceed GTR from point of debark to USNA. This paragraph applies only to leave commencing prior to the start of or upon completion of summer training. See paragraph 204 and 810.

804. ENDORSEMENTS. Midshipmen, with the assistance of the host training commands, must ensure that proper endorsements are made on midshipmen orders including:

- a. Times and dates of reporting and detachment.
- b. Availability or non-availability of government quarters and meals.
- c. Notation concerning any leave situation.
- d. Group travel if directed.

When orders are endorsed to show reporting, detachment, and use of government facilities, such endorsements should indicate the exact dates that the midshipman is assigned quarters and/or subsistence ashore. All midshipmen must have their original orders with endorsements to turn into Midshipmen Disbursing when they return to USNA.

805. PERSONAL ITINERARY RECORDS. Midshipmen are urged to keep a personal record of their official travel during the summer. This record should include reporting dates and detachments, time of arrival and departure, name of activities, mode of travel, delays encountered, and miscellaneous expenses incident to official travel. Receipts incident to official travel must be obtained and submitted in support of travel claim for reimbursement.

806. MIDSHIPMEN FINANCES. USNA midshipman are paid once monthly throughout the summer. All monies are credited to their personal accounts. The practice of lump sum payment prior to the summer training period no longer exists. Consequently, personal financial responsibility/budgeting on the part of the midshipman is very important.

807. RATES OF PAY OF NAVAL ACADEMY MIDSHIPMEN

a. Entitlement

(1) Naval Academy midshipmen are paid by USNA at a monthly rate. Regular and special payments may be made only by the Midshipmen Disbursing Officer at USNA.

(2) Incentive and/or Hazardous Duty Pay. Naval Academy midshipmen are not entitled to additional pay for sea and foreign duty, flight pay, submarine pay, hostile fire pay, or other hazardous duty pay (see DODPM, Part 5, paragraph 50106).

(3) Servicemen's Group Life Insurance. Naval Academy midshipmen are covered by the provisions of Public Law 93-289. They will be automatically insured for \$250,000 unless they elect reduced coverage or no coverage.

808. SPECIAL NOTES

a. A receipt must be furnished for any item of expense and for all lodging expenses, otherwise it will not be allowed on travel claim.

b. Upon detachment from training midshipmen must have their original orders with all pertinent endorsements.

c. Midshipmen will submit a travel voucher (DD Form 1351/2) to the USNA midshipmen disbursing officer within 7 days upon detachment from training.

d. Field disbursing officers will not attempt to settle travel claims of USNA midshipmen.

e. Midshipmen are to be reminded that if they choose to make no claim against the government, they must still sign and date the bottom of their orders and turn them in to disbursing.

809. BOQ CHARGES.

a. Midshipmen not assigned to a Submarine. BOQ charges amassed by any midshipman while assigned to an afloat unit are not reimbursable. If the individual ship desires to berth midshipmen ashore, all costs will be borne by the ship. Individual ships may request exceptions to this policy for short periods when ship is officially declared uninhabitable. Address message to USNA stating reason for request (e.g. ship uninhabitable due to shipyard work), dates of uninhabitability, names/SSNs of affected midshipmen. Messages shall not be submitted "UNODIR." Blanket waivers for specific ships/ship types will not be approved.

b. Midshipmen Assigned to a Submarine. Due to the habitability constraints onboard a submarine, all enlisted personnel are assigned to barracks while in their homeport. Likewise, midshipmen will be housed in the BOQ during these periods. If there is no space in the BOQ, they shall be offered space in the BEQ. SUBLANT/SUBPAC Midshipmen Training Coordinators (MTCs) will identify the POC in each homeport area, who will work with CNET and USNA billing representatives. The MTCs will also provide the POC information (phone & email) for each area to their units prior to 15 April of each year. Submarine

Midshipmen Training Officers will arrange BOQ rooms with these POCs when they receive notification of prospective midshipmen.

810. USNA MIDSHIPMEN TRANSPORTATION ENTITLEMENTS. USNA midshipmen are entitled to government-furnished transportation direct from the Naval Academy to their cruise units and return. Historically, USNA has chartered buses for major LANTRAMID and MEDTRAMID embarkations. Ships are encouraged to contact the MLOs for the feasibility of a chartered bus. USNA midshipmen are not entitled to transportation to or from their home of record. The Naval Academy permits some midshipmen to report directly to their cruise units, or to debark from their cruise units and go directly on leave, instead of reporting to the Naval Academy for government transportation. Any independent air travel must still be made through an official SATO Office. The following policies apply to USNA midshipmen travel:

- a. Midshipmen reporting directly to their units, vice returning to the Naval Academy for transportation, are responsible for travel to their cruise units at their own expense. Reimbursement shall not exceed GTR.
- b. USNA midshipmen debarking in CONUS may come directly (no stopovers) back to the Naval Academy, or may go on leave directly from their cruise units. There are no other options. Midshipmen who do not return directly to the Naval Academy are responsible for all further transportation at their own expense, including their eventual return to the Naval Academy.
- c. USNA midshipmen debarking outside CONUS have the following options:
 - (1) Debark from ship and commence leave overseas. This option requires OUTCONUS leave papers which must be obtained from the Naval Academy (Midshipmen Personnel) prior to departure. Midshipmen electing to do this are responsible for all further transportation at their own expense, including their eventual return to the Naval Academy.
 - (2) Debark from ship and travel directly (no stopovers) back to the Naval Academy at government expense.
 - (3) Debark from ship and return to CONUS at Government expense. Midshipmen may then terminate their flights and commence leave at the first CONUS port of entry (POE). Onward transportation from CONUS POE, including eventual transportation back to the Naval Academy, is at the midshipman's own expense.

811. SETTLEMENT OF TRAVEL CLAIMS. USNA midshipmen travel claims are processed and liquidated by the U.S. Naval Academy. Training units are not to file travel claims for USNA midshipmen. See para 706.c for NROTC midshipmen.

CHAPTER 9

AVIATION/NUCLEAR CRUISE/NURSE/ACADEMIC YEAR TRAINING

900. GENERAL. Alternate training is designed to afford midshipmen specialized training in areas such as nuclear power, aviation, etc., while simultaneously filling any fleet shortfalls in regular at-sea training billets. In addition to fleet cruises, USNA midshipmen may participate in 4 weeks of training which include warfare programs, technical research, professional internships, USN communities, and USN programs. NROTC Nurse Option midshipmen will have training that emphasizes the Navy Medical Department role, both ashore and afloat.

901. AFLOAT AVIATION CRUISES. Afloat Aviation Cruises, will provide an opportunity for physically qualified first class midshipmen to cruise aboard deployed ships with planes or helos embarked. A number of midshipmen will also be assigned to CONUS-based squadrons. Only Afloat Aviation Cruise screened selectees will be assigned to aviation afloat 1/C billets. The Afloat Aviation Cruise is awarded to ambitious first class midshipmen who desire to observe and participate in air operations at sea. Successful cruises, for both the ship and midshipmen, are the direct result of innovative leadership and the initiatives of the individual units, regardless of their deployment schedule. The fitness report post cruise critique, and after cruise ship reports, in combination, will measure the effectiveness of each individual's summer cruise training. The tone for a midshipman's cruise is set from the moment he/she walks aboard. A ship which is expecting and is prepared for the midshipmen makes the finest possible first impression. Frequent contact with midshipman, even if only to ask, "How are you doing?" in passing, makes a positive impact on a midshipman's morale and enthusiasm. The following guidelines are provided to assist the Midshipmen Training Officer (MTO) in charge of the Afloat Aviation program:

a. As scheduled by the MTO through the Carrier Airwing Staff, each midshipman will report to one of the embarked Airwing Squadrons, for a period of approximately 2 weeks. While attached to the squadron, the midshipman shall work in the capacity of an assistant branch officer. As feasible, each midshipman should be afforded the opportunity to receive orientation flights in various fleet aircraft to gain a better understanding of each aircraft's mission and the manner in which the Airwing employs these aircraft. "Backseat" qualified midshipman will have in their possession the necessary documentation of completed aviation survival/water training. They shall be assigned to applicable junior officer squadron watchbills. Each midshipman shall be paired with a qualified Naval Aviator/Naval Flight Officer as a running mate while attached to the squadron to ensure that maximum exposure to squadron daily routine and squadron/airwing relations is obtained. Running mates have a great impact upon a midshipman's perception of the cruise, and those assigned should be high quality, top-performance individuals who are strongly and positively motivated towards the naval service.

b. Midshipmen will be required to use, as completely as time permits, applicable shipboard PQS.

c. If, for any reason, the wing debarks for any period while midshipmen are embarked for an Afloat Aviation Cruise, the midshipmen will be assigned to the Air Department and continue their assigned duties on board as the situation allows.

d. Midshipmen assigned to an Afloat Aviation Cruise shall berth in squadron spaces.

902. NROTC ASHORE AVIATION CRUISE. The Ashore Aviation Cruise is intended to expose selected NROTC first class midshipmen to the operational environment and squadron life of a deployable squadron. The Afloat Aviation Cruise section is germane for the overall objectives of aviation cruises.

a. ■
a. NSTC will receive cruise billet nominations from Atlantic Coast based squadrons and assign midshipmen as appropriate. All midshipmen will report to the squadron fully qualified to fly in orientation flights including scheduled patrols.

b. Upon arriving at the deployment site, the MTO will integrate the midshipmen fully into squadron life. They shall be assigned to a junior officer running mate as the latter's assistant, i.e., an Assistant Branch/Division Officer billet. The running mate shall be a qualified Naval Aviator/Naval Flight Officer and should be a top level performer and high quality individual motivated towards the naval service. The MTO and running mate will ensure that the midshipman receives a full indoctrination in all phases of VP operations, but that he/she returns to "ground" duties when each INDOC session is complete.

c. Midshipmen should receive a minimum of three flights in squadron aircraft. They may fly as often as is possible; however, this should be tempered to accommodate training in the ground duties of the junior officer. By no means will the opportunity to get "one more" flight be allowed to detract from the overall training effort.

d. All midshipmen are to be berthed in the BOQ but will mess in the enlisted dining facility (EDF). They should not be charged for messing in the EDF. Refer to section 212 in this manual for guidance on midshipmen subsistence policy.

903. USNA CONUS ASHORE AVIATION SQUADRON CRUISES. USNA 1/C midshipmen selected for an aviation cruise may spend 4-8 weeks assigned to a CONUS aviation squadron that is not deployed to an aircraft carrier.

a. 1/C aviation squadron cruise goals are:

(1) To expose midshipmen to the squadron's daily routine including operations, training, maintenance, and administration.

(2) To allow the midshipmen flight time/maximum exposure to the cockpit.

(3) To prepare midshipmen for commissioned service through active participation in the duties and responsibilities of a junior officer.

(4) To further the development of officer-like qualities and leadership skills.

(5) To familiarize midshipmen with warfare systems.

(6) To reemphasize the importance of military courtesies, maintaining smartness, and discipline.

b. Specific job assignments/watchstations

(1) Assistant Division Officer

(2) Branch Officer

(3) Assistant Squadron Duty Officer

c. Integration of midshipmen into the squadron organization. Midshipmen should be fully integrated into the squadron. They should be assigned meaningful duties so that they can contribute to the squadron's mission.

d. Rotation of midshipmen within departments. As determined by workload and the Midshipmen Training Officer (MTO), midshipmen may be rotated through various departments to

increase their exposure to the various aspects of squadron life. Special efforts should be made to assign midshipmen to maintenance divisions/branches so they may observe the interaction between officer and enlisted personnel.

904. NUCLEAR CRUISES

a. Special Requirements for Midshipmen Embarked in Nuclear Powered Ships. Midshipmen assigned to training aboard SSNs and SSBNs will be ordered to report directly to the submarine operational squadron. NSTC OD12 will assign all NROTC submarine and nuclear cruiser billets and will indicate by OPMIS letter to each NROTC unit the midshipman's name, assigned submarine or surface nuclear cruise dates, and parent submarine squadron (for SSN/SSBNs). Units are authorized direct liaison with SUBLANT/SUBPAC squadron cruise coordinators for information concerning the embark/debark points and other details pertinent to the assigned cruise.

b. Clearances. NACs must be completed and Secret clearances granted by each midshipman's unit command. Parent units will certify clearances at least 2 weeks prior to scheduled reporting dates and are updated in advance in OPMIS/CITRIX. COMSUBLANT N12/COMSUBPAC N12 will ensure that clearance messages are sent to the submarines and ships. This information will also be certified on the midshipman's orders. Certification shall include type investigation, conducted by whom, and completion date (e.g., NAC by DIS on 24SEP84). USNA shall not assign foreign national midshipmen to any nuclear powered unit. For security clearance information, review SECNAVINST 5510.30Ser for interim clearances, section 8.5 of the instruction is germane.

c. Transportation. Midshipmen should normally report not later than 1500 on the assigned reporting day. The date of embarkation should not normally be a day the ship is scheduled to get underway. Any change to a travel itinerary should be expeditiously reported to the ship.

d. Immunizations/Dental. Required immunizations must be completed and midshipmen are directed to hand carry their medical records when reporting. Those who have been associated with university nuclear reactors must have statements on radiation exposure included in their medical records. Midshipmen embarking on submarines must have a submarine medical screening conducted in accordance with SECNAVINST 6420.1D series. Units may desire to have precommissioning physicals and medical screening accomplished at the same time for first class midshipmen. A precommissioning physical is NOT required for a submarine cruise. This is only recommended when convenient for the unit. In addition, for submarine cruises that involve extended underway periods, a thorough Type 2 dental exam needs to be conducted. The midshipman must meet Dental Class One or Two to cruise for more than local operations. Of particular concern are impacted communicating third molars (wisdom teeth) and periodontal involvement/peritonitis of the third molars. The examination must be completed within 1 year before the training cruise begins. It is desirable for the examination to be completed and reviewed by the NROTC unit at least one month prior to the reporting date for submarine training. The midshipman's health record should include documentation of successful completion of the medical examination required by SECNAVINST 6420.1D series. Medical/dental problems discovered after the midshipman reports can prohibit his participation in that cruise. All midshipmen assigned to submarine cruises must carry their dental records as well as their medical records.

e. Medical Examination. Midshipmen embarked in nuclear powered ships normally have not received a radiation exposure medical examination in accordance with NAVMED P-5055. These midshipmen are considered as personnel who receive nonoccupational radiation exposure in accordance with Article 208 of NAVSEA 389-0153. Commanding officers will ensure that midshipmen are administratively handled under the provisions of Article 208 of NAVSEA 389-0153. In this regard, commanding officers will carefully monitor midshipmen radiation exposure and limit watch and training assignments in posted radiation areas to the minimum necessary to complete the requirements of the summer training objectives. Entry into or passage through the posted radiation areas of naval nuclear powered ships should not be restricted except as specified

in Article 208 of NAVSEA 389-0153. The foregoing should not be construed as altering the provisions of Article 208 of NAVSEA 389-0153. The intent is to ensure that midshipmen who have not been trained under Article 107 of NAVSEA 389-0153 and who have not received radiation exposure medical examinations can adequately complete their cruise objectives while receiving no more radiation exposure than other ship's personnel controlled under Article 208 of NAVSEA 389-0153.

f. Midshipmen first class on submarines should pursue diving officer of the watch qualifications and enlisted submarine qualifications while midshipmen second class should pursue helmsmen/planesmen/lookout and enlisted submarine qualification. Local qualification procedures are to be utilized in both instances.

g. Uniforms. Clothing appropriate for SSN/SSBN cruises is listed in Chapter 6 of this manual. Care must be exercised in selecting articles to be carried, as storage space is extremely limited. Additional clothing requirements should be determined by contacting the assigned ship or parent submarine squadron. Variations dictated by unit missions should be expected. Aerosol cans, shoe polish, and luminous dial wrist-watches using radioactive elements are prohibited on submarines.

h. Midshipmen assigned to surface nuclear cruises will be handled in the same manner as those assigned to conventional surface cruises with the exception that NSTC OD31 will select midshipmen to fill the available billets. Once assignments are promulgated, units may liaison directly with the Midshipmen Embarkation/Debarcation Coordinators for current operational schedules (i.e., dates, ports). NSTC OD31 should be notified only in the event of changes concerning the status of assigned midshipmen.

i. Midshipmen assigned to nuclear ships should be briefed prior to departing that the extent of their participation in propulsion plant training will be limited to observation only. However, a goal for nuclear cruises is to have each midshipman spend one-third of his time in engineering department billets and two-thirds in other departments.

j. NSTC OD12 and USNA (Submarine Cruise Coordinator) will assign midshipmen by name to submarine cruises and can be reached, respectively, at commercial (850) 452-4050, DSN 922-4050; and commercial (410) 293-6592, DSN 281-6592.

k. Requests for cruise extensions will be reviewed on a case-by-case basis but are not normally approved, due to additional training requirements for USNA midshipmen and program requirements for NROTC midshipmen.

905. NURSE AFLOAT CRUISES

a. Nurse Afloat Cruises will provide an opportunity for indoctrination/orientation to the Navy Medical Department. The midshipmen second/third class Nurse Cruise is for Scholarship Nurse Program midshipmen only. Unit commanding officers are to determine when each midshipman's summer academic schedule best allows for a summer cruise, either third class or second class summer. These cruises will be assigned by the appropriate Midshipmen Embark/Debarc Coordinator (MEDC) via OPMIS in the same manner as all other third or second class midshipmen at-sea cruises. Since Fleet CINCs/TYCOMS do not nominate ships specifically for Nurse Afloat Cruises, any nominated ship with a medical department should be prepared to receive Nurse Option Midshipmen, designated Nurse Afloat Cruises will be annotated in the assignment messages and on individual midshipmen orders.

b. The tone for a midshipman's cruise is set from the moment he/she walks aboard. A ship which is expecting and is prepared for the midshipmen makes the finest possible first impression. Frequent contact with midshipmen, even if only to ask, "How are you doing?" in passing, makes a positive impact on a midshipman's morale and enthusiasm. The following guidelines are provided to assist the Midshipmen Training Officer (MTO) in charge of the Nurse Option program:

(1) Each midshipman is to be assigned to the ship's Medical Department; specifically, to a running mate within the department, who the midshipman shall assist with his/her daily duties. The running mate will ensure that the midshipman's professional indoctrination is complete. Midshipmen will gain a complete picture of the organizational capabilities of the ship, and of the Medical Department.

(2) Midshipmen will be required to utilize, as completely as time permits, applicable shipboard PQS booklets and NAVEDTRA 37309 (Professional Development Requirements for Nurse Option).

(3) Bloodborne Pathogens. Upon reporting for training each Nurse Option midshipmen must complete and ensure documentation of completion of the OSHA Bloodborne Pathogens Study Guide. Furthermore, the midshipman must present health record documentation that he/she has received an approved Hepatitis B vaccine regimen (8 week sets). Without this documentation, the midshipman is restricted to observing the skills indicated. This midshipman must have no direct contact with blood or body fluid.

(4) The purpose of the midshipman 1/C Hospital Cruise is to provide an orientation/indoctrination to the organizational structure and function of a Medical Treatment Facility (MTF). This orientation should be especially meaningful to the midshipman 1/C who will soon be graduated, commissioned, and assigned to an MTF similar to the site of the First Class Cruise. It is anticipated that the midshipman 1/C will receive some clinical training and experience during the First Class Cruise. However, we stress that the primary purpose of the cruise is to render the midshipman knowledgeable about the organizational structure and function of a Naval Hospital.

(5) Guidance for the midshipman 1/C cruise is given in the NAVEDTRA 37301 "Midshipman Summer Training Handbook" Booklet provided by the NROTC unit to each midshipman participating in a Hospital Cruise. This guide is also included in Appendix P of this manual.

906. ACADEMIC YEAR CRUISES (AYCS)

a. It is NSTC's intention to keep conventional NROTC AYCs to a minimum level. Requests for AYCs will only be approved in highly unusual circumstances not involving midshipmen academic shortcomings. Strong nuclear power prospects will be favorably considered when a nuclear AYC with sufficient underway time is available. NSTC will request ship nominations for approved academic year cruises from fleet commanders based on input from NROTC units. Contingent on available cruise billets and midshipmen training requirements, NSTC will assign the billets and notify the appropriate NROTC units, fleet commanders, and ships. Midshipmen will be assigned to ports of embarkation which are most cost effective. In the event that nominations exceed available training quotas, requests will be reviewed on a case-by-case basis and prioritized according to the nature of the academic year request. Precommissioning cruises will have priority in all instances. All nuclear cruises and submarine cruises will be determined by the NSTC Nuclear Propulsion Coordinator NSTC OD 31.

b. USNA will no longer require Academic Year Cruise.

c. Once cruise assignments are disseminated to the units, direct liaison between the NROTC units and the respective ships is authorized and will be required to obtain detailed reporting information, (i.e., uniform requirements, precise reporting times, and locations, etc.).

d. NROTC units will forward an embarkation list in the form of a message/letter to reach the individual ships or submarines, with information copies to fleet commanders and NSTC, providing names of assigned midshipmen, social security numbers, status of cruise (i.e., first or second), security clearance data, and proposed travel itineraries at least 2 weeks prior to the scheduled embarkation.

e. Midshipmen assigned to afloat training within CONUS shall be ordered to report directly to the ship not later than 0800 on the reporting date, unless otherwise directed by the ship. For midshipmen embarking outside of CONUS, port calls must be requested by the NROTC unit (via their servicing NAVPTO) and maximum use of government transportation will be made. The ship's location and other pertinent information, including local transportation available, will be furnished to each NROTC unit by ships when necessary. NROTC units will make one-way travel arrangements for midshipmen via their servicing NAVPTO and provide ships with their travel itineraries in advance. The ship's midshipmen training officer will assist the midshipmen in making return reservations.

f. MEDTs do not operate during the academic year. Questions regarding midshipman academic year training should be directed to the parent NROTC unit or NSTC. In the absence of MEDTs, ships are responsible for the functions listed in paragraphs 105d through 105f. Ships must ensure that all cruise orders are properly endorsed when midshipmen debark at completion of cruise. ■

g. Paragraph 110 is not applicable to academic year cruises. No fleet liaison officers are assigned to these cruises.

h. In order to determine the exact clothing required for cruise, NROTC units must communicate with the individual ships or cognizant squadron. Chapter 6 provides general uniform guidance for first and second class cruise which may not be appropriate for winter climates or specific cruise activities.

i. Reports listed in Chapter 11 are also required during academic year training.

CHAPTER 10

FOREIGN EXCHANGE TRAINING FOR MIDSHIPMEN THE JAPANESE MARITIME SELF-DEFENSE FORCE MIDSHIPMEN EXCHANGE PROGRAMS

1000. GENERAL. The Foreign Exchange Training Programs were established to promote the exchange of professional, cultural, and social experiences between the U.S. Navy and foreign navies through midshipmen first class and equivalents. It is hoped that the spirit of camaraderie engendered through close personal contacts will contribute immeasurably now and in the future to the enhancement of good relations between the U.S. and the nations participating. The visibility and importance of this program dictate that a high degree of command attention be directed to its implementation. This would include ship commanders having foreign midshipmen embarked as well as U.S. naval missions coordinating or conducting liaison with respect thereto.

1001. U.S. PARTICIPANTS. It is anticipated that approximately 60 U.S. midshipmen will participate with various NATO and other friendly nations. NROTC College Program, Marine option, and Nurse Corps option midshipmen, however, are not eligible for this program. Each participant will be carefully screened and briefed prior to selection.

1002. TRAINING PROGRAM. It is intended that individual programs arranged for both U.S. and foreign midshipmen be well balanced among professional, cultural, and social facets with the professional aspects emphasized. Chapter 3 of this manual cites the concepts of training and the details of the training program prepared for U.S. midshipmen which may be used as a guide for training U.S. midshipmen in foreign navies.

1003. USN/JAPANESE MARITIME SELF-DEFENSE FORCE (JMSDF) MIDSHIPMEN EXCHANGE PROGRAM

a. **Program.** The USN/JMSDF Midshipmen Exchange is a program that allows NROTC First Class Midshipmen (Male only) to participate in a cruise aboard a JMSDF ship and to visit the Japanese Officer Candidate School at Eta Jima, Japan. The JMSDF exchange is organized/coordinated by Commander Seventh Fleet in conjunction with COMNAVFORJAPAN, the Japanese USDAO, and the Seventh Fleet Midshipman Liaison Officer. Midshipmen participating in the exchange will complete a WESTPAC training cruise aboard USN ships either immediately before or after the exchange cruise. These cruises will be assigned by the WESTPAC Midshipman Embark/Debarb Coordinator via CITRIX/OPMIS. Intercultural relations training includes classroom lectures and discussions on Japanese customs and language, non-verbal communication, and how to use Japanese trains/buses/telephones/taxis. Past intercultural relations training have included a field trip to Kamakura, city of the "Big Buddha," as a practical lesson in the use of the Japanese train system. The midshipmen start in Yokosuka, where their Japanese counterparts will join them. In Yokosuka, the midshipmen participate in several events including a picnic with sporting events, tours of ships inport, and a reception. There are opportunities to enjoy liberty in the area. The midshipmen then embark ships of the other navy and conduct at sea training enroute to Kure. This provides exceptional opportunity for midshipmen of both navies to observe the operations, customs, and traditions of the other navy while underway. The midshipmen then travel to Eta Jima, an island near Hiroshima, for several days of activities with the JMSDF. Activities at Eta Jima include a tour of the classroom facilities, a visit to the Japanese Naval Museum, a climb of Mt. Furutaka, a Japanese tea ceremony, a reception, and a tour of Hiroshima. The midshipmen then return to Yokosuka, normally on the U.S. ship participating in the exchange. The USN/JMSDF Midshipmen Exchange Program is a unique opportunity for future U.S. naval officers to observe the training and operations of a foreign navy.

- b. Selected midshipmen should be aware that gift giving and exchange is expected, and should be planned in advance (e.g. ball caps, T-shirts; school pennants are appropriate gifts to exchange).
- c. No language ability is required.

- d. Recommend that midshipmen possess a valid (blue) tourist passport prior to departure OUTCONUS.

1004. LANGUAGE CONSIDERATIONS. These exchange programs offer an unparalleled opportunity for midshipmen to speak the language of the nation to which they have been assigned. To this end, every opportunity to speak the language should be afforded. Fluency in the language of the nation to which assigned will be a criterion for selection to the program when possible.

1005. ARRIVAL BRIEFINGS. U.S. midshipmen will be met by COMSEVENTHFLT midshipmen liaison staff upon arrival and directed to appropriate on-base lodging. In order to clarify possible misunderstandings and eliminate past problem areas, midshipmen will be provided a brief that highlights:

- a. Current political and economic climate of host nation.
- b. Pertinent social customs.
- c. An outline of the proposed training itinerary with an insight into the status that the midshipmen will be accorded.
- d. Organization and structure of the host nation's navy.

1006. ORDERS. Each U.S. midshipman will be sent to a nation for summer training purposes by a set of official orders complete with appropriations data, travel authority, etc. Midshipmen will be ordered to report to the appropriate U.S. Naval Attaché, Chief, Naval Mission, or JUSMA. It is mandatory that midshipmen movements be subject of official endorsement of orders to preclude hardship and to ensure orderly processing of claims, upon completion of duties. Assistance rendered to midshipmen to ensure foreign navy cooperation with respect to endorsements is necessary.

1007. TRANSPORTATION. All international/transoceanic travel will be arranged in accordance with NAVMILPERS COMINST 4650.2 by the parent NROTC unit with their servicing NAVPTO. When government air is not available, commercial air will be authorized by the servicing NAVPTO and midshipmen orders endorsed to reflect non-availability of government air. Travel within nations dictated by the foreign exchange programs may be obtained from the servicing NAVPTO, if known in advance, or may be paid by the midshipmen and claimed later. In this latter event, appropriate endorsements are mandatory. When traveling via commercial air outside CONUS, subject to reimbursement, travel must be performed on a United States flag carrier unless a statement is obtained from an authorized transportation office/officer (normally the NAVPTO) certifying that no U.S. flag carrier was available. In all cases, exchange program travel to, from, and within the participating nation is paid for by the parent nation. Round trip tickets will be issued to each midshipman by the servicing NAVPTO. In the event a specific return date has not been established prior to commencement of travel, the ship or nearest PERSUPDET/NAVPTO will coordinate and arrange return transportation with assistance from the appropriate U.S. Naval Attaché; Chief, Naval Mission; or JUSMA when required.

1008. PER DIEM. In addition to their regular pay, NROTC scholarship (10 U.S. Code 2107) midshipmen are paid for their messing and berthing expenses on a Foreign Exchange cruise as provided by Joint Federal Travel Regulations. They are also authorized advance per diem. The following statement shall be included on training orders for midshipmen embarking on a FOREX cruise: "NSTC authorizes per diem for this cruise period." Midshipmen shall provide receipts for all messing and berthing expenses. ■

1009. PAY. NROTC midshipmen will have been paid advance pay in accordance with NAVSO P-3050 paragraphs 80426 and 80427 prior to departure from CONUS; therefore, no financial embarrassment should be occasioned. They will have sufficient funds to defray all normal expenses attendant to messing and

miscellaneous expenses. They will not, however, be financially able to underwrite extensive social events and extensive official travel within the nation to which assigned. NROTC midshipmen are not authorized advanced subsistence pay.

1010. TRAVEL CLAIMS. Travel claims for midshipmen participating in the Foreign Exchange program will be liquidated by the PSD servicing the parent NROTC unit or forward to DFAS Columbus per section 704 of this manual.

1011. MILITARY PERFORMANCE. In order to assess the performance of U.S. midshipmen on summer training, personal observations and comments in any format are requested. Direct these evaluations to the Commanding Officer of the midshipman's parent NROTC unit listed in paragraph 213.

1012. LEAVE. Unless specifically authorized in the individual midshipman's orders, the privilege of remaining in the exchange nation after the expiration of the training program is not granted. If authorized in the orders, the midshipman is financially responsible for the return trip to CONUS.

1013. PASSPORTS. Midshipmen assigned to host nations which require passports and/or visas will have them in their possession prior to departure. Passports are required for travel in WESTPAC. Passports should be requested as early as possible using the procedures contained in paragraph 211.

1014. MISCELLANEOUS

a. Some countries may only require NATO orders for entry. The format for preparing NATO orders is found in BUPERS INST 1320.6.

b. Servicing NAVPTOs will send a travel advice message to the appropriate American Legation, U.S. Naval Attaché/U.S. Defense Attaché Office (ALUSNA/USDAO) providing arrival information of the midshipmen. NSTC OD31 should be included as an information addressee.

c. Once official acceptance from the foreign navy to conduct the exchange is received, NSTC will forward as soon as possible by message to the appropriate USDAO program information and a brief biography of each U.S. midshipman selected to participate in the foreign exchange programs.

d. Queries by message are encouraged where guidance is insufficient to the occasion. These inquiries should be addressed to the Commander, Naval Service Training Command (NSTC OFFICER DEVELOPMENT PENSACOLA FL//OD31// with Chief of Naval Operations included as information addressees.

1015. PUBLIC INFORMATION MEDIA. The foreign exchange summer training programs offer an obvious opportunity for outstanding press/radio/television coverage on the part of Navy PAO personnel as well as United States Information Agency/United States Information Service (USIA/USIS). It is desired that maximum publicity be afforded these exchange visits through a vigorous program of press media coverage. Participation through the Fleet Hometown News Center Program is strongly encouraged. Midshipmen should submit the standard form (NAVSO 5724/3 Rev 8-88) and request photographic coverage through local Public Affairs Offices.

1016. UNIFORMS. Due to the wide variance in location, no uniform table will be promulgated for this program. Midshipmen should refer to past FOREXTRAMID reports for uniform guidance and through direct liaison with that country's USDAO. A liberal allowance of appropriate civilian clothes is recommended.

1017. REPORTS. End of training reports (Report Control Symbol 1533-70) will be submitted by all midshipmen upon completion of the FOREXTRAMID and USN/JMSDF exchanges no later than 15

September. Comments regarding the exchange programs with a view toward improvement are particularly desired. NROTC post-training reports are the sole source of briefing information for each year's participants; it is essential that the original and one copy be submitted to NSTC and one copy to the appropriate USDAO (a total of three copies) no later than two weeks after the start of the academic year. Reports shall contain the following information:

- a. Exchange nation.
- b. Total duration of training and specific training dates.
- c. Type ship(s) in which training received.
- d. Number of days underway.
- e. Type of operations in which ship was involved.
- f. Living conditions, food, and general cleanliness aboard ship.
- g. General routine, discipline, and morale aboard ship.
- h. Professional training received.
- i. Uniforms taken and recommendations concerning.
- j. Ports visited.
- k. Transportation problems encountered, if any.
- l. Language difficulties, if any.
- m. Fluency in English of ship's officers and percentage of officers who spoke English.
- n. Comments/recommendations.
- o. Appendix I contains a recommended format for FOREX reports.

1018. REVERSE EXCHANGES

a. The reverse exchange of foreign midshipmen or junior officers is usually one for one but for economic reasons they are not usually sent to the United States for training. Generally, foreign midshipmen will participate as follows:

| <u>SECONDFLT</u> | <u>SIXTHFLT</u> | | <u>THIRDFLT</u> | <u>SEVENTHFLT</u> |
|------------------|-----------------|----------------|-----------------|-------------------|
| Argentina | Belgium | Denmark | Chile | Australia |
| Brazil | Egypt | Finland | Mexico | India |
| Canada | France | Greece | Peru | Indonesia |
| Colombia | Germany | Italy | | Japan |
| Ecuador | Israel | Latvia | | Malaysia |
| Uruguay | Morocco | Netherlands | | Philippines |
| Venezuela | Norway | Portugal | | Singapore |
| | Spain | Sweden | | South Korea |
| | Turkey | United Kingdom | | Thailand |
| | Bulgaria | Ukraine | | Pakistan |
| | Romania | Poland | | |
| | Tunisia | South Africa | | |
| | | Russia | | |

b. Numbered fleet commanders are responsible for nominating ship billets to host the foreign midshipmen equivalents. It should be noted that these billets are in addition to billets nominated to train U.S. midshipmen. Where possible, foreign midshipmen should be embarked in one ship with visits to other ships for familiarization. Direct liaison is authorized and strongly encouraged between USDAOs and numbered fleet commanders to arrange cruise details, including schedule changes and ship substitutions.

c. Unless a training syllabus is provided from the foreign nation, training will be conducted as for U.S. midshipmen, including assignment of a junior officer running mate and being given assistant division officer responsibilities. Chapter 3 of this manual cites the concepts of training and the details of the training program prepared for U.S. midshipmen, which may be used as a guide for training foreign midshipmen.

d. In the past, a number of foreign nations have requested tours of USNA, the Washington, DC area, etc., in conjunction with the exchange cruise or a specific ship type for cruise. Timely notification of such requests will effect proper planning and coordination. Numbered fleet commanders should coordinate with the Superintendent, USNA for USNA tours and transportation to and from neighboring air terminals. Tours of the Washington, DC area should be arranged through the nation's naval attaché at their embassy. All local naval facility tours, schools, and cross-decking will be coordinated through the cruise ship assigned in conjunction with local PAOs. Foreign midshipmen should be afforded every opportunity to see and enjoy the United States.

e. Foreign midshipmen do not hold security clearances. Some hold NATO clearances. Special disclosure authority for foreign midshipmen who are to undergo training aboard U.S. Navy ships may be determined from SECNAV 5510.34 series CNO's current quarterly report entitled "Quarterly Report on the Foreign Release Status of COMTAC Publications." Naval Warfare Systems Handbook and NDP-1. Prior to summer training, numbered fleet commanders will identify foreign navy midshipmen participating aboard ships under their command. Using the above mentioned documents, numbered fleet commanders will then determine the level of specific disclosure authority for each foreign navy's midshipman assigned to ships under their cognizance. Generally a level not to exceed confidential is given. For more information contact NAVY-IPO.

f. The parent nation is responsible for all cruise related expenses. Foreign midshipmen embarked in U.S. ships will be expected to pay their own mess bills and other miscellaneous expenses.

g. Ships hosting foreign midshipmen should be sure to request country clearance for them in LOGREQS for port visits.

CHAPTER 11

REPORTS

1100. REPORTS REQUIRED. A variety of reports are required throughout the summer training period which provide valuable information for tracking, planning, and execution of the program.

1101. FROM THE TRAINING ACTIVITY (SHIPS)

a. "Midshipmen Onboard" message report (NSTC report symbol 1533-6). See paragraph 201 for complete instructions and format. Required for all ships receiving midshipmen. ■

b. Ship's End of Training Report (NSTC report symbol 1533-7) optional. ■

(1) The commanding officer of each ship in which midshipmen have been embarked shall submit a letter report in the format of Figure 11-1 upon the completion of all summer training.

(2) The report shall be addressed to NSTC OD3 (address in paragraph 213) with no via addressees. Copies of each report shall be sent to the applicable type commander; Fleet Commander; the Superintendent, U.S. Naval Academy; and to CINCLANTFLT/CINCPACFLT as applicable. This special procedure for the forwarding of reports is implemented to expedite the submission and forwarding of reports to materially reduce the overall workload in writing endorsements. If commanders in the normal operational chain of command desire copies of individual ship's reports, they may so stipulate in an appropriate directive. It is reemphasized and urgently requested that these forwarding procedures for midshipmen reports be met. ■

(3) If a ship should participate in more than one training program, only one consolidated report need be submitted. Ensure that the name of each training program participated in is listed in the formatted report. Use the acronymic titles, i.e., LANTRAMID, WESTPACTRAMID.

(4) Reports are to be received by NSTC OD3 within 30 days of the completion of the last summer training period in which the ship or station participated, or no later than 15 September, in order to serve as a timely tool for program evaluation during the annual October Midshipmen Planning and Scheduling Conference. (NOTE: The midshipmen performance reports referred to in paragraph 4 of this report be given to the midshipman at the end of their cruise, prior to departure.) ■

(5) Timely submission of these reports is required if comments and recommendations are to be useful in planning for the next summer's training at the annual Midshipman Planning and Scheduling Conference.

(6) Reports are needed to improve next summer's at-sea training. If this objective is to be realized, originators must make specific and timely recommendations. Subject report should be limited to material which is unclassified. See Figure 11-1 for format and content.

c. Ship's Report of Major Offenses (NSTC Report Symbol 1533-8). See paragraph 503 for complete instructions and format. Required only as necessary. ■

d. Ship's Report of Conduct Offenses (NSTC Report Symbol 1533-9). See paragraph 505 for complete instructions and format. Required only as necessary. ■

e. Ship's Midshipman Fitness Report. See paragraph 403 for instructions. Optional for each midshipman trained aboard. Provide to midshipmen prior to debarkation.

f. Midshipman Motion Sickness Questionnaire. See appendix J for complete format. Required for each midshipman trained aboard. Provide to midshipmen prior to debarkation (attach to FITREP).

g. Report of Injury or Critical Illness (BUPERS Report Symbol 1770-1). See paragraph 206 for complete instructions and format. Required only when necessary.

h. Message Report of Midshipmen Inter-ship Transfers (NSTC Report Symbol 1533-10). See paragraph 102 for complete instruction and format. Required only when necessary.

i. Personnel Routing Instruction Message - required to update NAVPTO San Francisco or Washington, DC when embarkation will occur out of homeport. See Appendix H for examples.

1102. FROM THE MIDSHIPMEN EMBARKATION/DEBARKATION COORDINATORS AND TEAMS

a. MEDT's Embarkation Report (NSTC Report Symbol 1533-5). See paragraph 105 for complete instructions and format. Required for each embark at each MEDT site.

b. MEDC's Final Comments and Recommendations (NSTC Report Symbol 1533-11). See paragraph 104 for complete instructions and format.

c. MEDC's Embarkation Report to NSTC (NSTC Report Symbol 1533-69). See paragraph 104 for complete instructions and format. Required for each embark.

1103. FROM THE MIDSHIPMEN FLEET LIAISON OFFICERS AND ASSISTANCE FLEET LIAISON OFFICERS. Fleet/Assistant Midshipmen Fleet Liaison Officers Comments and Recommendations (NSTC Report Symbol 1533-13). See paragraph 110 for complete instructions and format.

1104. REPORTS REQUIRED FROM NROTC UNITS

a. Commanding Officer's NROTC Units' End of Training Report (NSTC Report Symbol 1533-12). Commanding Officers, NROTC units shall submit a report to NSTC OD31 in the format of figure 11-2 within 2 weeks after the commencement of school or no later than 15 September. This report consists of one section for each program (i.e., First Class Cruise, CORTRAMID, Second Class Cruise) and a summary list of ships which provided exceptional training or which provided significantly poor training. Adverse comments should include specific details. General comments/recommendations are welcomed.

b. Midshipman Summer Training Questionnaire Critique (NSTC form 1533/69). All midshipmen shall complete a critique and return to their NROTC unit upon completion of training. NROTC units will forward all critiques to NSTC OD 31 within 2 weeks after the commencement of school or no later than 15 September. Midshipmen attending CORTRAMID will be provided a critique by the CORTRAMID staff. The CORTRAMID staff will forward all Questionnaire critiques to NSTC.

1105. OTHER REQUIRED REPORTS

a. Command Non-appropriated Fund Financial Report (NSTC Report Symbol 1533-67). See paragraph 215 for complete instructions and format.

b. Foreign Exchange End of Training Report (NSTC Report Symbol 1533-70). See paragraph 1018 for complete instructions and details.

Figure 11-1

Sample Ship End of Training Report

(NSTC Report 1533-7)

From: Commanding Officer,
 To: Commander, Naval Service Training Command (NSTC OD31)
 Subj: MIDSHIPMEN END OF TRAINING REPORT
 Ref: (a) NAVEDTRA 37300 Series

1. The following information is submitted in compliance with reference (a):
 a. (Cruise phrase acronym, e.g., PACTRAMID) (Cruise dates)

| Cruise dates | Days | | 1/C USNA | | 2/C USNA | | 1/C NROTC | | 2/C NROTC | |
|--------------|----------|--------|-------------|---|-------------|---|--------------|---|--------------|---|
| | Underway | Inport | M | F | M | F | M | F | M | F |

2. Rate the following items by circling the appropriate number for each (1=POOR, 2=ADEQUATE, 3=GOOD, 4=OUTSTANDING) please justify all items marked 1 or 2 in part 3. If item is not applicable, please leave blank.

a. Planning

- | | | | | |
|--|---|---|---|---|
| (1) Notification of assigned midshipmen prior to embarkation | 1 | 2 | 3 | 4 |
| (2) Ability to accommodate numbers of quotas assigned | 1 | 2 | 3 | 4 |
| (3) Usefulness of sample ship's notice | 1 | 2 | 3 | 4 |

b. Administration of Midshipmen

- | | | | | |
|---|---|---|---|---|
| (1) Training orders (endorsements, complete info) | 1 | 2 | 3 | 4 |
| (2) Security clearances | 1 | 2 | 3 | 4 |
| (3) Physicals/shots (currency, completeness) | 1 | 2 | 3 | 4 |
| (4) Adequacy of uniform complement | 1 | 2 | 3 | 4 |
| (5) Evaluation (format and guidance and submission) | 1 | 2 | 3 | 4 |
| (6) Required reports (guidance and submission) | 1 | 2 | 3 | 4 |
| (7) Ability to handle disbursing requirements | 1 | 2 | 3 | 4 |
| (8) Messing/wardroom requirements | 1 | 2 | 3 | 4 |

c. Embark/Debark

| | | | | |
|--|---|---|---|---|
| (1) Midshipmen Embarkation/Debarkation Team/Midshipmen Embarkation/Debarkation Coordinator (MEDT/MEDC) (effectiveness) | 1 | 2 | 3 | 4 |
|--|---|---|---|---|

| | | | | |
|--|---|---|---|---|
| (2) Midshipmen Liaison Officer (MLO) (effectiveness) | 1 | 2 | 3 | 4 |
|--|---|---|---|---|

d. Midshipmen Training

| | | | | |
|---|---|---|---|---|
| (1) Effectiveness of Summer Training Manual | 1 | 2 | 3 | 4 |
|---|---|---|---|---|

| | | | | |
|--|---|---|---|---|
| (2) Midshipmen Training Officer Guidance | 1 | 2 | 3 | 4 |
|--|---|---|---|---|

| | | | | |
|---------------------------------|---|---|---|---|
| (3) Midshipmen Conduct/Aptitude | 1 | 2 | 3 | 4 |
|---------------------------------|---|---|---|---|

| | | | | |
|---------------------------------|---|---|---|---|
| (4) Midshipmen Motivation Level | 1 | 2 | 3 | 4 |
|---------------------------------|---|---|---|---|

3. General Comments and Recommendations

4. Qualifications/training completed, (e.g., Diving Officer, Damage Control School). Specify by name and unit.

5. Midshipmen fitness reports were provided to assigned midshipmen in accordance with paragraph 403 of reference (a) on _____.

Copy to:
COMPACFLT/COMLANTFLT (as appropriate)
Appropriate Type Commander
Appropriate Fleet Commander
Superintendent, USNA (Code 7D)

Figure 11-2

**CO, NROTC UNIT
END OF TRAINING REPORT
(NSTC Report 1533-12)**

From: Commanding Officer,
To: Commander, Naval Service Training Command (NSTC OD31)
Subj: MIDSHIPMAN END OF TRAINING REPORT
Ref: (a) NAVEDTRA 37300 Series

1. The following information is submitted in compliance with reference (a):

a. Number of Midshipmen

| | M | F | Waivers |
|-----------|---|---|---------|
| 1/C | | | |
| 2/C | | | |
| CORTRAMID | | | |

2. Rate the following items by circling the appropriate number for each (1=POOR, 2=ADEQUATE, 3=GOOD, 4=OUTSTANDING). Please justify all items marked 1 or 2 in part 3. If an item is not applicable, please leave blank.

a. Planning

| | | | | |
|-----------------------------------|---|---|---|---|
| (1) Billet Assignment | 1 | 2 | 3 | 4 |
| (2) Program information from NSTC | 1 | 2 | 3 | 4 |

b. Administration

| | | | | |
|-------------------------------|---|---|---|---|
| (1) Physicals/shots | 1 | 2 | 3 | 4 |
| (2) Orders/travel assignments | 1 | 2 | 3 | 4 |
| (3) Security clearances | 1 | 2 | 3 | 4 |
| (4) Travel claims | 1 | 2 | 3 | 4 |

c. Embark/Debark

| | | | | |
|---|---|---|---|---|
| (1) Midshipmen Embark/Debark Coordinator (MEDC) effectiveness | 1 | 2 | 3 | 4 |
| (2) Midshipman Liaison Officer (MLO)/Midshipman Embark/Debark Team (MEDT) effectiveness | 1 | 2 | 3 | 4 |

3. General comments on first class cruise.

4. General comments on second class cruise.

5. General comments on CORTRAMID.

6. General cruise and ship comments.

a. Outstanding ships

b. Negative ships

c. Miscellaneous comments

APPENDIX A

SAMPLE SHIP'S NOTICE FOR MIDSHIPMEN SUMMER TRAINING

USS UNDERWAY NOTICE 1533

Subj: MIDSHIPMEN SUMMER TRAINING PROGRAM

Ref: (a) Midshipmen Summer Training Manual (NAVEDTRA 37300 Series)
(b) Midshipmen Summer Training Handbook (NAVEDTRA 37301 Series)
(c) OPNAVNOTE 1530

Encl: (1) Training Objectives for First and Second Class Midshipmen
(2) Personnel Assignments
(3) Outline of Welcome Aboard Presentation
(4) Contents of Arrival Package
(5) Guides for Running Mates of Second Class Midshipmen
(6) Guides for Running Mates of First Class Midshipmen
(7) Plan of Action and Milestones

1. Purpose. To define the objectives, procedures, and responsibilities for the conduct of USS UNDERWAY the Midshipmen Summer Training Program as indicated in references (a) through (c).

2. Background

a. Midshipmen First Class and Second Class of the Naval Academy and NROTC units throughout the country annually participate in summer cruise programs designed to enhance their professional development. The assignment of these midshipmen to operational fleet units during the summer provides them with valuable motivational and instructional experiences not attainable in their normal classroom environment.

b. While the USS UNDERWAY's operating schedule will have a decided effect on our training program, the greatest effect on midshipmen training and motivation is a concerned, helpful ship's company. Operational commitments notwithstanding, it is of great importance that USS UNDERWAY make every effort to maximize this practical training experience for these future officers.

3. Objectives. The objectives of Midshipmen Summer Training are to further the professional development of midshipmen, introduce them to the operations of the Navy and Marine Corps, reinforce their academic year programs, instill a sense of pride in their identification with the Navy and to pique their interest in the operations of the fleet. The goals established to meet these summer afloat training goals are contained in enclosure (1).

4. Training Structure. Each midshipman will have a cruise handbook which provides basic cruise information (reference (b)). These journals are to be utilized as guides to summer training, only. It is desirable that midshipmen 1/C or 2/C work toward qualifying at watchstations using the applicable fleet PQS.

5. Action. USS UNDERWAY has been selected to participate in midshipmen summer training. All personnel assigned responsibilities by this notice are directed to review their below stated responsibilities and take such action as necessary to ensure that midshipmen training levels achieved are commensurate with the high standards of USS UNDERWAY. References (a) through (c) and this notice provide guidance for the

training program. Running mates are crucial to a successful program. Get your midshipmen involved - the more hands-on training, the better.

6. Assignments. Collateral duty assignments are contained in enclosure (2).

7. Procedure. Upon each embarkation, all midshipmen will be assembled on the mess decks for a welcome aboard presentation and general briefing on administrative and training procedures as outlined in enclosure (3). The briefing will be followed by an introduction of the running mates to their midshipmen and a tour of the ship. For all subsequent days, midshipmen administration and training will be accomplished through normal shipboard procedures and the provisions of this notice.

8. Assignment Scheduling

a. The Abandon Ship station for all midshipmen will be assigned by the First Lieutenant.

b. Schedules for the following will be published separately:

(1) Duty stations and watch assignments.

(2) Sea and Anchor Detail assignments.

(3) Underway replenishment assignments.

(4) General quarters assignments.

(5) Dinner with the Commanding Officer for First Class Midshipmen.

c. Midshipmen First Class. The concept of embarking First Class Midshipmen in fleet units was developed to provide functional training in the duties and responsibilities of afloat junior officers. Therefore, they will be afforded the opportunity to closely observe and participate in the day-to-day operation of their running mate's division. Since Midshipmen First Class will remain assigned to their running mate's division throughout the cruise, their daily schedules must permit the accomplishment of training in the other departments by assigning them watches and general quarters stations in the Operations, Combat Systems, and Navigation and Engineering Departments. They specifically must not be assigned the duty of supervision of a group of Second Class Midshipmen. Midshipmen First Class will be treated as junior officers and as such will be berthed in staterooms, as feasible, subsist in the wardroom, stand junior officer watches, and be expected to conduct themselves in a manner befitting a junior officer.

d. Midshipmen Second Class. For most Second Class Midshipmen, this summer cruise will be their first exposure to the operating Navy. They are embarked in fleet units to experience life aboard a Navy ship and their impressions of USS UNDERWAY will dominate their impression of the fleet. Midshipmen Second Class will be assigned to duties normally assigned to second- and third-class petty officers so that they may gain an appreciation of the tasks and responsibilities typical of that position as well as the relationship between the division officer, the workcenter supervisor, and division personnel. They should participate in enlisted tasks which offer some challenge and truly represent a learning experience. No assignment to such tasks as paint chipping and bilge cleaning will be made for extended periods. They will be berthed in the same compartment throughout the cruise, but are encouraged to rotate through at least two of the ship's Operations, Combat Systems, Navigation, or Engineering Departments, being assigned a new running mate within each department. This rotation is optional and is designed to expose Midshipmen Second Class to the

responsibilities and duties inherent to other major departments. Midshipmen Second Class will wear dungarees during their entire cruise. They will berth in enlisted spaces and mess in the enlisted galley.

9. Responsibilities. The overall responsibility for midshipmen summer training lies with the Commanding Officer. Final fitness reports will be signed by the commanding officers or the executive officer.

a. Executive Officer

(1) Act as the Commanding Officer's representative for midshipmen related matters not requiring the personal attention of the Commanding Officer.

(2) Maintain close liaison with the fleet commander's midshipmen liaison officers during their visits aboard ship.

(3) Designate an officer as midshipmen training officer to serve as the executive officer's assistant for all midshipmen related matters.

(4) Ensure prompt submission of all required reports pertaining to midshipmen.

(5) Through the chain of command, POD notes, etc., emphasize to the officers and crew their contribution to the professional development of embarked Midshipmen.

(6) Establish midshipmen assignments to departments and ensure the orderly change of assignments when scheduled.

(7) Designate and brief personnel assigned as running mates.

(8) Ensure that each First Class Midshipman requiring a precommissioning or flight physical as indicated on his/her individual orders receives same. These physicals should be coordinated with the local MEDT if ship is in port.

b. Senior Watch Officer

(1) Brief inport and underway watch supervisory personnel (CDO, QDWO, POOW, OOD, JOOD, CICWO, EOOW, BMOW, QMOW, etc.) emphasizing the importance of on watch midshipmen training and the general guidelines for the conduct of such training.

(2) Assign first and second class midshipmen to inport duty sections and respective officer/enlisted watches both underway and inport and underway watch sections (JOOW U/I). Ensure that midshipmen actively participate in watchstanding.

c. Midshipmen Training Officer

(1) Act as the primary assistant to the Executive Officer for all midshipmen related matters.

(2) Through close contact with the midshipmen, monitor their training progress, and present observations and recommendations to the Training Progress and Aptitude Evaluation Board.

(3) Prepare an arrival package to be given to each midshipman on embarkation day. The arrival package should include information as outlined in enclosure (4).

(4) Supervise the midshipmen indoctrination and orientation. If in port, arrange reciprocal tours of ships of different classes.

(5) Review the guidelines for First Class and Second Class Midshipmen running mates and assist the running mates in the understanding of their duties.

(6) Assist the Department Heads and Division Officers in the preparation of midshipmen aptitude and fitness reports.

(7) Prepare the end of training report for the review of the Executive Officer.

(8) Ensure NROTC midshipmen travel claims are liquidated and documentation of payment provided to midshipmen prior to debarkation

(9) Ensure midshipmen complete the Midshipmen Debrief Sheet prior to debarkation.

e. Department Heads (Operations, Engineering, Combat Systems, Navigation)

(1) Review those sections of references (a) through (c) pertaining to the training objectives of the midshipmen while assigned to their departments. Schedule ship-wide evolutions with the Planning Board for Training and make internal departmental plans to achieve the other objectives. Each Department Head is responsible for the quality of midshipmen training within his department.

(2) Determine GQ and emergency bill station assignments of midshipmen assigned.

(3) Specify and coordinate inport and underway watches to be stood by Second Class Midshipmen.

(4) Review Second Class Midshipmen fitness reports submitted by Division Officers.

(5) Prepare First Class Midshipmen fitness reports.

f. Division Officers

(1) Supplement the division Watch, Quarter, and Station Bill and other divisional duties and responsibilities with assigned midshipmen.

(2) Review applicable sections of the safety chapter in the Midshipman Handbook with midshipmen assigned to you at earliest possible time after they report to your division.

(3) Prepare Second Class Midshipmen fitness reports covering the period they are assigned to your division.

(4) Assign Second Class Midshipmen to inport and underway watch stations.

g. Supply Officer

(1) Since the midshipmen will not rotate through the Supply Department for training, establish a group training program for supply related training objectives.

(2) Review the applicable sections of references (a) through (c) concerning pay, travel, messing, etc.

h. Medical Department Representative

(1) Screen NROTC orders and roster lists for NROTC First Class Midshipmen who require precommissioning or flight physicals. Physical exams are to be coordinated with MEDTs when the ship is inport.

(2) Schedule required precommissioning physicals for designated NROTC First Class Midshipmen.

(3) Ensure COMPLETE precommissioning or flight physicals are accomplished for designated NROTC First Class Midshipmen (including visual, audio, and dental portions).

(4) Administer required shots as necessary.

(5) Provide training program to Nurse Option Midshipmen embarked.

i. Wardroom Mess Treasurer. Ensure midshipmen mess bills are processed in accordance with paragraph 212 of reference (a). Brief First Class Midshipmen on meal inport sign up lists, etc.

j. Running Mates

(1) See enclosure (5) for guidelines for running mates of Second Class Midshipmen.

(2) See enclosure (6) for guidelines for running mates of First Class Midshipmen.

**TRAINING OBJECTIVES FOR
FIRST AND SECOND CLASS MIDSHIPMEN**

1. Midshipmen Second Class

a. General

- (1) To familiarize midshipmen with life at sea aboard a U.S. naval vessel.
- (2) To familiarize midshipmen with shipboard organization and administration, ship systems, evolutions, and standard naval safety precautions at sea and inport.
- (3) To develop an appreciation for the duties and responsibilities of enlisted personnel, as well as living and working conditions of enlisted personnel onboard ship.
- (4) To gain a first hand experience in a ship's workcenter, so as to understand the function of a workcenter and the relationship between the division officer and his/her subordinates.
- (5) To emphasize the importance of military courtesies, smartness, and discipline.

b. Specific

- (1) To familiarize each midshipman with the duties and responsibilities of an enlisted petty officer, including quarterdeck petty officer of the watch inport.
- (2) To familiarize each midshipman with the inport/at sea watchstations/watchstanding duties of an enlisted petty officer. However, assignment to other enlisted watchstations is not precluded.
- (3) To familiarize midshipmen with the functions of DC Central, including qualification in basic shipboard DC PQS.
- (4) To familiarize each midshipman with the duties and responsibilities of the PMS Supervisor/Maintenance man.
- (5) To qualify (on submarines) each midshipman as Helmsman/Planesman, Messenger of the Watch, Lookout, and (if extended inport operations permit) Petty Officer of the Deck/Topside Security.

2. Midshipmen First Class

a. General

- (1) To afford midshipmen additional time at sea in order to apply skills/knowledge acquired in the classroom environment.
- (2) To prepare midshipmen for commissioned service through active participation in the duties and responsibilities of a junior officer.
- (3) To further familiarize midshipmen with naval warfare systems found in the operational Navy and Marine Corps.

(4) To enhance the development of officer-like qualities and leadership skills.

(5) To reemphasize the importance of military courtesies, maintaining smartness and discipline in their roles as junior officers.

b. Specific

(1) To familiarize each midshipman with the daily duties and responsibilities of a Division Officer onboard a ship, submarine, or in a squadron.

(2) To familiarize each midshipman with the inport/at sea watchstation/watchstanding duties of a Division officer.

(3) To qualify (on submarines) as Sonar Operator, Battery Charging Lineup Officer, and Diving Officer of the Watch.

PERSONNEL ASSIGNMENTS
(SAMPLE NAMES)

1. Midshipmen Training officer: LT Bailey

2. Running Mates:

a. Midshipmen First Class:

MIDN Buck - LTJG Lechner
MIDN Lynch - LTJG Taylor
MIDN Faase - LTJG Williams
MIDN Gamble - LTJG Henry

b. Midshipmen Second Class:

| | <u>OPS</u> | <u>ENGINEERING</u> |
|-------------|------------|--------------------|
| MIDN Fry | OS2 Davis | MM2 Allen |
| MIDN Gallop | RM3 Dehn | EN3 Ray |
| MIDN Hauke | ET3 Kula | HT3 Carlson |
| MIDN Lowe | OS2 Mark | EN2 Liss |

OUTLINE OF WELCOME ABOARD PRESENTATION

0830 Brief by the Midshipmen Training Officer/Executive Officer

1. Distribution of the arrival package.
2. Discussion of the contents of the arrival package.
3. Discussion of the type of training planned, and the method of obtaining fleet PQS books if qualification is desired at a particular watchstation after/while completing midshipmen training booklets.
4. Command regulations and organization.

0930 Brief by the Wardroom Mess Treasurer

1. Wardroom/enlisted meal hours, sign up lists, etc.
2. General wardroom/enlisted meal procedures.

0945 Brief by the CMAA

1. Ship's regulations.
2. Abandon ship stations.
3. Grooming discipline and military etiquette.

1000 Brief by the Chief Engineer

1. Engineering evolutions for the cruise.
2. OBA/EEBD/SEEDS training.

1015 Brief by the Navigator - Navigation exercises for the cruise.

1030 Brief by the Operations Officer - Operations for the cruise.

1045 Brief by the Combat Systems Officer - Combat Systems concept

1100 Lunch

1300 Welcome aboard by the Commanding Officer

1330 Brief by the Public Affairs Officer - Complete a FHTNC Release Form.

1345 Introduction to the Command Master (or Senior) Chief, Career Counselor, Drug and Alcohol Coordinator

1400 Brief by Medical Department

1. Safety aboard ship.

2. Screen Medical Records for physicals and shots as required.

(USNA midshipmen do not hand-carry medical records except for aviation and nuclear cruises.)

1415 Introduction to Chaplain, Legal Officer, Welfare and Recreation Officer, as appropriate

1430 Introduction of Running Mates

1445 Tour of ship

CONTENTS OF ARRIVAL PACKAGE

1. USS UNDERWAY Welcome Aboard Pamphlet.
2. USS UNDERWAY NOTICE 1533.
3. Brief statement on ship's policy concerning standards of dress, leave, liberty, special requests, conduct, etc.
4. List of ship's officers by billet.
5. Ship's operating schedule.
6. List of events scheduled for midshipmen (social events, off-ship schools, group lectures, ship visits, etc.).
7. Hours of operation of Ship's Services (barber shop, ship's store, sick call, mess line, mail, laundry, etc.).
8. Basic ship layout diagram.
9. Midshipmen assignments to divisions.
10. Ship's daily underway and inport routine.

GUIDELINES FOR RUNNING MATES OF SECOND CLASS MIDSHIPMEN

The term "running mate" should not be misconstrued. As a midshipman's running mate, you are not expected to be a constant companion. Rather, you are to be the one person in the ship's company that the midshipman knows soon after reporting aboard and from whom he/she can find out about how the ship operates on a day-to-day basis, how a petty officer is expected to perform, where the mess line forms, what to do in the event of an inport emergency, etc. If the midshipman has never been on a ship before, he/she may not know which questions to ask. The more you know about your responsibilities and the midshipman's training requirements, the more effective a running mate you'll be.

NAVEDTRA 37300 (Series), Midshipmen Summer Training Manual, contains explicit guidelines on the administration of midshipmen. There will probably be little cause for you to have to consult this manual, but you should be aware of its existence, so that you can refer the midshipman's questions on pay, travel, leave and liberty policy, etc., to the Midshipmen Training Officer (MTO). However, this manual does give the general training objectives for summer cruises and also delineates the duties and responsibilities of the MTO, running mates, department heads, the executive officer, etc. If you have not been thoroughly briefed on this, or if you still have unanswered questions, you may want to consult the Midshipmen Summer Training Manual before the midshipmen arrive.

NAVEDTRA 37301 (Series), the Midshipman Summer Training Handbook, contains a summarized version of the administrative matters detailed in the Midshipmen Summer Training Manual which are of direct interest to the midshipman. Your midshipman will have a copy of this handbook.

As an enlisted petty officer, midshipmen should work alongside you, learning the day-to-day routine of new members of the workcenter. Midshipmen Second Class must not be assigned jobs such as bilge cleaning, chipping paint, or mess duties for an extended period; however, they may be assigned tasks that you, as a petty officer, would perform. Hands-on training is the most beneficial. Make sure your midshipman is an active participant in as many evolutions/activities/tasks as possible. Don't have them "just watch."

If you have a hand in assigning watches to midshipmen, remember that the same guidelines apply as in work assignments. Keep "observer" or "spectator" watches to a minimum. No one, including a midshipman, wants to spend four boring hours watching someone else stand a watch. Besides, if actually standing the watch, a person feels like less of a burden, more integrated into the crew, and has a greater sense of accomplishment. Midshipmen Second Class should stand watches that you stand; however, if it is necessary for them to qualify in another enlisted watchstation to achieve a qualification or for understanding of your watch-station, then you may assign them to that watchstation.

You will be asked to provide comments on the midshipman's fitness report. Evaluate as you would one of the ship's crew, but always be on the lookout for officer qualities as you see them. In three years this midshipman could assume duties as a division officer--maybe yours--so take your responsibility seriously.

You are not only the midshipman's primary source of "official" information, but may also be asked your personal views concerning the Navy, the ship, officers, etc. If solicited for your opinions, answer frankly and honestly. It is important that the midshipman feels that your comments are sincere. However, in keeping with the objectives of this program, refrain from giving unsolicited negative or unprofessional opinions. You are functioning as a teacher and need to relay as much information as possible to the midshipmen.

You are under no obligation whatever to carry your running mate duties to "the beach." In all probability, the midshipmen on your ship will socialize primarily amongst themselves or with friends on other ships inport.

On the other hand, should you want to socialize with a midshipman off the ship, do so in groups and use common sense - especially when dealing with male-female relationships.

Midshipmen are not required to rotate out of your department. Talk with your midshipman to see if it would be more beneficial for him/her to remain in one billet throughout the cruise, or gain experience in other departments as well.

GUIDELINES FOR RUNNING MATES OF FIRST CLASS MIDSHIPMEN

The term "running mate" may possibly be a misnomer. As a midshipman's running mate you are not expected to be a constant companion. Rather, you are to be the one person in the wardroom that the midshipman can count on to supply the information concerning the day-to-day operation of the ship, how junior officers are expected to conduct themselves, what to do in the event of an emergency, etc. Not all first class midshipmen have been at sea before. There are several NROTC programs that only require one cruise, so the midshipmen may not know the right questions to ask. The more you know about your responsibilities and midshipmen training requirements, the more effective a running mate you'll be.

1. You, not the MTO, are primarily responsible for the training the midshipman receives while onboard. You must be familiar, therefore, with the Midshipman Handbook, which contains a summarized version of the administrative matters which are of direct interest to the midshipman and provides general training guidance. Since the first class does not rotate through the departments and is assigned to one division officer, summer training could become quite restrictive if the handbook did not force them to look elsewhere.

2. The assumption underlying the first class cruise is that midshipmen will assume the duties of division officers immediately upon completion of specialty training. Therefore, preparing them to be division officers is your foremost task. Past experience has shown that this can be best accomplished by combining some training techniques:

a. Set as your goal the midshipman's complete integration into the ship's company; this includes acceptance by your personnel of the midshipman as a junior officer and your assistant. It also requires acceptance by the officers onboard of the midshipman as a member of the wardroom.

b. The midshipman should become thoroughly familiar with your daily routine and, if possible, briefed on alternative routines and techniques used by other division officers.

c. Ensure that each time an important evolution or administrative matter arises that the midshipman is involved or at least briefed following the event (e.g., zone inspection, PMS spot checks, locker search, mast, etc.).

d. Supplement the midshipman's spectator role with tasks which can be done individually, such as inspecting the compartment before the XO's messing and berthing inspection, attending officers' call in your stead, keeping the division officer's notebook, taking over one or more of your collateral duties. Ensure the midshipman has well defined, meaningful duties and is held responsible for their accomplishment.

You will be required to submit the preliminary fitness report of your midshipman to the MTO. This fitness report is extremely important and has a direct bearing on class standing and future duty choices. Remember that the primary consideration in evaluating the midshipman is officer potential.

SAMPLE PLAN OF ACTION AND MILESTONES

The following POA&M is promulgated to assign specific milestone dates to ensure effective and adequate preparations are made for arriving midshipmen:

| <u>DATE</u> | <u>MILESTONE</u> | <u>RESPONSIBILITY</u> |
|-------------|---|-----------------------|
| 1 April | Designate a Midshipmen Training Officer (MTO) and Assistant MTO | XO |
| 10 April | Personnel Routing Instruction Message, if applicable | XO |
| 15 April | Draft Midshipman Notice for chop | MTO |
| 1 May | Designate midshipmen berthing | MTO |
| 5 May | Forward smooth Notice for signature | MTO |
| 7 May | Distribute Midshipman Notice to crew | ADMIN |
| 10 May | Promulgate Welcome Aboard briefing schedule Assemble Welcome Aboard packages | MTO AMTO |
| 15 May | Provide a list of prospective Running Mates to XO | MTO |
| 17 May | Start POD notes about Midshipmen Training Program | XO |
| 18 May | Brief assigned Running Mates | XO |
| 19 May | Ensure duty driver and vehicle ready to pick up midshipmen from MEDT/airport | AMTO |
| 20 May | Execution of Midshipmen Training Program | ALCON |

APPENDIX B

SAMPLE SHIP'S MIDSHIPMAN DEBRIEF SHEET

(MANDATORY)
TO BE RETAINED BY SHIPS

Name:

NROTCU Unit/USNA Company:

1. Was the Midshipmen Training Officer available, helpful, and able to provide Solutions to problems encountered?

2. As a learning experience, was this cruise successful? That is, did you have an opportunity to gain the knowledge outlined by your cruise training booklet? Was the USNA/NROTC unit precruise briefing provided by your unit realistic?

3. Was there a sufficient emphasis on practical (hands-on) experience?

4. What, in your estimation, are the strongest and weakest points of this training program?

5. Did the officers and petty officers assigned as running mates provide you with necessary information and assistance?

6. How would you rate the services aboard USS _____, such as food, berthing , and administrative office assistance?

7. How would you modify the curriculum to improve the midshipmen summer training program?

8. Other comments:

APPENDIX C

INFORMATION TO BE INCLUDED IN MIDSHIPMAN PRECRUISE BRIEFING

1. A comprehensive precruise briefing of all midshipmen is mandatory. Additional information is provided in paragraph 600. Many units have found it useful to have the upperclassmen brief the lower class destined for cruise. Informal question and answer periods have also proved successful.

Briefings should emphasize the following as a minimum:

a. Drug abuse is viewed as a serious infraction in the fleet--midshipmen can expect disenrollment for use or possession of marijuana or other drugs. If in a foreign nation, severe jail sentences are the usual punishment with no hope of intervention by the U.S. Government. Midshipmen may be subjected to urinalysis during their training.

b. Fleet grooming standards, especially policy on haircuts and facial hair must be emphasized.

c. FRATERNIZATION IS PROHIBITED. Fraternization is defined as any personal relationship between a midshipman and an officer or enlisted member which is unduly familiar and does not respect differences in rank and grade, resulting in favoritism, preferential treatment, personal gain, or involves actions that otherwise may reasonably be expected to undermine good order, discipline, authority, or high unit morale. Examples include, but are not limited to: dating, sexual intimacy, and private business partnerships. It is the midshipman's responsibility to maintain thoroughly professional relationships at all times. Social interaction with officers and enlisted personnel is expected and necessary for midshipmen to complete prescribed training goals. Midshipmen and their running mates may go on liberty together, but should remain in groups so as to avoid one-on-one situations. Instances of fraternization should be reported immediately.

d. Midshipman are to report in Summer Whites unless traveling overseas. If Summer Whites are not issued, the unit Commanding Officer may authorize travel in Summer Khaki.

e. Midshipmen should be instructed to properly mark their cruise clothing as outlined in Chapter 2 of the U.S. Navy Uniform Regulations before embark. Clothing sent in with ship's laundry can only be sorted and returned if properly marked.

f. Long-sleeved shirts and steel-toed safety shoes must be worn in engineering spaces aboard ship and during fire fighting training. Corfam shoes and 100 percent polyester clothing items are not permitted in certain spaces aboard ships, as those materials will melt when exposed to flame or intense heat.

g. In certain parts of the Mediterranean and the Western Pacific, civilian clothes must be worn on liberty and travel. Civilian attire appropriate for wear by midshipmen will correspond to that worn on liberty by officers.

h. Mandatory pre-deployment Anti-Terrorism Brief.

i. Details on ship type and ship operations and mission of assigned ships.

j. Basics of shipboard organization, routines, living conditions at sea, and the duties and obligations of junior officers.

k. Ship protocol: Instruct midshipmen on the proper quarterdeck procedures for reporting aboard and leaving ship; procedures for colors, and normal watch rotation procedures (time, etc.).

l. Wardroom etiquette.

m. Shipboard storage space is limited. Emphasize that the bare minimum of personal gear should be taken. There is no room for such items as guitars, hair dryers, golf clubs, or excessively large suitcases.

n. Private automobiles should be strongly discouraged as a means of travel to cruise ports. There is no secure parking provided on piers and the debark port may not be the same as the port of embarkation.

o. Impress upon midshipmen that their summer training program is brief and must be a concentrated learning experience. The major responsibility for making the cruise productive lies with them and will require initiative. The midshipmen must be made aware of summer training goals and objectives.

p. Explain to midshipmen that the ship's decreased operational tempo may result in limited at-sea time in some cases. Conversely, midshipmen who have participated in returning deployers with extensive underway time should expect to pursue inport qualifications.

q. Second class midshipmen must have their cruise status put in proper perspective. They will live, work, and be treated essentially as enlisted men and must clearly understand this prior to departure on cruise. Second class midshipmen are expected to interact socially with enlisted personnel. It is acceptable for midshipmen to accompany ship's personnel on liberty or other social events. However, it is the midshipman's responsibility to maintain thoroughly professional relationships at all times

r. Impress upon midshipmen that classified notes or other such material is not to be removed from their summer cruise ship.

s. Ensure midshipmen are thoroughly briefed on the financial aspects of cruise (travel claims, pay procedures, mess billings, etc.).

t. Units must brief first class and second class midshipmen concerning their handbooks. Emphasis should be put on taking advantage of any unique training opportunities that arise. The handbook is meant to be used as a guide to systems and is not to be treated as PQS.

u. Warn midshipmen that excessive travel delays to and from cruise may occur during WESTPACTRAMID and MEDTRAMID cruises. Parents and friends should bear this in mind when planning to meet midshipmen at debarkation ports. This is particularly important in a time of "non-refundable" airline tickets.

v. Emphasize the need to carefully plan personal finances throughout the cruise. Midshipmen should be sure to carry enough money to cover the entire cruise period. Travelers checks or a major credit card are encouraged.

w. Midshipmen slated to be in the Seattle area who may contemplate a trip into Canada must have sufficient funds in hand to get back into the U.S. The Canadians define sufficient as \$30.00. Personnel may be turned back at the border because of insufficient cash.

x. Procedures for overseas leave as contained in paragraph 204 of this manual must be followed to the letter and as far in advance as possible. In particular, ships must have proof of authorization for taking overseas leave. Return travel from overseas leave is to be at the midshipman's own expense.

y. Ensure midshipmen have in their possession a valid and correct ID card picture.

z. Ensure that midshipmen are thoroughly briefed on the contents of Chapter 6 of this manual.

aa. Review use of standard helm commands.

bb. Advise midshipmen to be patient, flexible and mature. Last minute changes are bound to occur.

cc. NROTC computer-read cruise critiques are to be returned to the unit for tabulation.

2. NROTC unit administrative reminders:

a. Ensure proper preparation of orders:

(1) Signed

(2) Security clearance and basis provided on orders

(3) Total accuracy of accounting data

(4) Destination and date for return transportation (if not arranged by NROTC unit)

(5) Identify if precommissioning physical requirements and include type (i.e., nuclear, aviation, etc.).

Ensure MEDCs/MEDTs are advised prior to embarkation if a precommissioning physical is required.

b. To facilitate the preparation of travel orders use NSTC ltr 1320/OD811 of 03 Oct 03 in conjunction with NROTC NAM (CNET P1533/3). ■

c. NROTC units will provide round trip tickets for FOREXTRAMID and all summer training conducted at fixed sites in CONUS (i.e. CORTRAMID, Bulldog, etc.). One way transportation will be provided for all midshipmen embarking fleet units. Ships/Squadrons are required to make return transportation arrangements.

d. For nuclear cruises, NACs must be completed and Secret clearances (submarines) or Confidential clearances (surface ships) granted by CO, NROTC unit. Clearances must be certified by message to reporting commands to arrive at least two weeks prior to reporting dates and also certified on orders. The sources the clearances are based on must be included.

e. NROTC midshipmen must have their shot card in their possession. This is not their health record inoculation sheet but the International Certificate of Vaccination. COMNAVMEDCOMINST 6230.1A is the reference for required shots.

f. Many midshipmen participate in cruises where they are not processed through a MEDT. These include nuclear submarine cruises and FOREXTRAMID. In these cases it is essential that the command providing training or the appropriate Defense Attaché be provided the exact travel itinerary in complete detail, well in advance of the actual travel. Direct liaison in these circumstances is highly encouraged and recommended.

- g. A copy of DDS account information is required for training units to liquidate travel claims.
3. If midshipmen are to embark in ships in ports without MEDTs, the unit is to make direct liaison with the ship or squadron concerning travel plans, special uniform requirements, etc. However, the nearest MEDT should be advised of embarkation date and personnel involved. Furthermore, units should provide local POC phone numbers to midshipmen in the event of travel difficulties.
 4. All other midshipmen are to report directly to the MEDT, on time.

APPENDIX D

SAMPLE PRR AND MESSAGE INFORMATION ADDRESSEES

I. In most cases, midshipmen will be given one-way transportation to the training site. It will be incumbent on the training activity then to submit PRRs to the nearest NAVPTO in the following message format: (Note: Information of item numbers 1, 2, 12, and 16 changes for each midshipman while item numbers 3, 7, 9, 10, and 11 remain unchanged. Items 4, 5, 6, 8, 13, 14, 15, 17, 18, 19, 20, and 21 are omitted as that information does not pertain to midshipmen travel.)

FM: USS UNDERWAY
TO: NEAREST NAVPTO//JJJ//
INFO: FLT CDR

APPROPRIATE MEDC//JJJ//
MIDN NROTC UNIT//JJJ//

UNCLAS //N04650//

MSGID/GENADMIN/USS UNDERWAY//

SUBJ/MIDN PASSENGER RESERVATION REQUEST//

RMKS/1A. MIDN NAME AND CLASS (e.g., SMITH, JOHN Q., MIDN 1/C)

1B. (NOTE: Additional MIDN will be listed as 1B, 1C, etc.)

2A. MIDN SOCIAL SECURITY NUMBER

2B. (NOTE: SSNs will be 2A, 2B to correspond with 1A, 1B, etc.)

3. TOTAL NUMBER OF SEATS REQUIRED

7. PT

9. DATE AVAILABLE TO TRAVEL

10. DATE OF DEBARKATION FOR MIDN CONTINGENT

11. POINT/PORT FROM WHICH TRAVEL BEGINS

12A. ENTER SPECIFIC INFORMATION FOR EACH MIDSHIPMAN'S ULTIMATE DESTINATION. PROVIDE CLOSEST AIRPORT TO FINAL DESTINATION. (DO NOT RELY ON NAVPTO TO KNOW WHICH AIRPORT IS CLOSEST.) (Continue with 12B, 12C, etc.)

16A. ADDITIONAL INFORMATION: ENTER FULL ACCOUNTING DATA TAKEN FROM BLOCK 17(1)-(9) ON MIDN TAD ORDERS (NAVPERS 1320/16) AND ANY OTHER PERTINENT INFORMATION (e.g., hold tickets at airport, commuter airlines for onward transportation, etc.) (Continue with 16B, 16C, etc.)//

NOTE: Midshipmen authorized to terminate their training overseas are not entitled to government transportation to CONUS or onward once in CONUS. For those midshipmen who will terminate overseas and do not need a PRR, identify same in item 16.

II. To ensure travel and other cruise related information gets passed to the commands concerned include the listed information addressees as a minimum on all message traffic:

Embark

Info Addressees

A. ATLANTIC

Norfolk embarks to include GTMO, LCRK, YKTWN, and all LANT ports not serviced by a MEDT

NROTCU HAMPTON ROADS NORFOLK
VA//MEDT//
COMSECONDFLT COMNAVSURFLANT,
SUBLANT, AIRLANT, as appropriate

| | |
|--|---|
| Charleston embarks | Parent NROTC Unit or USNA ANNAPOLIS MD//JJJ// |
| Mayport embarks to include PEV, KWEST, FTLAU | NROTCU THE CITADEL CHARLESTON SC//JJJ// |
| Newport embarks to include BOSTON | NROTCU JACKSONVILLE UNIV JACKSONVILLE FL//MEDT// |
| | NROTCU BOSTON UNIV MIT BOSTON MA//JJJ// |

B. PACIFIC

| | |
|--|---|
| San Diego embarks to include CATALINA and all PAC ports not serviced by a MEDT | NROTCU USD SDSU SAN DIEGO CA//MEDT// COMPACFLT COMTHIRDFLT COMNAVSURFPAC, AIRPAC, SUBPAC, as appropriate |
|--|---|

| | |
|--|------------------------------|
| Long Beach embarks to include PORT HUENEME | NROTCU LOS ANGELES CA//JJJ// |
|--|------------------------------|

| | |
|----------------------|--------------------------------|
| Pearl Harbor embarks | COMNAVSURFGRU MIDPAC//N3/MLO// |
|----------------------|--------------------------------|

| | |
|--------------------------------|---|
| San Francisco Bay area embarks | NROTCU UNIV OF CALIFORNIA BERKELEY CA//JJJ// |
|--------------------------------|---|

| | |
|--|--|
| Seattle embarks to include BREMERTON, PUGET SOUND, ALASKA, TACOMA, VANCOUVER, BC, BANGOR | NROTCU UNIV OF WASHINGTON SEATTLE WA//JJJ// |
|--|--|

C. MEDITERRANEAN

| | |
|-----------------|---|
| All MED embarks | ASCOMED NAPLES IT COMUSNAVEUR LONDON UK//JJJ// COMSIXTHFLT CTF SIX THREE//N3/MLO// NROTCU GEORGE WASHINGTON UNIV WASHINGTON DC//MEDT// |
|-----------------|---|

| | |
|-----------------|--|
| BAHRAIN embarks | ADMINSUPU BAHRAIN//N3/MLO// COMFIFTHFLT NROTCU GEORGE WASHINGTON UNIV WASHINGTON DC//MEDT// |
|-----------------|--|

| | |
|------------|-----------------------|
| ROTA SPAIN | NAVSTA ROTA SP//JJJ// |
|------------|-----------------------|

| | |
|--------------|-----------------------------|
| NAPLES ITALY | NAVSUPPACT NAPLES IT//JJJ// |
|--------------|-----------------------------|

D. WESTERN PACIFIC

| | |
|---------------|---|
| Japan embarks | COMNAVFORJAPAN YOKOSUKA JA//N3/MLO// USDAO TOKYO JA//JJJ// |
|---------------|---|

| | |
|----------------------|---------------------------------|
| Diego Garcia embarks | PERSUPP DET DIEGO GARCIA//JJJ// |
|----------------------|---------------------------------|

| | |
|-------------------|---|
| Midway embarks | NAVFAC MIDWAY ISLAND//JJJ// |
| Guam embarks | COMNAVMARIANAS GU//JJJ// |
| Singapore embarks | USNAVOFF SN//JJJ// |
| Australia embarks | USDAO CANBERRA ACT AS//JJJ// COMSEVENTHFLT REP WESTERN AS//JJJ// |
| Hong Kong embarks | USDAO HONG KONG HK//JJJ// NAVCONTDEP HONG KONG BC//JJJ// |
| Thailand embarks | CHJUSMAGTHAI BANGKOK TH//JJJ// |
| Masirah embarks | USDAO MUSCAT MU//JJJ// |
| Kenya embarks | USDAO NAIROBI KE//JJJ// |
| Korea embarks | COMNAVFORKOREA SEOUL KOR//JJJ// USDAO SEOUL KOR//JJJ// |

APPENDIX E

U.S. DEFENSE ATTACHE LISTING
USDAO POINTS OF CONTACT
FOREXTRAMID

| | | |
|---|---|--|
| <p><u>Argentina</u> Phone: 011-541-511-4978 Fax: 011-541-511-4995 MSG PLAD: USDAO BUENOS AIRES AR//ALUSNA//</p> | <p><u>Australia</u> Phone: 011-61-2-6214-5807 Fax: 011-61-2-6273-5232 MSG PLAD: USDAO CANBERRA AS//</p> | <p><u>Belgium</u> Phone: 011-322-508-2501 Fax: 011-322-508-2153 MSG PLAD: USDAO BRUSSELS BE</p> |
| <p><u>Brazil</u> Phone: 011-55-61-226-0172 Fax: 011-55-61-322-4795 MSG PLAD: USDAO BRASILIA BR//ALUSNA//</p> | <p><u>Canada</u> Phone: 613-688-5380 DSN: 845-7549, 842-6250 Fax: 613-238-6485 MSG PLAD: USDAO OTTAWA ONT CA//PEP//</p> | <p><u>Chile</u> Phone: 011-56-2-330-3413 Fax: 011-56-2-330-3191 MSG PLAD: USDAO SANTIAGO CI</p> |
| <p><u>Colombia</u> Phone: 011-54-115-777-4845 Fax: 011-54-115-777-2179 MSG PLAD: USDAO BOGOTA CO</p> | <p><u>Denmark</u> Phone: 011-45-3555-3144 x384 Fax: 011-45-3142-2516 MSG PLAD: USDAO COPENHAGEN DA</p> | <p><u>Ecuador</u> Phone: 011-593-2-503-822 Fax: 011-593-2-502-052 MSG PLAD: USDAO QUITO EC</p> |
| <p><u>Egypt</u> Phone: 011-202-355-7371 Fax: 011-202-357-3049 MSG PLAD: USDAO CAIRO EG</p> | <p><u>Finland</u> Phone: 011-358-9-177-815 Fax: 011-358-9-171-396 MSG PLAD: USDAO HELSINKI FI</p> | <p><u>France</u> Phone: 011-33-1-4312-2222 Fax: 011-33-1-4742-9193 MSG PLAD: USDAO PARIS FR</p> |
| <p><u>Germany</u> Phone: 011-49-30-8305-2462 Fax: 011-49-30-8305-2479 MSG PLAD: USDAO BERLIN GE</p> | <p><u>Greece</u> Phone: 011-30-1-720-2212/2200 Fax: 011-30-1-725-0373 MSG PLAD: USDAO ATHENS GR</p> | <p><u>Italy</u> Phone: 011-3906-467-42-413 DSN: 625-3422 Fax: 011-39-6-46742-666 MSG PLAD: RUE HRO USDAO ROME IT</p> |
| <p><u>Japan</u> Phone: 011-813-3224-5385 DSN: 315-224-5373/5392 Fax: 011-813-3224-5972 MSG PLAD: USDAO TOKYO JA</p> | <p><u>Korea</u> Phone: 011-82-2-397-4184 DSN: 315-723-6811 Fax: 011-82-2-725-5262 MSG PLAD: USDAO SEOUL KOR</p> | <p><u>Malaysia</u> Phone: 011-603-2168-5000 Fax: 011-60-3-242-1579 MSG PLAD: USDAO KUALA LUMPUR MY</p> |

| | | |
|---|--|---|
| <u>Mexico</u> Phone: 011-525-209-9100 x4762 Fax: 011-525-525-2845 MSG PLAD: USDAO MEXICO CITY MX | <u>Netherlands</u> Phone: 011-31-70-310-9255 Fax: 011-31-70-310-9252 MSG PLAD: USDAO THE HAGUE NL | <u>Norway</u> Phone: 011-47-21-30-87-81 Fax: 011-47-2255-2877 MSG PLAD: USDAO OSLO NO |
| <u>Pakistan</u> Phone: 011-92-51-2080 or 2670 Fax: 011-92-51-210-657 MSG PLAD: USDAO ISLAMABAD PK | <u>Peru</u> Phone: 011-51-14-34-0199 Fax: 011-511-434-0117 MSG PLAD: USDAO LIMA PE | <u>Philippines</u> Phone: 011-63-2-523-1283 Fax: 011-63-2-522-1774 MSG PLAD: USDAO MANILA RP |
| <u>Portugal</u> Phone: 011-351-21-727-3300 Fax: 011-351-1-727-1142 MSG PLAD: USDAO LISBON PO | <u>Singapore</u> Phone: 011-65-476-9392 Fax: 011-65-476-9277 MSG PLAD: USDAO SINGAPORE SN | <u>South Africa</u> Phone: 011-27-12-342-1048 x2181 Fax: 011-27-12-342-6161 MSG PLAD: USDAO PRETORIA SF |
| <u>Spain</u> Phone: 011-34-91-587-2275 Fax: 011-34-91-587-2277 MSG PLAD: USDAO MADRID SP | <u>Sweden</u> Phone: 011-46-8-783-53453 Fax: 011-46-8-662-8046 MSG PLAD: USDAO STOCKHOLM SW | <u>Thailand</u> Phone: 011-66-2-205-4982 x4727/4902 Fax: 011-66-2-255-4361 MSG PLAD: USDAO BANGKOK TH |
| <u>Tunisia</u> Phone: 011-216-1-782566 x4335 Fax: 011-216-1-794677 MSG PLAD: USDAO TUNIS TS | <u>Turkey</u> Phone: 011-90-312-468-6110 x2300 Fax: 011-90-312-467-4468 MSG PLAD: USDAO ANKARA TU | <u>United Kingdom</u> Phone: 011-44-207-499-9000 x2764/2766 Fax: 011-44-171-499-7688 MSG PLAD: USDAO LONDON UK |
| <u>Uruguay</u> Phone: 011-598-2-408-9805 Fax: 011-598-2-401-8678 MSG PLAD: ODC MONTEVIDEO UY | <u>Venezuela</u> Phone: 011-582-977-0103 Fax: 011-582-977-2908 MSG PLAD: USDAO CARACAS VE | |

NOTE: A complete listing of all USDAOs worldwide may be obtained by requesting Defense Intelligence Management Document DPH-2600-4410-93 (Roster of the Defense Attaché System). This document may be obtained by submitted a memorandum/letter requesting number of copies desired, mailing address, and complete justification to the following address:

Defense Intelligence Agency
Attn: SVD-2
DIAC
Washington, DC 20340-5100
Phone: (202) 231-3771
DSN 428-3771

APPENDIX F

CRUISE-RELATED ACRONYMS

| | <u>Paragraph or Chapter</u> |
|--|-----------------------------|
| ALUSNA - American Legation, U.S. Naval Attaché | 1015c |
| AMLO - Assistant Midshipmen Liaison Officer | 110c |
| AT - Active Training | 701 |
| BOQ/BEQ - Bachelor Officers/Enlisted Quarters | 708e |
| CONUS - Continental United States | 620 |
| FAN - Functional Account Number | Chapter 7 |
| FHTNC - Fleet Hometown News Center | Appendix A |
| FOREXTRAMID - Foreign Exchange Training for Midshipmen | Chapter 10 |
| FPO - Fleet Post Office | 615 |
| GAO - General Accounting Office | 212c |
| GTR - Government Transportation Request | 623b(1) |
| JMSDF - Japanese Maritime Self-Defense Force | Chapter 10 |
| JFTR - Joint Federal Travel Regulations | 701a(1)(d) |
| JUSMAG - Joint U.S. Military Advisory Group | 1006 |
| LANTRAMID - Atlantic Training for Midshipmen | 105d(3)(a) |
| LES - Leave and Earnings Statement | 704 |
| LOI - Letter of Instruction | 103 |
| MAC - Military Airlift Command | 105c |
| MEDC - Midshipmen Embarkation/Debarcation Coordinator | 104 |
| MEDT - Midshipmen Embarkation/Debarcation Team | 105 |
| MEDTRAMID - Mediterranean Training of Midshipmen | 105d(2)(a) |
| MLO - Midshipmen Liaison Officer | 102c |
| MTO - Midshipman Training Officer | 300b(2) |
| NAC - National Agency Check | 904b |
| NAVPTO - Navy Passenger Transportation Office | Appendix H |
| NETC – Naval Education and Training Command | multiple |
| NROTC - Naval Reserve Officers Training Corps | Chapter 7 |
| NSTC – Naval Service Training Command | multiple |
| OIC - Officer in Charge | 102c |
| PACTRAMID - Pacific Training of Midshipmen | Ch. 6 |
| PNS - Professor of Naval Science | Figure 5-1 |
| PQS - Professional Qualification Standards | 102f(1) |
| PERSUPP DET - Personnel Support Activity Detachment | Appendix D |
| ROKN - Republic of Korea Navy | 1004 |
| RPN - Reserve Personnel, Navy | 707 |
| SAAM - Special Assignment Airlift Mission | 621d |
| UCMJ - Uniform Code of Military Justice | 502a |
| USC - U.S. Code | 701a |
| USDAO - U.S. Defense Attaché Office | 1003a |
| USIA - United States Information Agency | 1016 |
| USIS - United States Information Service | 1016 |
| USNA - U.S. Naval Academy | 107 |
| WESTPACTRAMID - Western Pacific Training of Midshipmen | 105d(2)(a) |

APPENDIX G

MIDSHIPMAN ROUTING INSTRUCTIONS

(SAMPLE MESSAGE)

FM USS ANTIETAM
TO NAVPTO PORT HUENEME CA//JJJ//
INFO NROTCU USD SDSU SAN DIEGO CA//JJJ//

UNCLAS //NO1530//

MSGID/GENADMIN/USS ANTIETAM//

SUBJ/MIDSHIPMAN ROUTING INSTRUCTIONS//
REF/A/RMG/NROTC USD SDSU SAN DIEGO CA/062100ZMAY02//
REF/B/RMG/USS ANTIETAM/060045ZMAY02//
NARR/REFS A AND B DISCUSS PREVIOUS TRAVEL ARRANGEMENTS FOR NROTC UNIT SDSU
MIDN//

RMKS/1. IRT REF A, FOL EMBK/DBK DATES/LOC APPLY:

| | | |
|---------------|--------------|-------------|
| PACTRAMID I | 15 JUN/PEARL | 11 JUL/SDGO |
| PACTRAMID II | 13 JUL/SDGO | 08 AUG/SDGO |
| PACTRAMID III | 10 AUG/SDGO | 05 SEP/SFO |

2. THIS MSG APPLIES TO MIDSHIPMAN ROUTING ONLY. REF B PERTAINS TO ALL OTHER
REPORTING PERSONNEL.//

PERSONNEL ROUTING INSTRUCTIONS UPDATE
(INCLUDING MIDSHIPMEN)

FM USS SIDES
TO NAVPTO PORT HUENEME CA//JJJ//
INFO COMPACFLT PEARL HARBOR HI//MLO//
COMTHIRDFLT
COMNAVSURFPAC SAN DIEGO CA//JJJ//
COMDESRON FIVE
NROTCU USD SDSU SAN DIEGO CA//JJJ//

UNCLAS //NO4650//

MSGID/GENADMIN/USS SIDES//

SUBJ/PERSONNEL ROUTING INSTRUCTIONS//

REF/A/RMG/USS SIDES/312100ZMAR02//

REF/B/DOC/NAVEDTRA 373000//

NARR/REFS A AND B DISCUSS MIDN TRAVEL PROCEDURES//

RMKS/1. CANCEL REF A AND ROUTE PERSONNEL DESIGNATED FOR SIDES AS FOL:

2. ROUTE ALL PERSONNEL E-1 THE E-6 TO HOMEPORT SAN DIEGO CA FROM PRESENT.
CHECK-IN WITH PSD NAVSTA SAN DIEGO TO AWAIT SHIP'S RETURN TO PORT, IF SHIP IS
UNDERWAY.

3. ROUTE ALL E-7 THRU E-9, MIDSHIPMEN AND OFFICERS TO MEET SHIP AS FOL:
PRESENT THRU 01 JUNE SAN DIEGO CA

05 JUNE THRU 09 JUNE PORTLAND OR

12 JUNE UFN SAN DIEGO CA

4. REB B GERMANE (MIDSHIPMAN ROUTING)//

APPENDIX H

**MESSAGE ADDRESSEES AND TELEPHONE NUMBERS OF SERVICING
NAVY PASSENGER TRANSPORTATION OFFICES (NAVPTOs)**

| | <u>Regular Hours</u> | |
|--|--|-----|
| NAVPTO Great Lakes IL 315 Bronson Avenue, NTC Great Lakes, IL 60088-5500 | DSN 792-3424/5343 Comm. (847) 688-5343/3424 FAX: DSN 792-4590 | |
| NAVPTO Washington DC PSA, Bldg 218 Room 223 1435 Pendleton Ave, SE Navy Yard Washington, DC 20374-5017 | DSN 288-6941/6950 Comm. (202) 433-6941/6950 FAX: DSN 288-6953 | ■ |
| NAVPTO Corpus Christi TX PSD, 10461 D Street Suite 107 Corpus Christi, TX 78419-5208 | DSN 861-2128/2129 Comm. (361) 961-2128 FAX: DSN 861-2841 | |
| NAVPTO Charleston SC Code 62, Weapons Station 1661 Red Bank Rd, Suite 101 Goose Creek, SC 29445-6511 | DSN 794-7321/7327 Comm. (843) 764-7321/7327 FAX: DSN 794-7318 | ■ |
| NAVPTO New London CT PSA, Box 88, Code 50 Naval Sub Base Groton, CT 06349-5088 | DSN 694-4639/3085 Comm. (860) 694-4639/3085 FAX: DSN 694-5143 | ■ ■ |
| NAVPTO Jacksonville FL PSA, Bldg 582, 1 st Floor Box 50 Gillis Street NAS Jacksonville, FL 32212-0050 | DSN 942-3555/3206/5445/0382 Comm. (904) 542-3555/3206/5445 FAX: DSN 942-3999 | ■ ■ |
| NAVPTO Norfolk VA PSA , 1755 Powhatan Street Suite 200 Norfolk, VA 23511-2985 | DSN 564-2514/2491/2452 Comm. (757) 444-2514/2491 FAX: DSN 564-0874/9887 | |
| NAVPTO Port Hueneme CA 2600 Dodson Street Bldg 1169 Port Hueneme, CA 93043-43416 | DSN 551-4525/2114/4517 Comm. (805) 982-4525/2614/4517 FAX: DSN 551-2743 | ■ ■ |

NAVPTO Bangor WA
PSA Det Bangor (Code 40)
1101 Tautog Circle, Room 106
Silverdale, WA 98315-1089

DSN 744-4242/5773
Comm. (360) 396-4242/5773
FAX: DSN 744-6239

NAVPTO Pearl Harbor HI
PSA Detachment (Code 40) ■
1080 Vincennes Avenue, Suite 200
Pearl Harbor, HI 96860-4583 ■

DSN 473-2306/2317
Comm. (808) 473-2306/2317
FAX: DSN 473-2318/2305 ■

NAVPTO San Diego CA
PSA Detachment
Naval Station, Box 368204
3395 Sturtevant Street, Suite 1
San Diego, CA 92136-5072

DSN 526-5068/5071
Comm. (619) 556-5068/5071
FAX: DSN 526-5070 ■

NAVPTO Yokosuka Japan
PSA Detachment Yokosuka
PSC 473 Box 17
FPO AP 96349-1700

DSN 243-6561/7896
Comm. 81-6160-43-6561/7896
FAX: DSN 243-5817 ■

NAVPTO Naples Italy
PSA Europe
PSC 817 Box 20
FPO AE 09622-0020

DSN 626-4155/3383/5752
Comm. 39-81-568-4155/3383/5752
FAX: DSN 626-3388

NAVPTO New Orleans LA
4400 Dauphine Street
Bldg 603, Room 107
New Orleans, LA 70416-6600

DSN 678-1149/1260
Comm. (504) 678-1149/1260
FAX: DSN 678-5104 ■

NAVPTO Pensacola FL
421 Saufley Street
Suite B
Pensacola FL 32508-5202

DSN 922-3687/4319
Comm. (850) 452-3687/4319
FAX: DSN 922-2862

*FOR ALL NAVY PASSENGER TRANSPORTATION OFFICE (NAVPTO)

APPENDIX I

FOREXTRAMID REPORT SAMPLE FORMAT

The following format is to be used when submitting the FOREXTRAMID report:

(date)

From: Midshipman First Class
To: Commader, Naval Service Training Command (NSTC OD31) ■
Via: Commanding Officer, NROTC Unit
Subj: FOREX 2001 END OF TRAINING REPORT -
(Country)

Ref: (a) Midshipmen Summer Training Manual (NAVEDTRA 37300 Series)

1. The following post-training report is submitted in accordance with reference (a).
2. (REPORTS SHALL CONTAIN AT A MINIMUM THE INFORMATION CONTAINED IN PARA. 1016 OF THIS MANUAL)

Very respectfully,

(midshipman' signature)

Copy to:
USDAO (City, Country)

APPENDIX J

Midshipman's Name: _____ Alpha Code/SSN: _____

MIDSHIPMEN MOTION SICKNESS QUESTIONNAIRE

Background: There has been significant interest in properly assessing midshipmen's adaptability to shipboard life in relation to motion sickness. Each year a number of midshipmen report being unable to function at sea because of sickness. In some cases, concern about commissioning options arises, but, with only the midshipmen's subjective account of his or her experience and no objective documentation of the impact of the problem on performance, of the midshipman's capacity to adapt and get over the problem, or of the severity of the motion provocation leading to the sickness, we've been unable to feel confident of our decisions about suitability for commissioning in the various warfare communities. Also, in the past we've not had any information at all until the medical examination was conducted for commissioning. The information we're asking you to provide here will enable us to intervene earlier in some cases with remediation and career counseling and will help both our midshipmen and our medical staff in developing appropriate decisions about suitability for the various commissioning options

Ship Class/Hull Number: _____ / _____ Days Underway: _____

| <u>Degree of apparent:</u> | <u>None</u> | <u>Mild</u> | <u>Mod.</u> | <u>Sev.</u> | <u>N/A</u> |
|---|--------------------|--------------------|--------------------|--------------------|-------------------|
| Sickness: | — | — | — | — | |
| Performance Degradation: | — | — | — | — | |
| Provocation: (ship's motion/sea state) (compare to typical for this ship) | — | — | — | — | |
| Sickness among other midshipmen: | — | — | — | — | |
| Sickness among seasoned crewmembers: | — | — | — | — | |
| | <u>None</u> | <u>Poor</u> | <u>Mod.</u> | <u>Good</u> | <u>N/A</u> |
| Adaptation: (tendency to get well/"sea legs") | — | — | — | — | |
| Benefit from Medication (Pill/Patch): (use "N/A" if no medication used) | — | — | — | — | |

Comments:

Signature and Title of Observer
(CO, XO, MTO, HM)

If you have questions or would like to discuss either this specific midshipman, or general concerns, please feel free to contact the midshipman's individual unit, or in the case of Academy midshipmen, call or write to Senior Medical Officer, U. S. Naval Academy, 117 Decatur Road, Annapolis, MD 21402; (410) 293-4381 (DSN 281-4381).

APPENDIX K

MIDSHIPMEN FIRST CLASS SURFACE WARFARE CRUISE GUIDE

This booklet provides general guidelines for Midshipmen First Class Surface Warfare Cruises. Due to the wide variety of ships to which midshipmen will be assigned, these guidelines are not platform specific.

The topics delineated in this booklet should be considered as a starting point through which you can become familiar with role of junior officers aboard a surface ship. The effort you exert to learn about the duties and responsibilities of junior officers will be directly reflected in how instructive and rewarding your summer cruise will be.

You are encouraged to learn as much as possible about the qualification process required of all Surface Warfare Officers. If you want to qualify at a particular watchstation, see the Senior Watch Officer for watch assignment. Recognize that final watchstation qualifications are difficult during a 30-day cruise (with the possible exception of OOD Inport) and that the total SWO qualification process can take up to two years to complete. You are encouraged to use and work on watchstation PQS while standing watches as a means to focus and enhance your learning about each area of the ship.

Above all, talk to the junior officers aboard your ship about their experiences. They are in the position in which you will be shortly after graduation. Any information you obtain now will pay dividends when you are commissioned as a junior officer!

The following items should be accomplished as ship's schedule allow. Discuss those items not actually performed with a qualified Surface Warfare Officer.

It is recommended that you concentrate on SWO PQS Watchstation Requirements whenever the ship is underway, and work on systems and theory when inport.

ADMINISTRATION

1. Review an Enlisted Personnel Record.
 - a. Become familiar with the standard numbered pages.
 - b. Note the difference between left/right side of the record.
2. Participate daily in Morning Quarters.
3. Conduct a formal/informal Personnel Inspection.
4. Attend Department Head/Division Officer Meetings.
5. Review PMS/PQS schedules.
 - a. Become familiar with the cycle, quarterly and weekly schedules, the master PMS deck, and how they are maintained/annotated.
 - b. Conduct a PMS spot check.

- c. Report the results to departmental 3M coordinator and the division officer in accordance with the ship's instructions.
6. Prepare and route a naval message.
 - a. Learn the meaning of header, text, classification, etc.
 - b. Understand the drafter's responsibility and proof a copy prior to transmission.
7. Observe XO's Investigation/CPO Disciplinary Review Board.
8. Observe Captain's Mast.
 - a. Understand an individual's rights under Article 31 of the UCMJ.
 - b. Become familiar with the limitation on the CO's NJP award authority (i.e. maximum/minimum punishments allowed).
9. Accompany the Executive Officer during a daily messing and berthing inspection.
10. Participate in evening colors.
11. Attend 8 o'clock reports (inport).
12. Conduct a formal/informal Zone Inspection of your division's spaces.
13. Sample meals in the Enlisted Dining Facility.

WATCHSTANDING

1. Stand Junior Officer of the Deck Inport (Under Instruction).
2. Stand Junior Officer of the Watch (Underway) (Under Instruction).
3. Become familiar with JOOW responsibilities regarding:
 - a. The CO's standing orders/night orders.
 - b. The SORM (especially ship's bills).
 - c. The Deck Log (inport & underway).
 - d. The ship's List of Effective Notices and Instructions.
 - e. Normal steaming.
 - f. Sea and Anchor detail.

- g. Underway replenishment.
 - h. Vertical replenishment.
 - i. Helicopter operations.
4. Conn the ship during a Man Overboard Drill.
 5. Stand CIC Watch Officer (Under Instruction).
 - a. Become familiar with shipboard sensors.
 - b. Observe how CIC collects, processes, displays, evaluates, disseminates (and/or assists or controls) the information received from the ship's sensors.

ENGINEERING

1. Stand Engineering Officer of the Watch (Under Instruction) during:
 - a. Normal steaming.
 - b. Basic Engineering Casualty Control Exercises (BECCEs).
 - c. Sea and Anchor detail.
2. Accompany the Engineering Watch Supervisor during:
 - a. Normal steaming.
 - b. BECCEs.
 - c. Sea and Anchor detail.
3. Become familiar with the Ship Information Book and the DC Closure Log.
4. If on a steam or nuclear powered ship, become familiar with the reasons for the routine evolutions of:
 - a. Surface blowing a boiler.
 - b. Blowing tubes on a steaming boiler.
 - c. Chemically treating a steaming boiler.
 - d. Putting a boiler into a wet (or dry) layup.

WEAPONS/DECK

1. Be familiar with the Fire Control Smooth Logs (for guns and missiles).

2. Observe and become familiar with weapons stations manned during Condition III and GQ.

SPECIAL EVOLUTIONS (As ship's operations permit)

1. Act as Boat Officer (Under Instruction) during:
 - a. A Man Overboard drill.
 - b. Inport boat operations.
2. Act as an Underway Replenishment Station Safety Officer (Under Instruction).
3. Act as a Safety Officer (Under Instruction) during vertical replenishment.
4. Assist the First Lieutenant on the Forecastle during Sea and Anchor detail.
5. Observe the Tactical Communications Officer during a communications drill.
6. Observe the Ship's Weapons Controller during drills/operations in CIC.
7. Assist the ASW Officer in an ASW drill.
8. Observe an Inport Fire or Flooding Drill with the Command Duty Officer.
9. Observe an Inport Security Drill with the Command Duty Officer.
10. Don an OBA.
11. Don an EEBD.
12. Demonstrate use of a SEED.
13. Don a MK-V gas mask.
14. Don a Kapok life jacket.
15. Attend a meeting of the Planning Board for Training.
16. Route a Supply Form (DD1250/1348).
17. Tour ship's weapons spaces.

OPS

Become familiar with the following publications:

1. FXP series
2. NWP series
3. Formatted reports and purpose
 - a. CASREP SYS
 - b. MOVREP SYS
 - c. OPREP SYS
 - d. Rainform/JINTACCS
 - e. The Master Training Plan (MTP) - particularly how SELEX's and TRX's effect the ship's C-rating.

GENERAL SHIPBOARD SAFETY NOTES

GENERAL. The Department of the Navy Safety Program requires all commands to conduct an aggressive, continuing accident prevention program. Safety rests on each individual's shoulders. It is mandatory that each midshipman read the following safety precautions, understand and comply with them, and review them often during cruise.

ELECTRICAL SAFETY PRECAUTIONS

1. Portable electrical equipment includes any electrical or electronic equipment that can possibly be plugged into an electrical outlet.
 - a. Ashore, and especially at home, lighting and power are frequently not treated with the respect deserved. This has led to the mistaken impression that 115 volt circuits are not lethal; this is not true. More Navy personnel have been killed by 115 volts than circuits of all other voltages combined. Shipboard conditions are especially conducive to increasing the severity of a shock because the person affected is usually in contact with the ship's metal structure and because the dampness that is often present in the user's clothes lowers electrical resistance.
 - b. The typical current path is from the metal case of an ungrounded appliance through the body of the user to ground (sea water) via the steel structure of the ship. In contrast to the home environment, this path is always present on board ship. Hence, the use of ungrounded appliances on board ship is prohibited.
 - c. Electrical safety can be attained only through the cooperation of all hands. For this reason it is essential that all personnel understand the lethal nature of the hazard and be made familiar with electrical safety precautions.
2. The following rules shall be rigidly adhered to:
 - a. No privately-owned electrical or electronic equipment shall be used or kept aboard the ship without the specific permission of the Executive Officer and only then, after it has been inspected and approved for use by

the Engineering Officer or his designated representative. This restriction includes portable radios, CD players, etc. that can be plugged into electrical outlets. Electrical razor cases must be plastic.

b. No portable electric/electronic equipment will be operated unless it is properly grounded by means of a three-prong plug, and has been inspected and tested by the Engineering Department.

c. No person shall operate an electrically powered hand tool unless specifically authorized by his/her division officer or other supervisor.

ELECTRONIC SAFETY PRECAUTIONS

1. Read and practice all posted safety precautions and operating instructions of all equipment you operate.
2. Never energize equipment unless you are sure that you know what it is and for what purpose you are energizing it.
3. Never attempt to work on energized equipment - ensure it is off. Ensure tags are placed at remote positions where it is possible to energize the equipment.
4. When servicing energized equipment, do so only in accordance with specifically delineated maintenance procedures. Use the buddy system and have someone standing by.
5. Never make unauthorized changes to equipment.
6. Never bring or allow anyone to bring steel wool into electronic spaces.
7. Never tamper with safety devices or interlocks.
8. Never spray water on or around electronic equipment.
9. Never energize tagged equipment.
10. Keep your hands off knobs on equipment unless you are authorized.
11. If you are ever in doubt, ask your Leading Petty Officer, Chief Petty Officer, or Junior Officer.

ENGINEERING SAFETY PRECAUTIONS

1. Read and practice all posted safety precautions and operating instructions of all machinery.
2. Never open or close any valve, unless you are sure that you know what it is and for what purpose you are opening or closing it. Never energize any tagged equipment.
3. Never bring or allow anyone to bring steel wood into engineering spaces.
4. Never use water around the electrical end of the turbo generator.

5. Never take your shirt off or roll up your sleeves while in the engineroom, so that you may avoid steam burns and hot water dripping from leaking flanges. Military clothing is designed to help protect against the heat of a fire. Always wear the proper uniform aboard ship.
6. Never wear loose or sloppy clothing that might easily become caught in machinery.
7. Do not wear corfam shoes or 100 percent polyester clothing in engineering spaces.
8. Never run when you hear a main steam leak (a loud hissing and/or whistling screech).
 - a. You don't know where it is.
 - b. You might run into it.
 - c. Never try to find a steam leak with your hand; use a broom or some chart paper.
 - d. If in doubt, stand still and call for help.
 - e. Don't attempt to leave the engine room unless directed to do so. The bilges may be the safest places.
9. Never spray water on or around electrical junction boxes or switchboards.
10. Never store anything behind switchboards. (Only the Commanding Officer can grant an exception.)
11. Never go behind switchboards.
12. Keep your hands off knobs on switchboards unless you are authorized to do so.
13. If you are ever in doubt, ask your Leading Petty Officer, Chief Petty Officer, or Junior Officer.

WEAPONS SAFETY PRECAUTIONS

1. Ammunition safety precautions.
 - a. Personnel in charge of working details shall require their personnel to stop dangerous practices instantly, regardless of any difference of opinion or interpretation of safety rules.
 - b. Supervising personnel are responsible that all personnel in their charge have been instructed in the precautions pertaining to the operation on hand, whether the personnel are from their own divisions or temporarily assigned duty under them.
 - c. Care shall be taken not to obliterate or deface markings, label, or tags on containers of ammunition or explosives.
 - d. Any ammunition container or explosive container found to be in a damaged condition, will be tagged and returned to the ammunition depot as soon as possible.
 - e. Ammunition and explosive containers shall not be rolled, dragged, thrown, dropped, or mishandled in any way, at anytime.

f. Naked lights, matches, steel tools, shoes with nailed soles or metal cleats, or other flame or spark producing material must never be taken into magazines or other spaces that are used as magazines while these spaces contain explosives.

g. When a fuzed projectile or a cartridge case, whether in a container or not, is dropped from a height exceeding four (4) feet, it must be set aside and the weapons officer called immediately. Such ammunition must be handled with the greatest care.

h. Smokeless powder which has been wet must be regarded as dangerous for dry storage.

i. Boiler tubes shall not be blown at anytime during ammunition handling evolutions.

j. All radio and radar transmitters shall be secured during ammunition handling operations.

k. Any supervisor or other person witnessing or being aware of a dangerous condition or emergency which exists or is developing, will immediately call out in a loud voice the command "SILENCE." Upon the command "SILENCE," all operations involving ammunition and explosives will stop immediately and all personnel in the vicinity hearing the command will freeze in their tracks and remain so without noise or confusion until further orders are given.

l. The emphasis on safety precautions and proper handling procedures is not intended to create fear in place of caution, but rather to make personnel SAFETY CONSCIOUS.

m. In event of mishap, standard gunnery terminology shall be used to restore order to the scene.

2. Read the applicable Gun Mount Safety Precautions for your ship.

3. Read the applicable Gun and Loader Safety Precautions for your ship. SAFETY PRECAUTIONS MUST BE FOLLOWED 100% OF THE TIME BY 100% OF THE CREW. ALL HANDS BE ALERT AT ALL TIMES.

DECK SAFETY PRECAUTIONS

1. UNREP safety precautions.

a. All personnel must wear international orange kapok life jackets at all times.

b. Personnel exposed to overhead loads must wear color-coded safety helmets:

(1) Officers and safety observers - white

(2) PO-In-Charge - yellow

(3) Signalman - green

(4) Gunner's mate - red

(5) Riggers - blue

- (6) Cargo handlers - orange
 - (7) Corpsman - white with red cross
 - c. Life lines should be in use.
 - d. Heaving in and paying out of lines must be done hand over hand.
 - e. Phone talkers shall not secure neck straps of phones in case the phone lines are fouled.
 - f. Personnel shall stay clear of all loads and remain inboard and clear of all lines.
 - g. Personnel transferred in regions of low water temperature should wear immersion suits, and must wear safety belts at all times during transfer.
 - h. If there is no lifeguard ship, the ship's boat shall be manned and ready for use.
 - i. Line tenders shall stay at least six feet from blocks.
 - j. All excess lines shall be faked clear for easy running.
 - k. When standing by the receive bolo or shot line, all hands must take cover.
 - l. All hands must be familiar with appropriate whistle signals (e.g. the Officer-In-Charge of the firing ship signals one whistle blast when ready to send over shot line, and Officer-In-Charge on receiving ship replies with two blasts when all is ready).
 - m. If at night, all personnel shall wear marker lights on their lift jackets.
 - n. Excess noise and confusion must be avoided.
2. General Safety Precautions:
- a. Personnel working over the side of the ship both inport and at sea shall wear kapok life jackets and life lines tended by personnel on deck. The term "over the side" means any part of the ship outside the life lines or bulwarks.
 - b. Personnel in boats raised or lowered, entering boats from a boom or Jacob's ladder, in boats underway, and in rough water or low visibility, shall wear kapok life jackets. Ring buoys with a line and light attached must be available for use when a sea ladder or Jacob's ladder is being used.
 - c. Personnel on weather decks during heavy weather, even when exposed only for a short time while going from one station to another, shall wear kapok life jackets.
 - d. Handling of lines and rigging requires that personnel take care to avoid getting hands, feet, or clothing caught in bights and blocks.
 - e. Lines not in use should be carefully made up and stowed clear of walkways and passages.

f. Lines must never be made fast to capstans or gypsy heads, but only to fittings provided for that purpose, such as cleats or bitts.

g. Steadying or frapping lines should be used on boat falls and large lifts to prevent uncontrolled swinging or twisting.

h. Weather decks subject to the seas should be kept clear of all personnel except uncontrolled swinging or twisting.

i. Life lines shall be kept in good repair and personnel are not permitted to sit or lean on life lines at any time.

j. Personnel wishing to go aloft shall obtain permission from the Officer of the Deck. The Officer of the Deck is responsible for seeing that the following safety precautions are observed before granting permission:

(1) Power is secured on all radio transmitting antennas and radar antennas and power switches are tagged.

(2) The engineering officer has been instructed to lift no safety valves and, if personnel are to work in the vicinity, to secure steam to the whistle.

(3) Personnel assigned to work in the vicinity of stack gases wear OBAs and remain there for only a brief time.

(4) All personnel going aloft should use a short safety line secured around their waists and attached to the ship's structure at the same level.

k. When in port at night, weather decks shall be well-lighted. All accommodation ladders, gangways, and brows shall also be well-lighted.

l. Silence during evolutions. Confusion and misunderstandings are minimized when silence is imposed during evolutions. Also, silence gives to the evolution a degree of smartness not achieved in the midst of noise.

APPENDIX L

MIDSHIPMAN SECOND CLASS SURFACE CRUISE GUIDE

This booklet provides general guidelines for Midshipmen Second Class Surface Warfare Cruises. The goal of this program is to enhance the cruise experience by focusing on task completion. Second class midshipmen have already been, or will soon be, exposed to the underlying fundamentals and theory of each of these tasks. Also, prior to accomplishing each task, trainers and trainees are expected to discuss applicable underlying fundamentals and theory. This program is designed to provide midshipmen broad-based exposure to surface warfare in accordance with midshipmen summer training objectives. This is not a watchstation qualification program.

Normally, the Command Master Chief shall oversee the implementation of this program. These line items reflect the minimum that each midshipman should accomplish on cruise. All USNA and NROTC second class midshipmen will endeavor to complete this program.

This program consists of specific line items from the ESWS PQS (NAVEDTRA 43390-C) and a listing of Supplemental Line Items. Like the ESWS PQS, this program contains both 100-Level Fundamentals, which are basic items necessary for a rudimentary knowledge of the ship's mission and functions, and 300-Level Watchstations, which are watches required to be stood to take the 100-level items a step further. To reinforce the goal of this program, which is to focus on tasks, ships should make every attempt to motivate midshipman trainees to "do" the 100-Level items which the ESWS PQS only requires trainees to "discuss". Additionally, this program may be tailored to individual ships. Each ship may delete systems and equipment not installed on the ship, and add items unique to the ship.

The Trainer is designated in writing by the ship to sign off individual line items. Trainers will normally be E-5 or senior. The names of designated Trainers can be found on the ship's PQS Progress Chart. The most current Fleet references should be used in conjunction with this program.

Due to the time constraints of the four-week second class midshipman cruise, the ESWS Line Items and the Supplemental Line Items may be completed simultaneously.

ESWS LINE ITEMS

100 Level

101.3 Discuss the procedures/personnel to be notified prior to the following:

- a. Going aloft _____
- b. Working over the side _____
- c. Diving operations _____

101.11 Explain how a shorting probe is used to discharge capacitors.

101.19 Draw a power tool from your ship's tool issue room. _____

101.20 Discuss your ship's Safety Programs and the relationship between Safety Petty Officers and the Safety Officer.

101.21 Describe the Electrical Safety Program.

101.22 Describe the Heat Stress Program.

101.23 Describe the Hearing Conservation Program.

105.3 Describe the donning procedures and the methods of water entry for each of the following:

a. CO2 inflatable life jacket

b. Inherently buoyant life preservers

(1) Vest type with collar

(2) Vest type, auto-inflatable

(3) Yoke type

106.3 Discuss Abandon Ship procedures, including the following:

a. Who decides to abandon ship

b. Word to be passed

c. Actions of crew

d. Emergency destruction

e. Life boats

119.3 Discuss the duties and responsibilities of the following officer watchstations in CIC:

a. Tactical Action Officer (TAO)

b. Weapons Liaison Officer/Ship's Weapons Coordinator (SWC)

c. Gunnery Liaison Officer (GLO)

d. Surface Watch Officer

e. CIC Watch Officer (CICWO)

- f. Shipping Officer _____
- g. Radar Navigation Officer (Piloting Officer) _____

119.4 Discuss the duties and responsibilities of the following enlisted watchstations in CIC:

- a. CIC Watch Supervisor _____
- b. Surface Supervisor _____
- c. Digital dead reckoning tracer (DDRT) plotter _____
- d. Detection and Tracking Supervisor _____
- e. Air Intercept Controller (AIC) _____
- f. DRT/DDRT (North and South) _____
- g. Antisubmarine Tactical Air Controller (ASTAC) _____
- h. Electronic Warfare (EW) Supervisor _____
- i. TIC/ID Operator _____
- j. JOTC/NTCS-A Operator _____
- k. Track Supervisor (Track Sup) _____

119.17 Explain the purpose of the following:

- a. JMCIS _____
- b. NTCS-A _____
- c. LINK-4 _____
- d. LINK-11 _____
- e. LINK-14 _____
- f. LINK-16 _____

124.1 Briefly describe the general duties and responsibilities of each of the following watchstanders:

- a. Engineering Officer of the Watch (EOOW) _____
- b. Engineering Duty Officer (EDO) _____
- c. DC Control Watch _____

- d. Cold Iron Watch/In-port Equipment Monitor _____
- e. Sounding and Security Watch _____
- h. Oil King _____
- i. Engineroom Operator _____
- j. Ship's Service Generator (SSG)/Emergency Generator Watch

- k. Interior Communications (IC) Shop/Gyro Watch _____
- l. Propulsion and Auxiliary Control Console (PACC) Operator

- m. Electric Plant Control Console (EPCC) Operator _____
- n. Auxiliary systems monitor (ASM) _____
- o. Engine room monitor _____

300 Level

- 301.2.1 Review and discuss a Watch, Quarter, and Station Bill for your work center/division

- 301.2.3 Maintain and update PQS progress records _____
- 301.2.4 Verify the EDVR for your division _____
- 301.2.5 Observe anchoring from the bridge _____
- 301.2.6 Observe anchoring from the forecastle _____
- 301.2.7 Observe underway replenishment (UNREP) from bridge

- 301.2.8 Observe UNREP from UNREP station _____
- 301.2.9 Observe lowering/raising small boat with davit _____
- 301.2.10 Don an inherently buoyant life preserver _____
- 301.2.12 Locate ship's whistle, bell and gong _____

- 301.2.13 Observe breaking out ammunition _____
- 301.2.14 Observe loading gun-loading system with ammunition _____
- 301.2.15 Observe unloading and strikedown of drill ammunition from magazine and loader/gun mount

- 301.2.16 Observe operation of gun system in normal mode of operation

- 301.2.17 Observe a gun shoot from the mount Captain's control panel

- 301.2.18 Observe missile launcher loading and offloading (if applicable)

- 301.2.19 Observe loading of a missile onto a launcher _____
- 301.2.20 Observe unloading of a missile from launcher _____
- 301.2.21 Observe target engagement with gun/missile fire control system from CIC

- 301.2.22 Observe target plotting during NGFS in CIC _____
- 301.2.23 Observe Harpoon/Tomahawk engagement planning and simulated launch

- 301.2.24 Observe CIWS tracking and engagement in CIC _____
- 301.2.25 Observe firing an air-slug from surface vessel torpedo tubes

- 301.2.26 Observe loading/unloading of torpedo tubes _____
- 301.2.27 Observe tracking and weapons engagement against actual or training target from ASWFC System

- 301.2.28 Observe communications with another vessel using underwater communications equipment

301.2.29 Observe an XBT deployment and environmental prediction products prepared

301.2.30 Observe a passive sonar contact and determine contact's true and relative bearing

301.2.31 Observe an actual or simulated contact on active sonar and determine the contact's range and bearing

301.2.32 Detect and track a surface contact on a radar repeater

301.2.33 Determine scopehead CPA on a radar repeater

301.2.34 Observe Overall Combat Systems Operability Test (OCSOT) from CIC

301.2.35 Solve for contact course on a maneuvering board

301.2.36 Solve for contact speed on a maneuvering board

301.2.37 Solve for contact CPA on a maneuvering board

301.2.38 Solve for contact time of CPA on a maneuvering board

301.2.39 Solve for contact target angle on a maneuvering board

301.2.40 Plot a surface contact on DRT/NC-2 plotter

301.2.41 Observe operation of electronic surveillance equipment to isolate a signal of opportunity and determine its parameters

301.2.42 Observe SRBOC loading or downloading

301.2.43 Participate in routine and emergency destruction of classified material

301.2.44 Participate in radio transmission (R/T) drill

- 301.2.45 Assist the Signalman during a flag hoist drill _____
- 301.2.48 Observe flight operations from flight deck/helo control _____
- 301.2.51 Accompany watch to ensure physical security of engineering spaces

- 301.2.52 Observe lighting-off boiler and placing on line _____
- 301.2.53 Observe start and idle checks of a main engine from CCS/main control room

- 301.2.56 Observe from main space the stopping, locking, unlocking and trailing shaft during underway period

- 301.2.57 Observe from main space the splitting out of engineering plant

- 301.2.58 Observe from main space the cross-connecting of engineering plant (steam only)

- 301.2.59 Observe the balancing of electrical load distribution _____
- 301.2.60 Observe alignment, starting and securing of SSTGs/SSDG/GTG/EDG

- 301.2.61 Observe loading and unloading of generator _____
- 301.2.62 Observe alignment and starting of air compressors _____
- 301.2.63 Observe the lining up, starting and securing of steering unit

- 301.2.64 Assist damage control central watch/sounding and security watch in performance of tasks

- 301.2.65 Stand one watch as Helmsman under instruction _____
- 301.2.66 Stand one watch as Lee Helmsman/Ship Control Console Operator under instruction

301.2.68 Stand one watch as Quartermaster of the Watch (QMOW) under instruction

301.2.69 Observe one Special Sea and Anchor Detail from the bridge while entering or leaving port

301.2.70 Observe the navigation detail from the bridge while entering or leaving port

301.2.71 Determine relative bearing, target angle and bearing drift of a surface contact

301.2.72 Determine whether a meeting, crossing or overtaking situation exists

301.2.77 Observe an hourly weather observation

301.2.78 Energize and check navigation lights underway

301.2.79 Convert compass course to true course and vice-versa

301.3.1 Observe a shipboard recovery of Oscar during a man overboard drill from bridge

SUPPLEMENTAL ITEMS

1. Conduct a ship orientation tour with the Midshipman Training Officer

Operations

2. Discuss basic line handling safety

3. Act as a line handler during a mooring evolution

4. Act as a line handler during an UNREP evolution

5. Locate and discuss the use of all major ground tackle equipment

- 6. Act as a member of a boat crew _____
- 7. Observe well deck operations from well deck control during an amphibious vehicle launch / recovery _____
- 8. Participate in aircraft washdown (If applicable) _____
- 9. Stand LSE under instruction _____
- 10. Don a safety harness _____
- 11. Complete qualification for Sound-Powered Phone Talker _____
- 12. Make the 12 O'clock report to the Commanding Officer _____
- 13. Stand two watches as a lookout under instruction _____
- 14. Locate all ship's compasses and discuss differences _____
- 15. Shoot a visual bearing and discuss visual fix techniques _____
- 16. Stand one watch as Boatswain Mate of the Watch (BMOW) under instruction _____
- 17. Stand one watch as Signalman under instruction _____
- 18. Stand one watch in CIC rotating through applicable watch stations _____

Combat Systems

- 19. Accompany a sonar tech on a tour of the sonar spaces _____
- 20. Observe the deployment / retrieval of the Tactical Towed Array Sonar (TACTAS) _____
- 21. Locate and operate ship's fathometer _____
- 22. Accompany a gunner's mate for the daily gun prefire checks _____
- 23. Accompany a gunner's mate on a tour of the armory _____

24. Accompany a gunner's mate or fire controlman on a tour of the missile magazine

25. Accompany a fire controlman on a tour of the fire control illuminators

26. Stand one watch in Combat Systems Maintenance Center (CSMC)

27. Stand one watch in a missile launcher and/or gun mount during GQ

Engineering

28. Perform the following damage control tasks:

a. Don an Emergency Escape Breathing Device (EEBD)

b. Don an Oxygen Breathing Apparatus (OBA)

c. Don a Fire Fighters Ensemble (FFE)

d. Operate a Naval Fire Fighters Thermal Imager (NFTI)

e. Start, run, and draw a suction on a P-250

f. Start, run, and draw a suction on an installed eductor

g. Observe how a SEEDS is operated

h. Act as the nozzleman for a live hose handling exercise

i. Locate all installed AFFF stations

j. Locate and inspect all HALON protected spaces

k. Locate and inspect all CO2 protected spaces

l. Locate and inspect all Range Guard stations

m. Locate all Repair Lockers and discuss areas of responsibility

29. Discuss tagout procedures. Walk through hanging a tagout

30. Discuss safety precautions for working on energized gear/deranged equipment _____

31. Observe a Main Space Fire Drill from CCS and main space _____

32. Locate and discuss ship's Damage Control diagrams _____

33. Participate in Engine Room startup and shutdown in the engineering spaces _____

34. Locate where and how the ship makes water _____

35. Act as a member of the at-sea fire party during a drill _____

36. Act as a member of the repair locker party during a GQ drill _____

37. Stand two different Engineroom Operator watches under instruction _____

38. Stand one EPCC operator watch under instruction _____

39. Stand one Generator/Auxiliary Watch under instruction _____

Divisional

40. Act as compartment cleaner for one day _____

41. Act as a recorder during an XO's messing and berthing inspection _____

42. Act as a recorder during a ship's zone inspection _____

43. Accompany division maintenance man performing scheduled PMS maintenance for each division assigned _____

44. Accompany division maintenance man performing a PMS spot check for division officer for each division assigned _____

45. Inspect divisional spaces inspecting for improperly stowed HAZMAT

46. Inspect divisional HAZMAT locker for compliance with OPNAV 5100.19C

47. Walk through the parts ordering process with the Division Supply Petty Officer to include identifying stock number (NSN), placing order, obtaining Division Officer approval.

48. Assist the ship's Store Keeper (SK) in processing approved part request, drawing part from the applicable store room, and delivering part to customer.

49. Accompany Division Supply Petty Officer on a Servmart run

Inport Duty

50. Observe the general duties and responsibilities of each of the following inport watchstanders:

a. Command Duty Officer (CDO)

b. Officer of the Deck (OOD)

c. Petty Officer of the Watch (EDO)

51. Observe the general duties and responsibilities of each of the duty section leader

52. Stand one watch as Petty Officer of the Watch (POOW) under instruction

53. Stand one inport anchor watch U/I

54. Act a member of the SAT, BAF, or Reserve Force during a Security Alert Drill

55. Act as a member of the duty section fire party during a drill

56. Act as a food service attendant for a day to include one meal on the mess decks and one meal in the wardroom. Participate in breaking out food with food service leading petty officer, preparation, serving, and clean-up

GENERAL SHIPBOARD SAFETY NOTES

GENERAL. The Department of the Navy Safety Program requires all commands to conduct an aggressive, continuing accident prevention program. Safety rests on each individual's shoulders. It is mandatory that each midshipman read the following safety precautions, understand and comply with them, and review them often during cruise.

ELECTRICAL SAFETY PRECAUTIONS

1. Portable electrical equipment includes any electrical or electronic equipment that can possibly be plugged into an electrical outlet.

a. Ashore, and especially at home, lighting and power are frequently not treated with the respect deserved. This has led to the mistaken impression that 115 volt circuits are not lethal; this is not true. More Navy personnel have been killed by 115 volts than circuits of all other voltages combined. Shipboard conditions are especially conducive to increasing the severity of a shock because the person affected is usually in contact with the ship's metal structure and because the dampness that is often present in the user's clothes lowers electrical resistance.

b. The typical current path is from the metal case of an ungrounded appliance through the body of the user to ground (sea water) via the steel structure of the ship. In contrast to the home environment, this path is always present on board ship. Hence, the use of ungrounded appliances on board ship is prohibited.

c. Electrical safety can be attained only through the cooperation of all hands. For this reason it is essential that all personnel understand the lethal nature of the hazard and be made familiar with electrical safety precautions.

2. The following rules shall be rigidly adhered to:

a. No privately-owned electrical or electronic equipment shall be used or kept aboard the ship without the specific permission of the Executive Officer and only then, after it has been inspected and approved for use by the Engineering Officer or his designated representative. This restriction includes portable radios, CD players, etc. that can be plugged into electrical outlets. Electrical razor cases must be plastic.

b. No portable electric/electronic equipment will be operated unless it is properly grounded by means of a three-prong plug, and has been inspected and tested by the Engineering Department.

c. No person shall operate an electrically powered hand tool unless specifically authorized by his/her division officer or other supervisor.

ELECTRONIC SAFETY PRECAUTIONS

1. Read and practice all posted safety precautions and operating instructions of all equipment you operate.

2. Never energize equipment unless you are sure that you know what it is and for what purpose you are energizing it.

3. Never attempt to work on energized equipment - ensure it is off. Ensure tags are placed at remote positions where it is possible to energize the equipment.

4. When servicing energized equipment, do so only in accordance with specifically delineated maintenance procedures. Use the buddy system and have someone standing by.
5. Never make unauthorized changes to equipment.
6. Never bring or allow anyone to bring steel wool into electronic spaces.
7. Never tamper with safety devices or interlocks.
8. Never spray water on or around electronic equipment.
9. Never energize tagged equipment.
10. Keep your hands off knobs on equipment unless you are authorized.
11. If you are ever in doubt, ask your Leading Petty Officer, Chief Petty Officer, or Junior Officer.

ENGINEERING SAFETY PRECAUTIONS

1. Read and practice all posted safety precautions and operating instructions of all machinery.
2. Never open or close any valve, unless you are sure that you know what it is and for what purpose you are opening or closing it. Never energize any tagged equipment.
3. Never bring or allow anyone to bring steel wood into engineering spaces.
4. Never use water around the electrical end of the turbo generator.
5. Never take your shirt off or roll up your sleeves while in the engine room, so that you may avoid steam burns and hot water dripping from leaking flanges. Military clothing is designed to help protect against the heat of a fire. Always wear the proper uniform aboard ship.
6. Never wear loose or sloppy clothing that might easily become caught in machinery.
7. Do not wear corfam shoes or 100 percent polyester clothing in engineering spaces.
8. Never run when you hear a main steam leak (a loud hissing and/or whistling screech).
 - a. You don't know where it is.
 - b. You might run into it.
 - c. Never try to find a steam leak with your hand; use a broom or some chart paper.
 - d. If in doubt, stand still and call for help.
 - e. Don't attempt to leave the engine room unless directed to do so. The bilges may be the safest places.

9. Never spray water on or around electrical junction boxes or switchboards.
10. Never store anything behind switchboards. (Only the Commanding Officer can grant an exception.)
11. Never go behind switchboards.
12. Keep your hands off knobs on switchboards unless you are authorized to do so.
13. If you are ever in doubt, ask your Leading Petty Officer, Chief Petty Officer, or Division Officer.

WEAPONS SAFETY PRECAUTIONS

1. Ammunition safety precautions.
 - a. Personnel in charge of working details shall require their personnel to stop dangerous practices instantly, regardless of any difference of opinion or interpretation of safety rules.
 - b. Supervising personnel are responsible that all personnel in their charge have been instructed in the precautions pertaining to the operation on hand, whether the personnel are from their own divisions or temporarily assigned duty under them.
 - c. Care shall be taken not to obliterate or deface markings, label, or tags on containers of ammunition or explosives.
 - d. Any ammunition container or explosive container found to be in a damaged condition, will be tagged and returned to the ammunition depot as soon as possible.
 - e. Ammunition and explosive containers shall not be rolled, dragged, thrown, dropped, or mishandled in any way, at anytime.
 - f. Naked lights, matches, steel tools, shoes with nailed soles or metal cleats, or other flame or spark producing material must never be taken into magazines or other spaces that are used as magazines while these spaces contain explosives.
 - g. When a fuzed projectile or a cartridge case, whether in a container or not, is dropped from a height exceeding four (4) feet, it must be set aside and the weapons officer called immediately. Such ammunition must be handled with the greatest care.
 - h. Smokeless powder which has been wet must be regarded as dangerous for dry storage.
 - i. Boiler tubes shall not be blown at anytime during ammunition handling evolutions.
 - j. All radio and radar transmitters shall be secured during ammunition handling operations.
 - k. Any supervisor or other person witnessing or being aware of a dangerous condition or emergency which exists or is developing, will immediately call out in a loud voice the command "SILENCE." Upon the command "SILENCE," all operations involving ammunition and explosives will stop immediately and all personnel in the vicinity hearing the command will freeze in their tracks and remain so without noise or confusion until further orders are given.

l. The emphasis on safety precautions and proper handling procedures is not intended to create fear in place of caution, but rather to make personnel SAFETY CONSCIOUS.

m. In event of mishap, standard gunnery terminology shall be used to restore order to the scene.

2. Read the applicable Gun Mount Safety Precautions for your ship.

3. Read the applicable Gun and Loader Safety Precautions for your ship. SAFETY PRECAUTIONS MUST BE FOLLOWED 100% OF THE TIME BY 100% OF THE CREW. ALL HANDS BE ALERT AT ALL TIMES.

DECK SAFETY PRECAUTIONS

1. UNREP safety precautions.

a. All personnel must wear international orange kapok life jackets at all times.

b. Personnel exposed to overhead loads must wear color-coded safety helmets:

(1) Officers and safety observers - white

(2) PO-In-Charge - yellow

(3) Signalman - green

(4) Gunner's mate - red

(5) Riggers - blue

(6) Cargo handlers - orange

(7) Corpsman - white with red cross

c. Life lines should be in use.

d. Heaving in and paying out of lines must be done hand over hand.

e. Phone talkers shall not secure neck straps of phones in case the phone lines are fouled.

f. Personnel shall stay clear of all loads and remain inboard and clear of all lines.

g. Personnel transferred in regions of low water temperature should wear immersion suits, and must wear safety belts at all times during transfer.

h. If there is no lifeguard ship, the ship's boat shall be manned and ready for use.

i. Line tenders shall stay at least six feet from blocks.

j. All excess lines shall be faked clear for easy running.

k. When standing by the receive bolo or shot line, all hands must take cover.

l. All hands must be familiar with appropriate whistle signals (e.g. the Officer-In-Charge of the firing ship signals one whistle blast when ready to send over shot line, and Officer-In-Charge on receiving ship replies with two blasts when all is ready).

m. If at night, all personnel shall wear marker lights on their lift jackets.

n. Excess noise and confusion must be avoided.

2. General Safety Precautions:

a. Personnel working over the side of the ship both inport and at sea shall wear kapok life jackets and life lines tended by personnel on deck. The term "over the side" means any part of the ship outside the life lines or bulwarks.

b. Personnel in boats raised or lowered, entering boats from a boom or Jacob's ladder, in boats underway, and in rough water or low visibility, shall wear kapok life jackets. Ring buoys with a line and light attached must be available for use when a sea ladder or Jacob's ladder is being used.

c. Personnel on weather decks during heavy weather, even when exposed only for a short time while going from one station to another, shall wear kapok life jackets.

d. Handling of lines and rigging requires that personnel take care to avoid getting hands, feet, or clothing caught in bights and blocks.

e. Lines not in use should be carefully made up and stowed clear of walkways and passages.

f. Lines must never be made fast to capstans or gypsy heads, but only to fittings provided for that purpose, such as cleats or bitts.

g. Steadying or frapping lines should be used on boat falls and large lifts to prevent uncontrolled swinging or twisting.

h. Weather decks subject to the seas should be kept clear of all personnel except uncontrolled swinging or twisting.

i. Life lines shall be kept in good repair and personnel are not permitted to sit or lean on life lines at any time.

j. Personnel wishing to go aloft shall obtain permission from the Officer of the Deck. The Officer of the Deck is responsible for seeing that the following safety precautions are observed before granting permission:

(1) Power is secured on all radio transmitting antennas and radar antennas and power switches are tagged.

(2) The engineering officer has been instructed to lift no safety valves and, if personnel are to work in the vicinity, to secure steam to the whistle.

(3) Personnel assigned to work in the vicinity of stack gases wear OBAs and remain there for only a brief time.

(4) All personnel going aloft should use a short safety line secured around their waists and attached to the ship's structure at the same level.

k. When in port at night, weather decks shall be well-lighted. All accommodation ladders, gangways, and brows shall also be well-lighted.

l. Silence during evolutions. Confusion and misunderstandings are minimized when silence is imposed during evolutions. Also, silence gives to the evolution a degree of smartness not achieved in the midst of noise.

APPENDIX M

MIDSHIPMAN FIRST CLASS SUBMARINE CRUISE GUIDE

This booklet provides general guidelines for Midshipmen First Class Submarine Cruises. These guidelines are not platform specific and should be considered a starting point through which you can become familiar with the role of junior officers on board a nuclear submarine. The effort you exert to learn about the duties and responsibilities of junior officers will be directly reflected in how instructive and rewarding your summer cruise will be.

You are encouraged to learn as much as possible about the qualification process required of all Submarine Officers. If you desire to qualify a particular watchstation, see the Senior Watch Officer for watchbill assignment. Recognize that final watchstation qualification will be difficult during a 30-day cruise, and that the total submarine qualification process can take up to a year and a half to complete. You are encouraged to use and work on watchstation PQS while standing watches as a means to focus and enhance your learning about each area of the submarine.

Above all, talk to the junior officers aboard your submarine about their experiences. They are in the position in which you will be shortly after graduation. Any information you obtain now will pay dividends when you are commissioned as a junior officer.

The following items should be completed as ship's operating schedule allows. Discuss those items not actually performed with a qualified officer.

It is recommended that you concentrate on Submarine PQS Watchstation requirements whenever the ship is underway, and work on systems and theory when in port.

* U/I WATCHES WILL BE A MINIMUM OF 3 HOURS.

I. BASIC SUBMARINE KNOWLEDGE

A. Read the SSORM and discuss any questions with an officer.

B. Read the CO's standing orders.

C. Identify all ship's compartments and the major spaces in each.

D. Phonetalker abilities:

1. Learn the names and uses of all the IC circuits.
2. Learn the correct pronunciation for all letters and numbers per the IC manual.
3. Learn the procedures for:
 - Reporting spaces rigged
 - Formal face-to-face and phone communications, including verbatim repeat back
 - Casualty reporting

- E. Demonstrate the correct use of a sound powered phone during a ship's evolution.
- F. Find all the 4MC and 31MC locations on the boat.
- G. Accompany an officer for rig for dive in two spaces (one forward and one aft).
- H. Demonstrate the ability to find and correctly don an EAB.
- I. Demonstrate the ability to correctly don an OBA.
- J. Complete phase two of the basic submarine qualification card.
- K. With the assistance of the off going section, rig a fire hose from machinery room to engineroom middle level.
- L. With an off watch COW, demonstrate proper operation of a NFTI(Navy Fire Thermal Imager).
- M. With an off watch ERS, inventory a DC bandit kit and learn how to apply a pipe patch.
- N. Discuss the importance of noise prevention on the submarine.

II. **ENGINEROOM KNOWLEDGE.**

- A. Discuss basic core construction with an EOOW.
- B. Discuss a single line diagram of the primary coolant system.
- C. Discuss the reasons and use of primary and secondary chemistry with an EOOW.
- D. Observe the actions for a SCRAM and FRSU. Discuss actions with the ENGINEER.
- E. Observe an all ahead flank cavitate from maneuvering.
- F. Observe a steam generator blowdown and discuss the procedure with the EOOW.
- G. Trace the power generation cycle (steam cycle) engineroom including: finding and explaining the use of: MS-1&2, MS-3&4, MS-5, SSTGS, main engine turbines, reduction gears, condensers, condensate pumps, and feed pumps.
- H. Discuss the generation of electricity in the plant with an electrician (include the basic use of SSTGS, SSMGS, and the battery).
- I. Locate and discuss the use of the EPM and the SPM.
- J. Locate and discuss the ship's anchor.
- K. Observe the following drills as a drill monitor from the location of the casualty:

1. Fire
2. Flooding
3. Spill

L. With the assistance of an ELT, don a set of anti-c's.

M. Discuss basic battery construction and reasons for the battery with a battery charging lineup qualified officer.

N. Accompany an officer on a battery charging lineup.

*O. Be present for one watch as an EOOW OBSERVER.

III. **OPERATIONS KNOWLEDGE.**

A. As helmsman/planesman perform the following:

1. Change depth
2. Change speed
3. Change course
4. Train and operate the SPM
5. Operate the planes and rudder in emergency and shift to normal.
6. Maintain the ship's depth at periscope depth.
- *7. Stand one watch as helmsman under instruction.
- *8. Stand one watch as planesman under instruction.

*B. Stand one watch as Chief of the Watch U/I.

C. As Chief of the Watch under instruction, perform the following:

1. Pump from tank to tank with the trim pump.
2. Pump overboard using the trim pump.
3. Flush the TDU
4. Raise and lower at least one mast or antenna

D. Learn the purpose, priorities, and locations of all the ship's alarms.

E. Discuss a one line diagram of the ventilation system.

- F. Discuss atmospheric items that are monitored onboard and the basic means of controlling each.
- *G. Stand one watch as Diving Officer of the Watch under instruction.
- H. Using a line diagram, discuss the trim and drain systems.
- I. Observe large angles and high speed operations in the control room.
- J. Raise and lower both periscopes.
- K. List all Main Engine bell orders and their associated speeds.
- L. Discuss the importance of cavitation and its prevention.
- M. Discuss submerged operating envelope.
- N. While a drill monitor, observe a flooding drill in control and Damage Control Central.
- O. While a drill monitor, observe a fire drill at the scene.
- P. Observe the ship proceed to periscope depth. Discuss with the OOD his actions after completion of the procedure.
- Q. As JOOD, take the ship to periscope depth.
- R. Discuss and perform the different periscope searches.
- S. Discuss the emergency deep procedure with an OOD. Perform an emergency deep drill as OOD.
- T. Observe battlestations in control. Discuss the jobs of all Control Room watchstanders.
- U. Discuss with an OOD his actions for a torpedo in the water.
- V. Observe and operate the underwater telephone, if tactically feasible.
- *W. Stand one watch as Submerged OOD U/I.
- X. With an FT's assistance, track a contact using fire control.
- Y. Enter a visual observation into fire control.
- Z. Discuss OTH/TAC-3/LINK-11/LINK-16 with the Weapons Officer.
- *AA. Stand one watch as FTOW U/I.
- *BB. Stand one watch as Sonar Supervisor U/I.
- CC. Discuss the difference between active and passive sonar.

- DD. Observe active sonar.(SSN ONLY)
- EE. In the sonar room, listen to several contacts, and assign a broadband trackers.
- FF. Discuss the various Sonar arrays and their differences.
- GG. Discuss the Sonar Search Plan with STC
- HH. Pass a rules of the road exam given by the Navigator.
- II. Demonstrate to an officer the proper use of the 3 minute rule.
- JJ. Discuss inertial navigation basics with a Nav ET.
- KK. Discuss the basic means to get an external fix.
- LL. Demonstrate a working knowledge of local area charts including lights, hazards, and navigation aids.
- MM. Discuss the use of red and yellow soundings with an OOD.
- NN. Explain the concept of DR using a navigation chart.
- OO. Assist a in loading an shooting the TDU.
- PP. Observe the firing of a water slug from 3” launcher.
- QQ. With the assistance of an off watch Torpedoman, look at the various types of pyrotechnics and countermeasures carried aboard.
- RR. Observe/discuss the loading of weapons onto the boat.
- SS. With an off-watch torpedoman, inventory the small arms locker.
- TT. Discuss with a TM the various weapons carried onboard.
- UU. With an officer, check a torpedo tube empty.
- VV. Observe the firing of a water slug in the torpedo room.
- WW. Discuss the basic communication capabilities of the boat.
- XX. Discuss the ship’s ESM capabilities.
- YY. Discuss the basic method of ordering and receiving parts.
- ZZ. Conn the ship submerged for several course, depth and speed changes.
- AAA. Demonstrate proficiency in operating the VCR by selecting at least one movie for the wardroom and running it after evening meal.

IV. **STRATEGIC WEAPONS (SSBN ONLY)**

A. Observe battle Stations Missile from:

1. MCC
2. Missile Compartment
3. Control

B. Discuss the missiles carried on board.

C. Discuss the Missile Fire Control System.

D. Discuss the operation of a missile tube.

E. Discuss Launcher operation

V. **TOPSIDE AND SAIL.**

A. Act as assistant topside supervisor for an underway or a mooring.

B. Explain the name and location of all lines.

C. Discuss line handling safety.

D. Conduct a walk through of topside identifying all important items.

E. Discuss man overboard procedures with a qualified OOD.

F. Perform one man overboard drill as JOOD.

G. Draw a top view of the sail and show the locations for all masts and antennas.

*H. Stand one watch as Surface OOD U/I.

SHIPBOARD SAFETY PRECAUTIONS

1. Ashore, and especially at home, lighting and other electrical circuits are not treated with the respect deserved. This can lead to the mistaken impression that 115 volt circuits are not lethal; this is not true. More Navy personnel have been killed by 115 volts than all circuits of higher voltages combined. For this reason it is essential that all personnel understand the lethal nature of the hazard and are familiar with electrical safety precautions.

2. No privately owned electric equipment (including razors, radios, and notebook computers, etc.) shall be used or kept on board the ship without being electrically safety-checked by a qualified ship's electrician.

3. Never open or close any valve unless you are sure what it is for and for what purpose you are operating it, and that you have authorization from proper authority.

4. Never wear loose or sloppy clothing that might easily be caught in machinery.
5. Do not wear corofam shoes or 100% polyester clothing in the engineering spaces.
6. Never spray water on or near electrical junction boxes or switchboards.
7. Never run if you hear a main steam leak (loud hissing or whistling screech) - you might run into it. Don't attempt to leave the engineroom unless directed to do so. The bilges may be the safest places.
8. The atmosphere control equipment on board submarines cannot remove certain contaminants, such as chlorofluorocarbons found in the propellant of most aerosol cans. In the enclosed atmosphere of the submarine, these pollutants can build up and pose a health risk. Therefore, aerosol cans (such as hair spray, shave cream, spray deodorant) are not authorized to be brought on board.
9. Additional safety requirements must be met when personnel are to enter the sail which are not required for going to the bridge. Never enter the sail or go to the bridge in port without first obtaining the permission of the Ship's Duty Officer. Underway, permission to go to the bridge is obtained from the OOD via the COW.
10. Never stand directly behind a mooring line topside, especially one that has taken a strain and begun to steam, neck down, or has started "singing". These are warning signs that the line may soon part, and the recoil from a parted line has sufficient force to kill or maim anyone in its path.
11. Ensure you read, understand, and heed ALL posted safety precautions on board your ship. If you are ever in doubt, ask your Leading Petty Officer, Chief Petty Officer, or an officer.

SAFETY PRECAUTIONS MUST BE FOLLOWED 100 PERCENT OF THE TIME BY 100 PERCENT OF THE CREW. ALL HANDS MUST BE ALERT AT ALL TIMES.

APPENDIX N

MIDSHIPMAN FIRST CLASS ASHORE AVIATION CRUISE GUIDE

This document provides general guidelines and instructions for your Midshipman First Class Ashore Aviation Summer Cruise. The areas delineated should be considered a starting point through which you can obtain knowledge of the overall mission of the aviation community. This will include the duties and responsibilities of the officers and enlisted personnel within normal daily operations.

While assigned to the Ashore Aviation Cruise, you will complete the following activities on an observation/participation basis, with emphasis on maximum participation whenever possible or practicable. You should receive familiarization from each of the following officers and departments:

1. Check in: Notify Administrative Officer and arrange for CO/XO courtesy calls.
2. Executive Officer welcome aboard courtesy call.
3. Commanding Officer welcome aboard courtesy call.
4. Meet with Operations Officer for operations brief, assignment to combat aircrew and meet with sponsor/running mate. Note: Each midshipman will be assigned an officer running mate who will be responsible for overseeing your progress and timely execution of the training syllabus.
5. Meet with Squadron Safety/NATOPS Officer. Schedule squadron safety brief, check out a NATOPS manual and a copy of Squadron Standard Operating Procedures (SOP). The OPNAV 3710.7 manual should be reviewed during the safety brief. Also, review all aspects of hangar bay, workspace and ground aircraft safety.
6. Meet with Pilot/NFO Training Officers. Pick up training syllabus books. Become familiar with pilot/NFO training.
7. Meet with Squadron Maintenance Officer. Become familiar with Maintenance Department mission and organization.
8. Visit PR shop (paraloft) to make arrangements for flight gear issue. Become familiar with survival equipment. Knowledge of its use should precede flight gear issue.
9. Meet with Senior Watch Officer. Become familiar with Squadron Duty Officer duties. Stand duty as assistant SDO or SDO (Under Instruction). Midshipmen should stand at least two SDO watches.
10. Fly in as many evolutions as possible during the time assigned to the squadron. You should make every attempt to complete any observer PQS qualification as well as the items listed below:
 - a. Attend flight/mission brief.
 - b. Attend weather brief and file flight plan.
 - c. Review VIDS/MAFS prior to preflight.
 - d. Preflight the aircraft in accordance with NATOPS with different members of the flight crew.

e. Flight evolutions: During flight evolutions, you will observe and familiarize yourself with as many of the tactical aspects of each aircrew position in the aircraft as practicable. The number and type of aircrew positions will vary with type of aircraft and are not limited to those discussed below.

(1) Cockpit/Flight station:

- (a) Sit in cockpit/flight station and observe a takeoff and landing (if practicable).
- (b) Listen to radio communications (ATC and tactical comms).
- (c) Observe the close working relationship among the crew members (a scheduled training flight or PMCF would be an excellent opportunity to observe flight operations).
- (d) Observe tactical flight procedures during a tactical mission.
- (e) Discuss procedures observed with the flight crew during post-flight or when practicable during the flight.
- (f) Items for discussion: Tactical display (where applicable), flight director system, automatic flight control system, flight and engine monitoring instrumentation, and emergency procedures.

(2) Navigation/communication:

- (a) Observe preparation of navigation charts and logs.
- (b) Observe tactical navigation procedures.
- (c) Discuss the use of computers for mission information management, record keeping and mission workload distribution among flight crew.
- (d) Items for discussion: UHF, VHF, HF radio and data link operation, comm selector panel, inertial, omega, celestial, doppler, GPS navigation, and emergency procedures.

(3) Tactical:

- (a) Observe weapons/sonobuoy capabilities, management, and deployment.
- (b) Observe tactical problem, programming and use of aircraft sensor and weapons systems.
- (c) Items for discussion: Tracking and targeting techniques, tactical coordination between crew members, radar, ESM, IRDS, and MAD equipment use, prosecution and attack techniques, and battle damage assessment (BDA).
- (d) Observe post mission debrief and analysis.

(4) Crew Chief/Flight Engineer/Flight Technician:

- (a) Observe preflight areas/techniques.
- (b) Discuss weight and balance figures and computations for various aircraft configurations.
- (c) Observe normal duties as well as troubleshooting procedures on various equipment when the need arises.
- (d) Observe aircraft fueling and turnaround procedures.

In addition to being afforded the opportunity to fly as often as possible with squadron flight crews, you should also become familiar with other areas in the squadron organization that contribute directly to the overall mission of Naval Aviation. It is essential to your training that the following areas and activities should be visited, evolutions observed, and briefs obtained with appropriate signatures obtained. Allow sufficient time for thorough familiarization in each area listed. These activities should be completed during non-flying time when your running mate is involved with his/her ground duties.

1. Attend squadron all officer meetings (AOM).
2. Arrange for courtesy call with Command Master Chief.
3. Meet with squadron Administration Officer.
4. Meet with squadron Legal Officer.
5. Meet with Human Relations Officer.
6. Meet with Public Affairs Officer.
7. Meet with First Lieutenant.
8. Meet with the Command Career Counselor.
9. Meet with Security Manager.
10. Meet with the CMS and Communications Officer.
11. Meet with the Intelligence Officer.
12. Meet with the Tactics Officer.
13. Visit Maintenance Admin.
14. Visit Maintenance Control.
15. Visit the Toolroom.
16. Visit Quality Assurance.
17. Meet with the AV/ARM Division Officer.

18. Visit each AV/ARM division work center.
19. Meet with the Aircraft Division Officer.
20. Visit each Aircraft division work center.
21. Meet with the Line Division Officer.
22. Visit the Line division.
23. Visit the local AIMD.

One of the most beneficial activities for you while attached to a squadron is to talk to the junior officers about their experiences. They are in the position you will soon enter. Any information gathered now will pay dividends later on as a commissioned officer.

At the conclusion of your Ashore Aviation Cruise, you should revisit the squadron Commanding Officer for a check-out brief and farewell call. Remember, your training will be conducted under the direction of the squadron CO. You should be given every opportunity to work, stand watches, and perform duties under competent guidance. This guidance will afford you every chance to exercise initiative in fulfilling your duties. The profits that you realize from this training will be directly proportional to the skill, interest, imagination and enthusiasm you display.

This guidebook is only a framework upon which to build your introduction into the aviation community.

APPENDIX O

MIDSHIPMAN FIRST CLASS CARRIER AVIATION (CV/CVN) CRUISE GUIDE

This document provides general guidelines and instructions for your Midshipmen First Class CV Aviation Summer Cruise. The areas delineated herein should be considered a starting point through which you can obtain knowledge of the overall mission of the tactical aviation community. This will include the duties and responsibilities of the officers and enlisted personnel within normal deployment daily operations.

Midshipmen assigned to the CV Aviation Cruise will complete the following activities on an observation/participation basis with emphasis on maximum participation whenever possible or practicable.

Midshipmen arriving aboard a deployed CV/CVN for CV Aviation cruise will be assigned to the embarked CVW for assignment to an embarked squadron for the duration of their cruise.

CARRIER ORIENTATION

While attached to the air wing or squadron, midshipmen should receive carrier orientation beginning with the Administrative Department and should continue through each of the aviation departments on the ship. Complete the following activities:

1. Begin check-in procedures by meeting with the Carrier Air Group's (CAG's) Midshipmen Training Officer (MTO). Schedule courtesy calls with CAG/Deputy CAG.
2. Visit Safety Department and become familiar with the following topics (as well as any other items that the Safety Department deems necessary):
 - a. Hangar deck and elevator safety
 - b. Flight deck safety
 - c. Fire and damage control
 - d. Various Safety Duty Officer watches
 - e. FOD prevention program
3. Become familiar with Ground Support Equipment (GSE) Division.
4. Visit Strike Ops and become familiar with air plan mission and weapon loading divisions, and visit CVIC to learn weather, intelligence, and reconnaissance.
5. Visit Combat Information Center (CIC) and various CIC warfare modules to include: (Discussing radar and NTDS)
 - a. C1 division (surface)
 - b. C2 division (anti-air)
 - c. C3 division (ASW)

- d. C4 division (EW)
6. Visit Air Ops (land launch/recovery).
7. Visit AIMD Departments and become familiar with work centers within:
 - a. IM2 division (Airframes)
 - b. Jet shop
 - c. IM3 division (Electronics)
8. Visit V1 division and learn about flight deck organization and operations.
9. Visit V2 division and observe:
 - a. Catapult operations
 - b. Landings/takeoffs
10. Visit Weapons Department and observe:
 - a. Weapons storage
 - b. Weapons movement from magazine to flight deck
 - c. Aircraft weapon loading
 - d. Understand safety procedures used in all of these evolutions.
11. Visit V3 division and observe:
 - a. Elevator operations
 - b. Conflagration stations
 - c. Aircraft movement
12. Visit Primary Flight Control and receive operational brief from V5.
13. Visit V4 and observe:
 - a. Pump room operations
 - b. Deck edge pumping operations

CARRIER AIR GROUP (CAG) ORIENTATION

Upon arrival, all midshipmen will check-in with the carrier air wing staff (CAG Ops). Here, the midshipmen should develop a basic working knowledge of the staff's responsibilities and the overall operation of the air wing to include:

1. Which squadrons are assigned to the CAG and the specific missions of each. Understand that different squadrons have a variety of missions involving both offensive and defensive roles.
2. Understand the concept of flight deck operations to include but not be limited to:
 - a. Cyclic versus flex-deck operations
 - b. Day and night takeoff
 - c. Landing procedures and landing signal officer's responsibilities
 - d. Flight deck control
3. Air wing staff's coordination role with all divisions. Emphasis should focus on the liaison between CAG staff and supply, CATTTC, strike, etc.

SQUADRON ORIENTATION

Each midshipman will be assigned to a specific fixed wing squadron for the duration of his/her cruise. Here he/she will develop an understanding for the organizational makeup of a squadron. Midshipmen will develop a better understanding of daily operations as they observe squadrons combining their expertise to plan major evolutions and exercises. The following objectives were developed to ensure midshipmen understand the administrative and operational duties of the naval aviator and his/her squadron:

1. Courtesy call on CAG/Deputy CAG.
2. Check in with the Administrative Officer and schedule courtesy call with CO/XO.
3. Courtesy call and welcome aboard by Executive Officer.
4. Courtesy call and welcome aboard by Commanding Officer.
5. Upon initial arrival, it is imperative that all midshipmen schedule and receive a safety brief from the Safety Officer. Midshipmen should sign out and review NATOPS manuals and Squadron Standard Operating Procedures (SOP) as well as obtaining briefs from the NATOPS Officer and Safety Officer.
6. Check in with the senior watch officer and schedule:
 - a. Squadron Duty Officer (SDO) familiarization
 - b. Squadron Duty Officer (SDO) watch
7. Check into Operations Department for your initial brief. Interview and understand the basic duties of the following officers:
 - a. LSO

- b. Schedules
- c. Training
- d. Aviation Intelligence
- e. Tactics
- f. Operations

Additionally, midshipmen should:

- g. Conduct a cockpit familiarization.
- h. Visit CVIC.
- i. Understand how the training matrix dictates training unit prep to each mission assignment.

8. A great deal of a midshipman's time should be spent in the maintenance department. His/her initial assignment will be in maintenance control where the midshipman will:

- a. Develop an understanding for the organizational structure of a naval aviation squadron.
- b. Preventative and corrective maintenance procedures.
- c. How aircraft are scheduled for flights and maintenance.
- d. Understand line procedures.
- e. Observe ordnance loading.
- f. Visit the quality assurance (QA) shop.

g. Additionally, all administrative procedures incorporated in the work centers should be introduced to the midshipman.

9. The midshipman will obtain a basic understanding of the function of the administrative department. This will include interviewing the following officers:

- a. Administrative Officer
- b. Personnel Officer
- c. Public Affairs Officer (PAO)
- d. Educational Services Officer (ESO)

More important, the midshipman must understand the many services the administrative department provides which have a direct impact on morale.

10. Finally, the midshipman should visit the other squadrons of the CAG so that they can compare similarities and differences between squadrons.

11. At the conclusion of the CV cruise period all midshipmen should revisit the Squadron Commander for a check out brief and farewell call. Remember, the training will be conducted under the direction of the squadron CO. You should be given every opportunity to work, stand watches and perform duties under competent guidance. This guidance will afford you every chance to exercise initiative in fulfilling your duties. The profits that you realize from this training will be directly proportional to the skill, interest, imagination and enthusiasm you display.

GENERAL SHIPBOARD SAFETY NOTES

GENERAL. The Department of the Navy Safety Program requires all commands to conduct an aggressive, continuing accident prevention program. Safety rests on each individual's shoulders. It is mandatory that each midshipman read the following safety precautions, understand and comply with them, and review them often during cruise.

ELECTRICAL SAFETY PRECAUTIONS

1. Portable electrical equipment includes any electrical or electronic equipment that can possibly be plugged into an electrical outlet.

a. Ashore, and especially at home, lighting and power are frequently not treated with the respect deserved. This has led to the mistaken impression that 115 volt circuits are not lethal; this is not true. More Navy personnel have been killed by 115 volts than circuits of all other voltages combined. Shipboard conditions are especially conducive to increasing the severity of a shock because the person affected is usually in contact with the ship's metal structure and because the dampness that is often present in the user's clothes lowers electrical resistance.

b. The typical current path is from the metal case of an ungrounded appliance through the body of the user to ground (sea water) via the steel structure of the ship. In contrast to the home environment, this path is always present on board ship. Hence, the use of ungrounded appliances on board ship is prohibited.

c. Electrical safety can be attained only through the cooperation of all hands. For this reason it is essential that all personnel understand the lethal nature of the hazard and be made familiar with electrical safety precautions.

2. The following rules shall be rigidly adhered to:

a. No privately-owned electrical or electronic equipment shall be used or kept aboard the ship without the specific permission of the Executive Officer and only then, after it has been inspected and approved for use by the Engineering Officer or his designated representative. This restriction includes portable radios, CD players, etc. that can be plugged into electrical outlets. Electrical razor cases must be plastic.

b. No portable electric/electronic equipment will be operated unless it is properly grounded by means of a three-prong plug, and has been inspected and tested by the Engineering Department.

c. No person shall operate an electrically powered hand tool unless specifically authorized by his/her division officer or other supervisor.

ELECTRONIC SAFETY PRECAUTIONS

1. Read and practice all posted safety precautions and operating instructions of all equipment you operate.
2. Never energize equipment unless you are sure that you know what it is and for what purpose you are energizing it.
3. Never attempt to work on energized equipment - ensure it is off. Ensure tags are placed at remote positions where it is possible to energize the equipment.
4. When servicing energized equipment, do so only in accordance with specifically delineated maintenance procedures. Use the buddy system and have someone standing by.
5. Never make unauthorized changes to equipment.
6. Never bring or allow anyone to bring steel wool into electronic spaces.
7. Never tamper with safety devices or interlocks.
8. Never spray water on or around electronic equipment.
9. Never energize tagged equipment.
10. Keep your hands off knobs on equipment unless you are authorized.
11. If you are ever in doubt, ask your Leading Petty Officer, Chief Petty Officer, or Junior Officer.

APPENDIX P

MIDSHIPMAN FIRST CLASS NURSE CORPS HOSPITAL CRUISE GUIDE

This document provides general guidelines and instructions for Midshipmen First Class Nurse Corps Hospital Summer Cruise. The areas covered herein should be considered a starting point through which you can become familiar with the overall mission of the Naval Hospital community. This will include the duties and responsibilities of the officers and enlisted personnel within normal daily operation.

DAY OF REPORTING

1. Travel from the airport directly to the BOQ--do not report to the naval hospital until after you have checked in at the BOQ. Check at the BOQ Registration desk for any additional information and/or instructions from the Midshipman Training Officer (MTO).
2. Request instructions regarding transportation from the BOQ to the hospital.

DAY 1

1. Meet the MTO at the quarterdeck of the Naval Hospital. Discuss the training schedule, plans, your goals and objectives.
2. Check in: Notify the Administrative Officer of your arrival by getting your orders stamped at the Naval Hospital Security Office, or as otherwise directed.
3. Check into PSD/PSA to receive your chow pass.

DAY 2

1. Follow the training schedule as set up and be ready to adjust it as necessary.
2. Schedule and keep the Commanding Officer/Executive Officer courtesy calls.
3. Schedule and keep the Director of Nursing services courtesy call.
4. Each midshipman will be assigned an officer running mate while on the wards, who will be responsible for overseeing your progress.
5. You will be required to keep a Midshipman Journal/Diary (bring a stenographer's notebook for this). MIDN will write in the journal every day. The journal will be submitted to the MTO for review every Friday morning. It will be returned to the MIDN no later than close of business every Friday.

DAY 2 THROUGH THE LAST DAY

1. Follow the Training Calendar as set up by the MTO.
2. Obtain information from your MTO or others about your choice of duty stations after school.

NEXT TO LAST DAY

1. Out-brief with the Director of Nursing Services and the MTO or as the training schedule dictates. Submit the Midshipman Summer Training Questionnaire and Debrief Sheet found in the Midshipman Admin Summer Training Handbook (NAVEDTRA 37301I). Surrender your handbook (steno notebook) to the MTO.
2. Choose a clinical area in which to work or observe. It may be one you have already visited or one which you wish to visit.

LAST DAY

1. Check out of the BOQ. NSTC will pay for the room. The MIDN must pay for any telephone charges. ■
2. Check out of the Naval Hospital by getting your orders stamped at the Security Office.
3. Check out from PSD/PSA: Liquidate your travel claim. Turn in your chow pass.
4. Go to the airport in time for your flight. Remember that the taxi fare to and from the airport is a reimbursable expense.

OVERALL TRAINING OBJECTIVES

1. To be trained in, and to assume the duties and responsibilities of junior officers. To further the development of officer-like qualities and leadership skills. This will be accomplished through activities as listed in the Training Schedule at the Naval Hospital.
2. To re-emphasize the importance of military courtesies, maintaining smartness and discipline.
3. To be afforded essential wardroom indoctrination and training by berthing and messing in the wardroom to the maximum extent possible. This will be accomplished by berthing in the BOQ, messing in the Officers' Dining Room, Officers' Club, and in the Hospital Dining Room. A visit to an operational ship will be arranged, if possible.
4. To observe the organizational structure and the interaction of different staff members. To observe how nursing interfaces with other departments and how other departments interface with nursing service. To observe how nursing service personnel interact within the directorate.
5. To provide an introduction to the hospital as an integrated whole.

FAMILIARIZATION/ORIENTATION

Midshipmen assigned to the Naval Hospital cruise will complete the following items on an observation/participation basis with emphasis on maximum participation whenever possible or practicable. Signatures should be obtained for each area when enough familiarization and orientation in the specified area have been completed. Signature should be that of the officer covering the familiarization/orientation and include name, rank, and date completed.

The following items should be accomplished as hospital's schedule allows. Discuss with the MTO those items not actually performed.

1. Visit with the Commanding Officer:
 - Meet and exchange courtesies.
 - Observe CO's Mast if possible.
 - Observe morning reports and the interaction of Department Heads/Directors of Services.
2. Visit with the Executive Officer:
 - Meet and exchange courtesies.
 - Observe XOI (XO's Mast) if possible.
3. Visit with the Director of Nursing Services:
 - Meet and exchange courtesies.
 - Review information important to each one.
 - Discuss future Navy assignments.
4. Visit with the Assistant Director, Nursing Services:
 - Meet and exchange courtesies.
 - Arrange telephone conversation with your Detailer to discuss orders to your first duty station after graduation.
5. Visit with the Senior Enlisted Detailer for Nursing Services:
 - Conduct an informal personnel inspection of Hospital Corpsmen.
 - Learn the duties and responsibilities of Hospital Corpsmen and their varied capabilities.
 - Learn the need to supervise and train the Corpsmen.
 - Learn aspects of scheduling personnel.
 - Observe career planning/counseling for enlisted.
 - Learn why the enlisted have a shorter stay on the ward.
 - Learn about enlisted evaluations at this level.
6. Visit with a Nursing Department Head:
 - Observe the role of a nursing supervisor.
 - Attend a Dept Head Meeting, be introduced to those present, and observe how they interact in the meeting.
 - Review position descriptions of Department Head, Division Officer, Leading Petty Officer, and Corpsmen.
 - Evaluate officer-like qualities and leadership ability.
 - Discuss the history of the Nurse Corps, levels of authority, other topics of professional and personal interest.
7. Visit with a Nursing Division Officer (Charge Nurse):
 - Observe the role of a Division Officer.
 - Emphasize Nurse Corps requirements on the medical/surgical wards. Specialty areas (ICU, L&D, Nursery, Peds, Ambulatory Care, etc) are also visited and discussed.
 - Attend a Div Off Meeting, be introduced to those present, and observe how they interact.
 - Observe the role of Nursing Team Leader.
 - Work with a staff nurse as a team leader (supervise at least one corpsman under the preceptorship of an RN).
 - Observe the interaction of staff nurses and corpsmen.
 - Work with a corpsman, performing direct patient care.

8. Schedule and accomplish a mid-cruise brief with the MTO:
 - Status report regarding the cruise.
 - Suggestions/recommendations for "mid-course correction".
 - Discuss professional or personal concerns.
9. Visit with the Ambulatory Care Nursing Department Head:
 - Orient to the Amb Nursing Division.
 - Discuss nurse watch duties; possibly to stand watch with a Nurse of the Day (NOD).
 - Discuss the Patient Contact Program.
10. Visit with the Peri-Operative Nursing Department:
 - Orient to the Operating Room, Anesthesia Department, and Post Anesthesia Care Unit.
 - Follow a surgical case from start to end.
 - Discuss career patterns for OR nurses.
 - Spend one full day in the OR; follow the OR Nurse through a day of duties.

In addition to being afforded the opportunity to work as often as possible with the Inpatient Nursing staff, midshipmen should also become aware of other areas in the Naval Hospital that serve as important parts of the organization, and contribute to the overall mission of the Naval Hospital. It is essential to your training that the following areas and activities be visited, evolutions observed, and briefs obtained with appropriate signatures obtained to verify participation. Sufficient time will be allotted for thorough brief and familiarization in each area listed. These activities should be completed at times specified in the training calendar.

1. Attend the Director for Administration meeting, be introduced to those present, and observe how they interact.
2. Arrange for courtesy call with the Command Master Chief, and learn his/her role in the hospital and the Navy.
3. Visit with Command Personnel (Manpower) Officer:
 - Review an enlisted personnel record.
 - Become familiar with standard numbered pages and their placement in the record.
 - Review enlisted evaluations and become generally familiar with how they are written and processed.
 - Review the enlisted rating system and become familiar with naval messages.
4. Visit with Command Legal Officer:
 - Learn about the Feres Doctrine, courts-martial, and the UCMJ.
5. Visit with Family Advocacy Officer:
 - Learn how to help military families in trouble.
 - Learn about discharge planning.
6. Visit with Public Affairs Officer.
7. Visit Facilities Management Department to orient to their role in building maintenance.
8. Visit Operating Management Department:
 - Orient to hospital safety, the management of materials and supplies used in day-to-day operation, i.e., linen service, food service, housekeeping, forms and reprographics, security, mail room, BEQ management, and furniture.

Participate in a zone inspection of the hospital.

9. Visit with Hospital Security:
 - Orient to hospital security, fire control, and fire party.
 - Observe a fire drill, if possible.
 - Conduct/observe morning colors.
10. Visit Hospital Lab, Pharmacy, X-Ray Departments:
 - Orient to these areas and their roles in the hospital.
 - Develop additional skill in venipuncture (under direct supervision).
11. Visit with the Hospital Comptroller, and the Supply Officer to orient to these areas and their roles in the hospital.
12. Visit with the Medical Plans and Intelligence Officer (Contingency Assignment Officer).
13. Visit with the Reserve Liaison.
14. If possible, visit a ship's Medical Department:
 - Familiarization tour of spaces.
 - Observe sick call.
 - Tour the ship.
15. If possible, visit an aviation squadron (Flight Surgeon).
16. Visit with the Nursing Quality Improvement Officer.
17. Conduct out-brief.

The purpose is to answer questions that the Midshipman First Class may have, to summarize the training experience, and to document suggested changes for future summer training.

At the conclusion of Naval Hospital cruise period, all midshipmen should visit the DNS for a check out brief and farewell call. Remember, the training will be conducted under the direction of the DNS. You should be given every opportunity to work, stand watches, and perform duties under competent guidance. This guidance will afford you every chance to exercise initiative in fulfilling your duties. The profits that you realize from this training will be directly proportional to the skill, interest, imagination, and enthusiasm you display.

The areas covered in this booklet should be considered a starting point through which you can attain minimum knowledge of the role of a junior officer aboard a Naval Hospital. The effort you exert to learn more about the duties and responsibilities of junior officers will directly reflect how instructive and rewarding your summer cruise will be.

If you desire to learn more about the certification process required of all junior officers, or if you want to qualify at a particular certification, see the MTO. Recognize that qualification/certification is not an easy task during a 30-day cruise.

Above all, talk to the junior officers aboard the Naval Hospital about their experiences. They are in the position you will hold shortly after graduation. Any information you obtain now will pay dividends when you are commissioned a junior officer!

APPENDIX Q

PROFESSIONAL DEVELOPMENT REQUIREMENTS FOR NURSE OPTION MIDSHIPMEN

The following is a suggested clinical Professional Development Requirements (PDR) syllabus. Every attempt should be made to complete this PDR, while also ensuring that the orientation to the structure and function of the ship is accomplished.

Each midshipman is to be assigned to the ship's Medical Department; specifically, to a running mate within the department whom the midshipman shall assist with his/her daily duties. The running mate will ensure that the midshipman's professional indoctrination is complete. Midshipmen will gain a complete picture of the organizational capabilities of the ship, and of the Medical Department.

| SUBJECT TITLE | INITIAL | DATE |
|---|---------|-------|
| I. BASIC PATIENT CARE | | |
| 1. BLOODBORNE PATHOGENS OSHA STUDY GUIDE COMPLETED AND DOCUMENTED IN MIDN's RECORD | _____ | _____ |
| 2. INTRAVENOUS THERAPY | | |
| a. Purpose | _____ | _____ |
| b. Equipment | _____ | _____ |
| c. Complications | _____ | _____ |
| d. Safety | _____ | _____ |
| 3. BASIC WARD APPLIANCES/EQUIPMENT | | |
| a. Oxygen Tank | | |
| (1) Uses | _____ | _____ |
| (2) Operations | _____ | _____ |
| (3) PMS | _____ | _____ |
| (4) Handling | _____ | _____ |
| b. Resuscitators | | |
| (1) Operation | _____ | _____ |
| (2) PMS | _____ | _____ |
| c. Suction Apparatus | | |

- (1) Operation _____
- (2) PMS _____
- d. Ventilators _____
- (1) Operation _____
- e. Patient Monitors _____
- (1) Operation _____
- f. Infusion Pumps _____
- (1) Operation _____
- g. EKG Machines _____
- (1) Operation _____
- (2) PMS _____

4. CLEANING & SANITATION OF WARD/CLINIC

- a. Standard _____
- b. Special Problems _____

5. CLERICAL

- a. Transcribe Doctors' Orders _____
- b. Nursing Notes _____
- c. Admission & Discharge _____
- d. Inpatient Forms _____
- (1) TPR Log _____
- (2) Progress Notes _____
- (3) Patient Care Plan _____
- (4) Medication Administration _____
- (5) I & O Sheets _____

II. EMERGENCY CARE

1. PATIENT EVALUATION

- a. ABC's _____
- b. Vital Signs _____
- c. Quick Check/Assessment _____
- d. Transporting of Patient _____

2. EMERGENCY EQUIPMENT/SUPPLIES

- a. Defibrillator _____
- b. Airways _____
- c. Stretchers _____
- d. Splints _____
- e. Dressings/Bandages _____
- f. Suction Machine _____
- g. IV's _____
- h. Spark Kit _____
- i. Crash Cart _____
- j. First Aid Boxes _____
- k. First Aid Kits, Gun Bags, & Boat Boxes _____
- l. Portable Medical Lockers _____
- m. BDS Equipment & Supplies _____
- n. Antidote Locker _____

3. CARDIO-PULMONARY RESUSCITATION

4. MASS CASUALTY TRIAGE

5. FIVE MAJOR INJURIES

- a. Sucking Chest Wounds _____
- b. Abdominal Injury _____

- c. Amputation of Limb _____
- d. Compound Fracture _____
- e. Head & Facial Injuries _____

6. COMMON EMERGENCIES

- a. Wounds _____
- b. Shock _____
- c. Hemorrhage _____
- d. Heat Related Injuries _____
- e. Cold Injuries _____
- f. Poisoning _____
- g. Burns _____
- h. Airway Management _____
- i. C-Spine Management _____

7. NBC

- a. Decontamination Stations _____
- b. Handling of Casualties _____
- c. Biological Sampling Techniques _____
- d. Decontamination Kits _____

III. SICK CALL

1. PHYSICAL EXAMINATION

- a. Medical History _____
- b. HEENT Exam _____
 - (1) Head _____
 - (2) Eyes _____
 - (a) Visual Acuity _____

- (b) Visual Fields _____
- (c) PERRLA _____
- (d) Functional Testing _____
- (3) Ears _____
- (4) Nasal _____
- (5) Sinuses _____
- (6) Throat _____
- (7) Mouth _____
- (8) Lymph Nodes _____
- c. Respiratory Exam _____
- d. Cardiovascular Exam _____
- e. Abdominal Exam _____
 - (1) Palpation, Auscultation _____
 - (2) Bowel Sounds _____
- f. Rectal Exam _____
 - (1) Prostate _____
 - (2) Guaiac Stool (Hemocult) _____
 - (3) Sphincter Tone _____
 - (4) Fissures _____
 - (5) Hemorrhoids _____
- g. Genitourinary Exam _____
- h. Musculoskeletal _____
 - (1) Knee _____
 - (2) Back _____
 - (3) Shoulders _____
 - (4) Others _____

- i. Neurological Exam
 - (1) Mental Status _____
 - (2) Sensory _____
 - (3) Motor _____
 - (4) Miscellaneous _____

2. COMMON SHIPBOARD ILLNESSES

- a. Upper Respiratory Infections _____
- b. Sprained Ankle _____
- c. Abdominal Pain _____
- d. Otitis Media/Externa _____
- e. Management of Commonly Encountered Venereal Diseases _____
- f. Back Pain _____
- g. Knee Pain _____
- h. Common Skin Disorders _____
- i. Diarrhea _____
- j. Nausea/Vomiting _____
- k. Casting _____
- l. Parasitic Infestation _____

3. SICK CALL ADMINISTRATION

- a. Treatment Log _____
- b. Morbidity Report _____
- c. Bed Rest/Light Duty _____

IV. WATCHSTANDING

1. FIRE PARTY

- a. Equipment _____

- b. Procedures _____
- 2. RESCUE & ASSISTANCE**
- a. Equipment _____
- b. Procedures _____
- 3. DUTY CORPSMAN** _____
- 4. UNREP DETAIL**
- a. Equipment _____
- b. Procedures _____
- 5. FLYING SQUAD**
- a. Equipment _____
- b. Procedures _____
- 6. MAN OVERBOARD** _____
- a. Equipment _____
- b. Procedures _____
- 7. FLIGHT DECK CORPSMAN (OPTIONAL)**
- a. Equipment _____
- b. Procedures _____
- 8. D. D. O.** _____

V. LABORATORY

- 1. HEMATOLOGY**
- a. Leukocyte Count (WBC) _____
- b. Erythrocyte Count (RBC) _____

- c. Hematocrit (HCT) _____
- d. Hemoglobin (HGB) _____
- e. Erythrocyte Sed Rate (ESR) _____
- f. Differential (Leukocyte) _____
- g. Venipuncture _____

2. URINALYSIS

- a. Routine _____
- b. Microscopic _____

3. SEROLOGY

- a. Monospot _____
- b. Rapid Plasma Reagin (RPR) _____

4. BACTERIOLOGY

- a. Specimen Recovery _____
- b. Culture Technique _____
 - (1) Media _____
 - (2) Procedure _____
 - (3) Interpretation _____
- c. Smears _____
 - (1) Gram Stain _____
 - (2) Potassium Hydroxide (KOH) Prep _____

5. BLOOD ALCOHOLS

- a. Procedure _____
- b. Specimen Shipment _____
- c. Chain of Custody/Legal Aspects _____

6. LABORATORY SAFETY

VI. OPERATING ROOM

1. MEDICAL ASEPTIC TECHNIQUE

a. Medical Asepsis

b. Infectious Process

c. Isolation Technique

2. SURGICAL ASEPTIC TECHNIQUE

a. Principles of Surgical Asepsis

b. Handwashing Technique

c. Gowning/Gloving

3. METHODS OF STERILIZATION

a. Physical & Chemical

b. Uses, Advantages, & Disadvantages

c. Autoclaving

4. PROCEDURES

a. Minor Surgical Packs

b. Minor Surgery Trays

c. Sterilization of Solutions

d. Preparation & Handling of
Sterile Articles

5. SUTURE & SUTURE REMOVAL

a. Wound Classification and the
Healing Process

b. Principles & Methods of Sutures

c. Selection of Sutures & Needles

d. Follow-up Care _____

6. MINOR SURGERY

a. Administration of Local Anesthesia _____

b. Materials, Accessories _____

VII. PHARMACY

1. USE OF PHARMACEUTICAL REFERENCE BOOKS

a. Physicians' Desk Reference (PDR) _____

b. Drug Formulary _____

2. PRESCRIPTION WRITING

3. DISPENSING COMMON MEDICINALS

4. DRUG KNOWLEDGE

a. Analgesics _____

b. Anthelmintic _____

c. Antibiotics _____

d. Antihistamines _____

e. Decongestants _____

f. IV Therapeutics _____

g. Narcotic Analgesics _____

h. Steroids _____

5. CONTROLLED SUBSTANCES

a. Schedule 1, 2, 3, 4, 5 _____

b. Administration _____

c. Narcotic Inventory _____

6. DRUGS FOR CORPSMEN'S PRESCRIPTIONS

- a. Dosage _____
- b. Administration _____
- c. Indications/Contraindications _____

VIII. X-RAY

1. ADMINISTRATIVE PROCEDURES

- a. Standard Forms 519 & 519-A _____
- b. Patient Log _____
- c. Color Coded X-Ray Jackets _____
- d. X-Ray Film Identification _____

2. BASIC FUNDAMENTALS

- a. X-Ray Unit _____
- b. Processor _____
 - (1) Manual _____
 - (2) Automatic _____
 - (3) Maintenance _____
 - (4) Photodosimetry _____

4. BASIC X-RAY

- a. Lower Extremities _____
- b. Upper Extremities _____
- c. Abdominal _____
- d. Chest _____
- e. Spine _____
- f. Skull _____
- g. Hips _____
- h. Shoulder/Clavicle _____

i. Cervical _____

IX. PREVENTIVE MEDICINE

1. COMMUNICABLE DISEASES

a. Infectious Disease _____

b. Mode of Transmission _____

c. Method of Control _____

d. Preventive Medicine _____

e. Reporting Requirements _____

f. STD _____

g. TB Control _____

h. Quarantine/De-Rat _____

2. ENVIRONMENTAL INSPECTIONS

a. Living Spaces _____

b. Laundry _____

c. Coffee Messes _____

d. Heads/Washrooms _____

e. Barber Shops _____

f. Industrial Workspaces _____

g. Role of Medical Department in Performing
and Reporting Environmental & Preventive
Medicine Inspections _____

3. FOOD SERVICE SPACES & PERSONNEL INSPECTIONS

a. Examine Food Service Workers _____

b. Periodic Physical Examinations _____

c. EDF/Wardroom/CPO Mess/1st Class Mess
Inspections _____

4. INSPECTION OF FOOD ITEMS

- a. Milk & Milk Products _____
- b. Meats _____
- c. Fish & Shell Fish _____
- d. Fruits & Vegetables _____

5. WATER SUPPLY

- a. Chlorine/Bromine Testing _____
- b. Bacteriological Testing _____
- c. Inspection of Fresh Water _____
- d. Water Logs _____

6. PROGRAMS

- a. Heat Stress _____
- b. Hearing Conservation _____
- c. Asbestos Surveillance Program _____
- d. Immunization Program _____
- e. Rodent & Pest Control _____
- f. Respiratory Protection _____

X. OPHTHALMOLOGY

1. VISUAL ACUITY

- a. Near _____
- b. Far _____

2. DEPTH PERCEPTION

3. COLOR VISION

4. CHECK FOR AND REMOVAL OF FOREIGN BODIES

- 5. **SLIT LAMP USE** _____
- 6. **TONOMETRY** _____
- 7. **LENSOMETER USE** _____
- 8. **REFRACTIONS (OPTIONAL)** _____

XI. SUPPLY

- 1. **ORIENTATION TO SUPPLY**
 - a. Terminology _____
 - b. Manuals _____
- 2. **REQUISITIONING**
 - a. Use of the Cardex _____
 - b. DD 1348 _____
 - c. Receipt of Materials _____

XII. ADMINISTRATION

- 1. **HEALTH RECORD MAINTENANCE**
 - a. Opening/Closing the Health Record _____
 - b. Check In/Check Out _____
 - c. Tickler Card _____
- 2. **PHYSICAL EXAMINATIONS**
 - a. Manual of the Medical Department _____
 - b. Standard Forms 88 and 93 _____
 - c. Preliminaries _____
- 3. **REPORTS**
 - a. Morning Report of the Sick and Injured _____
 - b. Accident Reporting _____

c. Morbidity Report _____

4. CORRESPONDENCE

a. SECNAVINST 5216.5C _____

b. Formal Naval Letter _____

c. Naval Message _____

d. NAVGRAM _____

e. Filing Requirement/SSIC _____

5. CIVILIAN MEDICAL CLAIMS

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7. TYPING

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