

STUDENT REGULATIONS

NROTC UNIV OF MINNESOTA INSTRUCTION

5450.3A



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Subj: STUDENT REGULATIONS

Ref: (a) COMNAVSERTRACOMINST 1533.2 (Regulations
for
Officer Development)

Encl: (1) Naval Reserve Officers Training Corps Unit,
University of Minnesota, Student Regulations

1. Purpose. To promulgate regulations in order to provide Midshipmen, Officer Candidates, and Marines guidelines for their compliance while assigned to the Naval Reserve Officers Training Corps Unit University of Minnesota.

2. Scope. Since this manual is primarily limited to matters of internal organization, it shall in no way be construed as contravening, altering, or amending the provisions of Navy or Marine Corps regulations or directives of higher authority.

3. Compliance. A thorough knowledge of this manual by staff personnel and students is essential to the proper understanding of responsibilities and execution of duties.

4. Custody. The Battalion Advisor is the custodian of this manual. He/she is responsible for distribution, inventory, and revisions as they may occur. He/she shall issue one copy to each student and all staff personnel.

5. Changes and Additions. Changes and additions will be issued when required. Personnel in custody of copies of this manual are responsible for entering such changes upon receipt. Record entries on the "Record of Changes" page contained in each manual. Class advisors are responsible for ensuring students make changes in their copies.

6. Professionalism and Good Sense. These regulations, though statutory, serve as guidelines for proper personal conduct. Rules and regulations can never cover every situation nor are they intended to do so. Students must always use mature and responsible judgment when faced with situations not specifically addressed. No manual or set of regulations will ever substitute for prudent, sound judgment. Failure to abide by these regulations or, in their absence, to exercise good judgment, will bring discredit to you, the NROTC program, and to the United States Armed Forces in which you serve.

/s/

D. S. Ratte

Distribution: All assigned personnel

TABLE OF CONTENTS

Chapter 1: Mission, Organization and Administration

100. Mission.....1-1
 101. Unit Goals.....1-1
 102. General.....1-2
 103. Chain of Command.....1-2
 104. Staff Supervision.....1-3
 105. Student Battalion Organization.....1-3
 106. Weekly Routine.....1-10
 107. Administrative Policies.....1-10
 108. Leave.....1-12
 109. Disenrollment.....1-12
 110. Correspondence.....1-13

Chapter 2: Uniform Regulations and Personal Appearance

200. General.....2-1
 201. Location of Markings.....2-2
 202. Civilian Clothes.....2-2
 203. Personal Appearance.....2-3

Chapter 3: General Regulations

300. Drug and Alcohol Policy.....3-1
 301. Urinalysis.....3-1
 302. Attention on Deck.....3-2
 303. Saluting.....3-2
 304. Physical Security.....3-2
 305. Flags and Guidons.....3-2
 306. Identification Cards.....3-2
 307. Student Battalion Locker/Changing Rooms.....3-3
 308. Material Conditions.....3-3
 309. Off Limits Area.....3-3
 310. Tattoo, Piercing and Cosmetic Surgery.....3-3
 311. Fraternalization.....3-4
 312. Drill Team and Club Participation.....3-5
 313. Medical and Dental.....3-5

Chapter 4: Extra Military Instruction, Non-Punitive Censure, Hazing, and Sexual Harassment

400. Extra Military Instruction.....	4-1
401. Administrative Withholding of Privileges.....	4-2
402. Non-Punitive Censure.....	4-3
403. Hazing.....	4-3
404. Sexual Harassment.....	4-4

Chapter 5: Academic Regulations

500. General.....	5-1
501. Mandatory Study and Tutor Hours.....	5-1
502. Disenrolling or Withdrawing From a Course.....	5-2

Chapter 6: Awards and Commendations

600. General.....	6-1
601. NROTC Semester Awards.....	6-1
602. Joint Service Awards.....	6-2
603. Wearing of Ribbons and Medals.....	6-3
604. Precedence List.....	6-4

Chapter 7: The Honor Code and Core Values

700. Honor Code.....	7-1
701. Core Values.....	7-1

CHAPTER I
MISSION, ORGANIZATION AND ADMINISTRATION

100. Mission:

a. Naval Reserve Officer Training Corps. To develop NROTC students morally, mentally, and physically and to imbue them with the highest ideals of duty, honor, and loyalty in order to commission college graduates as officers who possess a basic professional background, are motivated towards careers in the Naval Service and have a potential for future development in mind and character so as to assume the highest responsibilities of command, citizenship, and government.

b. Marine Corps Enlisted Commissioning Education Program & Seaman to Admiral-21. To complete all necessary aptitude and academic requirements to earn a commission; to serve as followers, leaders and mentors for the Student Battalion in order to achieve full leadership potential as future Naval Officers and to leave a positive, lasting impression on the Student Battalion that Enlisted Marines and Sailors embody the highest levels of honor, courage, and commitment.

101. Unit Goals:

a. An understanding of the fundamental concepts and principles of Naval Science.

b. A basic understanding of associated professional knowledge.

c. An appreciation of the requirements for national security.

d. A strong sense of personal integrity, honor, and individual responsibility

e. An educational background which will allow students to perform successfully in their careers, pursue continuing education in a field of application, and further their interest in the Naval Service.

f. A high state of physical readiness.

102. General:

a. It is the responsibility of every student to read, understand, and comply with the provisions outlined in this instruction and to comply with all applicable instructions and orders from higher command. Students are expected to contact their NROTC Advisors with questions and for clarification on any issue.

b. Students on NROTC scholarship hold the rank and title of Midshipman in the U.S. Navy Reserve. Midshipmen are governed by reference (a) and are subject to the Uniform Code of Military Justice (UCMJ) under certain circumstances and conditions.

c. College program students hold the title of Midshipman. Midshipmen are governed by reference (a) and are subject to the UCMJ under certain circumstances and conditions.

d. Seaman To Admiral-21 (STA-21) students maintain their enlisted rank and hold the title Officer Candidate (OC). Officer Candidates are governed by reference (a) and are subject to UCMJ.

e. Marine Enlisted Commissioning Education Program (MECEP) and Meritorious Commissioning Program (MCP) students hold their enlisted rank and title. Marines on MECEP and MCP are governed by reference (a), the MECEP Administration Manual (CNET Instruction 1533.15), MCO 1560.15, and applicable MARADMINS and are subject to the UCMJ.

103. Chain of Command. Students will adhere to the military chain of command in all matters. Below is the Chain of Command:

- a. President of the United States
- b. Secretary of Defense
- c. Secretary of the Navy
- d. Chief of Naval Operations/Commandant of the Marine Corps
- e. Chief of Naval Personnel/Marine Corps Recruiting Command
- f. Commander, Naval Education and Training Command
- g. Commander, Naval Service Training Command
- h. Commanding Officer
- i. Executive Officer
- j. Battalion Advisor
- k. Class Advisor

104. Staff Supervision. Officer and staff personnel assigned to NROTCU University of Minnesota are responsible for ensuring that students adhere to and conduct themselves in accordance with this instruction.

105. Student Battalion Organization:

- a. The Student Battalion Commander (BNCO) and officers are appointed to supervise the daily operations of the Student Battalion. Student officers normally serve for one semester, but may be relieved or extended at the discretion of the

Battalion Advisor. Selection is based upon a combination of military performance, academic achievement, and physical fitness. All student officers are expected and required to maintain and update a turnover folder of the responsibilities and duties of the position. Student Battalion level officers are responsible to the Battalion Advisor, Executive Officer, and Commanding Officer for the proper performance of their duties.

b. Battalion Commander. The Student Battalion Commander is the senior student officer and reports directly to the Battalion Advisor. Specific duties include:

(1) Establish procedure concerning the operation of the Student Battalion.

(2) Supervise the execution of professional training.

(3) Keep the Commanding Officer, Executive Officer, and Battalion Advisor informed of Battalion activities, problems, and progress.

c. Executive Officer. The Student Battalion Executive Officer reports to the Student Battalion Commander and acts as the Student Battalion Commander in his/her absence. The Student Executive Officer is second in command and chief of staff. Specific duties include:

(1) Formulating and announcing policies for the general operation of the student staff.

(2) Directing and coordinating the work of the student staff.

(3) Formulating and announcing policies for the general operation of the student staff.

(4) Keeping the Student Battalion Commander informed of the overall situation.

(5) Ensuring, through personal observation and assistance of the student staff, that the Commander's orders and instructions are carried out properly and promptly.

(6) Establishing liaison with other units, as required.

(7) Receiving decisions from the Commander and taking appropriate action.

(8) Promulgating operation and administrative plans/orders.

d. Adjutant. The Student Adjutant is the student officer with the primary staff responsibility for the management of personnel as individuals. The Student Adjutant is concerned with the application of sound personnel management principles and practices to attain the maximum efficient use of individuals within the command. This billet is comparable to the personnel manager of a civilian organization. Specific duties include:

(1) Maintaining reports and records as a source of information to keep the commander and staff informed of the personnel situation. This includes:

(a) Maintaining an up-to-date roster of the Student Battalion.

(b) Maintaining records of all musters and request chits.

(c) Maintaining records for each student, which includes all meritorious and disciplinary reports.

(d) Taking all reports of meritorious action or reports warranting disciplinary action and processing them for the

commander.

(e) Recommending changes to plans, policies, and orders to ensure the continuous efficient employment of the human resources of the command.

(f) Maintaining the battalion files, to include all instructions and notices.

(2) As the battalion personnel manager, the Adjutant will establish a personnel program which accomplishes the following:

(a) Places the right person in the right job through efficient classification and careful assignment.

(b) Stimulates the individual's desire to perform assigned duties efficiently through adequate incentives.

(c) Capitalizes on the individual's intelligence, interest, and aptitudes through suitable training.

(d) Ensures the individual's opportunities for professional development through intelligently planned and progressively rotated assignments.

(3) The Adjutant has staff responsibility for interior management functions. This responsibility includes such areas as the proper organization of the Student Battalion Office.

(4) The Student Battalion Commander or Student Executive Officer may assign the Adjutant additional tasks in the following areas:

(a) Public information.

(b) Parades and ceremonies.

e. Operations Officer. The Student Operations Officer is the chief advisor to the Student Battalion Commander in matters pertaining to organization, training, and operations. Responsibilities include the following:

- (1) Recommending the organization and equipping of units required to accomplish tasks.
- (2) Recommending the assignment or reassignment of personnel to maintain a balance within and between units.
- (3) Preparing and supervising execution of training schedules.
- (4) Determining the requirements for training equipment.
- (5) Planning and coordinating training inspections and tests.
- (6) Maintaining training records and reports.
- (7) Formulating the semester professional training schedule with the Battalion Advisor.
- (8) Requesting the necessary facilities in coordination with Army and Air Force ROTC.
- (9) Writing the operations orders for battalion functions.
- (10) Briefing the staff and all persons involved in the conduct of scheduled events.
- (11) Keeping the Commander informed on progress of training and operations taking place at the Company level.

f. Supply Officer. The Student Supply Officer advises, plans, and coordinates the Battalion's logistic requirements. The Student Supply Officer may appoint an assistant. Specific duties include:

- (1) Procuring supplies for the Student Battalion Office.
- (2) Procuring supplies for events (i.e. picnics, parties).
- (3) Acting as custodian of the soda mess.
- (4) Determining the logistics requirements for recreational activities, social functions, ceremonies, and drills.
- (5) Planning of the means and methods of procurement and storage.
- (6) Determining methods of security and distribution.
- (7) Prescribing control measures.

g. Public Affairs Officer. The Student Public Affairs Officer plans, supervises, coordinates, and updates the public affairs of the Battalion. Specific duties include:

- (1) Maintaining current information on the bulletin board concerning social and athletic events.
- (2) Maintaining current photos of all personnel and updating the photo boards.
- (3) Coordinating with unit staff on all public affairs notices.
- (4) Maintaining the Student Battalion web pages and yearly Cruise Book

h. Treasurer. The Student Treasurer is responsible for the financial dealings of the Student Battalion. Specific duties include:

- (1) Collecting Student Battalion dues.

(2) Maintaining the Student Battalion bank account.

(3) Proper record keeping of all finances

i. Information Systems Officer (ISO). The Student ISO is responsible for the information systems of the Student Battalion. Specific duties include:

(1) Installing and maintaining information systems assets (hardware and software).

(2) Tracking, marking, and recording all information system assets.

(3) Providing information and recommendations to upgrade existing information systems.

(4) Providing the Student Battalion with access to information systems, as appropriate.

(5) Maintaining the NROTCU University of Minnesota website, in conjunction with the unit staff ADP Officer.

j. Athletic Officer. The Student Athletic Officer advises, plans, coordinates, and supervises the Battalion's physical activity requirements under the supervision of the AMOI. The Student Athletic Officer may appoint an assistant. Specific duties include:

(1) Planning, coordinating, and maintaining records of all physical fitness tests and swimming tests.

(2) Planning, coordinating, and maintaining records of all physical training.

(3) Planning, coordinating, facilitating, supervising, and assignment of individuals to remedial physical training.

(4) Securing the use of facilities necessary for Battalion athletic events.

(5) Issuing and maintaining records for all athletic equipment.

k. Education Officer. The Student Education Officer provides information regarding various academic support plans, policies, scholarship opportunities, and tutorial workshops. Specific duties include:

(1) Posting and updating information on University-run academic support programs (tutors, study skill workshops, etc.).

(2) Soliciting tutors for the NROTC tutor program and supervising its implementation, enrollment, and effectiveness.

(3) Planning, coordinating, and maintaining records of students assigned to study hours.

(4) Monitoring the academic progress of the Student Battalion.

l. Student Company level officers are responsible to the Student Battalion staff for the proper performance of their duties.

m. Company Commander. The Student Company Commander is responsible to the Student Battalion staff for personnel accountability, conduct, operation, and appearance of the Student Company. The Battalion is comprised of two Companies.

n. Company Senior Chief/First Sergeant. The Student Company Senior Chief is responsible for mentoring and developing the Student Squad leaders.

o. Squad Leaders. Four Student Squad Leaders are assigned per company. Each Squad Leader reports to their respective Student Company Senior Chief/First Sergeant on all matters relating to personnel accountability and compliance

with regulations for persons within their respective squad. Student Squad Leaders are responsible for mentoring and developing their squad members.

106. Weekly Routine. The weekly routine will be promulgated by the Plan of the Week (POW). Formations and musters are mandatory for all hands unless specifically prescribed in the Plan of the Week. The Student Battalion Executive Officer will report the results of all musters directly to the Battalion Advisor.

107. Administrative Policies

a. Authorized Absence. No student will be absent from their appointed place of duty without proper authorization. Absence for any reason must be approved by a member of the unit staff. Standard Operating Procedure (SOP) is to submit a special request chit via the Student Battalion chain of command.

b. Unauthorized Absence. Unauthorized absence (UA) is the failure to be present at the appointed place of duty at the appointed time without proper authorization (see section a). If it is unexpectedly anticipated that a student will be late for duty (within 30 minutes of muster), he/she must inform the chain of command via telephone prior to the muster report being taken. Late musters must be documented by the Student Executive Officer on the muster sheet for submission to the Battalion Advisor. The following disciplinary procedures will be initiated for unauthorized absence:

(1) First Occurrence. Formal, documented counseling with the respective Student Squad Leader. A copy of the counseling shall be forwarded by the Student Squad Leader, via the chain of command, to the student's Class Advisor, the Battalion Advisor, the AMOI, and the Battalion's respective student file within 96 hours of the occurrence.

(2) Second Occurrence. Formal, documented counseling with the respective Student Squad Leader indicating second

occurrence. A copy of the counseling shall be forwarded by the Student Squad Leader, via the chain of command, to the student's Class Advisor, the Battalion Advisor, the AMOI, and the Battalion's respective student file within 96 hours of the occurrence. A formal counseling with the AMOI shall occur as soon as possible. The AMOI may recommend a PRB to the Battalion Advisor.

c. Sick Call. Students requiring medical attention will report on time to their appointed place of duty and inform the chain of command of the need for treatment. If a student's medical situation does not permit them to report to their appointed place of duty, unit staff may approve sick-in-quarters (SIQ) status or direct travel to a medical facility via telephone. Such requests will only be approved if travel to the appointed place of duty will cause undue harm to the student. If such a request is denied, students should be prepared to be present for duty at the appointed time.

d. Special Request Chits (NAVPERS 1336/3). When a need arises for special consideration of any kind, students may submit a special request chit. Chits will be routed through the chain of command and must reach the Class Advisor at least three working days prior to the execution date on the chit. Special Request Chits will be processed expeditiously, and when feasible, returned to the individual within three working days.

(1) Authority. Each level in the chain of command shall make a recommendation to approve or deny a chit. Class Advisors have approval authority of special request chits. The Battalion Advisor has denial authority of special request chits.

(2) Routing. Routing of Special Request Chits will follow the student and staff chain of command. Chits shall be submitted electronically via email up the chain of command. When forwarding up, continue to CC everyone the chit has been routed through. When the chit reaches the Battalion Advisor, he/she shall be able to "Reply to All" with approval

or denial of a chit, thus eliminating the need for the chit to rework its way down the chain of command.

e. Liberty. Liberty is not a right, but a privilege. Liberty will be approved by the Battalion Advisor at his/her discretion. Liberty limits are defined as 300 miles, as measured from the Armory Building using road travel, for all occasions. Requests for travel outside of these liberty limits require Special Liberty. Liberty chits should be submitted 10 days prior to the requested date.

f. Special Liberty. Liberty which entails a student's absence from a regularly scheduled event, to include any class for which a student is registered, is termed special liberty. Requests for special liberty will be made by submitting a Special Request Chit. If a student will miss any class they must receive approval from the course instructor first.

108. Leave. The section below is only applicable to active duty students:

a. Annual Leave. Annual leave will be granted during designated periods of the academic year. As representatives of the Armed Forces, all personnel on leave will maintain the highest standards of conduct. All students will leave the unit with a positive leave balance upon commissioning. Generally speaking, leave will not be granted during the academic semester.

b. Emergency Leave. Emergency leave will be granted in case of serious illness or death affecting an immediate member of the family (parent, brother, sister, or guardian). Emergencies affecting other persons will require special consideration. Emergency leave counts as annual leave and is normally limited to an absence of not more than 5 academic days.

c. Convalescent Leave. Convalescent leave will only be authorized by the Commanding Officer. Requests will be

forwarded by the student via the chain of command. Students will not go on convalescent leave based solely upon the authority of any medical evaluation.

109. Disenrollment. There are nine types of disenrollment, as defined in reference (a), paragraph 717. Paragraphs 715-720 cover disenrollment recommendations, procedures, directed active enlisted service, and recoupment.

110. Correspondence. All correspondence to a military command or agency external to NROTCU University of Minnesota will be submitted through the chain of command to the Unit Administration Officer for proper formatting.

CHAPTER II
UNIFORM REGULATIONS AND PERSONAL
APPEARANCE

200. General. Uniform regulations and personal appearance are guided by NAVPERS 15665I (section 6101), MCO P10120.28, and MCO P1020.34.

a. Uniform Appearance. Students will wear their uniform in such a manner as to reflect pride in them and in the Naval Service. Student Company and Battalion staff, in coordination with the unit staff, will determine the suitability of all items of clothing and equipment.

b. Uniform of the Day. The uniform of the day will be prescribed according to season, weather conditions, and the daily work schedule. It shall be prescribed in the Plan of the Week and shall be worn every Tuesday, while on campus, until 1600. Any changes to the uniform of the day, as authorized by the Battalion Advisor, will be promulgated by the Student Battalion Commander.

c. Camouflage Utility Uniform/Marine Corps Combat Utility Uniform. Camouflage uniforms may be worn as prescribed by the Plan of the Week. In accordance with ALMAR 035/07, travel in cammies to/from a student's residence and appointed place of duty is not authorized as it will inevitably include foot travel in civilian areas. However, the Navy Working Uniform (NWUs) may be worn during transit to/from any place of duty to a student's place of residence, so long as the transit is direct and does not include unnecessary activities.

d. Liberty Uniform. Summer Whites or Service Dress Blue uniform is authorized for leave, liberty, and official business. Marines are guided by MCO P1020.34.

e. Name Tags. Navy option Midshipmen and OCs shall wear the black standard issue nametag 1/4 inch above the right breast pocket of the khaki and summer white uniform. Marine

option Midshipmen shall wear the red standard issue nametag 1/8 inch above the right breast pocket of the khaki and summer white uniform. Nametags shall not be worn on other uniforms except as specifically prescribed by unit staff.

201. Location of Markings. Required articles of clothing and accessories shall be marked in accordance with the NAVPERS 156651 (chapter 3) for Navy option Midshipmen and OC's and MCO P1020.34 for Marine option Midshipmen and Marines.

202. Civilian Clothes. Appropriate civilian attire is authorized for wear on liberty. Personnel are expected to present the same smart appearance in civilian clothing as they do in uniform. Students should strive to present the clean, conservative and professional look of an aspiring officer at all times. Examples of inappropriate clothing include, but are not limited to:

- a. Ripped jeans.
- b. Half shirts, belly shirts (shirts that show any skin on stomach).
- c. Short shorts.
- d. Visible undergarments.
- e. Shirts with profanity or suggestive material.
- f. Distinctive parts of the uniform will not be worn with civilian clothing.
- g. PT gear is authorized for wear as prescribed by the Plan of the Week. Travel in PT gear directly to/from a student's residence and appointed place of duty is authorized. PT gear is prohibited for wear on leave and liberty. Official PT

Uniform (USN or USMC) will be worn for group PT such as Battalion PT, PRT, etc.

203. Personal Appearance. The primary consideration is to have a neatly groomed appearance both in and out of uniform. Grooming standards are based on several elements including neatness, cleanliness, safety, military image and appearance.

Refer to NAVPERS 15665I (Chapter 2), MCO P1020.34 (Par 1004) and applicable MARADMINs for specific guidance. The Marine Corps Uniform Board

(<http://www.marcorssyscom.usmc.mil/sites/mcub/>) publishes additional information for Marines and Marine Option Midshipmen.

- a. Hair. Must remain conservative and compliment the individual. Eccentric styles are not allowed. The good judgment of leaders at all levels is key to enforcement of the Navy or Marine Corps grooming policy.
- b. Officer Candidates and Navy Option Midshipmen are expected to maintain Navy standards, as defined in NAVPERS 15665I, par 2201(1). Basic requirement for males is a tapered appearance with hair not longer than four inches or two inches of bulk. Basic requirements for females requires the proper fit of headgear; hair may touch, but not fall below a horizontal line level with the lower edge of the back of the collar, with no more than two inches of bulk.
- c. Marines and Marine Option Midshipmen are expected to maintain Marine Corps standards, as defined in MCO P1020.34, par 1004(7). Basic requirement for males is zero length at the hairline and evenly graduated to a maximum of three inches in length fully extended. Males shall report on the first duty day of each week with a fresh haircut.

Females shall read the above reference in its entirety for hair regulations.

- d. Shaving. The face shall be clean shaven unless a shaving waiver (no-shave chit) is authorized by a Military Treatment Facility or Physician and signed off by the Commanding Officer.

CHAPTER III GENERAL REGULATIONS

300. Drug and Alcohol Policy:

Illegal use of drugs and abuse of alcohol have no place in Naval Reserve Officers Training Corps Unit, University of Minnesota and reflect a lack of character, maturity or control by the individual. They degrade job performance, hurt family life, and have adverse health consequences. Drugs and alcohol have directly been responsible for the loss of our Sailors and Marine Corps personnel. Alcohol and drug abusers are a hindrance to the assigned mission of the Unit, Battalion as well as the assigned Navy and Marine Corps mission. The following applies:

a. Regarding illegal drugs: The Navy and Marine Corps policy is “ZERO TOLERANCE”; this is also the policy of the UMN unit.

(1) For active duty personnel: If found guilty of drug possession or use, the punishment will be imposed under the Uniform Code of Military Justice, including reduction in rate, forfeiture of pay, restriction to base, and less than honorable discharge.

(2) For midshipmen: A Performance Review board (PRB) will be held and the student shall be recommended for disenrollment.

b. Regarding alcohol abuse:

(1) For active duty personnel: If found guilty, the abuser will be punished per appropriate articles with the Uniform code of Military Justice. If the member suspects a personal problem with alcohol, self-referral to a sanctioned Navy program is the only acceptable solution.

(2) For midshipmen: A Performance Review Board will be held.

(3) Underage drinking will not be tolerated and will result in a Performance Review Board.

301. Urinalysis. Urinalysis tests are conducted on all students at random, as ordered by the Commanding Officer. Note that some over-the-counter supplements contain ingredients that show up on urinalysis screening. Notify your class advisor of all supplements before taking them.

302. Attention on Deck. Attention on deck will be sounded any time the Commanding Officer enters a room, with the exception of when conducting physical training. Attention on deck will be sounded for the Executive Officer when he is the acting Commanding Officer.

303. Saluting. When covered, all commissioned officers shall be saluted regardless of the officer's attire (uniform, civilian clothing, or PT gear). If not in uniform, all commissioned officers shall be given the appropriate greeting of the day. The gym deck is a designated covered area and all military customs and courtesies shall be observed for such a designation.

304. Physical Security. Physical security is the responsibility of every student and staff member to prevent unauthorized access and theft. Secure all hatches, government property, and items of value at all times.

305. Flags and Guidons. Flags and guidons will not be removed from the AMOI's office or the main office without permission from the AMOI.

306. Identification Cards:

a. All Midshipmen on scholarship will be issued an Armed Forces Identification Card.

b. Officer Candidates and Marines are expected to arrive with, and maintain, a valid active duty Armed Forces Identification Card.

c. If issued, a military identification card is expected to be carried at all times. Military identification cards are a controlled item and must be safeguarded. Altering an identification card or possessing a card belonging to another is punishable under the UCMJ.

d. Students who lose, misplace, or damage their military ID card shall notify their class advisor immediately.

e. Military ID cards will not be surrendered except to competent military authority, i.e. Military Police, Command Duty Officers, etc. Military ID cards are to be used for official purposes only, i.e. picture verification, age, proof of military service, etc. Military ID cards will not be surrendered as collateral.

307. Student Battalion Locker/Changing Rooms:

a. Students are allowed one locker in the male or female student Battalion locker/changing room, as appropriate. Lockers shall be marked with the student's last name and must be locked at all times. Unserviceable lockers shall be marked appropriately.

b. The locker/changing rooms must remain in a constant state of organization and cleanliness. The Student Battalion Command Master Chief/Sergeant Major is responsible for governing these spaces.

308. Material Conditions:

a. The Student Battalion Command Master Chief/Sergeant Major will conduct weekly inspections of the 3rd deck of the Armory Building and room 12A. Discrepancies will be submitted to the AMOI. Any item identified as unserviceable

will be maintained on the weekly report until it has been repaired.

b. The Blue Tile Lounge, student Wardroom, student locker/changing rooms, Student Battalion and Company offices, catwalks, passageways, classrooms, and common areas of the 3rd deck shall present a neat military appearance at all times. These areas shall be cleaned and maintained daily by the respective company duty section, with instruction and oversight from the Student Battalion Command Master Chief/Sergeant Major.

309. Off Limits Areas. On the third deck of the Armory Building, the main office, LT Locker, and MOI/AMOI offices are off limits unless on official business. The first and second decks of the Armory Building, with the exception of the gym deck, are off limits unless on official business.

310. Tattoo, Piercing and Cosmetic Surgery Policies:

a. Tattoos are governed by each respective service. All Marines and Marine Option midshipmen need prior approval by the MOI and MCRC to get a tattoo. Officer Candidates and Navy midshipmen should ensure that any tattoo adheres to the service standard.

b. Piercings are governed by the provisions of the Navy and Marine Corps Uniform Regulations.

c. Cosmetic surgery is prohibited. Waivers may be submitted to the Commanding Officer for approval.

311. Fraternization:

a. Fraternalization is any unduly familiar relationship between two or more parties that does not respect the differences in rank, grade, and/or billet. Fraternalization is prejudicial to good order and discipline and brings discredit to the Naval Service. It is impossible to set forth every act that may be prejudicial to good order and discipline or is service

discrediting; the surrounding circumstances often have more to do with making the act improper than the act itself. However, dating, cohabitation, private business partnerships, or sexual intimacy between officer and enlisted members is clearly inappropriate. Likewise, such conduct between any members within a chain of command in which a senior-subordinate supervisory relationship exists is equally inappropriate. Conduct that constitutes fraternization is not excused by subsequent marriage between the offending parties.

b. Prevention. The responsibility for preventing inappropriate relationships rests primarily on the senior. The senior party is expected to control and preclude the development of inappropriate senior-subordinate relationships. However, since the fraternization policy applies to both members, both are accountable for their own conduct.

c. Student – Staff Relationships. Unduly familiar personal relationships between staff members and students within Navy training commands are prejudicial to good order and discipline and therefore constitute prohibited fraternization. Staff members are defined as all personnel who are assigned as instructors or in support of mission operations. This term also includes civilians, whether Department of Defense Government Service Employees or Navy contract employees.

d. Relationships within the Student Battalion:

(1) All OC's, Marines, and upper class Midshipmen are expressly prohibited from dating Fourth Class Midshipmen. This is a zero tolerance item.

(2) All students should use utmost caution in pursuing personal relationships within the Student Battalion. Due to the caution on leadership positions and billets mentioned above, individuals need to consider the possible personal and career ramifications of pursuing a relationship within the Student Battalion.

312. Drill Team and Club Participation. The Unit places additional requirements on certain members of the Student Battalion to promote leadership and specific skill development.

a. Drill Team. All 4/C, 3/C, and 2/C Midshipmen and all Marines who have not graduated from OCS are required to participate in drill team activities.

b. Semper Fi Society. All Marines and Marine Option Midshipmen are required to participate in Semper Fi Society.

313. Medical and Dental:

a. Students are governed by reference (a), chapter 5. Failure to disclose pre-existing medical conditions to the U. S. Government is grounds for disenrollment.

b. All students must complete an Annual Certificate of Physical Condition (NSTC 6220/8).

c. All students are required to obtain copies of all documentation of medical or dental treatment, especially from civilian providers, to submit to the unit for inclusion in their official DOD medical or dental record. Medical and dental care directly affects each student's suitability for service and commissioning. Documentation shall be submitted to the unit within 30 days of treatment.

d. Midshipmen:

(1) Midshipmen are advised to remain under their parent's medical and dental insurance or participate in the University's health care plan.

(2) Midshipmen are eligible for treatment at military medical facilities under circumstances outlined in reference (a), paragraph 508.

(3) Medical claims and compensation are detailed in reference (a), paragraph 509.

e. Officer Candidates and Marines:

(1) OC's and Marine students are expected to arrive with their official DOD medical and dental records. OC's records shall be held and maintained by NROTCU University of Minnesota. Marine's records shall be held and maintained by MWSS-471.

(2) Dental care may be obtained at any civilian provider willing to accept payment subsequent to treatment. www.tricare.mil/mms0/dental.cfm has more information. Ensure DD Form 2813 and the MMSO Dental Information Sheet are properly filled out and submitted.

(3) Students shall enroll in Tricare Prime Remote upon reporting to NROTCU University of Minnesota. Students residing in Minnesota shall enroll in Tricare West (1-888-TRIWEST, www.triwest.com). Students residing in Wisconsin shall enroll in Tricare North (1-877-TRICARE, www.healthnetfederalservices.com)

CHAPTER IV
EXTRA MILITARY INSTRUCTION, OTHER
NONPUNITIVE MEASURES, & HAZING

400. Extra Military Instruction (EMI):

a. EMI and other non-punitive measures are intended to further the efficiency of the command by correcting identified deficiencies. The authority to impose EMI and other non-punitive measures is derived from the Manual for Courts-Martial, U.S. Navy Regulations, and Manual of the Judge Advocate General. These management tools must be understood as a supplement to, but not a replacement for, positive leadership at every level as the primary means available to influence the behavior of subordinates. All members of this command who use these measures must do so in a positive, constructive, fair, and impartial manner. The failure of a student to complete assigned EMI may result in disciplinary and/or administrative action.

b. Definition. Extra Military Instruction is an instruction in a particular phase of military duty in which an individual is deficient, and is intended for and directed towards the correction of that deficiency. It is a bona fide training technique to be used for improving the efficiency of an individual within a command or unit through the correction of some deficiency in that individual's performance of duty. It may be assigned only if genuinely intended to accomplish that result. EMI is neither a punishment nor a substitute for punishment. It is not to be used as a substitute for punitive action, and must be logically related to the deficiency in performance for which it was assigned.

c. Authority. Only unit staff may impose EMI. The AMOI is the initial point of contact for Student Officers recommending EMI. The authority to impose EMI may be withdrawn by any superior, if warranted.

d. Limitations:

(1) EMI will not be conducted for more than 2 hours per day over a period that is longer than necessary to correct the performance deficiency for which it was assigned.

(3) EMI should not be conducted on the student's Sabbath.

(4) EMI will not be used for the purpose of depriving the student of normal liberty to which the student is otherwise entitled. A student who is otherwise entitled thereto may commence normal liberty upon completion of EMI.

(5) EMI will be supervised by a staff member.

e. Documentation. In order to document the use and effectiveness of EMI, individuals who assign EMI must maintain written documentation of each occurrence for one year after completion. Signature of the student performing the EMI should be obtained on this documentation. A copy shall be submitted to the Commanding Officer, via the chain of command, within 96 hours of the completion of EMI.

401. Administrative Withholding of Privileges. A privilege is a benefit, advantage, or favor provided for the convenience or enjoyment of an individual. Examples of privileges that may be withheld are special liberty, exchange of duty, and special command program participation. Withholding of privileges is non-punitive and may be employed to correct minor infractions of military regulations or performance deficiencies where punitive action would be inappropriate. Since withholding of privileges is temporary in nature, it should be for an appropriate period to effect the desired improvement in the member's performance. An individual may be deprived of his/her normal liberty as punishment only as directed in the Manual for Courts-Martial. However, loss of normal liberty due to the operational work requirements that extend past liberty call is not considered to be punishment and is lawful. Final authority to withhold a privilege rests with the level of authority empowered to grant that privilege.

402. Non-Punitive Censure:

a. Censure is adverse comment upon or criticism of an individual's character, conduct, performance, or military appearance. Such reflection may be made orally or in writing.

b. Unit staff may issue formal oral or written non-punitive censure.

c. Unit staff and Student Battalion and Company staff may issue informal oral censures as necessary.

403. HAZING:

a. Definition. As defined in SECNAVINST 1610.2, hazing is defined as any conduct whereby a military member or members, regardless of service or rank, without proper authority causes another military member or members, regardless of service or rank, to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to perpetrate any such activity is also considered hazing. Hazing need not involve physical contact among or between military members; it can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator.

b. Hazing can include, but is not limited to, the following: playing abusive or ridiculous tricks; threatening or offering violence or bodily harm to another; striking; branding; taping; tattooing; shaving; greasing; painting; requiring excessive physical exercise beyond what is required to meet standards; "pinning"; "tacking on"; "blood wings"; or forcing or requiring the consumption of food, alcohol, drugs, or any other substance.

c. Hazing does not include command-authorized or operational activities; the requisite training to prepare for such missions or operations; administrative corrective measures;

extra military instruction; athletic events, command-authorized physical training, contests or competitions and other similar activities that are authorized by the chain of command.

d. Policy:

1. The practice of hazing will not be condoned in Naval Reserve Officers Training Corps Unit, University of Minnesota. It has no useful purpose and is not in keeping with the Navy and Marine Corps Core Values. In addition to being juvenile, it debases personal dignity, can result in injury, and is contrary to good order and discipline. Additionally, it constitutes military misconduct, weighs against “pride and professionalism”, and deters from mission readiness.

2. Hazing is most likely to occur in connection with various impromptu and unsupervised “initiations” or activities, and is the result of the erroneous perception that the event gives license to subject an individual to personal abuse. Examples include, but are not limited to: branding; taping; verbally berating; tattooing; “pinning”; “greasing” (application of grease, oil, or other noxious substances on the body of a person incident to “initiation”); threatening bodily harm; forcing or taunting an individual to ingest beverages or other items; requiring personnel to perform certain actions under circumstances which present a risk of personal injury; and other actions directed toward personnel which, while possibly considered humorous by observers, hold up an individual to ridicule or embarrassment. Such conduct is more repugnant if based on race, sex, religion, or national origin.

3. It is the responsibility of all to avoid and report any suspected or real violation of this policy. Hazing of any manner will **not** be tolerated in this command. Swift and appropriate corrective action will be taken when incidents of hazing occur.

404. Sexual Harassment:

1. Per references (a) through (d), the Department of the Navy's Policy on Sexual Harassment is one of zero tolerance. Sexual harassment undermines unit morale, efficiency, discipline, readiness, and member's effectiveness. The policies of this unit are in full support the Navy's stand on this policy. All personnel in this command will be processed for administrative separation (active duty) or disenrollment (midshipmen) on the first substantiated incident of sexual harassment involving any of the following circumstances:

a. Threats or attempts to influence another member's career or job for sexual favors.

b. Rewards in exchange for sexual favors.

c. Repeated unwelcome verbal comments/gestures or physical contact of a sexual nature which, if charged as a violation of the UCMJ, could result in punitive discharge.

2. An incident is substantiated if there has been a court martial conviction or the Commanding Officer determines that sexual harassment has occurred. All forms of sexual harassment not mentioned above will be handled in accordance with current Department of the Navy directives.

**CHAPTER V
ACADEMIC REGULATIONS**

500. General:

- a. NROTC academic program requirements are defined in paragraph 403 of reference (a).
- b. NROTC specified courses and requirements are defined in paragraph 404 of reference (a).
- c. Naval Science courses and requirements are defined in paragraph 405 of reference (a).
- d. Paragraph 417 of reference (a) defines academic standards for student performance.

501. Mandatory Study and Tutor Hours. Per reference (a), paragraph 417(a), students may be assigned mandatory study for not more than 15 hours per week. Class Advisors, under the supervision of the Battalion Advisor, may assign students to mandatory study hours under the following guidance (waiver of mandatory study hours may be granted by the Battalion Advisor on a case-by-case basis):

a. Mandatory Study Hours Criteria. Students meeting the following criteria will be required to complete six mandatory study hours per week:

- (1) Fourth Class Midshipmen during their first semester.
- (2) Fourth Class Midshipmen with Cumulative GPA of less than a 3.0 in their second semester.
- (3) Previous Semester GPA of less than 2.5, 3.0 for STA-21(Nuclear Option)
- (4) Cumulative GPA of less than 2.5, 3.0 for STA-21(N)

b. Additional Mandatory Study for Tutor Hours. Students enrolled in Calculus I or II or Physics I or II are required to complete two mandatory study hours with a tutor per week per course. Students who earn a B+ or better in Calculus I or Physics I are excused from tutor hours for Calculus II or Physics II, as appropriate. These tutor hours may run concurrent to other mandatory study hours. Calculus and Physics Tutors are provided to the Battalion during evening study hours as set forth by the Unit Staff. Students also have the option of logging tutor hours with their respective TA or Professor for the Physics of Calculus classes and informing the EDO of their hours for accounting.

c. Mandatory Study Administration. Students who qualify for mandatory study hours will report to the third deck of the Armory Building Monday through Friday between the hours of 1600 and 2100 until requisite hours are completed. At the recommendation of the EDO the Battalion Advisor may approve alternate locations, such as university faculty office hours, university tutor sessions, etc, to fulfill mandatory study hour requirements.

602. Disenrolling or Withdrawing from a Course. Disenrolling or withdrawing from a course requires the approval of a student's Class Advisor and the Commanding Officer prior to the action being taken. Failure to do so will result in punitive and/or administrative action.

CHAPTER VI AWARDS AND COMMENDATIONS

600. General. Each year at the Joint Service Review, the University of Minnesota ROTC programs present students a number of awards and commendations in recognition of meritorious performance and outstanding accomplishments in various areas. In addition, the University of Minnesota NROTC presents awards and certificates of commendation each semester for meritorious performance and outstanding accomplishments.

601. NROTC Semester Awards:

a. Midshipmen of the Semester. This award is presented at the end of the semester to a student who demonstrates the leadership, involvement, aptitude, and academic abilities desired of an NROTC student. To be considered for this award a student must win his/her company board first. The student presented with this award shall be awarded the "All Around Performance" ribbon and receive money for school from The American Legion.

b. Academic Award. This award is presented during the Student Battalion Awards Ceremony at the beginning of each semester. To be considered for this award, the student needs to achieve a 3.5 GPA for the previous semester. Students earning a term 4.0 shall be awarded the "Academic Excellence Award" ribbon. Students earning a term 3.50-3.99 shall be awarded the "Academic Achievement" ribbon.

e. Community Service Award. This award is presented during the Student Battalion Awards Ceremony at the beginning of each semester. To be considered for this award, students need to complete 10 or more hours of NROTC community service, not to include fundraising, during the previous semester. Students are encouraged to do community service outside of NROTC events but must have the service approved by the Battalion Advisor via the chit system.

Students earning this award are entitled to wear the “Community Service” ribbon.

f. Outstanding Physical Fitness Award. This award is presented during the Student Battalion Awards Ceremony at the beginning of each semester. To be considered for this award, the student needs to be within height and weight standards and have achieved an “Outstanding” on the last Physical Readiness Test (PRT) or a score of 285 on the Physical Fitness Test (PFT). Students receiving this award are entitled to wear the “Physical Fitness” ribbon.

g. Drill Team Award. This award is presented at the beginning of each semester. To be considered for this award, the student needs to have participated on the Drill Team during the previous semester. The students receiving this award are entitled to wear the “Drill Team” ribbon.

h. Color Guard Award. This award is presented at the beginning of each semester. To be considered for this award, the student needs to have participated on the Color Guard and compete in at least one drill competition during the previous semester. Students receiving this award are entitled to wear the “Color Guard” ribbon.

i. Intramural Participation Award. This award is presented at the beginning of each semester. To be considered for this award, the student needs to have participated on a Student Battalion intramural team or an intramural team at the respective school during the previous semester. Students receiving this award are entitled to wear the “Intramurals” ribbon.

602. Joint Service Awards. Reference (a), Appendix A lists 28 awards and provides their descriptions and qualifications. Unit Staff nominate students throughout the year to receive these awards and scholarships. There are several other awards that can be earned in addition to those listed:

a. Other Awards:

(1) LT Charlie Turner Award. Presented to an outstanding performing First or Second Class student who has an interest in aviation.

(2) Marine Corps Association Award. Presented to a Marine or Marine Option for outstanding achievement.

(3) Twin Cities Council of the Navy League Award. Presented to an outstanding graduating First Class student who has a high aptitude for Naval service.

603. Wearing of Ribbons and Medals:

a. Ribbons may be worn on the following uniforms issued to NROTC Midshipmen:

- (1) Service Dress Blue
- (2) Service Dress White
- (3) Service Khakis

b. Medals may be worn on the following uniforms issued to NROTC Midshipmen:

- (1) Dinner Dress Blue
- (2) Dinner Dress White

c. Ribbons, medals, and attachments shall be worn as prescribed by NAVPERS 15665I. Marines and Marine Options shall follow the Marine Corps Uniform Regulations. All ribbons and medals earned while on active duty are authorized for wear by midshipmen, however under no circumstances shall Midshipmen and active duty ribbons be worn simultaneously. If awarded, ribbons are to be worn as prescribed and are not optional.

d. Consecutive ribbons and medals can be worn. Wear bronze 3/16 inch stars on all Unit ribbons for the second and subsequent awards except as follows:

(1) A silver star is worn in lieu of five bronze or gold stars. The silver star shall be the same size as the gold or bronze stars it is replacing.

(2) All Around Performance. A gold 5/16 inch star will be worn for second and subsequent awards.

(3) Academic Excellence. A gold 5/16 inch star will be worn for second and subsequent awards.

(4) Drill Team Students are entitled to wear the device worn on the "Drill Team" ribbon after competing in three drill meets.

604. Precedence List:

- a. All Around Medal.
- b. Academic Excellence.
- c. Academic Achievement.
- d. Commendation Award.
- e. Community Service.
- f. Physical Fitness.
- g. Drill Team.
- h. Color Guard.
- i. Intramurals

CHAPTER VII

THE HONOR CODE AND CORE VALUES

700. The Honor Code. Military systems, which often operate under extreme duress, are built on a foundation of absolute trust and fidelity. Honor must be instilled upon future officers during accession training and carried into fleet service. Members of the Armed Forces do not lie, cheat, or steal.

701. The Core Values. Throughout its history, the naval service has successfully operated through reliance on certain values held by its personnel. Naval leaders have attributed these values to be among the most important factors that contributed to the success of our organization and to their own personal success. The core values of the Naval Service are honor, courage, and commitment. A Naval Officer must exhibit these values in the everyday practice of his or her profession. The following are the definitions of the Navy Core Values:

a. Honor. This is a keen sense of ethical conduct, honesty, integrity, and responsibility. Honor includes honesty, at all times no matter the outcome. It is respect to both juniors and seniors. Finally, it includes upholding one's self at all times, 24/7, to the highest personal standards in responsibility and accountability.

b. Courage. Future officers must meet the demands of the Naval Service and the mission when it is hazardous, demanding or otherwise difficult. Make decisions in the best interest of the Naval Service and the nation, without regard to personal consequences. Meet all challenges while adhering to a higher standard of personal conduct and decency. Be loyal to our nation, ensuring the resources entrusted to us are used in an honest, careful and efficient way. Have the moral and mental strength to do what is right, even in the face of personal or professional adversity.

c. Commitment. Care for the safety, professional, personal, and spiritual well being of the people entrusted to us is the responsibility of every officer. Show respect toward all people without regard to race, religion or gender. Treat each individual with human dignity. Be committed to positive change and constant improvement. Exhibit the highest degree of moral character, technical excellence, quality, and competence in what we have been trained to do. Work together as a team to improve the quality of our work, our people, and ourselves.