

MIDSHIPMAN SUMMER TRAINING HANDBOOK

NAVAL RESERVE OFFICERS TRAINING CORPS
AND
UNITED STATES NAVAL ACADEMY

MIDSHIPMAN _____

USS _____

NROTC UNIT/USNA COMPANY _____

4. When servicing energized equipment, do so only in accordance with specifically delineated maintenance procedures. Use the buddy system and have someone standing by.
5. Never make unauthorized changes to equipment.
6. Never bring or allow anyone to bring steel wool into electronic spaces.
7. Never tamper with safety devices or interlocks.
8. Never spray water on or around electronic equipment.
9. Never energize tagged equipment.
10. Keep your hands off knobs on equipment unless you are authorized.
11. If you are ever in doubt, ask your Leading Petty Officer, Chief Petty Officer, or Junior Officer.

ENGINEERING SAFETY PRECAUTIONS

1. Read and practice all posted safety precautions and operating instructions of all machinery.
2. Never open or close any valve, unless you are sure that you know what it is and for what purpose you are opening or closing it. Never energize any tagged equipment.
3. Never bring or allow anyone to bring steel wood into engineering spaces.
4. Never use water around the electrical end of the turbo generator.
5. Never take your shirt off or roll up your sleeves while in the engine room, so that you may avoid steam burns and hot water dripping from leaking flanges. Military clothing is designed to help protect against the heat of a fire. Always wear the proper uniform aboard ship.
6. Never wear loose or sloppy clothing that might easily become caught in machinery.
7. Do not wear corfam shoes or 100 percent polyester clothing in engineering spaces.
8. Never run when you hear a main steam leak (a loud hissing and/or whistling screech).
 - a. You don't know where it is.
 - b. You might run into it.
 - c. Never try to find a steam leak with your hand; use a broom or some chart paper.
 - d. If in doubt, stand still and call for help.
 - e. Don't attempt to leave the engine room unless directed to do so. The bilges may be the safest places.
9. Never spray water on or around electrical junction boxes or switchboards.
10. Never store anything behind switchboards. (Only the Commanding Officer can grant an exception.)
11. Never go behind switchboards.

CONTINUED

9. FOR NROTC MIDSHIPMEN: IMMEDIATELY AFTER THE TERMINATION OF YOUR POST CRUISE TRAVEL YOU SHALL:

- a. **Complete your travel claim.** Do this by entering information in blocks 10, 15 through 18, and signing block 20.
- b. **Make two copies** of the completed claim, your orders and your receipts (one copy for your personal records and one copy to bring back to your NROTC Unit at the beginning of the school year.)
- c. **Fill out the course critique** contained in this manual completely.
- d. **Send the following to DFAS-Columbus using the pre-addressed envelope:**
 - (1). Your original, completed, signed travel claim with applicable receipts
 - (2). A copy of your orders with arrival & departure endorsements
 - (3). A "void" check, copy of one, or Bank Form 1199A to route your payment
- e. **Send the following back to your unit using the pre-addressed envelope:**
 - (1). A copy of your completed, signed travel claim with applicable receipts
 - (2). Your original orders with arrival & departure endorsements
 - (3). Your medical record
 - (4). Your dental record
 - (5). Your shot record
 - (6). Your completed critique
 - (7). Your fitness report (if provided)

FOR USNA MIDSHIPMEN, YOUR TRAVEL CLAIM WILL BE LIQUIDATED AND YOUR RECORDS, CRITIQUE, AND FITNESS REPORT WILL BE COLLECTED UPON YOUR RETURN TO THE ACADEMY.

3. Read the applicable Gun and Loader Safety Precautions for your ship. SAFETY PRECAUTIONS MUST BE FOLLOWED 100% OF THE TIME BY 100% OF THE CREW. ALL HANDS BE ALERT AT ALL TIMES.

DECK SAFETY PRECAUTIONS

1. UNREP safety precautions.
 - a. All personnel must wear international orange kapok life jackets at all times.
 - b. Personnel exposed to overhead loads must wear color-coded safety helmets:
 - (1) Officers and safety observers - white
 - (2) PO-In-Charge - yellow
 - (3) Signalman - green
 - (4) Gunner's mate - red
 - (5) Riggers - blue
 - (6) Cargo handlers - orange
 - (7) Corpsman - white with red cross
 - c. Life lines should be in use.
 - d. Heaving in and paying out of lines must be done hand over hand.
 - e. Phone talkers shall not secure neck straps of phones in case the phone lines are fouled.
 - f. Personnel shall stay clear of all loads and remain inboard and clear of all lines.
 - g. Personnel transferred in regions of low water temperature should wear immersion suits, and must wear safety belts at all times during transfer.
 - h. If there is no lifeguard ship, the ship's boat shall be manned and ready for use.
 - i. Line tenders shall stay at least six feet from blocks.
 - j. All excess lines shall be faked clear for easy running.
 - k. When standing by the receive bolo or shot line, all hands must take cover.
 - l. All hands must be familiar with appropriate whistle signals (e.g. the Officer-In-Charge of the firing ship signals one whistle blast when ready to send over shot line, and Officer-In-Charge on receiving ship replies with two blasts when all is ready).
 - m. If at night, all personnel shall wear marker lights on their lift jackets.
 - n. Excess noise and confusion must be avoided.

MIDSHIPMAN SUMMER TRAINING CRUISE DEBRIEF SHEET
 (TO BE USED AS A MEANS OF CRUISE FEEDBACK)
 SUBMIT TO YOUR SHIP'S MIDSHIPMAN TRAINING OFFICER

Name: _____

NROTC Unit/USNA Company: _____

1. Was the Midshipman Training Officer available, helpful, and able to provide solutions to problems encountered?

2. As a learning experience, was this cruise successful? That is, did you have an opportunity to become familiar with the topics discussed in your training booklet? Was the USNA/NROTC unit precruise briefing provided by your unit helpful and realistic? What did you find most helpful and least helpful from the brief?

a. Most helpful.

b. Least helpful.

3. Was there a sufficient emphasis on practical (hands-on) experience?

4. What, in your estimation, were the strongest and weakest points of your summer cruise?

a. Strongest.

b. Weakest.

119.4 Discuss the duties and responsibilities of the following enlisted watchstations in CIC:

- a. CIC Watch Supervisor _____
- b. Surface Supervisor _____
- c. Digital dead reckoning tracer (DDRT) plotter _____
- d. Detection and Tracking Supervisor _____
- e. Air Intercept Controller (AIC) _____
- f. DRT/DDRT (North and South) _____
- g. Antisubmarine Tactical Air Controller (ASTAC) _____
- h. Electronic Warfare (EW) Supervisor _____
- i. TIC/ID Operator _____
- j. JOTC/NTCS-A Operator _____
- k. Track Supervisor (Track Sup) _____

119.17 Explain the purpose of the following:

- a. JMCIS _____
- b. NTCS-A _____
- c. LINK-4 _____
- d. LINK-11 _____
- e. LINK-14 _____
- f. LINK-16 _____

124.1 Briefly describe the general duties and responsibilities of each of the following watchstanders:

- a. Engineering Officer of the Watch (EOOW) _____
- b. Engineering Duty Officer (EDO) _____
- c. DC Control Watch _____
- d. Cold Iron Watch/In-port Equipment Monitor _____
- e. Sounding and Security Watch _____
- h. Oil King _____

SUBMIT TO YOUR SHIP'S MIDSHIPMAN TRAINING OFFICER

INTRODUCTION

1. **PURPOSE.** The purpose of this handbook is to provide key professional and administrative information to midshipmen preparing for summer training.
2. **SCOPE AND ORGANIZATION.** The summer training handbook is designed to thoroughly prepare midshipmen before cruise and to help them derive full benefit from the summer training program. Since no handbook can be all encompassing, individual initiative will be required of each midshipman to gain the utmost professional knowledge from cruise. A thorough understanding of the material in this handbook will contribute significantly to each midshipman's preparedness and performance during cruise.
3. **APPLICABILITY.** A large percentage of the professional training received by midshipmen in a 4-year curriculum is received during their summer training. The immediate professional expertise of the newly commissioned Ensigns reporting to the fleet depends largely upon the quality of the training program provided during cruise. Consequently, such training is a vital and integral part of each midshipman's professional education. This publication has been designed to complement and supplement the academic and professional training at the Naval Academy and NROTC units.
4. **ACTION.** Upon receipt of this handbook, midshipmen will read the entire contents and understand what is expected of them. In particular, Chapter 2 should be carefully reviewed so as to understand the scope of the summer training program. This will allow for more efficient use of training time and avoid oversights in completion of minimum training requirements.

- 301.2.16 Observe operation of gun system in normal mode of operation

- 301.2.17 Observe a gun shoot from the mount Captain's control panel

- 301.2.18 Observe missile launcher loading and offloading (if applicable)

- 301.2.19 Observe loading of a missile onto a launcher

- 301.2.20 Observe unloading of a missile from launcher

- 301.2.21 Observe target engagement with gun/missile fire control system from CIC

- 301.2.22 Observe target plotting during NGFS in CIC

- 301.2.23 Observe Harpoon/Tomahawk engagement planning and simulated launch

- 301.2.24 Observe CIWS tracking and engagement in CIC

- 301.2.25 Observe firing an air-slug from surface vessel torpedo tubes

- 301.2.26 Observe loading/unloading of torpedo tubes

- 301.2.27 Observe tracking and weapons engagement against actual or training target from ASWFC System

- 301.2.28 Observe communications with another vessel using underwater communications equipment

- 301.2.29 Observe an XBT deployment and environmental prediction products prepared

- 301.2.30 Observe a passive sonar contact and determine contact's true and relative bearing

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301.2.56 Observe from main space the stopping, locking, unlocking and trailing shaft during underway period

301.2.57 Observe from main space the splitting out of engineering plant

301.2.58 Observe from main space the cross-connecting of engineering plant (steam only)

301.2.59 Observe the balancing of electrical load distribution

301.2.60 Observe alignment, starting and securing of SSTGs/SSDG/GTG/EDG

301.2.61 Observe loading and unloading of generator

301.2.62 Observe alignment and starting of air compressors

301.2.63 Observe the lining up, starting and securing of steering unit

301.2.64 Assist damage control central watch/sounding and security watch in performance of tasks

301.2.65 Stand one watch as Helmsman under instruction

301.2.66 Stand one watch as Lee Helmsman/Ship Control Console Operator under instruction

301.2.68 Stand one watch as Quartermaster of the Watch (QMOW) under instruction

301.2.69 Observe one Special Sea and Anchor Detail from the bridge while entering or leaving port

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11. Complete qualification for Sound-Powered Phone Talker _____
12. Make the 12 O'clock report to the Commanding Officer _____
13. Stand two watches as a lookout under instruction _____
14. Locate all ship's compasses and discuss differences _____
15. Shoot a visual bearing and discuss visual fix techniques _____
16. Stand one watch as Boatswain Mate of the Watch (BMOW) under instruction _____
17. Stand one watch as Signalman under instruction _____
18. Stand one watch in CIC rotating through applicable watch stations _____

COMBAT SYSTEMS

19. Accompany a sonar tech on a tour of the sonar spaces _____
20. Observe the deployment / retrieval of the Tactical Towed Array Sonar (TACTAS) _____
21. Locate and operate ship's fathometer _____
22. Accompany a gunner's mate for the daily gun prefire checks _____
23. Accompany a gunner's mate on a tour of the armory _____
24. Accompany a gunner's mate or fire controlman on a tour of the missile magazine _____
25. Accompany a fire controlman on a tour of the fire control illuminators _____
26. Stand one watch in Combat Systems Maintenance Center (CSMC) _____

**Figure 1-1
SUPPLEMENTARY CONUS AND GUANTANAMO (GTMO) EMBARK INFORMATION
FOR CORTRAMID/ATLANTIC (LANT) SURFACE AND AVIATION CRUISES**

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

For CORTRAMID:

1. Transportation. Use of Privately Owned Vehicles (POVs) 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 the CORTRAMID staff immediately in the event of flight cancellations (CORTRAMID telephone numbers will be provided by NROTC units). A CORTRAMID representative will meet all midshipmen at Norfolk International Airport.

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

For Norfolk embarks:

1. Transportation. Use of Privately Owned Vehicles (POVs) 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.

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

b. Arriving after normal working hours: Every effort should be made to arrive during normal working hours. However, if an exceptional circumstance exists, midshipmen arriving after normal working hours will be responsible for their own transportation to their training unit and for contacting MEDT Norfolk's Duty Officer (via pager: 757 626-4696) to notify of arrival. Location of the training unit can be found by calling ships' information at COMM (757) 444-0000, DSN 564-0111 or by asking at the USO desk in the main airport lobby.

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 Jacksonville embarks:

1. Transportation. Use of Privately Owned Vehicles (POVs) is discouraged due to limited parking and storage space. Commercial air travel to Jacksonville International Airport is recommended. All midshipmen who travel via POV, bus, or train must inform MEDT Jax prior to commencing travel to Jacksonville. 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 Jax immediately in the event of flight cancellations.

35. Act as a member of the at-sea fire party during a drill _____

36. Act as a member of the repair locker party during a GQ drill _____

37. Stand two different Engineeroom Operator watches under instruction _____

38. Stand one EPCC operator watch under instruction _____

39. Stand one Generator/Auxiliary Watch under instruction _____

DIVISIONAL

40. Act as compartment cleaner for one day _____

41. Act as a recorder during an XO's messing and berthing inspection _____

42. Act as a recorder during a ship's zone inspection _____

43. Accompany division maintenance man performing scheduled PMS maintenance for each division assigned _____

44. Accompany division maintenance man performing a PMS spot check for division officer for each division assigned _____

45. Inspect divisional spaces inspecting for improperly stowed HAZMAT _____

46. Inspect divisional HAZMAT locker for compliance with OPNAV 5100.19C _____

47. Walk through the parts ordering process with the Division Supply Petty Officer to include identifying stock number (NSN), placing order, obtaining Division Officer approval. _____

48. Assist the ship's Store Keeper (SK) in processing approved part request, drawing part from the applicable store room, and delivering part to customer. _____

Figure 1-2

SUPPLEMENTARY OUTCONUS EMBARK INFORMATION FOR MEDITERRANEAN/ARABIAN GULF SURFACE AND AVIATION CRUISES

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

1. Transportation

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

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

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

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

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

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

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.

i. The following telephone numbers will be helpful in assisting midshipmen arriving in areas without a MEDC/MEDT. NROTC Units and USNA should ensure these numbers are typed on orders of midshipmen who are joining training units in remote areas:

New Jersey, Pennsylvania, Maryland - U PENN (215) 898-7436/7
Virginia, North Carolina - Hampton Roads (757) 444-2702
Gulf Coast, Florida, Georgia - JAX UNIV (904) 256-7480
Southern California, Los Angeles - UCLA (310) 825-9075/6/7
Northern California, Oregon - U CAL BERKELEY (510) 642-3551/2
Washington - UNIV WASH (206) 543-0170/1/2
Northern Europe - PSA LONDON 011-44-1-207-499-9000 Ext 2764;
CINCUSNAVEUR LONDON - 011-44-207-514-4080
(24 hour FLEET CDO command center)
Southern Europe - PSD NAPLES 011-39-081-568-5817
Mediterranean - CTF-63 011-39-081-568-4870

Instructions for various WESTPAC ports are contained in paragraph 111.

j. Messing and Berthing

(1) The Navy is not required to provide messing and berthing for midshipmen who report earlier than the date designated in their orders. Midshipmen are advised to seek local low-cost lodging in the event they have arranged to arrive at the MEDT location prior to the reporting date designated on their training orders. Midshipmen should contact their unit at least one week prior to their departure to ensure no changes have been made to their travel itinerary. All midshipmen shall provide a phone number where they can be contacted at all times, and should bring their NROTC unit's phone number with them in case of an emergency.

(2) If midshipmen cannot be processed and transported to their assigned ships immediately after their scheduled arrival (as stipulated in their training orders), messing and berthing must be provided until they can be transported to the ship. These delays should be minimal and should generally occur only if the assigned ship is not immediately available as scheduled.

k. Midshipmen shall not use a Privately Owned Vehicle (POV) to transit to the point of embarkation unless prior arrangements have been made to store it. Midshipmen should be aware that the port of embarkation will not necessarily be the port of debarkation rendering a POV used to embark unavailable at debark.

l. Midshipmen returning to CONUS (Continental United States) from overseas must ensure that their orders are endorsed at the CONUS port of debarkation to show date, time, and place of arrival. Without this endorsement, summer training pay cannot be accurately computed, and a delay could occur in balancing the midshipman's pay account prior to resuming normal subsistence payments (NROTC only).

h. All midshipmen must ensure that they have a copy of their original orders in hand when they debark at the conclusion of the training period.

11. Never go behind switchboards.

12. Keep your hands off knobs on switchboards unless you are authorized to do so.

13. If you are ever in doubt, ask your Leading Petty Officer, Chief Petty Officer, or Division Officer.

WEAPONS SAFETY PRECAUTIONS

1. Ammunition safety precautions.

a. Personnel in charge of working details shall require their personnel to stop dangerous practices instantly, regardless of any difference of opinion or interpretation of safety rules.

b. Supervising personnel are responsible that all personnel in their charge have been instructed in the precautions pertaining to the operation on hand, whether the personnel are from their own divisions or temporarily assigned duty under them.

c. Care shall be taken not to obliterate or deface markings, label, or tags on containers of ammunition or explosives.

d. Any ammunition container or explosive container found to be in a damaged condition, will be tagged and returned to the ammunition depot as soon as possible.

e. Ammunition and explosive containers shall not be rolled, dragged, thrown, dropped, or mishandled in any way, at anytime.

f. Naked lights, matches, steel tools, shoes with nailed soles or metal cleats, or other flame or spark producing material must never be taken into magazines or other spaces that are used as magazines while these spaces contain explosives.

g. When a fused 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.

c. Midshipmen are discouraged from taking hard sided suitcases and other non-collapsible baggage on board submarines, due to limited storage space.

105. CAMERAS

a. Cameras will be permitted onboard ship and will be stored and handled as specified in the ship's regulations.

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

106. BEDDING. Necessary bedding (mattresses, pillows, and bed linen) will be provided by the ship.

107. PERSONAL FUNDS. Midshipmen should embark with sufficient cash to cover costs related to travel and their time onboard ship. They are urged to carry excess funds in the form of money orders and/or travelers checks (see below). Commanding officers may authorize disbursing officers outside the continental United States to cash the below listed checks, provided that U.S. commercial banking facilities, U.S. Post Office facilities, and Navy mail clerks are not available or do not have adequate funds:

a. Travelers Checks issued by:

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

b. Original U.S. Postal Money Orders.

c. Money Orders issued by American Express.

108. SHIPBOARD MAILING ADDRESS. All midshipmen should furnish their summer training mailing and telegraphic addresses to their relatives and friends. The specific address for each ship can be found at the following website: www.chinfo.navy.mil/navpalib/ships/lists/ship-fpo.html. (FPO AE = New York, FPO AA = Miami, and FPO AP = San Francisco/Seattle)

a. Mailing address:

Midshipman I/C _____ (USN/USNR)

USS _____ (hull # _____)

FPO AE/AA/or AP ZIP

m. If at night, all personnel shall wear marker lights on their lift jackets.

n. Excess noise and confusion must be avoided.

2. General Safety Precautions:

a. Personnel working over the side of the ship both inport and at sea shall wear kapok life jackets and life lines tended by personnel on deck. The term "over the side" means any part of the ship outside the life lines or bulwarks.

b. Personnel in boats raised or lowered, entering boats from a boom or Jacob's ladder, in boats underway, and in rough water or low visibility, shall wear kapok life jackets. Ring buoys with a line and light attached must be available for use when a sea ladder or Jacob's ladder is being used.

c. Personnel on weather decks during heavy weather, even when exposed only for a short time while going from one station to another, shall wear kapok life jackets.

d. Handling of lines and rigging requires that personnel take care to avoid getting hands, feet, or clothing caught in bights and blocks.

e. Lines not in use should be carefully made up and stowed clear of walkways and passages.

f. Lines must never be made fast to capstans or gypsy heads, but only to fittings provided for that purpose, such as cleats or 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.

MIDSHIPMAN FIRST CLASS SUBMARINE CRUISE GUIDE

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

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

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

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

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

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

(1) Airport Limousine:

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

(2) Train:

Two different train lines serve Narita Airport. Ensure you purchase a ticket for the Keisei line. Upon exiting customs, proceed to the Keisei Line counter located just outside of customs. At the counter, purchase a ticket to Haneda. The agent will direct you to the train platform located at the lower level of the terminal. There are signs directing you to the train platforms. Ask the station

This booklet provides general guidelines for Midshipmen First Class Submarine Cruises. These guidelines are not platform specific and should be considered a starting point through which you can become familiar with the role of junior officers on board a nuclear submarine. The effort you exert to learn about the duties and responsibilities of junior officers will be directly reflected in how instructive and rewarding your summer cruise will be.

You are encouraged to learn as much as possible about the qualification process required of all Submarine Officers. If you desire to qualify a particular watchstation, see the Senior Watch Officer for watchbill assignment. Recognize that final watchstation qualification will be difficult during a 30-day cruise, and that the total submarine qualification process can take up to a year and a half to complete. You are encouraged to use and work on watchstation PQS while standing watches as a means to focus and enhance your learning about each area of the submarine.

Above all, talk to the junior officers aboard your submarine about their experiences. They are in the position in which you will be shortly after graduation. Any information you obtain now will pay dividends when you are commissioned as a junior officer.

The following items should be completed as ship's operating schedule allows. Discuss those items not actually performed with a qualified officer.

It is recommended that you concentrate on Submarine PQS Watchstation requirements whenever the ship is underway, and work on systems and theory when in port.

* U/I WATCHES WILL BE A MINIMUM OF 3 HOURS.

I. **BASIC SUBMARINE KNOWLEDGE**

1. Read the SSORM and discuss any questions with an officer.
2. Read the CO's standing orders.
3. Identify all ship's compartments and the major spaces in each.
4. Phonetalker abilities:
 - a. Learn the names and uses of all the IC circuits.
 - b. Learn the correct pronunciation for all letters and numbers per the IC manual.
 - c. Learn the procedures for:
 - Reporting spaces rigged
 - Formal face-to-face and phone communications, including verbatim repeat back
 - Casualty reporting
5. Demonstrate the correct use of a sound powered phone during a ship's evolution.

will notify Commander, Fleet Activities Chinhae (CFAC) of midshipman arrival and travel status so that ground transportation from Kimhae Airport to Pusan or Chinhae can be arranged if necessary.

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

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

112. MIDSHIPMEN 1/C FOREX REPORTS. End of training reports will be submitted by all midshipmen upon completion of the FOREXTRAMID, USN/JMSDF, and USN/ROKN exchanges, no later than 15 September. Comments regarding the exchange programs with a view toward improvement are particularly desired. Foreign Exchange post-training reports are the sole source of briefing information for each year's participants; it is essential that the original and one copy be submitted to NSTC (NSTC Code OD31) and one copy to the appropriate USDAO (a total of three copies) no later than two weeks after classes commence.

The following format is to be used when submitting the FOREX report:

(date)

From: Midshipman First Class
To: Commander, Naval Service Training Command (NSTC Code OD31)
Via: Commanding Officer, NROTC Unit,

Subj: 200x End of Training Report

Ref: (a) NAVEDTRA 37301 series

1. The following post-training report is submitted in accordance with reference (a).
2.
 - a. Exchange nation.
 - b. Total duration of training and specific training dates.
 - c. Type ship(s) in which training received.
 - d. Number of days underway.
 - e. Type of operations in which ship was involved.
 - f. Living conditions, food, and general cleanliness aboard ship.
 - g. General routine, discipline, and morale aboard ship.
 - h. Professional training received.
 - i. Uniforms taken and recommendations concerning.
 - j. Ports visited.
 - k. Transportation problems encountered, if any.
 1. Language difficulties, if any.
 - m. Fluency in English of ship's officers and percentage of officers who spoke English.
 - n. Comments/recommendations.

c. Spill

12. With the assistance of an ELT, don a set of anti-c's.
13. Discuss basic battery construction and reasons for the battery with a battery charging lineup qualified officer.
14. Accompany an officer on a battery charging lineup.
- *15. Be present for one watch as an EOOW OBSERVER.

III. **OPERATIONS KNOWLEDGE.**

1. As helmsman/planesman perform the following:

- a. Change depth
- b. Change speed
- c. Change course
- d. Train and operate the SPM
- e. Operate the planes and rudder in emergency and shift to normal.
- f. Maintain the ship's depth at periscope depth.

*g. Stand one watch as helmsman under instruction.

*h. Stand one watch as planesman under instruction.

*2. Stand one watch as Chief of the Watch U/I.

3. As Chief of the Watch under instruction, perform the following:

- a. Pump from tank to tank with the trim pump.
- b. Pump overboard using the trim pump.
- c. Flush the TDU
- d. Raise and lower at least one mast or antenna

4. Learn the purpose, priorities, and locations of all the ship's alarms.

5. Discuss a one line diagram of the ventilation system.

6. Discuss atmospheric items that are monitored onboard and the basic means of controlling each.

*7. Stand one watch as Diving Officer of the Watch under instruction.

TABLE I

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

NOTE: * Furnished at member's own expense
a. Optional
b. Atmosphere contaminant, not allowed on submarines.
c. Required for some Northern European and Western Pacific cruises, some FOREXTRAMID cruises, academic year cruises, and all midshipmen assigned to ships participating in any special Festivals/international exercises.
d. One set may be CNT.
e. Issue hot weather boots to Navy Option midshipmen. Marine Option midshipmen may be issued combat boots if available. Ensure boots are broken in for at least two full weeks prior departing on cruise.
f. Required for cruises onboard coastal patrol vessels (PCs).

33. Discuss the Sonar Search Plan with STC
34. Pass a rules of the road exam given by the Navigator.
35. Demonstrate to an officer the proper use of the 3 minute rule.
36. Discuss inertial navigation basics with a Nav ET.
37. Discuss the basic means to get an external fix.
38. Demonstrate a working knowledge of local area charts including lights, hazards, and navigation aids.
39. Discuss the use of red and yellow soundings with an OOD.
40. Explain the concept of DR using a navigation chart.
41. Assist a in loading an shooting the TDU.
42. Observe the firing of a water slug from 3" launcher.
43. With the assistance of an off watch Torpedoman, look at the various types of pyrotechnics and countermeasures carried aboard.
44. Observe/discuss the loading of weapons onto the boat.
45. With an off-watch torpedoman, inventory the small arms locker.
46. Discuss with a TM the various weapons carried onboard.
47. With an officer, check a torpedo tube empty.
48. Observe the firing of a water slug in the torpedo room.
49. Discuss the basic communication capabilities of the boat.
50. Discuss the ship's ESM capabilities.
51. Discuss the basic method of ordering and receiving parts.
52. Conn the ship submerged for several course, depth and speed changes.
53. Demonstrate proficiency in operating the VCR by selecting at least one movie for the wardroom and running it after evening meal.

TABLE III

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

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

- * Furnished at member's own expense
- a. Battery-powered razor recommended

5. Do not wear corfram shoes or 100% polyester clothing in the engineering spaces.
6. Never spray water on or near electrical junction boxes or switchboards.
7. Never run if you hear a main steam leak (loud hissing or whistling screech) - you might run into it. Don't attempt to leave the engineroom unless directed to do so. The bilges may be the safest places.
8. The atmosphere control equipment on board submarines cannot remove certain contaminants, such as chlorofluorocarbons found in the propellant of most aerosol cans. In the enclosed atmosphere of the submarine, these pollutants can build up and pose a health risk. Therefore, aerosol cans (such as hair spray, shave cream, spray deodorant) are not authorized to be brought on board.
9. Additional safety requirements must be met when personnel are to enter the sail which are not required for going to the bridge. Never enter the sail or go to the bridge in port without first obtaining the permission of the Ship's Duty Officer. Underway, permission to go to the bridge is obtained from the OOD via the COW.
10. Never stand directly behind a mooring line topside, especially one that has taken a strain and begun to steam, neck down, or has started "singing". These are warning signs that the line may soon part, and the recoil from a parted line has sufficient force to kill or maim anyone in its path.
11. Ensure you read, understand, and heed ALL posted safety precautions on board your ship. If you are ever in doubt, ask your Leading Petty Officer, Chief Petty Officer, or an officer.

SAFETY PRECAUTIONS MUST BE FOLLOWED 100 PERCENT OF THE TIME BY 100 PERCENT OF THE CREW. ALL HANDS MUST BE ALERT AT ALL TIMES.

suitable enlisted men's spaces separated from the crew. However, under no circumstances should Chief Petty Officers be required to move out of CPO quarters in order to provide berthing for midshipmen.

- c. Be evaluated in their ability to perform the duties and tasks of a junior officer.

203. TRAINING TASKS (1/C). The primary task of summer training for midshipmen first class is to provide the midshipmen opportunities:

- a. At sea, obtain a full understanding of the basic evolutions necessary for battle readiness through taking part in General Quarters exercises and manning Condition Watch Stations in junior officer billets.
- b. To gain an appreciation of the necessity for, and responsibilities of, junior officer watches by standing watch under the supervision of experienced fleet officers.
- c. To develop leadership potential by supervising the daily routine and duties of assigned enlisted personnel.
- d. To gain an appreciation of the training methods involved in attaining a high degree of battle readiness by maximum participation in standard Ship's Exercises and squadron training evolutions.
- e. To develop a basic understanding of the ship or squadron's primary equipment.

204. CONDUCT OF TRAINING (1/C)

a. The assignment of midshipmen first class to a specific junior officer billet for the duration of summer training is encouraged. The immediate professional usefulness of the newly commissioned Ensigns reporting to the fleet depends largely on the quality of the training program provided them during their first class training. The Midshipmen Training Handbook was designed to concentrate on training goals which are afforded in a shipboard environment. Successful achievement of these goals will provide the experience and knowledge required to provide a fundamental professional base necessary for service as a junior officer and subsequent development in all branches of the naval service.

b. Training will be conducted under the direction of the ship's commanding officer. Midshipmen should be given every possible opportunity to work, stand watches, and perform duties under competent guidance. This guidance will enable the midshipmen to exercise initiative in fulfilling their duties. The profits that midshipmen realize from their training opportunities will be directly proportional to the skill, the individual interest, the imagination, and the enthusiasm displayed by each midshipman.

205. MIDSHIPMEN TRAINING PHASE DESCRIPTION AND SUMMARY (1/C). Although training remains the function and responsibility of the ship or squadron, a basic syllabus is suggested below:

a. Inport All Phases

- (1) Assignment to duty section in accordance with regular unit policy.
- (2) Assignment to SDO/JOOD watches or Boat Officer duties.

e. **Flight evolutions:** During flight evolutions, you will observe and familiarize yourself with as many of the tactical aspects of each aircrew position in the aircraft as practicable. The number and type of aircrew positions will vary with type of aircraft and are not limited to those discussed below.

(1) Cockpit/Flight station:

- (a) Sit in cockpit/flight station and observe a takeoff and landing (if practicable).
- (b) Listen to radio communications (ATC and tactical comms).
- (c) Observe the close working relationship among the crew members (a scheduled training flight or PMCF would be an excellent opportunity to observe flight operations).
- (d) Observe tactical flight procedures during a tactical mission.
- (e) Discuss procedures observed with the flight crew during post-flight or when practicable during the flight.
- (f) Items for discussion: Tactical display (where applicable), flight director system, automatic flight control system, flight and engine monitoring instrumentation, and emergency procedures.

(2) Navigation/communication:

- (a) Observe preparation of navigation charts and logs.
- (b) Observe tactical navigation procedures.
- (c) Discuss the use of computers for mission information management, record keeping and mission workload distribution among flight crew.
- (d) Items for discussion: UHF, VHF, HF radio and data link operation, comm selector panel, inertial, omega, celestial, doppler, GPS navigation, and emergency procedures.

(3) Tactical:

- (a) Observe weapons/sonobuoy capabilities, management, and deployment.
- (b) Observe tactical problem, programming and use of aircraft sensor and weapons systems.
- (c) Items for discussion: Tracking and targeting techniques, tactical coordination between crew members, radar, ESM, IRDS, and MAD equipment use, prosecution and attack techniques, and battle damage assessment (BDA).

(d) Observe post mission debrief and analysis.

(4) Crew Chief/Flight Engineer/Flight Technician:

- (a) Observe preflight areas/techniques.
- (b) Discuss weight and balance figures and computations for various aircraft configurations.

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

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

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

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

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

207. GENERAL TRAINING CONCEPTS (2/C). Midshipmen Second Class should:

a. Be embarked in fleet ships and be indoctrinated and trained in shipboard evolutions and tasks required under normal and emergency conditions at sea and inport. Midshipmen second class normally will stand enlisted watches and perform duties as required to accomplish routine upkeep and maintenance of assigned spaces. Midshipmen 2/C should not be assigned duties such as mess cooking or chipping paint for extended periods of time. However, **they should become actively involved in work center tasks, including those requiring manual labor.** Work centers are encouraged to supply 2/C midshipmen with coveralls, so that they can perform/assist in the duties of a work center supervisor. It must be noted that a significant majority of 2/C midshipmen have no shipboard experience, and the only exposure to the shipboard life/organization has been through their naval science leadership classes. Running mates should function as teachers, showing midshipmen how things are run and when midshipmen have demonstrated proficiency in a particular area, turning over tasks for the midshipmen to accomplish. Midshipmen 2/C will wear dungarees throughout their training.

b. Be berthed and messed in suitable enlisted personnel spaces and facilities for the entire training period.

c. Be provided formal training in ship operations and familiarization with ship's equipment.

d. Be fully integrated into the shipboard organization. They should be assigned specific, meaningful duties in support of each department into which they rotate. A special ship's organization for embarked second class midshipmen is not desired.

208. TRAINING TASKS (2/C). The primary task of summer training for midshipmen second class is to provide the midshipmen opportunities to:

a. Obtain knowledge of basic evolutions necessary for battle readiness through taking part in General Quarters exercises and manning Condition Watch Stations.

21. Meet with the Line Division Officer.

22. Visit the Line division.

23. Visit the local AIMD.

One of the most beneficial activities for you while attached to a squadron is to talk to the junior officers about their experiences. They are in the position you will soon enter. Any information gathered now will pay dividends later on as a commissioned officer.

At the conclusion of your Ashore Aviation Cruise, you should revisit the squadron Commanding Officer for a check-out brief and farewell call. Remember, your training will be conducted under the direction of the squadron CO. You should be given every opportunity to work, stand watches, and perform duties under competent guidance. This guidance will afford you every chance to exercise initiative in fulfilling your duties. The profits that you realize from this training will be directly proportional to the skill, interest, imagination and enthusiasm you display.

This guidebook is only a framework upon which to build your introduction into the aviation community.

b. Underway

(1) Assignment to workcenters for training in departmental operations and maintenance activities.

(2) Assignment to various watches, rotating watches between stations to broaden experience. Formal training should continue during these watches.

(3) Man assigned general quarters and condition watch stations.

(4) Rotation through major line departments (optional).

212. WATCHSTANDING ON NUCLEAR POWERED SHIPS. Midshipmen are encouraged to tour the engineering spaces on nuclear powered ships and to be familiar with the propulsion plant. However, they may not stand watches (including under-instruction) as this is contrary to NAVSEA directives.

6. Visit Air Ops (land launch/recovery).
7. Visit AIMD Departments and become familiar with work centers within:
 - a. IM2 division (Airframes)
 - b. Jet shop
 - c. IM3 division (Electronics)
8. Visit V1 division and learn about flight deck organization and operations.
9. Visit V2 division and observe:
 - a. Catapult operations
 - b. Landings/takeoffs
10. Visit Weapons Department and observe:
 - a. Weapons storage
 - b. Weapons movement from magazine to flight deck
 - c. Aircraft weapon loading
 - d. Understand safety procedures used in all of these evolutions.
11. Visit V3 division and observe:
 - a. Elevator operations
 - b. Conflagration stations
 - c. Aircraft movement
12. Visit Primary Flight Control and receive operational brief from V5.
13. Visit V4 and observe:
 - a. Pump room operations
 - b. Deck edge pumping operations

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

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

(4) To provide midshipmen, as feasible, 2 days at sea and 1 day of ashore training and orientation.

c. Surface Week Training Objectives

(1) To indoctrinate midshipmen in the missions of the surface forces of the Navy.

(2) To familiarize midshipmen with the duties of a surface warfare junior officer and the career pattern of surface warfare officers.

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

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

d. Marine Corps Week Training Objectives

(1) To enable the midshipmen to identify and operate select individual and crew-served weapons of the Marine Corps.

(2) To demonstrate to midshipmen the tactical knowledge, military skills, and leadership qualities demanded of a junior Marine officer.

(3) To introduce midshipmen to the various career opportunities available to the graduate commissioned into the Marine Corps.

(4) To demonstrate the capabilities of Marine aviation, particularly in helicopter-borne operations.

(5) To introduce midshipmen to the training environment and lifestyle of the junior Marine officer.

(6) To maintain the physical fitness of midshipmen.

e. Midshipmen should keep in mind that, due to limited fleet assets and the large number of midshipmen attending CORTRAMID, a certain amount of "dead time" between scheduled events will be unavoidable. The CORTRAMID staff will ensure that dead time is minimized as much as possible.

f. Midshipmen Berthing/Organization. During CORTRAMID midshipmen will be berthed and messed in suitable spaces and facilities separate from enlisted personnel, except during training exercises requiring integration with fleet or Fleet Marine Force units. Midshipmen should be:

- b. Schedules
- c. Training
- d. Aviation Intelligence
- e. Tactics
- f. Operations

Additionally, midshipmen should:

- g. Conduct a cockpit familiarization.
- h. Visit CVIC.
- i. Understand how the training matrix dictates training unitrep to each mission assignment.

8. A great deal of a midshipman's time should be spent in the maintenance department. His/her initial assignment will be in maintenance control where the midshipman will:

- a. Develop an understanding for the organizational structure of a naval aviation squadron.
- b. Preventative and corrective maintenance procedures.
- c. How aircraft are scheduled for flights and maintenance.
- d. Understand line procedures.
- e. Observe ordnance loading.
- f. Visit the quality assurance (QA) shop.
- g. Additionally, all administrative procedures incorporated in the work centers should be introduced to the midshipman.

9. The midshipman will obtain a basic understanding of the function of the administrative department. This will include interviewing the following officers:

- a. Administrative Officer
- b. Personnel Officer
- c. Public Affairs Officer (PAO)
- d. Educational Services Officer (ESO)

More important, the midshipman must understand the many services the administrative department provides which have a direct impact on morale.

10. Finally, the midshipman should visit the other squadrons of the CAG so that they can compare similarities and differences between squadrons.

CHAPTER 4
ADMINISTRATION

400. GENERAL. Midshipmen will be administered in accordance with U.S. Navy Regulations, directives issued by the Operational Commander, ship's organization and regulations, the Midshipmen Summer Training Manual (NAVEDTRA 37300 current series), and the U.S. Naval Academy Regulations (as applicable).

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

402. CONDUCT. A midshipman's obligation to serve encompasses assigned duties and every facet of private and public behavior, both afloat and ashore. In preparation for assumption of the status of a commissioned officer, it is the responsibility of each midshipman to adhere to a standard of conduct that is an object of admiration and respect. A midshipman shall display a good example of subordination, courage, zeal, sobriety, neatness and attention to duty, and shall conduct himself/herself with the propriety and decorum which characterizes an officer. Midshipmen are subject to the Uniform Code of Military Justice (UCMJ) while in an active duty for training status.

403. LEAVE, EMERGENCY LEAVE, AND LIBERTY. The liberty policy will be promulgated by the operational commander or the commanding officer, as appropriate. A conservative liberty policy is encouraged. Normally, only emergency leave should be granted to midshipmen.

a. If emergency leave is granted, it should be remembered that under most circumstances it is the individual midshipman's responsibility to provide personal funds for round-trip transportation once he/she is in CONUS.

b. Leave in a foreign nation for USNA midshipmen will be approved on an individual basis by the Superintendent prior to departure for summer training. Overseas leave request forms are available in Midshipmen Personnel. Late requests will not normally be approved. A copy of the approved overseas leave request must be given to the Training Office, prior to departure from USNA, so that proper notification of overseas embark/debark coordinators can be made in advance. No copy of the request means no authority for leave overseas. In all cases, USNA midshipmen on approved foreign leave will be responsible for their own return travel arrangements and expenses.

c. NROTC midshipmen may request permission to begin or terminate their active duty for training in an overseas port in conjunction with their summer training. NROTC midshipmen do not accrue leave nor do they have a leave balance. NROTC commanding officers are authorized to grant such requests. A copy of the approval of such requests will be forwarded to NSTC Code OD3 and the appropriate Midshipmen Embarkation/Debarkation Team at least 30 days prior to the embarkation date. In all cases, midshipmen must realize they will be in the same category as any other American tourist and are responsible for obtaining passports, visas and return travel arrangements at their own expense (not subject to reimbursement), including return to the United States from overseas points if that is where training was terminated. Midshipmen who choose to travel overseas early will be wholly responsible to maintain contact

2. Never energize equipment unless you are sure that you know what it is and for what purpose you are energizing it.
3. Never attempt to work on energized equipment - ensure it is off. Ensure tags are placed at remote positions where it is possible to energize the equipment.
4. When servicing energized equipment, do so only in accordance with specifically delineated maintenance procedures. Use the buddy system and have someone standing by.
5. Never make unauthorized changes to equipment.
6. Never bring or allow anyone to bring steel wool into electronic spaces.
7. Never tamper with safety devices or interlocks.
8. Never spray water on or around electronic equipment.
9. Never energize tagged equipment.
10. Keep your hands off knobs on equipment unless you are authorized.
11. If you are ever in doubt, ask your Leading Petty Officer, Chief Petty Officer, or Junior Officer.

NEXT TO LAST DAY

issue a no-fee official passport without proper birth documentation. It is highly recommended, that all midshipmen cruising OUTCONUS have a valid (blue) tourist passport.

409. CUSTOMS REGULATIONS

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

b. Midshipmen must declare in writing anything acquired abroad which the midshipman (1) is bringing in for someone else at that person's request; (2) intends to sell or use in business; (3) is bringing home for personal or household use, or as a souvenir or curio; (4) may have shipped after the midshipman returns. The written declaration must be made at the first customs port the midshipman reaches upon returning to the United States. Special forms will be provided by the customs inspector for claiming articles which will be mailed to midshipmen at a later date.

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

d. There are certain brands of perfumes which cannot be brought into the United States.

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

f. It is highly recommended that midshipmen register all serialized foreign-produced goods that they intend to take outside the United States with the U.S. Customs Office prior to cruise (i.e., watches, cameras, etc.). This can be done at international airports or local customs offices. This will prevent midshipmen from having to pay duty when returning to the United States.

g. U.S. and foreign customs regulations limit the amount of tax-free tobacco that may be brought ashore at one time. It is the responsibility of each midshipman to determine what these limitations are.

h. It is illegal to place tax-free tobacco products in any mail system for mailing to any destination.

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

1. Out-brief with the Director of Nursing Services and the MTO or as the training schedule dictates. Submit the Midshipman Summer Training Questionnaire and Debrief Sheet found in the Midshipman Admin Summer Training Handbook (NAVEDTRA 373011). Surrender your handbook (steno notebook) to the MTO.

2. Choose a clinical area in which to work or observe. It may be one you have already visited or one which you wish to visit.

LAST DAY

1. Check out of the BOQ. CNET will pay for the room. The MIDN must pay for any telephone charges.

2. Check out of the Naval Hospital by getting your orders stamped at the Security Office.

3. Check out from PSD/PSA: Liquidate your travel claim. Turn in your chow pass.

4. Go to the airport in time for your flight. Remember that the taxi fare to and from the airport is a reimbursable expense.

OVERALL TRAINING OBJECTIVES

1. To be trained in, and to assume the duties and responsibilities of junior officers. To further the development of officer-like qualities and leadership skills. This will be accomplished through activities as listed in the Training Schedule at the Naval Hospital.

2. To re-emphasize the importance of military courtesies, maintaining smartness and discipline.

3. To be afforded essential wardroom indoctrination and training by berthing and messing in the wardroom to the maximum extent possible. This will be accomplished by berthing in the BOQ, messing in the Officers' Dining Room, Officers' Club, and in the Hospital Dining Room. A visit to an operational ship will be arranged, if possible.

4. To observe the organizational structure and the interaction of different staff members. To observe how nursing interfaces with other departments and how other departments interface with nursing service. To observe how nursing service personnel interact within the directorate.

5. To provide an introduction to the hospital as an integrated whole.

FAMILIARIZATION/ORIENTATION

Midshipmen assigned to the Naval Hospital cruise will complete the following items on an observation/participation basis with emphasis on maximum participation whenever possible or practicable. Signatures should be obtained for each area when enough familiarization and orientation in the specified area have been completed. Signature should be that of the officer covering the familiarization/orientation and include name, rank, and date completed.

The following items should be accomplished as hospital's schedule allows. Discuss with the MTO those items not actually performed.

1. Visit with the Commanding Officer:
Meet and exchange courtesies.

CHAPTER 5

GENERAL SHIPBOARD GUIDANCE

500. GENERAL. This chapter contains information which is basic to shipboard routine and military customs and courtesies.

501. MORNING AND EVENING COLORS

a. At morning colors (0800 daily), "Attention" is sounded on the bugle or one blast of a whistle, usually over the 1MC. All officers and enlisted personnel topside face the ensign and render the salute required. The salute terminates with the sounding of "Carry On," usually 3 short whistle blasts.

b. The same ceremonies are observed at sunset. "Retreat" is sounded on the bugle or other appropriate means.

502. COMING ABOARD/DEPARTING SHIP. All officers and enlisted personnel, whenever coming on board a ship, shall stop at the top of the accommodation ladder or gangway, face the colors, render a salute, after which the officer of the deck should be saluted. In leaving the quarterdeck to go ashore, the same salutes are rendered in the reverse order. When coming aboard, after saluting the officer of the deck, say, "I request permission to come aboard, sir." Before leaving, salute the officer of the deck and say, "I request permission to go ashore, sir."

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

a. The junior always embarks first and disembarks last.

b. When embarking, juniors always sit in the forward part of the boat.

504. CLEANLINESS OF MIDSHIPMEN SPACES

a. Stateroom Cleanliness (1/C). Mess Management personnel will not make up your bed. You will! They will clean the deck and washbasins, and empty trash cans. It is your responsibility to stow your gear. Personal effects should be put away, clothing hung in lockers, shoes placed in drawers, and desks kept cleared or neatly stowed. "Leadership by example" is very effective in this case. Since you will frequently use your stateroom as an office, you cannot expect your leading petty officers to keep your division's compartment clean if they observe that you do not keep your own stateroom "Smart, Shipshape, and Seamanlike."

b. Compartment Cleanliness (2/C). Midshipmen are responsible for the cleanliness and orderly arrangement of their own bunk and locker. Each person has the additional responsibility to the compartment cleaner to cooperate in keeping the entire space clean and orderly.

c. Spaces assigned for the specific and exclusive use of midshipmen will be maintained in a high state of cleanliness and good order by the midshipmen.

9. Visit with the Ambulatory Care Nursing Department Head:
Orient to the Amb Nursing Division.
Discuss nurse watch duties; possibly to stand watch with a Nurse of the Day (NOD).
Discuss the Patient Contact Program.

10. Visit with the Peri-Operative Nursing Department:
Orient to the Operating Room, Anesthesia Department, and Post Anesthesia Care Unit.
Follow a surgical case from start to end.
Discuss career patterns for OR nurses.
Spend one full day in the OR; follow the OR Nurse through a day of duties.

In addition to being afforded the opportunity to work as often as possible with the Inpatient Nursing staff, midshipmen should also become aware of other areas in the Naval Hospital that serve as important parts of the organization, and contribute to the overall mission of the Naval Hospital. It is essential to your training that the following areas and activities be visited, evolutions observed, and briefs obtained with appropriate signatures obtained to verify participation. Sufficient time will be allotted for thorough brief and familiarization in each area listed. These activities should be completed at times specified in the training calendar.

1. Attend the Director for Administration meeting, be introduced to those present, and observe how they interact.

2. Arrange for courtesy call with the Command Master Chief, and learn his/her role in the hospital and the Navy.

3. Visit with Command Personnel (Manpower) Officer:
Review an enlisted personnel record.
Become familiar with standard numbered pages and their placement in the record.
Review enlisted evaluations and become generally familiar with how they are written and processed.
Review the enlisted rating system and become familiar with naval messages.

4. Visit with Command Legal Officer:
Learn about the Feres Doctrine, courts-martial, and the UCMJ.

5. Visit with Family Advocacy Officer:
Learn how to help military families in trouble.
Learn about discharge planning.

6. Visit with Public Affairs Officer.

7. Visit Facilities Management Department to orient to their role in building maintenance.

8. Visit Operating Management Department:
Orient to hospital safety, the management of materials and supplies used in day-to-day operation, i.e., linen service, food service, housekeeping, forms and reprographics, security, mail room, BEQ management, and furniture.
Participate in a zone inspection of the hospital.

9. Visit with Hospital Security:
Orient to hospital security, fire control, and fire party.
Observe a fire drill, if possible.
Conduct/observe morning colors.

- h. The mess tables must be cleared at least 30 minutes before meals in order to permit the messmen to set up on time.
- i. Magazines and papers should be carefully handled, not left adrift, damaged, hoarded, or removed where they have been placed for availability to all members.
- j. When you are finished with your coffee, except at meals, remove the cup and saucer from the table to the pantry shelf or sideboard if there is no messman immediately available. This is a little thing that will help improve the general appearance of the wardroom.
- k. Remember that obscenity and vulgarity do not belong in an officer's conversation at any time.
- l. A junior pursues the correct course by being the best listener in the mess; the senior officer, by setting the example in manners, consideration, and intelligent conversation.
- m. Unkind and unfavorable comments about officers and opinions about seniors are not appropriate.
- n. When guests are present, especially if seated alongside of you, their presence should be recognized. Engaging them in polite conversation, if the opportunity presents itself, will be appreciated by the guests and their host.
- o. Your feet belong on the deck and not on the furniture. If you wish to sleep, you should retire to your stateroom.
- p. Stay clear of the wardroom immediately after breakfast, usually the period for general cleaning.
- q. When leaving the wardroom, leave the place you have been occupying neat and orderly whether you found it that way or not. This will be appreciated by those who follow you.
- r. Office work should not be performed in the wardroom unless absolutely necessary.
- s. When authorized to view movies in the wardroom, midshipmen are to sit in the rear. They are to remain seated only if all officers have seats.
- t. Impeccable table manners are the mark of a lady or gentleman. Ensure that your table manners are above reproach at all times.
- u. Always rise when the commanding officer, squadron commander, or a flag officer enters the wardroom, unless in the process of eating - then follow the lead of the senior member at the wardroom table.

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

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

APPENDIX G

PROFESSIONAL DEVELOPMENT REQUIREMENTS FOR NURSE OPTION MIDSHIPMEN

The following is a suggested clinical Professional Development Requirements (PDR) syllabus. Every attempt should be made to complete this PDR, while also ensuring that the orientation to the structure and function of the ship is accomplished.

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

SUBJECT TITLE	INITIAL	DATE
I. BASIC PATIENT CARE		
1. BLOODBORNE PATHOGENS OSHA STUDY GUIDE COMPLETED AND DOCUMENTED IN MIDN's RECORD	_____	_____
2. INTRAVENOUS THERAPY		
a. Purpose	_____	_____
b. Equipment	_____	_____
c. Complications	_____	_____
d. Safety	_____	_____
3. BASIC WARD APPLIANCES/EQUIPMENT		
a. Oxygen Tank		
(1) Uses	_____	_____
(2) Operations	_____	_____
(3) PMS	_____	_____
(4) Handling	_____	_____
b. Resuscitators		
(1) Operation	_____	_____

b. Do's and Don'ts with Ship's Crew

(1) **DO:** use the proper title when addressing Chief Petty Officers, e.g., Chief Smith, Senior Chief Smith, Master Chief Smith. They worked hard to attain their rank; show them the proper respect by addressing them correctly. The same rules apply when addressing petty officers.

(2) When addressing an E-1 to E-3, use their rate(s), e.g., Seaman Smith, Seaman Apprentice Smith.

(3) Always exhibit competent and good military bearing. You can observe proper military bearing without being unfriendly.

c. Expectations from Ship's Officers and Chiefs

(1) They will expect you to use every available moment to improve your professional knowledge ("off watch" is not synonymous with "Rack Time"). Navigation briefs, pre-fire briefs, Sea and Anchor details, flight quarters, and UNREPS are excellent times to learn.

(2) If possible, get involved in as many evolutions as you can. If you are not allowed to participate in an evolution, observe and ask questions. Pursue qualifications at different watch stations as much as possible. Hands-on training is the best way to learn.

d. Safety

(1) If you try to go down a ladder without using the handrails it may be your last trip.

(2) Read and heed all warning signs, alarms, and instructions.

(3) Never enter unmarked spaces or voids alone.

(4) Don't turn valves, push buttons, or flip switches unless it is part of your watch duties and you've been trained and understand what you are doing!!! The saying in the fleet is: "If you don't know what it is, don't mess with it!"

(5) Never venture onto the weatherdecks at night while underway or in heavy seas, or it could be your last venture.

(6) Know how to get to your GQ station or first aid station in complete darkness. Emergency egress from berthing space: know **all** the exits. Also know your way to the weatherdecks.

(7) Know the location of your Emergency Escape Breathing Device (EEBD). Know where the Mark V gas masks are located.

(8) Recognize and know the meaning of yellow **Caution** tags and red **Danger** tags. These are placed on equipment that is out of commission or malfunctioning.

(4) Medication Administration _____

(5) I & O Sheets _____

II. EMERGENCY CARE

1. PATIENT EVALUATION

a. ABC's _____

b. Vital Signs _____

c. Quick Check/Assessment _____

d. Transporting of Patient _____

2. EMERGENCY EQUIPMENT/SUPPLIES

a. Defibrillator _____

b. Airways _____

c. Stretchers _____

d. Splints _____

e. Dressings/Bandages _____

f. Suction Machine _____

g. IV's _____

h. Spark Kit _____

i. Crash Cart _____

j. First Aid Boxes _____

k. First Aid Kits, Gun Bags, & Boat Boxes _____

l. Portable Medical Lockers _____

m. BDS Equipment & Supplies _____

n. Antidote Locker _____

CHAPTER 6

NROTC TRAVEL AND FINANCIAL INSTRUCTIONS

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

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

- a. College Program Midshipmen (10 US Code 2104)
(1) Per diem is not payable under any circumstances.
(2) If advantageous to the government a mileage allowance per mile may be paid for the official distance of travel to be performed under competent orders, or
(3) Transportation and messing may be furnished. Meal tickets may also be issued for meals.
(4) In the event travel is performed partly at personal expense and partly by government furnished transportation, the provisions of paragraph F2E JFTR will apply.
b. Scholarship Midshipmen (10 US Code 2107)
(1) Per diem is authorized for the constructive travel time (commercial airline schedule plus time to and from carrier terminals) to and from training sites.
(2) Per diem is not payable during periods of training when government quarters and messing facilities are available.
(3) Per diem may be payable for periods of delay enroute to or from the training site when government quarters and messing facilities are not available.
(4) A monetary allowance in lieu of transportation may be paid per mile. Allowable mileage will be for the official distance of actual travel to be performed to or from the training site.

III. SICK CALL

1. PHYSICAL EXAMINATION

- a. Medical History
b. HEENT Exam
(1) Head
(2) Eyes
(a) Visual Acuity
(b) Visual Fields
(c) PERRLA
(d) Functional Testing
(3) Ears
(4) Nasal
(5) Sinuses
(6) Throat
(7) Mouth
(8) Lymph Nodes
c. Respiratory Exam
d. Cardiovascular Exam
e. Abdominal Exam
(1) Palpation, Auscultation
(2) Bowel Sounds
f. Rectal Exam
(1) Prostate
(2) Guaiaic Stool (Hemocult)

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

605. RATES OF PAY FOR NROTC MIDSHIPMEN

a. Scholarship and College Program Midshipmen. While on active duty for training, NROTC midshipmen are entitled to the same rate of pay as prescribed for midshipmen at the Naval Academy. Amounts will differ from midshipman to midshipman due to differing amounts withheld for social security (FICA), applicable Serviceman's Group Life Insurance, federal and state income tax, etc.

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

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

606. REIMBURSEMENT FOR TRAVEL

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

b. Travel Advances

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

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

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

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

c. Settlement of Travel Claims. NROTC Midshipmen travel claims will be liquidated at DFAS Columbus as stated in NSTC ltr Ser 1320 OD811 of 03 Oct 03. See chapter 7 for guidance concerning USNA midshipmen.

(1) Midshipmen will submit a travel claim and copy of DDS account information to DFAS Columbus prior to departure from summer training. DFAS will liquidate claims from summer training site to either the midshipman's home or NROTC unit. The travel claim should include a completed Travel Voucher (DD 1351-2) signed by the midshipman, original orders, and a copy of DDS account information. Allow ten working days for DFAS Columbus to complete the travel claim. Midshipmen are authorized to

- i. Diarrhea _____
- j. Nausea/Vomiting _____
- k. Casting _____
- l. Parasitic Infestation _____

3. SICK CALL ADMINISTRATION

- a. Treatment Log _____
- b. Morbidity Report _____
- c. Bed Rest/Light Duty _____

IV. WATCHSTANDING

1. FIRE PARTY

- a. Equipment _____
- b. Procedures _____

2. RESCUE & ASSISTANCE

- a. Equipment _____
- b. Procedures _____

3. DUTY CORPSMAN

4. UNREP DETAIL

- a. Equipment _____
- b. Procedures _____

5. FLYING SQUAD

- a. Equipment _____
- b. Procedures _____

6. MAN OVERBOARD

- _____

610. RETURN TRANSPORTATION ARRANGEMENTS (GOVERNMENT). The "built-in instability" of ships' schedules is the reason why most midshipmen are not issued round-trip tickets. Ships should make Passenger Reservation Requests (PRRs) for midshipmen in accordance with local instructions in sufficient time to ensure transportation will be available. Ensure soon after you arrive that the MTO is aware of your requirement to return to home or unit and that the ship must arrange travel. Ensure that the ship knows when they send your PRR that you must travel "all the way to home of record or unit" or get off at the first CONUS port of entry.

611. 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.
- e. Statement concerning eligibility for income tax exemption for service in a hostile fire zone.

When orders are endorsed to show reporting, detachment, and use of government facilities, such endorsement should indicate definite days that the midshipman is assigned quarters and/or subsistence ashore.

612. PERSONAL ITINERARY RECORDS. Midshipmen are urged to keep a personal record of their official travel during the summer. This record should include reporting dates and detachments, time of arrival and departure, name of activities, mode of travel, delays encountered, and miscellaneous expenses incident to official travel. Receipts incident to official travel should be obtained and submitted in support of travel claim for reimbursement. Original orders must be retained, to be filed with the travel claim. (All midshipmen must file travel claims, regardless of any claim for reimbursement.)

- (1) Media _____
- (2) Procedure _____
- (3) Interpretation _____
- c. Smears _____
 - (1) Gram Stain _____
 - (2) Potassium Hydroxide (KOH) Prep _____

5. BLOOD ALCOHOLS

- a. Procedure _____
- b. Specimen Shipment _____
- c. Chain of Custody/Legal Aspects _____

6. LABORATORY SAFETY

VI. OPERATING ROOM

1. MEDICAL ASEPTIC TECHNIQUE

- a. Medical Asepsis _____
- b. Infectious Process _____
- c. Isolation Technique _____

2. SURGICAL ASEPTIC TECHNIQUE

- a. Principles of Surgical Asepsis _____
- b. Handwashing Technique _____
- c. Gowning/Gloving _____

3. METHODS OF STERILIZATION

- a. Physical & Chemical _____
- b. Uses, Advantages, & Disadvantages _____

When orders are endorsed to show reporting, detachment, and use of government facilities, such endorsement should indicate definite days that the midshipman is assigned quarters and/or subsistence ashore.

703. PERSONAL ITINERARY RECORDS. Midshipmen are urged to keep a personal record of their official travel during the summer. This record should include reporting dates and detachments, time of arrival and departure, name of activities, mode of travel, delays encountered, and miscellaneous expenses incident to official travel. Receipts incident to official travel should be obtained and submitted in support of travel claim for reimbursement. Original orders must be retained, to be filed with the travel claim. (All midshipmen must file travel claims, regardless of any claim for reimbursement.)

704. MIDSHIPMEN FINANCES. Financial responsibility/budgeting is very important.

(a) Naval Academy Midshipmen are paid at a monthly rate. Regular and special payments may be made only by the midshipmen disbursing officer at USNA. All monies are credited to their personal accounts.

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

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

705. SPECIAL NOTES

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

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

706. TRAVEL CLAIMS. Midshipmen will be given a travel voucher (DD Form 1351-2) upon return to USNA and will submit it with the original copy of cruise orders and any endorsements and receipts to: Midshipman Disbursing Officer, U.S. Naval Academy, Annapolis, MD 21402-5200, within 15 days of return to the Naval Academy. Those with no claim may sign the bottom of their original orders and turn them in to Midshipman Disbursing. Field disbursing officers will not attempt to settle USNA midshipmen travel claims.

707. BOQ CHARGES. BOQ charges amassed by a midshipman while assigned to an afloat unit are not reimbursable. If the individual ship desires to berth midshipmen ashore, all costs shall be borne by the ship or the individual midshipman.

708. USNA MIDSHIPMEN TRANSPORTATION ENTITLEMENTS. USNA midshipmen are entitled to government-furnished transportation direct from the Naval Academy to their cruise units and return. USNA midshipmen are not entitled to transportation to or from their home of record. The Naval

- c. Antibiotics _____
- d. Antihistamines _____
- e. Decongestants _____
- f. IV Therapeutics _____
- g. Narcotic Analgesics _____
- h. Steroids _____

5. CONTROLLED SUBSTANCES

- a. Schedule 1, 2, 3, 4, 5 _____
- b. Administration _____
- c. Narcotic Inventory _____

6. DRUGS FOR CORPSMEN'S PRESCRIPTIONS

- a. Dosage _____
- b. Administration _____
- c. Indications/Contraindications _____

VIII. X-RAY

1. ADMINISTRATIVE PROCEDURES

- a. Standard Forms 519 & 519-A _____
- b. Patient Log _____
- c. Color Coded X-Ray Jackets _____
- d. X-Ray Film Identification _____

2. BASIC FUNDAMENTALS

- a. X-Ray Unit _____
- b. Processor _____

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 USNA Summer Training Office immediately.

711. RETURN TRANSPORTATION ARRANGEMENTS (GOVERNMENT). The built-in instability of ships' schedules is the reason why most midshipmen are not issued round-trip tickets. Ships should make Passenger Reservation Requests (PRRS) for midshipmen in accordance with local instructions in sufficient time to ensure that transportation will be available. Ensure soon after you arrive that the MTO is aware of your requirement to return to USNA and that the ship must arrange travel. Ensure that the ship knows when they send your PRR that you must travel "all the way to USNA" or get off at the first CONUS port of entry. Ships are directed not to make travel arrangements to any place other than USNA or the first CONUS port of entry.

712. INDEPENDENT TRAVEL

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

b. The following information supplements the information on your orders and in your pre-cruise brief. When in doubt of your responsibilities, contact the Summer Training Officer.

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

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

2. ENVIRONMENTAL INSPECTIONS

- a. Living Spaces _____
- b. Laundry _____
- c. Coffee Messes _____
- d. Heads/Washrooms _____
- e. Barber Shops _____
- f. Industrial Workspaces _____
- g. Role of Medical Department in Performing and Reporting Environmental & Preventive Medicine Inspections _____

3. FOOD SERVICE SPACES & PERSONNEL INSPECTIONS

- a. Examine Food Service Workers _____
- b. Periodic Physical Examinations _____
- c. EDF/Wardroom/CPO Mess/1st Class Mess Inspections _____

4. INSPECTION OF FOOD ITEMS

- a. Milk & Milk Products _____
- b. Meats _____
- c. Fish & Shell Fish _____
- d. Fruits & Vegetables _____

5. WATER SUPPLY

- a. Chlorine/Bromine Testing _____
- b. Bacteriological Testing _____
- c. Inspection of Fresh Water _____
- d. Water Logs _____

6. Prepare and route a naval message.
 - a. Learn the meaning of header, text, classification, etc.
 - b. Understand the drafter's responsibility and proof a copy prior to transmission.
7. Observe XO's Investigation/CPO Disciplinary Review Board.
8. Observe Captain's Mast.
 - a. Understand an individual's rights under Article 31 of the UCMJ.
 - b. Become familiar with the limitation on the CO's NJP award authority (i.e. maximum/minimum punishments allowed).
9. Accompany the Executive Officer during a daily messing and berthing inspection.
10. Participate in evening colors.
11. Attend 8 o'clock reports (inport).
12. Conduct a formal/informal Zone Inspection of your division's spaces.
13. Sample meals in the Enlisted Dining Facility.

WATCHSTANDING

1. Stand Junior Officer of the Deck Inport (Under Instruction).
2. Stand Junior Officer of the Watch (Underway) (Under Instruction).
3. Become familiar with JOOW responsibilities regarding:
 - a. The CO's standing orders/night orders.
 - b. The SORM (especially ship's bills).
 - c. The Deck Log (inport & underway).
 - d. The ship's List of Effective Notices and Instructions.
 - e. Normal steaming.
 - f. Sea and Anchor detail.
 - g. Underway replenishment.
 - h. Vertical replenishment.
 - i. Helicopter operations.
4. Conn the ship during a Man Overboard Drill.

- a. Use of the Cardex _____
- b. DD 1348 _____
- c. Receipt of Materials _____

XII. ADMINISTRATION

1. HEALTH RECORD MAINTENANCE

- a. Opening/Closing the Health Record _____
- b. Check In/Check Out _____
- c. Tickler Card _____

2. PHYSICAL EXAMINATIONS

- a. Manual of the Medical Department _____
- b. Standard Forms 88 and 93 _____
- c. Preliminaries _____

3. REPORTS

- a. Morning Report of the Sick and Injured _____
- b. Accident Reporting _____
- c. Morbidity Report _____

4. CORRESPONDENCE

- a. SECNAVINST 5216.5C _____
- b. Formal Naval Letter _____
- c. Naval Message _____
- d. NAVGRAM _____
- e. Filing Requirement/SSIC _____

5. CIVILIAN MEDICAL CLAIMS _____

3. Act as a Safety Officer (Under Instruction) during vertical replenishment.
4. Assist the First Lieutenant on the Forecastle during Sea and Anchor detail.
5. Observe the Tactical Communications Officer during a communications drill.
6. Observe the Ship's Weapons Controller during drills/operations in CIC.
7. Assist the ASW Officer in an ASW drill.
8. Observe an Inport Fire or Flooding Drill with the Command Duty Officer.
9. Observe an Inport Security Drill with the Command Duty Officer.
10. Don an OBA.
11. Don an EEBD.
12. Demonstrate use of a SEED.
13. Don a MK-V gas mask.
14. Don a Kapok life jacket.
15. Attend a meeting of the Planning Board for Training.
16. Route a Supply Form (DD1250/1348).
17. Tour ship's weapons spaces.

OPERATIONS

Become familiar with the following publications:

1. FXP series
2. NWP series
3. Formatted reports and purpose
 - a. CASREP SYS
 - b. MOVREP SYS
 - c. OPREP SYS
 - d. Rainform/Jintacs
 - e. The Master Training Plan (MTP) - particularly how SELEX's and TRX's effect the ship's C-rating.