

SUMMER CRUISE CHECKLIST

1. **Attend your pre-cruise briefs** to learn how to fill out and submit your travel claim among other things. **Ask questions at this brief.**
2. **Review your orders** with your NROTC unit or USNA **before you leave for home after the school year.**
3. **THE FOLLOWING DOCUMENTS/INFORMATION ARE ESSENTIAL TO YOUR SUMMER CRUISE!** Before you leave your NROTC Unit after the school year and before you leave your home of record for cruise, **ensure you have:**
 - a. your military ID card
 - b. your orders
 - c. your medical record
 - d. your dental record
 - e. your shot record (Public Health Service Form (PHS-731)...a yellow booklet labeled "International Certificate of Vaccination")
 - f. a blank travel claim (DD Form 1351-2) with only blocks 1 through 9 & 11 completed
 - g. your DDS account information
 - h. a large manila envelope preaddressed to your NROTC unit with postage affixed
 - i. a large manila envelope preaddressed to DFAS with postage affixed**Keep your ID card, orders, medical, dental, and shot records on your person when traveling.** They should not be packed away in luggage or left where they could be misplaced, lost or stolen.
4. When you leave home for cruise **have the phone number for your NROTC unit and any other important phone numbers available** for easy recall in case of an emergency.
5. Use the travel procedures attached to your orders. They contain reporting instructions, phone numbers, and points of contact.
6. **Keep** all lodging, gas, restaurant, and airline **receipts** to file with your travel claim. **Without these receipts, you may not be reimbursed for some of your travel expenditures.**
7. **Get your orders endorsed upon both arrival and departure** at/from your cruise destination. Your orders should be turned into your ship/squadron Admin Officer to obtain the endorsement. **Your original orders will be required when you file your travel claim** at the end of the cruise. **Be sure your endorsed original orders are returned to you before you complete your summer training.**
8. **Start to fill out your travel claim**, making sure to **account for every day** from leaving your unit/the ship until reporting aboard the ship/your unit. For NROTC midshipmen, have the Ship/squadron Administrative Officer assist you in the filling out your travel claim.

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.

PREFACE

This handbook is a guide for midshipmen and personnel concerned with the Midshipmen Summer Training Program. **CHANGES TO THE PREVIOUS MANUAL ARE INDICATED BY A BLACK BAR IN THE RIGHT MARGIN.**

REVIEWED AND APPROVED ON 5 March 03



Naval Service Training Command
Officer Development

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 bits.
- 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 inport 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.

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- 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) _____

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?

1 2 3 4 5
Poor Satisfactory Outstanding

Specific comments:

7. How would you modify the curriculum to improve the midshipman summer cruise program? (Please be as specific as possible.)

8. Other comments:

- 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. Engineroom 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 _____

SUMMER TRAINING HANDBOOK

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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

CHAPTER 1

INFORMATION AND INSTRUCTIONS FOR MIDSHIPMEN

100. GENERAL. This chapter summarizes information and instructions not found elsewhere in this handbook, but which are considered to be of immediate importance to midshipmen participating in summer training.

101. GENERAL REPORTING INSTRUCTIONS. Figures 1-1 through 1-3 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 specified on their orders.

a. All midshipmen assigned to afloat training except as noted below, will be ordered to a ship via a Midshipmen Embarkation/Debarcation Team (MEDT). The location and other pertinent information, including local transportation, will be furnished by the NROTC unit or USNA.

b. 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.

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 Mediterranean or Western Pacific afloat units utilizing Special Assignment Airlift Mission (SAAM) they will be issued orders directing them to AMC Terminal NAS Norfolk/Washington International Airport 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 to submarine cruises will normally report via the Submarine Squadron or Submarine Group Commander's office for all CONUS embarks.

f. Midshipmen assigned FOREXTRAMID, and other special training, will receive special reporting instructions.

g. Midshipmen reporting for CORTRAMID should read chapter 3 of this manual to find detailed reporting instructions.

h. Midshipmen shall report to their respective embarkation points on time in the proper uniform, with a current military ID card, and will ensure a proper military appearance. Midshipmen cruising OUTCONUS will travel in appropriate civilian attire.

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

a. Arriving during normal working hours: 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 site during the hours of 0800-1700.

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.

2. **Uniform.** All midshipmen are to travel in summer whites unless otherwise directed by their NROTC unit.

3. **Lodging.** Military/on base lodging is not normally available. Unauthorized early arrivals must provide overnight accommodations at their own expense.

For Guantanamo Bay(GTMO) embarks:

1. **Transportation.** Midshipmen will normally travel to the Norfolk Naval Base area the day before U. S. military airlift from the Airlift Mobility Command (AMC) transports them to Guantanamo Bay. Use of Privately Owned Vehicles (POVs) to travel to Norfolk is discouraged due to limited parking and storage space. Commercial air travel to Norfolk International Airport is recommended. Midshipmen are not to exchange their airline ticket issued by Naval Personnel Transportation Office (NAVPTO) for alternate flights unless their original flight is canceled or severely delayed. Notify MEDT Norfolk immediately in the event of flight cancellations. AMC flights to GTMO leave Norfolk every Tuesday and Friday at 0800. All midshipmen shall arrive NLT 1500 on the day before the AMC flight. MEDT Norfolk will provide transportation to and from the AMC terminal.

a. Arriving during normal working hours: Check in at the MEDT desk located in the main airport lobby next to the USO desk

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 should contact MEDT Norfolk's Duty Officer (via pager, 456-6363) to notify of arrival.

2. **Uniform.** All midshipmen are to travel in summer whites unless otherwise directed by their NROTC unit.

3. **Lodging.** Lodging for the night before the AMC flight to GTMO will be provided by MEDT Norfolk. Military/on base lodging for earlier arrivals is not normally available. Unauthorized early arrivals must provide overnight accommodations at their own expense.

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 _____

**Figure 1-3
SUPPLEMENTARY CONUS AND PEARL HARBOR EMBARK INFORMATION
FOR PACIFIC (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/N3M20
TELEPHONE	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: (877) 863-5240	COMM (808) 473-0570/0569 FAX (808) 473-0568
AFTER HOURS AND EMERGENCIES	(619) 417-3348 (Cell)	(619) 556-1246 (NAVSTA OOD)	(800) 277-3016 (SDO Cell phone) (808) 577-2568 (SDO Pager)

For CORTRAMID: Use of Privately Owned Vehicles (POVs) is discouraged due to limited parking and storage space. 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.** Use of Privately Owned Vehicles (POVs) is discouraged due to limited parking and storage space. 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.

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. **Uniforms:** All midshipmen are to travel in summer whites unless otherwise directed by their NROTC unit.

3. **Lodging:** Military/on base lodging is 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 Navy Passenger Transportation Office (NAVPTO) for alternate flights unless their original flight is canceled or severely delayed. Notify MEDT Pearl Harbor in the event of flight cancellations. 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. **Uniforms:** All midshipmen are to travel in summer whites unless otherwise directed by their NROTC unit.

3. **Lodging:** Military/on base lodging is not normally available. Unauthorized early arrivals must provide overnight accommodations at their own expense. Civilian accommodations are extremely expensive.

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.)

102. UNIFORMS

- a. Midshipmen will report to their embarkation points in the proper uniform (**summer white unless otherwise specified by the MEDC**). Midshipmen cruising OUTCONUS will travel in appropriate civilian attire.
- b. The uniform of the day for midshipmen will be prescribed in the ship's/squadron's plan of the day. Aboard ship midshipmen first class will normally wear the khaki working uniform, and midshipmen second class will normally wear coveralls. Wearing of covers will be determined by ship's policy.
- c. NROTC unit and local awards are not authorized for wear during summer training.
- d. **TABLES I and III AT THE END OF THIS CHAPTER LIST THE MINIMUM UNIFORM REQUIREMENTS (SEABAG) FOR MIDSHIPMEN TO HAVE IN THEIR POSSESSION WHEN THEY REPORT ON BOARD. To avoid problems, a complete seabag should be taken.** Adjustments to minimum uniform requirements required by peculiarities of specific ship's projected operations will be promulgated to the midshipmen involved prior to their departure for summer training. Midshipmen are strongly advised to break in their boots (a two week vice two day process) prior to departing for their summer training cruise (CORTRAMID or 2/c & 1/c cruise).

103. CIVILIAN CLOTHES. Midshipmen are strongly encouraged to take civilian clothes on summer training and are authorized to wear civilian clothes while ashore during the summer training. In certain parts of the Mediterranean and the Western Pacific civilian clothes must be worn on liberty and for travel overseas. However, only a limited amount of civilian clothing should be taken. In some ports, cotton trousers (no jeans) and collared shirts are required while on liberty. Civilian attire appropriate for wear by midshipmen will correspond to that worn on liberty by officers. 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 storage space aboard ship will be severely restricted.

104. PERSONAL BAGGAGE

- a. Each traveler on a commercial or Airlift Mobility Command (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 not exceeding 70 pounds, will be transported free of charge. Excess baggage will not be authorized unless specifically authorized in the travel order. The Personnel Support Detachment (PERSUPPDET)/Navy Passenger Transportation Officer (NAVPTO) in the debarkation area should be contacted when doubt exists as to the free authorization.
- b. Previous experience dictates that midshipmen must not express ship baggage or tickets either to the port of embarkation or to the reporting MEDT. There have been many instances where delay in receipt of express shipped baggage resulted in midshipmen commencing training without uniforms, journals, or orders. In order to prevent these problems, midshipmen shall hand-carry their orders, medical, dental and shot records (if required), Summer Training Handbook, and a uniform with sufficient undergarments to the training activity.

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) Signaller - 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).

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.

Individual midshipmen should verify the Fleet Post Office (FPO) and ZIP code at their assigned ship prior to departure.

b. Telegraphic address:

Midshipman I/C _____ (USN/USNR)

USS _____ (hull # _____)

c/o U.S. Naval Communications Station, San Francisco, Stockton, California 95203 for PAC/WESTPAC cruises or U.S. Naval Communications Unit, Washington, DC 20390 for LANT/MED cruises.

109. IMMUNIZATIONS. All midshipmen are to carry their International Certificate of Vaccination, Public Health Service Form (PHS-731) during summer training. If a midshipman reports aboard or to an embarkation point without the PHS-731, all shots required may have to be administered again. For OUTCONUS (out of the Continental United States) cruises, additional requirements may be necessary and can be administered aboard ship in most cases.

110. TRANSPORTATION FROM OVERSEAS TO CONUS. Transportation, both Airlift 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 either 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. Paragraph 101 should also be reviewed for additional transportation information.

111. 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.

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

6. Find all the 4MC and 31MC locations on the boat.

7. Accompany an officer for rig for dive in two spaces (one forward and one aft).

8. Demonstrate the ability to find and correctly don an EAB.

9. Demonstrate the ability to correctly don an OBA.

10. Complete phase two of the basic submarine qualification card.

11. With the assistance of the off going section, rig a fire hose from machinery room to engineroom middle level.

12. With an off watch COW, demonstrate proper operation of a NFTI(Navy Fire Thermal Imager).

13. With an off watch ERS, inventory a DC bandit kit and learn how to apply a pipe patch.

14. Discuss the importance of noise prevention on the submarine.

II. **ENGINEROOM KNOWLEDGE.**

1. Discuss basic core construction with an EOOW.

2. Discuss a single line diagram of the primary coolant system.

3. Discuss the reasons and use of primary and secondary chemistry with an EOOW.

4. Observe the actions for a SCRAM and FRSU. Discuss actions with the ENGINEER.

5. Observe an all ahead flank cavitate from maneuvering.

6. Observe a steam generator blowdown and discuss the procedure with the EOOW.

7. 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.

8. Discuss the generation of electricity in the plant with an electrician (include the basic use of SSTGS, SSMGS, and the battery).

9. Locate and discuss the use of the EPM and the SPM.

10. Locate and discuss the ship's anchor.

11. Observe the following drills as a drill monitor from the location of the casualty:

a. Fire

b. Flooding

NOTE: BE THOROUGH. THE ABOVE LIST IS ONLY THE MINIMUM REQUIRED.

Very Respectfully,

(your signature)

Copy to:
USDAO (City, Country)

8. Using a line diagram, discuss the trim and drain systems.
9. Observe large angles and high-speed operations in the control room.
10. Raise and lower both periscopes.
11. List all Main Engine bell orders and their associated speeds.
12. Discuss the importance of cavitation and its prevention.
13. Discuss submerged operating envelope.
14. While a drill monitor, observe a flooding drill in control and Damage Control Central.
15. While a drill monitor, observe a fire drill at the scene.
16. Observe the ship proceed to periscope depth. Discuss with the OOD his actions after completion of the procedure.
17. As JOOD, take the ship to periscope depth.
18. Discuss and perform the different periscope searches.
19. Discuss the emergency deep procedure with an OOD. Perform an emergency deep drill as OOD.
20. Observe battlestations in control. Discuss the jobs of all Control Room watchstanders.
21. Discuss with an OOD his actions for a torpedo in the water.
22. Observe and operate the underwater telephone, if tactically feasible.
- *23. Stand one watch as Submerged OOD U/I.
24. With an FT's assistance, track a contact using fire control.
25. Enter a visual observation into fire control.
26. Discuss OTH/TAC-3/LINK-11/LINK-16 with the Weapons Officer.
- *27. Stand one watch as FTOW U/I.
- *28. Stand one watch as Sonar Supervisor U/I.
29. Discuss the difference between active and passive sonar.
30. Observe active sonar.(SSN ONLY)
31. In the sonar room, listen to several contacts, and assign a broadband trackers.
32. Discuss the various Sonar arrays and their differences.

TABLE II

UNIFORM TABLE FOR 2/C SUMMER TRAINING	LANTRAMID PACTRAMID	SUBLANTRAMID 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 departing on cruise.

IV. STRATEGIC WEAPONS (SSBN ONLY)

1. Observe battle Stations Missile from:

- a. MCC
- b. Missile Compartment
- c. Control

2. Discuss the missiles carried on board.

3. Discuss the Missile Fire Control System.

4. Discuss the operation of a missile tube.

5. Discuss Launcher operation

V. TOPSIDE AND SAIL.

1. Act as assistant topside supervisor for an underway or a mooring.

2. Explain the name and location of all lines.

3. Discuss line handling safety.

4. Conduct a walk through of topside identifying all important items.

5. Discuss man overboard procedures with a qualified OOD.

6. Perform one man overboard drill as JOOD.

7. Draw a top view of the sail and show the locations for all masts and antennas.

*8. 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.

MIDSHIPMAN FIRST CLASS ASHORE AVIATION CRUISE GUIDE**CHAPTER 2****TRAINING**

200. OBJECTIVES. The objective of 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.

201. GOALS - MIDSHIPMEN FIRST CLASSa. General

(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.

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 watchstations/watchstanding duties of a Division Officer.

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

202. GENERAL TRAINING CONCEPTS (1/C). Midshipman First Class should:

a. Be embarked in fleet ships and fully integrated into the ship's or squadron's organization. Be trained in, and assume the duties and responsibilities of junior officers.

b. 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

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.

(3) Assignment to watches, responsibilities, tasks, and duties as OOD (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 Beach Guard, either as officers or patrolmen, but they may be assigned administrative or liaison duties at Shore Patrol Headquarters, or as assistants to the Senior Shore Patrol or Beach Guard Officer.

b. Underway

(1) Assignment to junior officer watches. (During underway periods, midshipmen should stand a variety of watches each in main control, CIC, on the bridge, and as SDO if embarked on an aviation cruise.)

(2) In addition to these minimum recommended watch requirements, midshipmen should observe the following special evolutions (minimums stated), as permitted by unit's schedule.

- (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.

206. GOALS - 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 (E4-E5), including quarterdeck Petty Officer of the Watch Inport.

(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.

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)

- b. Gain an appreciation of the necessity for, and responsibilities of, representative watches at sea and inport through watchstanding under supervision of experienced fleet personnel.
- c. Gain understanding of junior officer leadership practices, as viewed from the junior enlisted perspective (E4/E5).
- d. Understand the duties, responsibilities, and daily routine of enlisted men by participating in the daily routine and performing representative duties of work center personnel.
- e. Gain an appreciation of the training methods involved in attaining a high degree of battle readiness by maximum participation in standard ship's exercises.
- f. Understand the functions and operations of the ship's machinery and equipment.

209. CONDUCT OF TRAINING (2/C). Second class midshipmen should be divided into at least two groups and assigned to phases of approximately equal length in Operations, Weapons/Deck, or Engineering. Rotation through departments gives midshipmen a good overall picture of how departments should interact.

210. ON BOARD TRAINING. It is not the intent of summer training to bring the classroom to sea. However, there are many phases of shipboard training which can be taught best through briefings and practical drills. The aim of summer training is to emphasize practical training. Briefings and drills will be conducted to further the professional knowledge of midshipmen through instruction by experienced officers and petty officers and to allow them to become familiar with shipboard equipment through practical instruction on the equipment. To profit fully from drills and briefings, midshipmen must participate. To improve the value of the training, a maximum of "doing" and "hands-on" is desirable. Further, midshipmen must be encouraged to stay alert, ask questions when in doubt, and give full attention to the lecturer. Ultimately, what knowledge a midshipman obtains from the briefing and drill program will depend in large part on the effort put forth by the midshipman.

211. MIDSHIPMEN TRAINING PHASE DESCRIPTION AND SUMMARY (2/C). Although training remains the function and responsibility of the ship, a basic summary of training is suggested below:

- a. Inport All Phases
 - (1) Assignment to duty section in accordance with regular ship policy.
 - (2) Assignment to various inport watches such as quarterdeck petty officer of the watch, boat crews, damage control 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 and responsibilities associated with shipboard PMS, including PQS for 3-M maintenance man.
 - (4) Participation in all types of inport drills, with particular emphasis on damage control.
 - (5) Rotation through major line departments (optional).

CHAPTER 3

CAREER ORIENTATION AND TRAINING FOR MIDSHIPMEN
(CORTRAMID)

300. **GENERAL.** The following chapter provides information for NROTC midshipmen attending CORTRAMID.

301. **GOALS.**

- 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.

302. **CONDUCT OF TRAINING.** CORTRAMID will be conducted over a four week period this summer on both the east and west coast. After the midshipmen arrive, the CORTRAMID staff on each coast will divide their group of midshipmen into four battalions that will participate in Aviation week, Submarine week, Surface week, and Marine week. Each battalion will complete all four weeks of training each in a different sequences. Prior to beginning the sequence, a Physical Fitness Assessment (PFA) will be administered to determine whether each midshipman is fit to complete the training.

a. Aviation Week Training Objectives

- (1) To indoctrinate midshipmen in the concept, roles, and mission of naval aviation.
- (2) To provide midshipmen with an appreciation of the duties of a junior officer in naval aviation and the career patterns of naval aviators.
- (3) To provide midshipmen, as feasible, flight time in a fleet type aircraft.

NOTE: NROTC units are responsible for ensuring their midshipmen have completed blood typing, sickle cell, and hematocrit testing and are 3/C swim qualified before arriving at CORTRAMID. CORTRAMID swim testing is only performed to satisfy aviation water survival requirements and to determine type of aircraft for flights. Only those who successfully complete all portions of water survival training will be assigned to flights in ejection seat aircraft.

b. Submarine Week Training Objectives

- (1) To indoctrinate midshipmen in the roles and missions of the attack and fleet ballistic missile submarines.

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, CATTIC, 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

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

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

303. REPORTING INSTRUCTIONS. NROTC units will arrange round-trip transportation to and from the training site. Transportation between sites will be arranged by NSTC. Reporting instructions for each coast are as follows:

a. East: Report to Officer in Charge, CORTRAMID EAST, Norfolk. Midshipmen reporting to Norfolk by commercial air should go to the Military Information Desk located at the Norfolk airport. Transportation will be provided from the airport only. If reporting by POV or other means, report to the Penn Hall, Naval Operations Base Norfolk BOQ, Norfolk, Virginia. Midshipmen should report between 0800 and 1600 on the day of embarkation in Summer Whites, unless otherwise directed by the NROTC Unit Commanding Officer.

b. West: Report to Officer in Charge, CORTRAMID WEST, San Diego. Midshipmen reporting to San Diego by commercial air will report to the USO at the San Diego airport. Transportation will be provided from the airport only. If reporting by POV or other means, report to Building 302, Copp Hall, Naval Station, San Diego, California. Midshipmen should report between 0800 and 1600 on the day of embarkation in Summer Whites, unless otherwise directed by the NROTC Unit Commanding Officer.

304. MIDSHIPMAN CRITIQUES. Each midshipman will complete an End of Training Critique upon completion of all 4 weeks of training utilizing the Midshipman Summer Training Questionnaire "bubble sheet," CNET form 1533/69 (Rev.2-97). These critiques will be provided by the CORTRAMID staff and are to be filled out in #2 pencil and all information is to be completed e.g. Unit, name, SS#, ship, etc. The CORTRAMID staff will collect all critiques prior to midshipman debarkation, and forward the critiques to NSTC Code OD3.

305. MIDSHIPMEN EVALUATIONS. (Officer Fitness Report, Bupers 1610-1) Midshipmen fitness reports during summer training cruises are optional. CORTRAMID OICs are encouraged to submit fitness reports for particularly outstanding or deficient performance. If a fitness report is submitted on an individual midshipmen forward per NAVEDTRA 37300 Ser (Midshipmen Summer Training Manual) Chapter 4. Midshipmen will be evaluated within each company by the officer and enlisted instructor in charge of each company and if fitness reports are required will be signed by the CORTRAMID OIC.

306. MIDSHIPMEN TRAVEL CLAIMS. Midshipmen orders shall be endorsed and travel claims forwarded to DFAS Columbus for liquidation by the CORTRAMID staff.

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.

MIDSHIPMAN FIRST CLASS NURSE CORPS HOSPITAL CRUISE GUIDE

with the appropriate MEDT or their parent unit to keep abreast of ship schedule changes, and may not embark on the ship prior to the scheduled embarkation date.

404. DEPARTURE ON LEAVE OR 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 phone number are on file aboard the ship or station prior to departure.

405. MISSING SHIP'S MOVEMENT

- a. In the event any midshipman should miss ship's movement, he/she should attempt to join any other unit of the task force. If this is not possible, the midshipman 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 a midshipman misses ship's movement after a port visit, the ship's commanding officer will notify the local U.S. naval station/naval activity, NSTC, the appropriate Midshipmen Embarkation/Debarcation Coordinator (MEDC), and the midshipman's parent unit.
- c. The personal effects of midshipmen who miss ship's movement will be packed and left with the local U.S. naval station/naval activity. If there are no U.S. facilities nearby, the effects are to be retained on board until instructions are received as to where to ship them. If no instructions are received by completion of the cruise, the effects will be shipped to the midshipman's parent unit.

406. 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 changers be used to exchange money. The best exchange rate can usually be obtained from disbursing officers.

407. FOREIGN NATIONS - CONDUCT IN. Midshipmen visiting any foreign nation are invited guests. As such, and as official representatives of the United States, they are expected to act as exemplary Americans. No detail of 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 values as a criterion for all. The customs, habits, and way of life of a people are not unusual to them and are often of reverent significance. 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.

408. PASSPORTS/VISAS. Passports/visas are not normally required for midshipmen. However, if the midshipman is proceeding to a nation requiring such documentation, parent USNA/NROTC units are responsible to ensure that midshipmen have in their possession a tourist passport or no-fee official passport and visa prior to departure from CONUS. The office of Passport Services, Department of State, will not

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.

Observe CO's Mast if possible.
Observe morning reports and the interaction of Department Heads/Directors of Services.

410. SERIOUS ILLNESS WHILE ON LEAVE OR LIBERTY

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

- (1) Nearest U.S. Naval Activity.
- (2) Nearest U.S. Armed Forces Facility.
- (3) Nearest U.S. Veteran's Administration Hospital/U.S. Public Health Service Facilities.
- (4) Nearest Allied Foreign Government Activity.
- (5) Civilian Medical Facility (if emergency warrants).

Report of emergency medical care and circumstances shall be reported by the midshipman immediately to the commanding officer of the ship or unit to which assigned.

b. 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 records (health and dental) to the training site.

411. 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.**

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.

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

505. **DIVINE SERVICES.** All midshipmen are encouraged to attend divine services.

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

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

508. **WARDROOM ETIQUETTE.** Ship's end-of-training reports from past years have indicated midshipmen often violate traditional rules of wardroom etiquette. In order to preclude such happenings, some guidelines are listed for information and guidance when invited to mess in the wardroom.

a. The wardroom is each officer's seagoing home - a home in which they should be proud to entertain family and friends. Whatever the event, it is a place where members should conduct themselves with the ordinary rules of propriety, common sense, and good manners, in addition to observing the rules of etiquette founded on customs and traditions.

b. Always remove your cover upon entering the wardroom. Never place it on a table; it should be stowed in an appropriate location. If unsure, ask.

c. Be punctual for all meals. All officers should remain standing until all guests and the senior member of the mess are seated. If an officer is late for a meal, an apology should be made to the senior officer at the table by stating "Request permission to join the mess, sir." Never choose a place at the wardroom table until you are sure of seating arrangements, i.e., which seats are reserved for department heads, etc.

d. Never appear in the wardroom out of uniform. (Civilian clothes may be worn in the wardroom only when passing through, i.e., commencing or returning from a liberty status.) Do not lounge around onboard in civilian clothes.

e. Do not be boisterous or noisy in the wardroom. It is the home of all officers, and their rights and privileges should be respected.

f. Consideration of others is one of the basic elements of a lady or gentleman. Show consideration for your fellow officer by:

(1) Moderating the sound of audiovisual devices to minimize interference with others. These devices should not be turned on during meal hours unless authorized by the President of the Mess.

(2) When playing cards, etc., by choosing a table location that will not interfere with others.

g. There is no objection to dropping into the wardroom for coffee, but do not make a practice of loitering there during working hours.

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!

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

510. 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.

511. MIDSHIPMEN ESPRIT DE CORPS. Midshipmen first class have the responsibility of maintaining a sense of esprit de corps not only among themselves but also among the second class midshipmen that may also be embarked. This is accomplished primarily by strictly demanding of themselves, and other midshipmen, adherence to the high standards of grooming, conduct, and professionalism expected of an officer in the United States Navy. The impression you leave with the fleet directly reflects the image the fleet has of the U.S. Naval Academy/NROTC units.

512. 2/C MIDSHIPMEN CRUISE GUIDELINES

a. Basic Helpful Hints

(1) YOU are accountable for all your actions. What others do is never an excuse for doing something wrong.

(2) Proper military bearing and etiquette will be observed at all times, as will uniform standards.

(3) You will be working with junior enlisted crew members; remember, your goal is to further your enlisted experience.

(4) Undue familiarity breeds lack of respect and tears at the very fibers of military structure, putting undue strain on the unit or individuals.

(5) Midshipmen 2/C may go out with their work center personnel to a work center social function, if asked. Again, any situation which would constitute fraternization is prohibited.

(6) YOU are responsible for your actions if you become intoxicated.

(7) Remember, you are representing USNA/NROTC and are future officers!

(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

mate. (9) In an emergency, a cool head and common sense will prevail. If in doubt, ask your running

- 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 _____

602. PROCEDURES FOR ARRANGING TRAVEL. All individual midshipmen transportation will be arranged by the NROTC unit. Return transportation will be provided by the ship/squadron. Midshipmen are not to arrange their own transportation or procure transportation at personal expense.

603. ROUTING OF INDIVIDUAL MIDSHIPMEN

a. Transportation for individual midshipmen. Authorized from home or the location of the NROTC unit, as specified in the orders, to authorized field training or at-sea training sites, 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 authorized transportation from the old unit or home to ACDUTRA and return home or return to the new unit as long as the cost to the new unit will not exceed the cost back to the old unit.

604. PAY ACCOUNTS AND PAYMENT PROCEDURES

a. Midshipmen ordered to foreign nation or submarine. Advance payment is authorized pursuant to PAYPERSMAN, paragraph 80426.

b. 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.

(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 the summer training orders, 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 43236-0926

c. Each midshipmen will forward the following documents to DFAS-Columbus:

(1) One copy of orders with all endorsements and advances; or original 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.)

- (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 _____

retain one copy each of the training orders (NAVEDTRA 1320/6) and DD 1351-2. Instructions for completing DD Form 1351-2 are provided in the summer training administrative journal. The NROTC unit will return the 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 Columbus at the following address:

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

Comm: (800) 756-4571, option "4", then option "3"

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

d. 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 or by the individual midshipmen.

607. MESSING AND BERTHING

a. Mess Bills. Under no circumstances will individual midshipmen be billed for meals. Charges for mess bills will be made in accordance with the Midshipman Summer Training Manual (NAVEDTRA 37300 Ser).

b. Service charges for NSTC approved lodging in BOQ or BEQ. Individual midshipmen will not be billed for lodging approved by NSTC (generally non-afloat cruises). A bill will be prepared and forwarded in accordance with the Midshipman Summer Training Manual.

608. DEPENDENT ENTITLEMENTS. Dependents of NROTC Scholarship midshipmen are entitled to benefits and privileges granted to dependents of all uniformed personnel when their spouses 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.

609. DENIED BOARDING. Midshipmen shall not volunteer to be denied boarding for compensation by the airlines. Midshipmen are required to utilize the flights for which they are scheduled, since many follow-on arrangements are based upon their scheduled arrival time. If you are involuntarily denied boarding on the flight for which you are scheduled, contact the parent NROTC unit or the appropriate MEDC immediately.

- 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 _____

CHAPTER 7

USNA TRAVEL AND FINANCIAL INSTRUCTIONS

700. **NAVAL ACADEMY LEAVE POLICY.** The Superintendent, U.S. Naval Academy, will promulgate leave policy to midshipmen prior to commencement of training. When leave is not indicated on individual orders, leave policy will be promulgated by the senior USNA Liaison Officer present. General guidelines for leave are as follows:

a. Prior to the start of summer training:

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

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

b. Upon completion of summer training:

(1) Return immediately to USNA via government transportation and commence leave upon arrival.

-OR-

(2) Commence leave at CONUS port of debark. Midshipmen returning from Pearl Harbor or WESTPAC may commence leave at the first CONUS port of entry.

It should be noted that midshipmen who report directly to their cruises or who commence leave at their port of debark are responsible for their own travel arrangements and expenses. This paragraph applies only to leave commencing prior to the start of, or upon completion of, summer training. See paragraph 303.

701. **TRANSPORTATION REQUESTS (TRs).** Where practicable or necessary, transportation requests will be issued prior to departure from the Naval Academy on a one-way basis to provide for commercial bus, railroad, air, or MAC, as appropriate. For return transportation, commanding officers will provide travel arrangement assistance, i.e., direct midshipmen to proper offices for issuance of TRs and meal tickets if midshipmen are returning directly to the Naval Academy. Ships must ensure that appropriate PRRs are filed with servicing NAVPTOs. Midshipmen not returning directly to the Naval Academy, i.e., commencing leave from the debark port, must travel at their own expense.

702. **ENDORSEMENTS.** Midshipmen must ensure that proper endorsements are made on their orders including:

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

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 _____

Academy permits some midshipmen, for their own convenience, 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. 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, subject to possible reimbursement when travel claim is processed. (See Independent Travel (paragraph 612).)

b. Midshipmen should coordinate return travel with the local SATO office. If there is no SATO office available, the ship/squadron should make the travel arrangements. Keep in mind, government rates arranged through official channels are significantly less expensive than individual rates. USNA will only reimburse midshipmen for the government rate.

c. Upon completion of training, if you wish to travel somewhere other than USNA, you have two options:

(1) Purchase the ticket yourself and file a travel claim upon return to USNA, or

(2) Take the ticket arranged for by your ship/squadron and use it for credit towards the purchase of another ticket (additional charges may be incurred).

EXAMPLE: The ship issues you a ticket for San Diego to BWI. You wish to travel to Chicago for leave and then proceed to USNA at a later date. You may take the ticket to the airline and turn it in for credit for the flight to Chicago and then to BWI. If the original ticket was worth \$155, and the flight to Chicago then BWI costs \$305, you would have to pay \$150 out of your own pocket.

d. 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 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, subject to possible reimbursement when travel claim is processed.

(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, subject to possible reimbursement when travel claim is processed.

709. WARDROOM/GENERAL MESS (I/C). Under no circumstances are USNA midshipmen to be billed personally for any wardroom mess charge. Mess bills for USNA midshipmen eating in the wardroom are to be processed in accordance with NAVSUP P-486, Vol. 2, paragraph 2003.

710. DENIED BOARDING. Midshipmen shall not volunteer to be denied boarding for compensation by the airlines. Midshipmen are required to use the flights for which they are scheduled, since many

- (1) Manual _____
- (2) Automatic _____
- (3) Maintenance _____
- (4) Photodometry _____

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 _____

APPENDIX A

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. 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

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).

6. OPTICAL CHARACTER RECOGNITION (OCR) _____
7. TYPING _____

XIII. PATIENT COMMUNICATION

1. PATIENT COURTESIES _____
2. RESTRAINT OF NEGATIVE INPUT _____

XIV. THE DECEASED PATIENT

1. PATIENT PROCEDURES _____
2. ADMINISTRATIVE PROCEDURES _____

XV. ADVANCED PATIENT CARE

1. CHEST TUBE AND SUCTION SET UP _____
2. EKG INTERPRETATION _____
3. MANAGEMENT OF RASHES _____
4. ANTIBIOTIC THERAPY _____
5. EMERGENCY CARDIAC MANAGEMENT
 - a. IV Set Up/Drips _____
 - b. Cardiac Medications, Spark-Kit/
Crash Cart/ Medications _____
 - c. Monitors _____
 - d. Record Keeping _____
6. SYSTEMS REVIEW & PHYSICAL EXAM _____

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.