

APRIL 2005/Updated Annually

# MIDSHIPMAN SUMMER TRAINING HANDBOOK

NAVAL RESERVE OFFICERS TRAINING CORPS  
AND  
UNITED STATES NAVAL ACADEMY

MIDSHIPMAN \_\_\_\_\_ USS

NROTC UNIT/USNA COMPANY

## SUMMER CRUISE CHECKLIST

1. **Attend your pre-cruise briefs** to learn how to fill out and submit your travel claim among other things. **Ask questions at this brief.**
2. **Review your orders** with your NROTC unit or USNA **before you leave for home after the school year.**
3. **THE FOLLOWING DOCUMENTS/INFORMATION ARE ESSENTIAL TO YOUR SUMMER CRUISE!** Before you leave your NROTC Unit after the school year and before you leave your home of record for cruise, in addition to this handbook, be absolutely sure **you have:**
  - a. orders
  - b. medical record
  - c. dental record
  - d. shot record (a yellow booklet labeled “International Certificate of Vaccination”, PHS-731)
  - e. a blank travel claim (DD Form 1351-2) with only blocks 1 through 9 & 11 completed
  - f. your DDS account information
  - g. a large manila envelope preaddressed to your NROTC unit with postage affixed
  - h. a large manila envelope preaddressed to DFAS with postage affixed

**Note: Keep your orders, medical, dental, and shot records on your person when traveling.** They should not be packed away in luggage or left where they could be misplaced, lost or stolen.

4. When you leave home for cruise **have the phone number for your NROTC unit and any other important phone numbers available** for easy recall in case of an emergency. (IE: Midshipman Embark/Debarck Coordinators, Midshipman Liaison Officers (overseas cruises), Defense Attache Officers (FOREX cruises), Midshipman Training Officers/duty phone (at fleet units, ships, subs, squadrons) etc. If you are in doubt, contact your summer cruise coordinator.
5. Use the travel procedures attached to your orders. They contain reporting instructions, phone numbers, and points of contact.
6. Ask for and **KEEP** all lodging, restaurant, bus, rail, and airline **receipts** for your travel claim. **Without these receipts, you may not be reimbursed for some of your travel expenditures.**
7. **Get your orders endorsed upon both arrival and departure** at/from your cruise destination. Your orders should be turned into your ship/squadron Admin Officer to obtain the endorsement. Your **original orders will be required when you file your travel claim** at the end of the cruise. **Be sure your endorsed original orders are returned to you before you complete your summer training.**
8. **Start to fill out your travel claim**, making sure to **account for every day** from leaving your unit/the ship until reporting aboard the ship/your unit. For NROTC midshipmen, have the Ship/squadron Administrative Officer assist you in the filling out your travel claim.

**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.**

## PREFACE

This handbook is a guide for midshipmen and personnel concerned with the Midshipmen Summer Training Program.

REVIEWED AND APPROVED ON \_\_\_\_\_

\_\_\_\_\_

C. J. Stein

Director, Officer Development - Naval Service Training Command

## REPORT OF CHANGES



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.
  
  
  
  
  
  
  
  
  
  
5. Did the officers and petty officers assigned as running mates provide you with necessary information and assistance?

6. How would you rate the services aboard USS \_\_\_\_\_, such as food, berthing, and administrative office assistance?

1            2            3            4            5  
Poor            Satisfactory            Outstanding

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

8. Other comments (use other side if necessary):

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.

# SUMMER TRAINING HANDBOOK

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## CHAPTER 1

### INFORMATION AND INSTRUCTIONS FOR MIDSHIPMEN

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

**101. GENERAL REPORTING INSTRUCTIONS.** Figures 1-1 through 1-3 shall be attached to midshipmen travel orders to provide them with important information while traveling to/from the training activity. Midshipmen are to arrive on the embarkation date specified on their orders.

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

b. Midshipmen reporting to OUTCONUS locations not supported by a MEDT will be provided phone numbers by the NROTC unit/USNA for U.S. military activities in that location.

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

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

e. Midshipmen assigned to submarine cruises will normally report via the Submarine Squadron or Submarine Group Commander's office for all CONUS embarks.

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

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

h. Midshipmen will report to their respective embarkation points on time in the summer white and proper military appearance for INCONUS cruise. It is imperative that both males and females traveling OUTCONUS be dressed in appropriate officer-like civilian attire. For males this generally includes long pants with loops/belt and a collared shirt. For females this includes non-provocative, non-midriff, shoulder or thigh baring attire.

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

	<b>MEDC LANT/MED</b>	<b>MEDT NORFOLK</b>	<b>MEDT JACKSONVILLE</b>
<b>OIC</b>			
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 <b>scheduled</b> NORVA embarkations	All dates/times of <b>scheduled</b> 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) 891-1453 (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 for INCONUS embarks.

**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) 456-6363) to notify of arrival. Location of the training unit can be found by calling ships' information at COMM (757) 444-0000, DSN 564-0000 or by asking at the USO desk in the main airport lobby.

2. **Uniform.** All midshipmen are to travel in summer whites for INCONUS embarks.
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.

a. Arriving during normal working hours: A MEDT representative will meet midshipmen with scheduled arrivals in the baggage claim area of Jacksonville International Airport. MEDT Jax will provide transportation to the training site during the hours of 0800-1700.

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

2. Uniform. All midshipmen are to travel in summer whites for CONUS embarks.

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

**For Guantanamo Bay(GTMO) embarks:**

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

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

b. Arriving after normal working hours: Every effort should be made to arrive during normal working hours.

However, if an exceptional circumstance exists, midshipmen arriving after normal working hours Should contact MEDT Norfolk's Duty Officer (via pager; 456-6363) to notify of arrival.

2. Uniform. Uniforms shall not be worn for OUTCONUS travel (See paragraph 101.h).

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

Figure 1-2

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

	MEDC LANT/MED	MEDT WASHINGTON DC
<b>OIC</b>		
AOIC		
PARENT UNIT	NROTCU Hampton Roads	NROTCU George Washington University
DATES OF OPERATION	NA	MAY - AUG 0800-1600 Mon-Fri & all weekends with <b>scheduled</b> 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 (CNET Gen 1320/2) should specify: **"Report to: Midshipman Embarkation/Debarkation 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 will be returned to their NROTC unit.**

2. Uniforms. Uniforms shall not be worn for OUTCONUS travel (See paragraph 101.h).

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.

**Figure 1-3**  
**SUPPLEMENTARY CONUS AND PEARL HARBOR EMBARK INFORMATION**  
**FOR PACIFIC (PAC) SURFACE AND AVIATION CRUISES**

	<b>MEDC PAC</b>	<b>MEDT SAN DIEGO</b>	<b>MEDT/MLO PEARL HARBOR</b>
<b>OIC</b>			
AOIC			NA
PARENT UNIT	NROTCU USD/SDSU	NROTCU USD/SDSU	COMNAVSURFGRU MIDPAC
DATES OF OPERATION	NA	MAY – AUG 0800-1600 Mon-Fri at NAVSTA and all days of embarkation at USO location	MAY - AUG 0800-1600 Mon-Fri and all days of scheduled embarkation
MAILING ADDRESS	Commanding Officer NROTCU USD/SDSU 5998 Alcalá Park San Diego, CA 92110-2496 ATTN: PACMEDC	Commanding Officer NROTCU USD/SDSU 5998 Alcalá Park San Diego, CA 92110-2496 ATTN: MEDT San Diego	Commander, Naval Surface Group Middle Pacific Pearl Harbor, HI 96860-4460 ATTN: MIDSHIPMAN LIAISON OFFICER (N3)
MESSAGE PLAD	NROTCU USD SDSU SAN DIEGO CA//MEDC//	NROTCU USD SDSU SAN DIEGO CA//MEDT//	COMNAVSURFGRU MIDPAC/N3M20
TELEPHONE	COMM (619) 260-4811 FAX (619) 260-6821	DSN 524-5341 (NROTCU) COMM (619) 296-3192 (Lindbergh USO) (619) 260-4811 (NROTCU) TOLL FREE NO: (877) 863-5240	COMM (808) 473-0570/0569 FAX (808) 473-0568
AFTER HOURS AND EMERGENCIES	(619) 417-3348 (Cell)	(619) 556-1246 (NAVSTA OOD)	(800) 277-3016 (SDO Cell phone) (808) 577-2568 (SDO Pager)

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

**For San Diego embarks:**

1. **Transportation.** Use of Privately Owned Vehicles (POVs) is discouraged due to limited parking and storage space. Commercial air travel to Lindbergh Field, San Diego is recommended. Midshipmen are not to exchange their airline ticket issued by NAVPTO for alternate flights unless their original flight is canceled or severely delayed. Notify MEDT San Diego immediately in the event of flight cancellations.

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

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

2. **Uniforms.** All midshipmen are to travel in summer whites for INCONUS embarks.

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

**For Pearl Harbor embarks:**

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

2. **Uniforms.** Uniforms shall not be worn for OUTCONUS travel (see paragraph 101.h).

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

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 additional 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 Vehicles (POVs) 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.

## 102. UNIFORMS

a. Midshipmen will report to their embarkation points in summer white for INCONUS embarks. Midshipmen cruising OUTCONUS will travel in appropriate civilian attire (see paragraph 101.h).

b. The uniform of the day for midshipmen will be prescribed in the ship's/squadron's plan of the day. Aboard ship midshipmen first class will normally wear the khaki working uniform, and midshipmen second class will normally wear dungarees. Wearing of covers will be determined by ship's policy.

c. NROTC unit and local awards are not authorized for wear during summer training.

d. TABLES I and III AT THE END OF THIS CHAPTER LIST THE MINIMUM UNIFORM REQUIREMENTS (SEABAG) FOR MIDSHIPMEN TO HAVE IN THEIR POSSESSION WHEN THEY REPORT ON BOARD. **To avoid problems, a complete seabag should be taken.** Adjustments to minimum uniform requirements required by peculiarities of specific ship's projected operations will be promulgated to the midshipmen involved prior to their departure for summer training.

**103. CIVILIAN CLOTHES.** Midshipmen are strongly encouraged to take civilian clothes on summer training and are authorized to wear civilian clothes while ashore during the summer training. In certain parts of the Mediterranean and the Western Pacific civilian clothes must be worn on liberty and for travel overseas (See paragraph 101.h). Wash and wear is highly recommended. If northern climates are included in the itinerary, heavier clothing should be included. Midshipmen are again cautioned that in most cases storage space aboard ship will be severely restricted. Only a limited amount of civilian clothing should be taken.

**104. PERSONAL BAGGAGE**

a. Each traveler on a commercial or Airlift Mobility Command (AMC) aircraft has a specific free authorization for checked and carry-on baggage. The exact definition of this free authorization varies, depending upon the carrier. Different U.S. flag commercial airlines have slightly different specifications regarding the weight and size limitations of the free baggage allowance and vary considerably in the charges for such oversize items. Generally, two pieces of checked baggage, each piece not exceeding 70 pounds, will be transported free of charge. Excess baggage will not be authorized unless specifically authorized in the travel order. The Personnel Support Detachment (PERSUPPDET)/NAVY PASSENGER TRANSPORTATION OFFICER (NAVPTO) should be contacted when doubt exists as to the free authorization.

b. Previous experience dictates that midshipmen must not express ship baggage or tickets either to the port of embarkation or to the reporting MEDT. There have been many instances where delay in receipt of express shipped baggage resulted in midshipmen commencing training without uniforms, journals, or orders. In order to prevent these problems, midshipmen shall hand-carry their orders, medical, dental and shot records (if required), Summer Training Handbook, and a uniform with sufficient undergarments to the training activity.

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 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](http://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 1/C \_\_\_\_\_ (USN/USNR)

USS \_\_\_\_\_ (hull # \_\_\_\_\_)

FPO AE/AA/or AP ZIP

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

b. Telegraphic address:

Midshipman 1/C \_\_\_\_\_ (USN/USNR)

USS \_\_\_\_\_ (hull # \_\_\_\_\_)

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

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

**110. TRANSPORTATION FROM OVERSEAS TO CONUS.** Transportation, both Airlift Mobility Command (AMC) and commercial, is subject to change at short notice. Therefore, midshipmen are advised that they should not make arrangements to be met by either parents or friends at the port of entry without advising them that changes in aircraft arrival times frequently occur; or, to make rigid plans or commercial reservations for onward travel. Because of the distances involved and the frequency of adverse weather during the summer months, travel delays of up to 72 hours from WESTPACTRAMID and MEDTRAMID cruises may be anticipated. Paragraph 101 should also be reviewed for additional transportation information.

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

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

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

2. Commercial airline. When midshipmen uses a commercial airline to travel to Japan, the Midshipmen Liaison Officer (MLO) or a MLO representative should meet each midshipman arriving at Narita International Airport for a cruise on a US or Japanese Maritime Defense Force (JMSDF) ship, submarine or squadron based in Japan.

(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](http://www.cfay.navy.mil) or by email to [cfaybus@cfay.navy.mil](mailto:cfaybus@cfay.navy.mil). Buses for Atsugi depart at approximately 1400 and 1830. Government billeting is available in Yokosuka if a overnight stay is required before meeting your unit. Commander, Naval Forces Japan (COMNAVFORJAPAN) and the MLO assigned there shall make billeting reservations upon receipt of a midshipman's travel advisory. The University of San Diego/San Diego State University is the Western Pacific Midshipmen Embarkation/Debarcation Coordinator and is also available to intervene as necessary.

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

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

(1) Airport Limousine:

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

(2) Train:

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

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

3. Phone Numbers:

COMNAVFORJAPAN DUTY OFFICE (24 hours)  
Military - DSN 315-243-7650/51/66/67  
Commercial (from Japan)- (0468) 21-1911, Ext. 7650/7651  
(from U.S.)- 011-81-616-043-7650/7651  
COMSEVENTHFLT DUTY OFFICER (24 hours)  
Military – DSN 315-243-7441 or 453-8740  
Commercial (from Japan)-(0468)21-1911, Ext. 7441  
(from U.S.)-011-81-6160-43-7441

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

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

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

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

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

**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 years 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.

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

Very Respectfully,

\_\_\_\_\_  
(your signature)

Copy to:  
USDAO (City, Country)

**TABLE I**

UNIFORM TABLE FOR 1/C AND 3/C SUMMER TRAINING	AVIATION ASHORE/AFLOAT	LANTRAMID PACTRAMID	SUBLANTRAMID SUBPACTRAMID	CORTRAMID PROTRAMID
Bag, duffle	1	1	1	1
*Bag, laundry	1	1	1	1
*Bag, sock	1	1	1	1
Belt, blue	c	c	c	
Belt, khaki	1	1	1	1
Belt, white	2d	2d	1	1
Boots, black combat or Boots, hot weather				1e
*Brassieres (women)	6	6		6
Buckle, brass	2	2	2	2
Cap, camouflage		1f		1
Cap, garrison, khaki	1	1	1	1
Cap, service, (frame) w/chin strap	1	1	1	1
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
Coveralls (for 1/c only)	2	2	2	
*Shoes, gym, pair	1	1	1	1
*Shoes, shower, rubber	1	1	1	1
Shoes, black, service oxford (leather)	1	c	c	1
Shoes, white, oxford	1	1	1	1
Shoes, safety boots (steel toe)	1	1	1	1
Slacks, khaki (women)	2	2		2
Slacks, summer white (women)	2d	2d		1
*Socks, athletic, white	4	4	4	4
Socks, black	8	8	8	8
Socks, white	4	4	2	2
*Supporters, athletic (men)	1	1	a	2
*Swim suit	1	a	a	1
*Towels (bath), white	2	2	2	2
Trousers, winter blue	c	c	c	
Trousers, khaki (men)	2	2	2	2
Trousers, summer white (men)	2d	2d	1	1
Trousers, Camouflage		2f		2
Trunks, gym	1	1	a	2
*Undershirts, white	8	8	8	8
Undershirts, green		2f		2
*Underwear	8	8	8	8
*Washcloth, white	1	1	1	2
Windbreaker, khaki or Service Dress Blue relaxed	c	c	c	

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

**TABLE II**

UNIFORM TABLE FOR 2/C SUMMER TRAINING	LANTRAMID PACTRAMID	SUBLANTRAMID SUBPACTRAMID
Bag, duffel	1	1
*Bag, laundry	1	1
*Bag, sock	1	1
Belt, blue (with gold tip)	1	1
Belt, white	2d	1
*Brassieres (women)	6	
Buckle, brass	1	1
Garrison cap	1	1
Cap, blue ballcap w/ gold 'N'	1	1
Cap, service, (frame) w/chin strap	1	1
Crown, service cap, white	2d	1
Insignia, collar, set	2	1
Insignia, shoulder boards, set	1	1
*Kit, sewing	a	a
*Kit, shoeshine	1	b
*Kit, toilet articles	1	1
Name tag	1	1
Necktie (w/tie clip)	c	c
*Padlock	2	1
All Weather Coat	a	
Service Dress Blue	c	c
Shirt, utility, (men/women) long sleeve	1	1
Shirt, summer white, (men/women) short sleeve, with epaulets (cotton)	2d	1
Shirt, white long sleeve	c	c
Shirt, winter blue	c	
Shirt, T-shirt for PT	2	a
Coveralls	2	2
*Shoes, gym, pair	1	1
*Shoes, shower, rubber	1	1
Shoes, black, service oxford (leather)	c	c
Shoes, white, oxford	1	1
Shoes, safety boots (steel toe)	1	1
Slacks, utility (women)	3	
Slacks, summer white (women)	2d	
*Socks, athletic, white	4	4
Socks, black	8	8
Socks, white	4	2
*Supporters, athletic (men)	1	a
*Swim suit	a	a
*Towels (bath), white	2	2
Trousers, utility (men)	1	1
Trousers, winter blue	c	c
Trousers, summer white (men)	2d	1
Trunks, gym	1	a
*Undershirts, white	8	8
*Underwear	8	8
*Washcloth, white	1	1
Windbreaker, Service Dress Blue relaxed	c	c

NOTE: \* Furnished at member's own expense

a. Optional

b. Atmosphere contaminant, not allowed on submarines.

c. Required for some Northern European and Western Pacific cruises, some FOREXTRAMID cruises, academic year cruises, and all midshipmen assigned to ships participating in any special Festivals/international exercises.

d. One set may be CNT.

e. Issue hot weather boots to Navy Option midshipmen. Marine Option midshipmen may be issued combat boots if available.

**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

## CHAPTER 2

### TRAINING

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

**201. GOALS - MIDSHIPMEN FIRST CLASS**

a. General

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

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

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

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

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

b. Specific

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

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

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

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

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

b. Be afforded essential wardroom indoctrination and training by berthing in officers' country and messing in the wardroom to the maximum extent practicable. In cases where berthing in officers' country is not available for all midshipmen first class embarked, berthing should be provided in CPO quarters or

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.

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

(4) Assignment to duties with Shore Patrol Units in an under-instruction status. They should not be employed as members of the Shore Patrol or Beach Guard, either as officers or patrolmen, but they may be assigned administrative or liaison duties at Shore Patrol Headquarters, or as assistants to the Senior Shore Patrol or Beach Guard Officer.

b. Underway

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

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

(a) One light off and one securing watch in main control.

(b) One special sea and anchor detail on the forecastle and one sea detail on the bridge.

(c) One casualty control training period in main control.

(d) One GQ training period in CIC.

**206. GOALS - MIDSHIPMEN SECOND CLASS**

a. General

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

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

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

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

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

b. Specific

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

(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.

b. Gain an appreciation of the necessity for, and responsibilities of, representative watches at sea and inport through watchstanding under supervision of experienced fleet personnel.

c. Gain understanding of junior officer leadership practices, as viewed from the junior enlisted perspective (E4/E5).

d. Understand the duties, responsibilities, and daily routine of enlisted men by participating in the daily routine and performing representative duties of work center personnel.

e. Gain an appreciation of the training methods involved in attaining a high degree of battle readiness by maximum participation in standard ship's exercises.

f. Understand the functions and operations of the ship's machinery and equipment.

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

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

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

a. Inport All Phases

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

(2) Assignment to various inport watches such as quarterdeck petty officer of the watch, boat crews, damage control central watch, cold iron watch, etc.

(3) Performance of assigned ship's work within the department to which assigned, while remaining within the framework of the formal training program. All midshipmen are expected to become familiar with the duties and responsibilities associated with shipboard PMS, including PQS for 3-M maintenance man.

(4) Participation in all types of inport drills, with particular emphasis on damage control.

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

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.

## CHAPTER 3

### CAREER ORIENTATION AND TRAINING FOR MIDSHIPMEN (CORTRAMID)

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

**301. GOALS.**

- a. To enable midshipmen to make an informed decision about future career options.
- b. To familiarize midshipmen with the mission, tasks, and equipment within the various warfare areas: surface, subsurface, aviation, and Marine Corps.
- c. To introduce midshipmen to the career development ladder within each warfare area.
- d. To emphasize the importance of military courtesy, smartness, and discipline.
- e. To reinforce leadership training through practical application of basic leadership.

**302. CONDUCT OF TRAINING.** CORTRAMID will be conducted over a four week period on both the east and west coast.

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

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

- b. Submarine Week Training Objectives
  - (1) To indoctrinate midshipmen in the roles and missions of the attack and fleet ballistic missile submarines.
  - (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:

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

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

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

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

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

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

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

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

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

**404. DEPARTURE ON LEAVE OR LIBERTY**

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

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

**405. MISSING SHIP'S MOVEMENT**

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

b. In the event a midshipman misses ship's movement after a port visit, the ship's commanding officer will notify the local U.S. naval station/naval activity, NSTC, the appropriate Midshipmen Embarkation/Debarcation Coordinator (MEDC), and the midshipman's parent unit.

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

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

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

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

#### **410. SERIOUS ILLNESS WHILE ON LEAVE OR LIBERTY**

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

(1) Nearest U.S. Naval Activity.

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

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

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

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

## 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 IMC. 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**510. FRATERNIZATION.** Fraternization is defined as any personal relationship between a midshipman and an officer or enlisted member which is unduly familiar and does not respect differences

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

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

**512. 2/C MIDSHIPMEN CRUISE GUIDELINES**

a. Basic Helpful Hints

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

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

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

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

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

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

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

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.

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

## 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.

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

**603. ROUTING OF INDIVIDUAL MIDSHIPMEN**

a. Transportation for individual midshipmen. Authorized from home or the location of the NROTC unit, as specified in the orders, to authorized field training or at-sea training sites, and return to home or unit.

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

**604. PAY ACCOUNTS AND PAYMENT PROCEDURES**

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

b. NROTC scholarship/college program midshipmen are authorized advance training pay. This policy will allow the Defense Finance and Accounting Service-Cleveland Center (DFAS-Cleveland Center) to provide 80 percent advance payment by means of electronic funds transfer, to all midshipmen prior to commencement of their proposed training.

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

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

DFAS COLUMBUS  
TRAVEL OPERATIONS COLUMBUS  
PO BOX 369026  
COLUMBUS OH 43236-0926

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

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

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

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

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 F1G 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 03OCT03. 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 retain one copy each of the training orders (NAVEDTRA 1320/6) and DD 1351-2. Instructions for completing DD Form 1351-2 are provided in the summer training administrative journal. The NROTC unit will return the training orders with all settlement copies to Commanding Officer, NETPDTC (Code N8111), 6490 Saufley Field Road, Pensacola, FL, 32549-5237.

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

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

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

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

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

d. BOQ charges incurred by any midshipman while assigned to an afloat unit are not reimbursable. If the individual ship desires to berth midshipmen ashore, all costs will be borne by the ship or by the individual midshipmen.

#### **607. MESSING AND BERTHING**

a. Mess Bills. Under no circumstances will individual midshipmen be billed for meals. Charges for mess bills will be made in accordance with the Midshipman Summer Training Manual (NAVEDTRA 37,300 Ser).

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

**608. DEPENDENT ENTITLEMENTS.** Dependents of NROTC Scholarship midshipmen are entitled to benefits and privileges granted to dependents of all uniformed personnel when their spouses are on active duty for training. The duration of active duty status must exceed 72 hours for commissary store privileges and 30 days for medical benefits.

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

**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.)

## CHAPTER 7

### USNA TRAVEL AND FINANCIAL INSTRUCTIONS

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

a. Prior to the start of summer training:

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

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

b. Upon completion of summer training:

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

-OR-

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

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

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

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

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

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 Academy permits some midshipmen, for their own convenience, to report directly to their cruise units, or to

debarb from their cruise units and go directly on leave, instead of reporting to the Naval Academy for government transportation. The following policies apply to USNA midshipmen travel:

a. Midshipmen reporting directly to their units, vice returning to the Naval Academy for transportation, are responsible for travel to their cruise units at their own expense, subject to possible reimbursement when travel claim is processed. (See Independent Travel (paragraph 612).)

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

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

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

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

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

d. USNA midshipmen debarking outside CONUS have the following options:

(1) Debarb from ship and commence leave overseas. This option requires OUTCONUS leave papers which must be obtained from the Naval Academy prior to departure. Midshipmen electing to do this are responsible for all further transportation at their own expense, including their eventual return to the Naval Academy, subject to possible reimbursement when travel claim is processed.

(2) Debarb from ship and travel directly (no stopovers) back to the Naval Academy at government expense.

(3) Debarb from ship and return to CONUS at government expense. Midshipmen may then terminate their flights and commence leave at the first CONUS port of entry (POE). Onward transportation from CONUS POE, including eventual transportation back to the Naval Academy, is at the midshipman's own expense, subject to possible reimbursement when travel claim is processed.

**709. WARDROOM/GENERAL MESS (1/C).** Under no circumstances are USNA midshipmen to be billed personally for any wardroom mess charge. Mess bills for USNA midshipmen eating in the wardroom are to be processed in accordance with NAVSUP P-486, Vol. 2, paragraph 2003.

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

## **APPENDIX A**

### **MIDSHIPMEN FIRST CLASS SURFACE WARFARE CRUISE GUIDE**

This booklet provides general guidelines for Midshipmen First Class Surface Warfare Cruises. Due to the wide variety of ships to which midshipmen will be assigned, these guidelines are not platform specific.

The topics delineated in this booklet should be considered as a starting point through which you can become familiar with role of junior officers aboard a surface ship. The effort you exert to learn about the duties and responsibilities of junior officers will be directly reflected in how instructive and rewarding your summer cruise will be.

You are encouraged to learn as much as possible about the qualification process required of all Surface Warfare Officers. If you want to qualify at a particular watchstation, see the Senior Watch Officer for watch assignment. Recognize that final watchstation qualifications are difficult during a 30-day cruise (with the possible exception of OOD Inport) and that the total SWO qualification process can take up to two years to complete. You are encouraged to use and work on watchstation PQS while standing watches as a means to focus and enhance your learning about each area of the ship.

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

The following items should be accomplished as ship's schedule allow. Discuss those items not actually performed with a qualified Surface Warfare Officer.

It is recommended that you concentrate on SWO PQS Watchstation Requirements whenever the ship is underway, and work on systems and theory when inport.

#### **ADMINISTRATION**

1. Review an Enlisted Personnel Record.
  - a. Become familiar with the standard numbered pages.
  - b. Note the difference between left/right side of the record.
2. Participate daily in Morning Quarters.
3. Conduct a formal/informal Personnel Inspection.
4. Attend Department Head/Division Officer Meetings.
5. Review PMS/PQS schedules.
  - a. Become familiar with the cycle, quarterly and weekly schedules, the master PMS deck, and how they are maintained/annotated.
  - b. Conduct a PMS spot check.
  - c. Report the results to departmental 3M coordinator and the division officer in accordance with the ship's instructions.

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

### **WATCHSTANDING**

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

5. Stand CIC Watch Officer (Under Instruction).
  - a. Become familiar with shipboard sensors.
  - b. Observe how CIC collects, processes, displays, evaluates, disseminates (and/or assists or controls) the information received from the ship's sensors.

### **ENGINEERING**

1. Stand Engineering Officer of the Watch (Under Instruction) during:
  - a. Normal steaming.
  - b. Basic Engineering Casualty Control Exercises (BECCEs).
  - c. Sea and Anchor detail.
2. Accompany the Engineering Watch Supervisor during:
  - a. Normal steaming.
  - b. BECCEs.
  - c. Sea and Anchor detail.
3. Become familiar with the Ship Information Book and the DC Closure Log.
4. If on a steam or nuclear powered ship, become familiar with the reasons for the routine evolutions of:
  - a. Surface blowing a boiler.
  - b. Blowing tubes on a steaming boiler.
  - c. Chemically treating a steaming boiler.
  - d. Putting a boiler into a wet (or dry) layup.

### **WEAPONS/DECK**

1. Be familiar with the Fire Control Smooth Logs (for guns and missiles).
2. Observe and become familiar with weapons stations manned during Condition III and GQ.

### **SPECIAL EVOLUTIONS** (As ship's operations permit)

1. Act as Boat Officer (Under Instruction) during:
  - a. A Man Overboard drill.
  - b. Inport boat operations.
2. Act as an Underway Replenishment Station Safety Officer (Under Instruction).

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

### **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.

### **GENERAL SHIPBOARD SAFETY NOTES**

**GENERAL.** The Department of the Navy Safety Program requires all commands to conduct an aggressive, continuing accident prevention program. Safety rests on each individual's shoulders. It is mandatory that each midshipman read the following safety precautions, understand and comply with them, and review them often during cruise.

### **ELECTRICAL SAFETY PRECAUTIONS**

1. Portable electrical equipment includes any electrical or electronic equipment that can possibly be plugged into an electrical outlet.

a. Ashore, and especially at home, lighting and power are frequently not treated with the respect deserved. This has led to the mistaken impression that 115 volt circuits are not lethal; this is not true. More Navy personnel have been killed by 115 volts than circuits of all other voltages combined. Shipboard conditions are especially conducive to increasing the severity of a shock because the person affected is usually in contact with the ship's metal structure and because the dampness that is often present in the user's clothes lowers electrical resistance.

b. The typical current path is from the metal case of an ungrounded appliance through the body of the user to ground (sea water) via the steel structure of the ship. In contrast to the home environment, this path is always present on board ship. Hence, the use of ungrounded appliances on board ship is prohibited.

c. Electrical safety can be attained only through the cooperation of all hands. For this reason it is essential that all personnel understand the lethal nature of the hazard and be made familiar with electrical safety precautions.

2. The following rules shall be rigidly adhered to:

a. No privately-owned electrical or electronic equipment shall be used or kept aboard the ship without the specific permission of the Executive Officer and only then, after it has been inspected and approved for use by the Engineering Officer or his designated representative. This restriction includes portable radios, CD players, etc. that can be plugged into electrical outlets. Electrical razor cases must be plastic.

b. No portable electric/electronic equipment will be operated unless it is properly grounded by means of a three-prong plug, and has been inspected and tested by the Engineering Department.

c. No person shall operate an electrically powered hand tool unless specifically authorized by his/her division officer or other supervisor.

### **ELECTRONIC SAFETY PRECAUTIONS**

1. Read and practice all posted safety precautions and operating instructions of all equipment you operate.

2. Never energize equipment unless you are sure that you know what it is and for what purpose you are energizing it.

3. Never attempt to work on energized equipment - ensure it is off. Ensure tags are placed at remote positions where it is possible to energize the equipment.

4. When servicing energized equipment, do so only in accordance with specifically delineated maintenance procedures. Use the buddy system and have someone standing by.

5. Never make unauthorized changes to equipment.
6. Never bring or allow anyone to bring steel wool into electronic spaces.
7. Never tamper with safety devices or interlocks.
8. Never spray water on or around electronic equipment.
9. Never energize tagged equipment.
10. Keep your hands off knobs on equipment unless you are authorized.
11. If you are ever in doubt, ask your Leading Petty Officer, Chief Petty Officer, or Junior Officer.

### **ENGINEERING SAFETY PRECAUTIONS**

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

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

### **WEAPONS SAFETY PRECAUTIONS**

1. Ammunition safety precautions.

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

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

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

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

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

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

g. When a fuzed projectile or a cartridge case, whether in a container or not, is dropped from a height exceeding four (4) feet, it must be set aside and the weapons officer called immediately. Such ammunition must be handled with the greatest care.

h. Smokeless powder which has been wet must be regarded as dangerous for dry storage.

i. Boiler tubes shall not be blown at anytime during ammunition handling evolutions.

j. All radio and radar transmitters shall be secured during ammunition handling operations.

k. Any supervisor or other person witnessing or being aware of a dangerous condition or emergency which exists or is developing, will immediately call out in a loud voice the command "SILENCE." Upon the command "SILENCE," all operations involving ammunition and explosives will stop immediately and all personnel in the vicinity hearing the command will freeze in their tracks and remain so without noise or confusion until further orders are given.

l. The emphasis on safety precautions and proper handling procedures is not intended to create fear in place of caution, but rather to make personnel SAFETY CONSCIOUS.

m. In event of mishap, standard gunnery terminology shall be used to restore order to the scene.

2. Read the applicable Gun Mount Safety Precautions for your ship.

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

## **DECK SAFETY PRECAUTIONS**

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

- a. Personnel working over the side of the ship both inport and at sea shall wear kapok life jackets and life lines tended by personnel on deck. The term "over the side" means any part of the ship outside the life lines or bulwarks.
- b. Personnel in boats raised or lowered, entering boats from a boom or Jacob's ladder, in boats underway, and in rough water or low visibility, shall wear kapok life jackets. Ring buoys with a line and light attached must be available for use when a sea ladder or Jacob's ladder is being used.
- c. Personnel on weather decks during heavy weather, even when exposed only for a short time while going from one station to another, shall wear kapok life jackets.
- d. Handling of lines and rigging requires that personnel take care to avoid getting hands, feet, or clothing caught in bights and blocks.
- e. Lines not in use should be carefully made up and stowed clear of walkways and passages.
- f. Lines must never be made fast to capstans or gypsy heads, but only to fittings provided for that purpose, such as cleats or bitts.
- g. Steadying or frapping lines should be used on boat falls and large lifts to prevent uncontrolled swinging or twisting.
- h. Weather decks subject to the seas should be kept clear of all personnel except uncontrolled swinging or twisting.
- i. Life lines shall be kept in good repair and personnel are not permitted to sit or lean on life lines at any time.
- j. Personnel wishing to go aloft shall obtain permission from the Officer of the Deck. The Officer of the Deck is responsible for seeing that the following safety precautions are observed before granting permission:
  - (1) Power is secured on all radio transmitting antennas and radar antennas and power switches are tagged.
  - (2) The engineering officer has been instructed to lift no safety valves and, if personnel are to work in the vicinity, to secure steam to the whistle.
  - (3) Personnel assigned to work in the vicinity of stack gases wear OBAs and remain there for only a brief time.
  - (4) All personnel going aloft should use a short safety line secured around their waists and attached to the ship's structure at the same level.
- k. When inport at night, weather decks shall be well-lighted. All accommodation ladders, gangways, and brows shall also be well-lighted.
- l. Silence during evolutions. Confusion and misunderstandings are minimized when silence is imposed during evolutions. Also, silence gives to the evolution a degree of smartness not achieved in the midst of noise.

## APPENDIX B

### MIDSHIPMAN SECOND CLASS SURFACE CRUISE GUIDE

This booklet provides general guidelines for Midshipmen Second Class Surface Warfare Cruises. The goal of this program is to enhance the cruise experience by focusing on task completion. Second class midshipmen have already been, or will soon be, exposed to the underlying fundamentals and theory of each of these tasks. Also, prior to accomplishing each task, trainers and trainees are expected to discuss applicable underlying fundamentals and theory. This program is designed to provide midshipmen broad-based exposure to surface warfare in accordance with midshipmen summer training objectives. This is not a watchstation qualification program.

Normally, the Command Master Chief shall oversee the implementation of this program. These line items reflect the minimum that each midshipman should accomplish on cruise. All USNA and NROTC second class midshipmen will endeavor to complete this program.

This program consists of specific line items from the ESWS PQS (NAVEDTRA 43390-C) and a listing of Supplemental Line Items. Like the ESWS PQS, this program contains both 100-Level Fundamentals, which are basic items necessary for a rudimentary knowledge of the ship's mission and functions, and 300-Level Watchstations, which are watches required to be stood to take the 100-level items a step further. To reinforce the goal of this program, which is to focus on tasks, ships should make every attempt to motivate midshipman trainees to "do" the 100-Level items which the ESWS PQS only requires trainees to "discuss". Additionally, this program may be tailored to individual ships. Each ship may delete systems and equipment not installed on the ship, and add items unique to the ship.

The Trainer is designated in writing by the ship to sign off individual line items. Trainers will normally be E-5 or senior. The names of designated Trainers can be found on the ship's PQS Progress Chart. The most current Fleet references should be used in conjunction with this program.

Due to the time constraints of the four-week second class midshipman cruise, the ESWS Line Items and the Supplemental Line Items may be completed simultaneously.

#### ESWS LINE ITEMS

##### 100 Level

101.3 Discuss the procedures/personnel to be notified prior to the following:

- a. Going aloft \_\_\_\_\_
- b. Working over the side \_\_\_\_\_
- c. Diving operations \_\_\_\_\_

101.11 Explain how a shorting probe is used to discharge capacitors.

\_\_\_\_\_

101.19 Draw a power tool from your ship's tool issue room. \_\_\_\_\_

101.20 Discuss your ship's Safety Programs and the relationship between Safety Petty Officers and the Safety Officer.

- 101.21 Describe the Electrical Safety Program. \_\_\_\_\_
- 101.22 Describe the Heat Stress Program. \_\_\_\_\_
- 101.23 Describe the Hearing Conservation Program. \_\_\_\_\_
- 105.3 Describe the donning procedures and the methods of water entry for each of the following:
- a. CO2 inflatable life jacket \_\_\_\_\_
  - b. Inherently buoyant life preservers
    - (1) Vest type with collar \_\_\_\_\_
    - (2) Vest type, auto-inflatable \_\_\_\_\_
    - (3) Yoke type \_\_\_\_\_
- 106.3 Discuss Abandon Ship procedures, including the following:
- a. Who decides to abandon ship \_\_\_\_\_
  - b. Word to be passed \_\_\_\_\_
  - c. Actions of crew \_\_\_\_\_
  - d. Emergency destruction \_\_\_\_\_
  - e. Life boats \_\_\_\_\_
- 119.3 Discuss the duties and responsibilities of the following officer watchstations in CIC:
- a. Tactical Action Officer (TAO) \_\_\_\_\_
  - b. Weapons Liaison Officer/Ship's Weapons Coordinator (SWC) \_\_\_\_\_
  - c. Gunnery Liaison Officer (GLO) \_\_\_\_\_
  - d. Surface Watch Officer \_\_\_\_\_
  - e. CIC Watch Officer (CICWO) \_\_\_\_\_
  - f. Shipping Officer \_\_\_\_\_
  - g. Radar Navigation Officer (Piloting Officer) \_\_\_\_\_
- 119.4 Discuss the duties and responsibilities of the following enlisted watchstations in CIC:
- a. CIC Watch Supervisor \_\_\_\_\_

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

119.17 Explain the purpose of the following:

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

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

- a. Engineering Officer of the Watch (EOOW) \_\_\_\_\_
- b. Engineering Duty Officer (EDO) \_\_\_\_\_
- c. DC Control Watch \_\_\_\_\_
- d. Cold Iron Watch/In-port Equipment Monitor \_\_\_\_\_
- e. Sounding and Security Watch \_\_\_\_\_
- h. Oil King \_\_\_\_\_
- i. Engineroom Operator \_\_\_\_\_
- j. Ship's Service Generator (SSG)/Emergency Generator Watch \_\_\_\_\_

k. Interior Communications (IC) Shop/Gyro Watch \_\_\_\_\_

l. Propulsion and Auxiliary Control Console (PACC) Operator \_\_\_\_\_

m. Electric Plant Control Console (EPCC) Operator \_\_\_\_\_

n. Auxiliary systems monitor (ASM) \_\_\_\_\_

o. Engineroom monitor \_\_\_\_\_

300 Level

301.2.1 Review and discuss a Watch, Quarter, and Station Bill for your work center/division \_\_\_\_\_

301.2.3 Maintain and update PQS progress records \_\_\_\_\_

301.2.4 Verify the EDVR for your division \_\_\_\_\_

301.2.5 Observe anchoring from the bridge \_\_\_\_\_

301.2.6 Observe anchoring from the forecastle \_\_\_\_\_

301.2.7 Observe underway replenishment (UNREP) from bridge \_\_\_\_\_

301.2.8 Observe UNREP from UNREP station \_\_\_\_\_

301.2.9 Observe lowering/raising small boat with davit \_\_\_\_\_

301.2.10 Don an inherently buoyant life preserver \_\_\_\_\_

301.2.12 Locate ship's whistle, bell and gong \_\_\_\_\_

301.2.13 Observe breaking out ammunition \_\_\_\_\_

301.2.14 Observe loading gun-loading system with ammunition \_\_\_\_\_

301.2.15 Observe unloading and strikedown of drill ammunition from magazine and loader/gun mount \_\_\_\_\_

301.2.16 Observe operation of gun system in normal mode of operation \_\_\_\_\_

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

301.2.18 Observe missile launcher loading and offloading (if applicable)

\_\_\_\_\_

301.2.19 Observe loading of a missile onto a launcher

\_\_\_\_\_

301.2.20 Observe unloading of a missile from launcher

\_\_\_\_\_

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

\_\_\_\_\_

301.2.22 Observe target plotting during NGFS in CIC

\_\_\_\_\_

301.2.23 Observe Harpoon/Tomahawk engagement planning and simulated launch

\_\_\_\_\_

301.2.24 Observe CIWS tracking and engagement in CIC

\_\_\_\_\_

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

\_\_\_\_\_

301.2.26 Observe loading/unloading of torpedo tubes

\_\_\_\_\_

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

\_\_\_\_\_

301.2.28 Observe communications with another vessel using underwater communications equipment

\_\_\_\_\_

301.2.29 Observe an XBT deployment and environmental prediction products prepared

\_\_\_\_\_

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

\_\_\_\_\_

301.2.31 Observe an actual or simulated contact on active sonar and determine the contact's range and bearing

\_\_\_\_\_

301.2.32 Detect and track a surface contact on a radar repeater

\_\_\_\_\_

- 301.2.33 Determine scopehead CPA on a radar repeater \_\_\_\_\_
- 301.2.34 Observe Overall Combat Systems Operability Test (OCSOT) from CIC  
\_\_\_\_\_
- 301.2.35 Solve for contact course on a maneuvering board \_\_\_\_\_
- 301.2.36 Solve for contact speed on a maneuvering board \_\_\_\_\_
- 301.2.37 Solve for contact CPA on a maneuvering board \_\_\_\_\_
- 301.2.38 Solve for contact time of CPA on a maneuvering board \_\_\_\_\_
- 301.2.39 Solve for contact target angle on a maneuvering board \_\_\_\_\_
- 301.2.40 Plot a surface contact on DRT/NC-2 plotter \_\_\_\_\_
- 301.2.41 Observe operation of electronic surveillance equipment to isolate a signal of opportunity and determine its parameters  
\_\_\_\_\_
- 301.2.42 Observe SRBOC loading or downloading \_\_\_\_\_
- 301.2.43 Participate in routine and emergency destruction of classified material  
\_\_\_\_\_
- 301.2.44 Participate in radio transmission (R/T) drill \_\_\_\_\_
- 301.2.45 Assist the Signalmen during a flag hoist drill \_\_\_\_\_
- 301.2.48 Observe flight operations from flight deck/helo control \_\_\_\_\_
- 301.2.51 Accompany watch to ensure physical security of engineering spaces  
\_\_\_\_\_
- 301.2.52 Observe lighting-off boiler and placing on line \_\_\_\_\_
- 301.2.53 Observe start and idle checks of a main engine from CCS/main control room  
\_\_\_\_\_
- 301.2.56 Observe from main space the stopping, locking, unlocking and trailing shaft during underway period  
\_\_\_\_\_
- 301.2.57 Observe from main space the splitting out of engineering plant  
\_\_\_\_\_

- 301.2.58 Observe from main space the cross-connecting of engineering plant (steam only)  
\_\_\_\_\_
- 301.2.59 Observe the balancing of electrical load distribution \_\_\_\_\_
- 301.2.60 Observe alignment, starting and securing of SSTGs/SSDG/GTG/EDG  
\_\_\_\_\_
- 301.2.61 Observe loading and unloading of generator \_\_\_\_\_
- 301.2.62 Observe alignment and starting of air compressors \_\_\_\_\_
- 301.2.63 Observe the lining up, starting and securing of steering unit  
\_\_\_\_\_
- 301.2.64 Assist damage control central watch/sounding and security watch in performance of tasks  
\_\_\_\_\_
- 301.2.65 Stand one watch as Helmsman under instruction \_\_\_\_\_
- 301.2.66 Stand one watch as Lee Helmsman/Ship Control Console Operator under instruction  
\_\_\_\_\_
- 301.2.68 Stand one watch as Quartermaster of the Watch (QMOW) under instruction  
\_\_\_\_\_
- 301.2.69 Observe one Special Sea and Anchor Detail from the bridge while entering or leaving port  
\_\_\_\_\_
- 301.2.70 Observe the navigation detail from the bridge while entering or leaving port  
\_\_\_\_\_
- 301.2.71 Determine relative bearing, target angle and bearing drift of a surface contact  
\_\_\_\_\_
- 301.2.72 Determine whether a meeting, crossing or overtaking situation exists  
\_\_\_\_\_

301.2.77 Observe an hourly weather observation \_\_\_\_\_

301.2.78 Energize and check navigation lights underway \_\_\_\_\_

301.2.79 Convert compass course to true course and vice-versa \_\_\_\_\_

301.3.1 Observe a shipboard recovery of Oscar during a man overboard drill from bridge

\_\_\_\_\_

SUPPLEMENTAL ITEMS

1. Conduct a ship orientation tour with the Midshipman Training Officer

\_\_\_\_\_

OPERATIONS

2. Discuss basic line handling safety \_\_\_\_\_

3. Act as a line handler during a mooring evolution \_\_\_\_\_

4. Act as a line handler during an UNREP evolution \_\_\_\_\_

5. Locate and discuss the use of all major ground tackle equipment

\_\_\_\_\_

6. Act as a member of a boat crew \_\_\_\_\_

7. Observe well deck operations from well deck control during an amphibious vehicle launch / recovery

\_\_\_\_\_

8. Participate in aircraft washdown (If applicable) \_\_\_\_\_

9. Stand LSE under instruction \_\_\_\_\_

10. Don a safety harness \_\_\_\_\_

11. Complete qualification for Sound-Powered Phone Talker \_\_\_\_\_

12. Make the 12 O'clock report to the Commanding Officer \_\_\_\_\_

13. Stand two watches as a lookout under instruction \_\_\_\_\_

14. Locate all ship's compasses and discuss differences \_\_\_\_\_

15. Shoot a visual bearing and discuss visual fix techniques \_\_\_\_\_

16. Stand one watch as Boatswain Mate of the Watch (BMOW) under instruction

\_\_\_\_\_

17. Stand one watch as Signalman under instruction

\_\_\_\_\_

18. Stand one watch in CIC rotating through applicable watch stations

\_\_\_\_\_

**COMBAT SYSTEMS**

19. Accompany a sonar tech on a tour of the sonar spaces

\_\_\_\_\_

20. Observe the deployment / retrieval of the Tactical Towed Array Sonar (TACTAS)

\_\_\_\_\_

21. Locate and operate ship's fathometer

\_\_\_\_\_

22. Accompany a gunner's mate for the daily gun prefire checks

\_\_\_\_\_

23. Accompany a gunner's mate on a tour of the armory

\_\_\_\_\_

24. Accompany a gunner's mate or fire controlman on a tour of the missile magazine

\_\_\_\_\_

25. Accompany a fire controlman on a tour of the fire control illuminators

\_\_\_\_\_

26. Stand one watch in Combat Systems Maintenance Center (CSMC)

\_\_\_\_\_

27. Stand one watch in a missile launcher and/or gun mount during GQ

\_\_\_\_\_

**ENGINEERING**

28. Perform the following damage control tasks:

a. Don an Emergency Escape Breathing Device (EEBD)

\_\_\_\_\_

b. Don an Oxygen Breathing Apparatus (OBA)

\_\_\_\_\_

c. Don a Fire Fighters Ensemble (FFE)

\_\_\_\_\_

d. Operate a Naval Fire Fighters Thermal Imager (NFTI)

\_\_\_\_\_

- e. Start, run, and draw a suction on a P-250 \_\_\_\_\_
  - f. Start, run, and draw a suction on an installed eductor \_\_\_\_\_
  - g. Observe how a SEEDS is operated \_\_\_\_\_
  - h. Act as the nozzleman for a live hose handling exercise \_\_\_\_\_
  - i. Locate all installed AFFF stations \_\_\_\_\_
  - j. Locate and inspect all HALON protected spaces \_\_\_\_\_
  - k. Locate and inspect all CO2 protected spaces \_\_\_\_\_
  - l. Locate and inspect all Range Guard stations \_\_\_\_\_
  - m. Locate all Repair Lockers and discuss areas of responsibility \_\_\_\_\_
29. Discuss tagout procedures. Walk through hanging a tagout \_\_\_\_\_
30. Discuss safety precautions for working on energized gear/deranged equipment \_\_\_\_\_
31. Observe a Main Space Fire Drill from CCS and main space \_\_\_\_\_
32. Locate and discuss ship's Damage Control diagrams \_\_\_\_\_
33. Participate in Engine Room startup and shutdown in the engineering spaces \_\_\_\_\_
34. Locate where and how the ship makes water \_\_\_\_\_
35. Act as a member of the at-sea fire party during a drill \_\_\_\_\_
36. Act as a member of the repair locker party during a GQ drill \_\_\_\_\_
37. Stand two different Engineroom Operator watches under instruction \_\_\_\_\_
38. Stand one EPCC operator watch under instruction \_\_\_\_\_
39. Stand one Generator/Auxiliary Watch under instruction \_\_\_\_\_

**DIVISIONAL**

- 40. Act as compartment cleaner for one day \_\_\_\_\_
- 41. Act as a recorder during an XO's messing and berthing inspection  
\_\_\_\_\_
- 42. Act as a recorder during a ship's zone inspection \_\_\_\_\_
- 43. Accompany division maintenance man performing scheduled PMS maintenance for each division assigned  
\_\_\_\_\_
- 44. Accompany division maintenance man performing a PMS spot check for division officer for each division assigned  
\_\_\_\_\_
- 45. Inspect divisional spaces inspecting for improperly stowed HAZMAT  
\_\_\_\_\_
- 46. Inspect divisional HAZMAT locker for compliance with OPNAV 5100.19C  
\_\_\_\_\_
- 47. Walk through the parts ordering process with the Division Supply Petty Officer to include identifying stock number (NSN), placing order, obtaining Division Officer approval.  
\_\_\_\_\_
- 48. Assist the ship's Store Keeper (SK) in processing approved part request, drawing part from the applicable store room, and delivering part to customer.  
\_\_\_\_\_
- 49. Accompany Division Supply Petty Officer on a Servmart run \_\_\_\_\_

**INPORT DUTY**

- 50. Observe the general duties and responsibilities of each of the following inport watchstanders:
  - a. Command Duty Officer (CDO) \_\_\_\_\_
  - b. Officer of the Deck (OOD) \_\_\_\_\_
  - c. Petty Officer of the Watch (EDO) \_\_\_\_\_
- 51. Observe the general duties and responsibilities of each of the duty section leader  
\_\_\_\_\_

52. Stand one watch as Petty Officer of the Watch (POOW) under instruction

\_\_\_\_\_

53. Stand one inport anchor watch U/I

\_\_\_\_\_

54. Act a member of the SAT, BAF, or Reserve Force during a Security Alert Drill

\_\_\_\_\_

55. Act as a member of the duty section fire party during a drill

\_\_\_\_\_

56. Act as a food service attendant for a day to include one meal on the mess decks and one meal in the wardroom. Participate in breaking out food with food service leading petty officer, preparation, serving, and clean-up

\_\_\_\_\_

## **GENERAL SHIPBOARD SAFETY NOTES**

**GENERAL.** The Department of the Navy Safety Program requires all commands to conduct an aggressive, continuing accident prevention program. Safety rests on each individual's shoulders. It is mandatory that each midshipman read the following safety precautions, understand and comply with them, and review them often during cruise.

### **ELECTRICAL SAFETY PRECAUTIONS**

1. Portable electrical equipment includes any electrical or electronic equipment that can possibly be plugged into an electrical outlet.

a. Ashore, and especially at home, lighting and power are frequently not treated with the respect deserved. This has led to the mistaken impression that 115 volt circuits are not lethal; this is not true. More Navy personnel have been killed by 115 volts than circuits of all other voltages combined. Shipboard conditions are especially conducive to increasing the severity of a shock because the person affected is usually in contact with the ship's metal structure and because the dampness that is often present in the user's clothes lowers electrical resistance.

b. The typical current path is from the metal case of an ungrounded appliance through the body of the user to ground (sea water) via the steel structure of the ship. In contrast to the home environment, this path is always present on board ship. Hence, the use of ungrounded appliances on board ship is prohibited.

c. Electrical safety can be attained only through the cooperation of all hands. For this reason it is essential that all personnel understand the lethal nature of the hazard and be made familiar with electrical safety precautions.

2. The following rules shall be rigidly adhered to:

a. No privately-owned electrical or electronic equipment shall be used or kept aboard the ship without the specific permission of the Executive Officer and only then, after it has been inspected and approved for use by the Engineering Officer or his designated representative. This restriction includes portable radios, CD players, etc. that can be plugged into electrical outlets. Electrical razor cases must be plastic.

b. No portable electric/electronic equipment will be operated unless it is properly grounded by means of a three-prong plug, and has been inspected and tested by the Engineering Department.

c. No person shall operate an electrically powered hand tool unless specifically authorized by his/her division officer or other supervisor.

### **ELECTRONIC SAFETY PRECAUTIONS**

1. Read and practice all posted safety precautions and operating instructions of all equipment you operate.

2. Never energize equipment unless you are sure that you know what it is and for what purpose you are energizing it.

3. Never attempt to work on energized equipment - ensure it is off. Ensure tags are placed at remote positions where it is possible to energize the equipment.

4. When servicing energized equipment, do so only in accordance with specifically delineated maintenance procedures. Use the buddy system and have someone standing by.

5. Never make unauthorized changes to equipment.
6. Never bring or allow anyone to bring steel wool into electronic spaces.
7. Never tamper with safety devices or interlocks.
8. Never spray water on or around electronic equipment.
9. Never energize tagged equipment.
10. Keep your hands off knobs on equipment unless you are authorized.
11. If you are ever in doubt, ask your Leading Petty Officer, Chief Petty Officer, or Junior Officer.

### **ENGINEERING SAFETY PRECAUTIONS**

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

12. Keep your hands off knobs on switchboards unless you are authorized to do so.
13. If you are ever in doubt, ask your Leading Petty Officer, Chief Petty Officer, or Division Officer.

### **WEAPONS SAFETY PRECAUTIONS**

#### 1. Ammunition safety precautions.

- a. Personnel in charge of working details shall require their personnel to stop dangerous practices instantly, regardless of any difference of opinion or interpretation of safety rules.
- b. Supervising personnel are responsible that all personnel in their charge have been instructed in the precautions pertaining to the operation on hand, whether the personnel are from their own divisions or temporarily assigned duty under them.
- c. Care shall be taken not to obliterate or deface markings, label, or tags on containers of ammunition or explosives.
- d. Any ammunition container or explosive container found to be in a damaged condition, will be tagged and returned to the ammunition depot as soon as possible.
- e. Ammunition and explosive containers shall not be rolled, dragged, thrown, dropped, or mishandled in any way, at anytime.
- f. Naked lights, matches, steel tools, shoes with nailed soles or metal cleats, or other flame or spark producing material must never be taken into magazines or other spaces that are used as magazines while these spaces contain explosives.
- g. When a fuzed projectile or a cartridge case, whether in a container or not, is dropped from a height exceeding four (4) feet, it must be set aside and the weapons officer called immediately. Such ammunition must be handled with the greatest care.
- h. Smokeless powder which has been wet must be regarded as dangerous for dry storage.
- i. Boiler tubes shall not be blown at anytime during ammunition handling evolutions.
- j. All radio and radar transmitters shall be secured during ammunition handling operations.
- k. Any supervisor or other person witnessing or being aware of a dangerous condition or emergency which exists or is developing, will immediately call out in a loud voice the command "SILENCE." Upon the command "SILENCE," all operations involving ammunition and explosives will stop immediately and all personnel in the vicinity hearing the command will freeze in their tracks and remain so without noise or confusion until further orders are given.
- l. The emphasis on safety precautions and proper handling procedures is not intended to create fear in place of caution, but rather to make personnel SAFETY CONSCIOUS.
- m. In event of mishap, standard gunnery terminology shall be used to restore order to the scene.

#### 2. Read the applicable Gun Mount Safety Precautions for your ship.

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

### **DECK SAFETY PRECAUTIONS**

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

## 2. General Safety Precautions:

- a. Personnel working over the side of the ship both inport and at sea shall wear kapok life jackets and life lines tended by personnel on deck. The term "over the side" means any part of the ship outside the life lines or bulwarks.
- b. Personnel in boats raised or lowered, entering boats from a boom or Jacob's ladder, in boats underway, and in rough water or low visibility, shall wear kapok life jackets. Ring buoys with a line and light attached must be available for use when a sea ladder or Jacob's ladder is being used.
- c. Personnel on weather decks during heavy weather, even when exposed only for a short time while going from one station to another, shall wear kapok life jackets.
- d. Handling of lines and rigging requires that personnel take care to avoid getting hands, feet, or clothing caught in bights and blocks.
- e. Lines not in use should be carefully made up and stowed clear of walkways and passages.
- f. Lines must never be made fast to capstans or gypsy heads, but only to fittings provided for that purpose, such as cleats or bitts.
- g. Steadying or frapping lines should be used on boat falls and large lifts to prevent uncontrolled swinging or twisting.
- h. Weather decks subject to the seas should be kept clear of all personnel except uncontrolled swinging or twisting.
- i. Life lines shall be kept in good repair and personnel are not permitted to sit or lean on life lines at any time.
- j. Personnel wishing to go aloft shall obtain permission from the Officer of the Deck. The Officer of the Deck is responsible for seeing that the following safety precautions are observed before granting permission:
  - (1) Power is secured on all radio transmitting antennas and radar antennas and power switches are tagged.
  - (2) The engineering officer has been instructed to lift no safety valves and, if personnel are to work in the vicinity, to secure steam to the whistle.
  - (3) Personnel assigned to work in the vicinity of stack gases wear OBAs and remain there for only a brief time.
  - (4) All personnel going aloft should use a short safety line secured around their waists and attached to the ship's structure at the same level.
- k. When inport at night, weather decks shall be well-lighted. All accommodation ladders, gangways, and brows shall also be well-lighted.

1. Silence during evolutions. Confusion and misunderstandings are minimized when silence is imposed during evolutions. Also, silence gives to the evolution a degree of smartness not achieved in the midst of noise.

## APPENDIX C

### MIDSHIPMAN FIRST CLASS SUBMARINE CRUISE GUIDE

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

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

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

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

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

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

#### I. BASIC SUBMARINE KNOWLEDGE

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.

6. Find all the 4MC and 31MC locations on the boat.
7. Accompany an officer for rig for dive in two spaces (one forward and one aft).
8. Demonstrate the ability to find and correctly don an EAB.
9. Demonstrate the ability to correctly don an OBA.
10. Complete phase two of the basic submarine qualification card.
11. With the assistance of the off going section, rig a fire hose from machinery room to engineroom middle level.
12. With an off watch COW, demonstrate proper operation of a NFTI(Navy Fire Thermal Imager).
13. With an off watch ERS, inventory a DC bandit kit and learn how to apply a pipe patch.
14. Discuss the importance of noise prevention on the submarine.

## II. **ENGINEER ROOM KNOWLEDGE.**

1. Discuss basic core construction with an EOOW.
2. Discuss a single line diagram of the primary coolant system.
3. Discuss the reasons and use of primary and secondary chemistry with an EOOW.
4. Observe the actions for a SCRAM and FRSU. Discuss actions with the ENGINEER.
5. Observe an all ahead flank cavitate from maneuvering.
6. Observe a steam generator blowdown and discuss the procedure with the EOOW.
7. Trace the power generation cycle (steam cycle) engineroom including: finding and explaining the use of: MS-1&2, MS-3&4, MS-5, SSTGS, main engine turbines, reduction gears, condensers, condensate pumps, and feed pumps.
8. Discuss the generation of electricity in the plant with an electrician (include the basic use of SSTGS, SSMGS, and the battery).
9. Locate and discuss the use of the EPM and the SPM.
10. Locate and discuss the ship's anchor.
11. Observe the following drills as a drill monitor from the location of the casualty:
  - a. Fire
  - b. Flooding
  - 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.
8. Using a line diagram, discuss the trim and drain systems.

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

IV. **STRATEGIC WEAPONS (SSBN ONLY)**

1. Observe battle Stations Missile from:
  - a. MCC
  - b. Missile Compartment
  - c. Control

2. Discuss the missiles carried on board.
3. Discuss the Missile Fire Control System.
4. Discuss the operation of a missile tube.
5. Discuss Launcher operation

V. **TOPSIDE AND SAIL.**

1. Act as assistant topside supervisor for an underway or a mooring.
2. Explain the name and location of all lines.
3. Discuss line handling safety.
4. Conduct a walk through of topside identifying all important items.
5. Discuss man overboard procedures with a qualified OOD.
6. Perform one man overboard drill as JOOD.
7. Draw a top view of the sail and show the locations for all masts and antennas.
- \*8. Stand one watch as Surface OOD U/I.

**SHIPBOARD SAFETY PRECAUTIONS**

1. Ashore, and especially at home, lighting and other electrical circuits are not treated with the respect deserved. This can lead to the mistaken impression that 115 volt circuits are not lethal; this is not true. More Navy personnel have been killed by 115 volts than all circuits of higher voltages combined. For this reason it is essential that all personnel understand the lethal nature of the hazard and are familiar with electrical safety precautions.
2. No privately owned electric equipment (including razors, radios, and notebook computers, etc.) shall be used or kept on board the ship without being electrically safety-checked by a qualified ship's electrician.
3. Never open or close any valve unless you are sure what it is for and for what purpose you are operating it, and that you have authorization from proper authority.
4. Never wear loose or sloppy clothing that might easily be caught in machinery.
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.**

## APPENDIX D

### MIDSHIPMAN FIRST CLASS ASHORE AVIATION CRUISE GUIDE

This document provides general guidelines and instructions for your Midshipman First Class Ashore Aviation Summer Cruise. The areas delineated should be considered a starting point through which you can obtain knowledge of the overall mission of the aviation community. This will include the duties and responsibilities of the officers and enlisted personnel within normal daily operations.

While assigned to the Ashore Aviation Cruise, you will complete the following activities on an observation/participation basis, with emphasis on maximum participation whenever possible or practicable. You should receive familiarization from each of the following officers and departments:

1. Check in: Notify Administrative Officer and arrange for CO/XO courtesy calls.
2. Executive Officer welcome aboard courtesy call.
3. Commanding Officer welcome aboard courtesy call.
4. Meet with Operations Officer for operations brief, assignment to combat aircrew and meet with sponsor/running mate. Note: Each midshipman will be assigned an officer running mate who will be responsible for overseeing your progress and timely execution of the training syllabus.
5. Meet with Squadron Safety/NATOPS Officer. Schedule squadron safety brief, check out a NATOPS manual and a copy of Squadron Standard Operating Procedures (SOP). The OPNAV 3710.7 manual should be reviewed during the safety brief. Also, review all aspects of hangar bay, workspace and ground aircraft safety.
6. Meet with Pilot/NFO Training Officers. Pick up training syllabus books. Become familiar with pilot/NFO training.
7. Meet with Squadron Maintenance Officer. Become familiar with Maintenance Department mission and organization.
8. Visit PR shop (paraloft) to make arrangements for flight gear issue. Become familiar with survival equipment. Knowledge of its use should precede flight gear issue.
9. Meet with Senior Watch Officer. Become familiar with Squadron Duty Officer duties. Stand duty as assistant SDO or SDO (Under Instruction). Midshipmen should stand at least two SDO watches.
10. Fly in as many evolutions as possible during the time assigned to the squadron. You should make every attempt to complete any observer PQS qualification as well as the items listed below:
  - a. Attend flight/mission brief.
  - b. Attend weather brief and file flight plan.
  - c. Review VIDS/MAFS prior to preflight.
  - d. Preflight the aircraft in accordance with NATOPS with different members of the flight crew.

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

(1) Cockpit/Flight station:

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

(2) Navigation/communication:

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

(3) Tactical:

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

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

- (a) Observe preflight areas/techniques.
- (b) Discuss weight and balance figures and computations for various aircraft configurations.
- (c) Observe normal duties as well as troubleshooting procedures on various equipment when the need arises.

(d) Observe aircraft fueling and turnaround procedures.

In addition to being afforded the opportunity to fly as often as possible with squadron flight crews, you should also become familiar with other areas in the squadron organization that contribute directly to the overall mission of Naval Aviation. It is essential to your training that the following areas and activities should be visited, evolutions observed, and briefs obtained with appropriate signatures obtained. Allow sufficient time for thorough familiarization in each area listed. These activities should be completed during non-flying time when your running mate is involved with his/her ground duties.

1. Attend squadron all officer meetings (AOM).
2. Arrange for courtesy call with Command Master Chief.
3. Meet with squadron Administration Officer.
4. Meet with squadron Legal Officer.
5. Meet with Human Relations Officer.
6. Meet with Public Affairs Officer.
7. Meet with First Lieutenant.
8. Meet with the Command Career Counselor.
9. Meet with Security Manager.
10. Meet with the CMS and Communications Officer.
11. Meet with the Intelligence Officer.
12. Meet with the Tactics Officer.
13. Visit Maintenance Admin.
14. Visit Maintenance Control.
15. Visit the Toolroom.
16. Visit Quality Assurance.
17. Meet with the AV/ARM Division Officer.
18. Visit each AV/ARM division work center.
19. Meet with the Aircraft Division Officer.
20. Visit each Aircraft division work center.
21. Meet with the Line Division Officer.
22. Visit the Line division.

23. Visit the local AIMD.

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

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

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

## **APPENDIX E**

### **MIDSHIPMAN FIRST CLASS CARRIER AVIATION (CV/CVN) CRUISE GUIDE**

This document provides general guidelines and instructions for your Midshipmen First Class CV Aviation Summer Cruise. The areas delineated herein should be considered a starting point through which you can obtain knowledge of the overall mission of the tactical aviation community. This will include the duties and responsibilities of the officers and enlisted personnel within normal deployment daily operations.

Midshipmen assigned to the CV Aviation Cruise will complete the following activities on an observation/participation basis with emphasis on maximum participation whenever possible or practicable.

Midshipmen arriving aboard a deployed CV/CVN for CV Aviation cruise will be assigned to the embarked CVW for assignment to an embarked squadron for the duration of their cruise.

### **CARRIER ORIENTATION**

While attached to the air wing or squadron, midshipmen should receive carrier orientation beginning with the Administrative Department and should continue through each of the aviation departments on the ship. Complete the following activities:

1. Begin check-in procedures by meeting with the Carrier Air Group's (CAG's) Midshipmen Training Officer (MTO). Schedule courtesy calls with CAG/Deputy CAG.
2. Visit Safety Department and become familiar with the following topics (as well as any other items that the Safety Department deems necessary):
  - a. Hangar deck and elevator safety
  - b. Flight deck safety
  - c. Fire and damage control
  - d. Various Safety Duty Officer watches
  - e. FOD prevention program
3. Become familiar with Ground Support Equipment (GSE) Division.
4. Visit Strike Ops and become familiar with air plan mission and weapon loading divisions, and visit CVIC to learn weather, intelligence, and reconnaissance.
5. Visit Combat Information Center (CIC) and various CIC warfare modules to include: (Discussing radar and NTDS)
  - a. C1 division (surface)
  - b. C2 division (anti-air)
  - c. C3 division (ASW)
  - d. C4 division (EW)

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

## **CARRIER AIR GROUP (CAG) ORIENTATION**

Upon arrival, all midshipmen will check-in with the carrier air wing staff (Cag Ops). Here, the midshipmen should develop a basic working knowledge of the staff's responsibilities and the overall operation of the air wing to include:

1. Which squadrons are assigned to the CAG and the specific missions of each. Understand that different squadrons have a variety of missions involving both offensive and defensive roles.
2. Understand the concept of flight deck operations to include but not be limited to:
  - a. Cyclic versus flex-deck operations
  - b. Day and night takeoff
  - c. Landing procedures and landing signal officer's responsibilities
  - d. Flight deck control
3. Air wing staff's coordination role with all divisions. Emphasis should focus on the liaison between CAG staff and supply, CATTC, strike, etc.

## **SQUADRON ORIENTATION**

Each midshipman will be assigned to a specific fixed wing squadron for the duration of his/her cruise. Here he/she will develop an understanding for the organizational makeup of a squadron. Midshipmen will develop a better understanding of daily operations as they observe squadrons combining their expertise to plan major evolutions and exercises. The following objectives were developed to ensure midshipmen understand the administrative and operational duties of the naval aviator and his/her squadron:

1. Courtesy call on CAG/Deputy CAG.
2. Check in with the Administrative Officer and schedule courtesy call with CO/XO.
3. Courtesy call and welcome aboard by Executive Officer.
4. Courtesy call and welcome aboard by Commanding Officer.
5. Upon initial arrival, it is imperative that all midshipmen schedule and receive a safety brief from the Safety Officer. Midshipmen should sign out and review NATOPS manuals and Squadron Standard Operating Procedures (SOP) as well as obtaining briefs from the NATOPS Officer and Safety Officer.
6. Check in with the senior watch officer and schedule:
  - a. Squadron Duty Officer (SDO) familiarization
  - b. Squadron Duty Officer (SDO) watch
7. Check into Operations Department for your initial brief. Interview and understand the basic duties of the following officers:
  - a. LSO

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

Additionally, midshipmen should:

- g. Conduct a cockpit familiarization.
- h. Visit CVIC.
- i. Understand how the training matrix dictates training 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.

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

## **GENERAL SHIPBOARD SAFETY NOTES**

**GENERAL.** The Department of the Navy Safety Program requires all commands to conduct an aggressive, continuing accident prevention program. Safety rests on each individual's shoulders. It is mandatory that each midshipman read the following safety precautions, understand and comply with them, and review them often during cruise.

### **ELECTRICAL SAFETY PRECAUTIONS**

1. Portable electrical equipment includes any electrical or electronic equipment that can possibly be plugged into an electrical outlet.

a. Ashore, and especially at home, lighting and power are frequently not treated with the respect deserved. This has led to the mistaken impression that 115 volt circuits are not lethal; this is not true. More Navy personnel have been killed by 115 volts than circuits of all other voltages combined. Shipboard conditions are especially conducive to increasing the severity of a shock because the person affected is usually in contact with the ship's metal structure and because the dampness that is often present in the user's clothes lowers electrical resistance.

b. The typical current path is from the metal case of an ungrounded appliance through the body of the user to ground (sea water) via the steel structure of the ship. In contrast to the home environment, this path is always present on board ship. Hence, the use of ungrounded appliances on board ship is prohibited.

c. Electrical safety can be attained only through the cooperation of all hands. For this reason it is essential that all personnel understand the lethal nature of the hazard and be made familiar with electrical safety precautions.

2. The following rules shall be rigidly adhered to:

a. No privately-owned electrical or electronic equipment shall be used or kept aboard the ship without the specific permission of the Executive Officer and only then, after it has been inspected and approved for use by the Engineering Officer or his designated representative. This restriction includes portable radios, CD players, etc. that can be plugged into electrical outlets. Electrical razor cases must be plastic.

b. No portable electric/electronic equipment will be operated unless it is properly grounded by means of a three-prong plug, and has been inspected and tested by the Engineering Department.

c. No person shall operate an electrically powered hand tool unless specifically authorized by his/her division officer or other supervisor.

### **ELECTRONIC SAFETY PRECAUTIONS**

1. Read and practice all posted safety precautions and operating instructions of all equipment you operate.

2. Never energize equipment unless you are sure that you know what it is and for what purpose you are energizing it.

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

## **APPENDIX F**

### **MIDSHIPMAN FIRST CLASS NURSE CORPS HOSPITAL CRUISE GUIDE**

This document provides general guidelines and instructions for Midshipmen First Class Nurse Corps Hospital Summer Cruise. The areas covered herein should be considered a starting point through which you can become familiar with the overall mission of the Naval Hospital community. This will include the duties and responsibilities of the officers and enlisted personnel within normal daily operation.

#### **DAY OF REPORTING**

1. Travel from the airport directly to the BOQ--do not report to the naval hospital until after you have checked in at the BOQ. Check at the BOQ Registration desk for any additional information and/or instructions from the Midshipman Training Officer (MTO).
2. Request instructions regarding transportation from the BOQ to the hospital.

#### **DAY 1**

1. Meet the MTO at the quarterdeck of the Naval Hospital. Discuss the training schedule, plans, your goals and objectives.
2. Check in: Notify the Administrative Officer of your arrival by getting your orders stamped at the Naval Hospital Security Office, or as otherwise directed.
3. Check into PSD/PSA to receive your chow pass.

#### **DAY 2**

1. Follow the training schedule as set up and be ready to adjust it as necessary.
2. Schedule and keep the Commanding Officer/Executive Officer courtesy calls.
3. Schedule and keep the Director of Nursing services courtesy call.
4. Each midshipman will be assigned an officer running mate while on the wards, who will be responsible for overseeing your progress.
5. You will be required to keep a Midshipman Journal/Diary (bring a stenographer's notebook for this). MIDN will write in the journal every day. The journal will be submitted to the MTO for review every Friday morning. It will be returned to the MIDN no later than close of business every Friday.

#### **DAY 2 THROUGH THE LAST DAY**

1. Follow the Training Calendar as set up by the MTO.
2. Obtain information from your MTO or others about your choice of duty stations after school.

#### **NEXT TO LAST DAY**

1. Out-brief with the Director of Nursing Services and the MTO or as the training schedule dictates. Submit the Midshipman Summer Training Questionnaire and Debrief Sheet found in the Midshipman Admin Summer Training Handbook (NAVEDTRA 37301I ). Surrender your handbook (steno notebook) to the MTO.

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

### **LAST DAY**

1. Check out of the BOQ. 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.
  - Observe CO's Mast if possible.
  - Observe morning reports and the interaction of Department Heads/Directors of Services.
2. Visit with the Executive Officer:
  - Meet and exchange courtesies.
  - Observe XOI (XO's Mast) if possible.

3. Visit with the Director of Nursing Services:
  - Meet and exchange courtesies.
  - Review information important to each one.
  - Discuss future Navy assignments.
  
4. Visit with the Assistant Director, Nursing Services:
  - Meet and exchange courtesies.
  - Arrange telephone conversation with your Detailer to discuss orders to your first duty station after graduation.
  
5. Visit with the Senior Enlisted Detailer for Nursing Services:
  - Conduct an informal personnel inspection of Hospital Corpsmen.
  - Learn the duties and responsibilities of Hospital Corpsmen and their varied capabilities.
  - Learn the need to supervise and train the Corpsmen.
  - Learn aspects of scheduling personnel.
  - Observe career planning/counseling for enlisted.
  - Learn why the enlisted have a shorter stay on the ward.
  - Learn about enlisted evaluations at this level.
  
6. Visit with a Nursing Department Head:
  - Observe the role of a nursing supervisor.
  - Attend a Dept Head Meeting, be introduced to those present, and observe how they interact in the meeting.
  - Review position descriptions of Department Head, Division Officer, Leading Petty Officer, and Corpsmen.
  - Evaluate officer-like qualities and leadership ability.
  - Discuss the history of the Nurse Corps, levels of authority, other topics of professional and personal interest.
  
7. Visit with a Nursing Division Officer (Charge Nurse):
  - Observe the role of a Division Officer.
  - Emphasize Nurse Corps requirements on the medical/surgical wards. Specialty areas (ICU, L&D, Nursery, Peds, Ambulatory Care, etc) are also visited and discussed.
  - Attend a Div Off Meeting, be introduced to those present, and observe how they interact.
  - Observe the role of Nursing Team Leader.
  - Work with a staff nurse as a team leader (supervise at least one corpsman under the preceptorship of an RN).
  - Observe the interaction of staff nurses and corpsmen.
  - Work with a corpsman, performing direct patient care.
  
8. Schedule and accomplish a mid-cruise brief with the MTO:
  - Status report regarding the cruise.
  - Suggestions/recommendations for "mid-course correction".
  - Discuss professional or personal concerns.
  
9. Visit with the Ambulatory Care Nursing Department Head:
  - Orient to the Amb Nursing Division.
  - Discuss nurse watch duties; possibly to stand watch with a Nurse of the Day (NOD).
  - Discuss the Patient Contact Program.
  
10. Visit with the Peri-Operative Nursing Department:
  - Orient to the Operating Room, Anesthesia Department, and Post Anesthesia Care Unit.

Follow a surgical case from start to end.  
Discuss career patterns for OR nurses.  
Spend one full day in the OR; follow the OR Nurse through a day of duties.

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

1. Attend the Director for Administration meeting, be introduced to those present, and observe how they interact.
2. Arrange for courtesy call with the Command Master Chief, and learn his/her role in the hospital and the Navy.
3. Visit with Command Personnel (Manpower) Officer:
  - Review an enlisted personnel record.
  - Become familiar with standard numbered pages and their placement in the record.
  - Review enlisted evaluations and become generally familiar with how they are written and processed.
  - Review the enlisted rating system and become familiar with naval messages.
4. Visit with Command Legal Officer:
  - Learn about the Feres Doctrine, courts-martial, and the UCMJ.
5. Visit with Family Advocacy Officer:
  - Learn how to help military families in trouble.
  - Learn about discharge planning.
6. Visit with Public Affairs Officer.
7. Visit Facilities Management Department to orient to their role in building maintenance.
8. Visit Operating Management Department:
  - Orient to hospital safety, the management of materials and supplies used in day-to-day operation, i.e., linen service, food service, housekeeping, forms and reprographics, security, mail room, BEQ management, and furniture.
  - Participate in a zone inspection of the hospital.
9. Visit with Hospital Security:
  - Orient to hospital security, fire control, and fire party.
  - Observe a fire drill, if possible.
  - Conduct/observe morning colors.
10. Visit Hospital Lab, Pharmacy, X-Ray Departments:
  - Orient to these areas and their roles in the hospital.
  - Develop additional skill in venipuncture (under direct supervision).
11. Visit with the Hospital Comptroller, and the Supply Officer to orient to these areas and their roles in the hospital.
12. Visit with the Medical Plans and Intelligence Officer (Contingency Assignment Officer).

13. Visit with the Reserve Liaison.
14. If possible, visit a ship's Medical Department:
  - Familiarization tour of spaces.
  - Observe sick call.
  - Tour the ship.
15. If possible, visit an aviation squadron (Flight Surgeon).
16. Visit with the Nursing Quality Improvement Officer.
17. Conduct out-brief.

The purpose is to answer questions that the Midshipman First Class may have, to summarize the training experience, and to document suggested changes for future summer training.

At the conclusion of Naval Hospital cruise period, all midshipmen should visit the DNS for a check out brief and farewell call. Remember, the training will be conducted under the direction of the DNS. You should be given every opportunity to work, stand watches, and perform duties under competent guidance. This guidance will afford you every chance to exercise initiative in fulfilling your duties. The profits that you realize from this training will be directly proportional to the skill, interest, imagination, and enthusiasm you display.

The areas covered in this booklet should be considered a starting point through which you can attain minimum knowledge of the role of a junior officer aboard a Naval Hospital. The effort you exert to learn more about the duties and responsibilities of junior officers will directly reflect how instructive and rewarding your summer cruise will be.

If you desire to learn more about the certification process required of all junior officers, or if you want to qualify at a particular certification, see the MTO. Recognize that qualification/certification is not an easy task during a 30-day cruise.

Above all, talk to the junior officers aboard the Naval Hospital about their experiences. They are in the position you will hold shortly after graduation. Any information you obtain now will pay dividends when you are commissioned a junior officer!

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

(2) PMS	_____	_____
c. Suction Apparatus		
(1) Operation	_____	_____
(2) PMS	_____	_____
d. Ventilators	_____	_____
(1) Operation	_____	_____
e. Patient Monitors		
(1) Operation	_____	_____
f. Infusion Pumps		
(1) Operation	_____	_____
g. EKG Machines		
(1) Operation	_____	_____
(2) PMS	_____	_____
<b>4. CLEANING &amp; SANITATION OF WARD/CLINIC</b>		
a. Standard	_____	_____
b. Special Problems	_____	_____
<b>5. CLERICAL</b>		
a. Transcribe Doctors' Orders	_____	_____
b. Nursing Notes	_____	_____
c. Admission & Discharge	_____	_____
d. Inpatient Forms		
(1) TPR Log	_____	_____
(2) Progress Notes	_____	_____
(3) Patient Care Plan	_____	_____

(4) Medication Administration \_\_\_\_\_

(5) I & O Sheets \_\_\_\_\_

## II. EMERGENCY CARE

### 1. PATIENT EVALUATION

a. ABC's \_\_\_\_\_

b. Vital Signs \_\_\_\_\_

c. Quick Check/Assessment \_\_\_\_\_

d. Transporting of Patient \_\_\_\_\_

### 2. EMERGENCY EQUIPMENT/SUPPLIES

a. Defibrillator \_\_\_\_\_

b. Airways \_\_\_\_\_

c. Stretchers \_\_\_\_\_

d. Splints \_\_\_\_\_

e. Dressings/Bandages \_\_\_\_\_

f. Suction Machine \_\_\_\_\_

g. IV's \_\_\_\_\_

h. Spark Kit \_\_\_\_\_

i. Crash Cart \_\_\_\_\_

j. First Aid Boxes \_\_\_\_\_

k. First Aid Kits, Gun Bags, & Boat Boxes \_\_\_\_\_

l. Portable Medical Lockers \_\_\_\_\_

m. BDS Equipment & Supplies \_\_\_\_\_

n. Antidote Locker \_\_\_\_\_

- 3. **CARDIO-PULMONARY RESUSCITATION** \_\_\_\_\_
- 4. **MASS CASUALTY TRIAGE** \_\_\_\_\_
- 5. **FIVE MAJOR INJURIES**
  - a. Sucking Chest Wounds \_\_\_\_\_
  - b. Abdominal Injury \_\_\_\_\_
  - c. Amputation of Limb \_\_\_\_\_
  - d. Compound Fracture \_\_\_\_\_
  - e. Head & Facial Injuries \_\_\_\_\_
- 6. **COMMON EMERGENCIES**
  - a. Wounds \_\_\_\_\_
  - b. Shock \_\_\_\_\_
  - c. Hemorrhage \_\_\_\_\_
  - d. Heat Related Injuries \_\_\_\_\_
  - e. Cold Injuries \_\_\_\_\_
  - f. Poisoning \_\_\_\_\_
  - g. Burns \_\_\_\_\_
  - h. Airway Management \_\_\_\_\_
  - i. C-Spine Management \_\_\_\_\_
- 7. **NBC**
  - a. Decontamination Stations \_\_\_\_\_
  - b. Handling of Casualties \_\_\_\_\_
  - c. Biological Sampling Techniques \_\_\_\_\_
  - d. Decontamination Kits \_\_\_\_\_

**III. SICK CALL**

**1. PHYSICAL EXAMINATION**

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

- (3) Sphincter Tone \_\_\_\_\_
- (4) Fissures \_\_\_\_\_
- (5) Hemorrhoids \_\_\_\_\_
- g. Genitourinary Exam \_\_\_\_\_
- h. Musculoskeletal
  - (1) Knee \_\_\_\_\_
  - (2) Back \_\_\_\_\_
  - (3) Shoulders \_\_\_\_\_
  - (4) Others \_\_\_\_\_
- i. Neurological Exam
  - (1) Mental Status \_\_\_\_\_
  - (2) Sensory \_\_\_\_\_
  - (3) Motor \_\_\_\_\_
  - (4) Miscellaneous \_\_\_\_\_

**2. COMMON SHIPBOARD ILLNESSES**

- a. Upper Respiratory Infections \_\_\_\_\_
- b. Sprained Ankle \_\_\_\_\_
- c. Abdominal Pain \_\_\_\_\_
- d. Otitis Media/Externa \_\_\_\_\_
- e. Management of Commonly Encountered Venereal Diseases \_\_\_\_\_
- f. Back Pain \_\_\_\_\_
- g. Knee Pain \_\_\_\_\_
- h. Common Skin Disorders \_\_\_\_\_

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

**3. SICK CALL ADMINISTRATION**

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

**IV. WATCHSTANDING**

**1. FIRE PARTY**

- a. Equipment \_\_\_\_\_
- b. Procedures \_\_\_\_\_

**2. RESCUE & ASSISTANCE**

- a. Equipment \_\_\_\_\_
- b. Procedures \_\_\_\_\_

**3. DUTY CORPSMAN**

\_\_\_\_\_

**4. UNREP DETAIL**

- a. Equipment \_\_\_\_\_
- b. Procedures \_\_\_\_\_

**5. FLYING SQUAD**

- a. Equipment \_\_\_\_\_
- b. Procedures \_\_\_\_\_

**6. MAN OVERBOARD**

\_\_\_\_\_

- a. Equipment \_\_\_\_\_
- b. Procedures \_\_\_\_\_

**7. FLIGHT DECK CORPSMAN (OPTIONAL)**

- a. Equipment \_\_\_\_\_
- b. Procedures \_\_\_\_\_

**8. D. D. O.**

\_\_\_\_\_

**V. LABORATORY**

**1. HEMATOLOGY**

- a. Leukocyte Count (WBC) \_\_\_\_\_
- b. Erythrocyte Count (RBC) \_\_\_\_\_
- c. Hematocrit (HCT) \_\_\_\_\_
- d. Hemoglobin (HGB) \_\_\_\_\_
- e. Erythrocyte Sed Rate (ESR) \_\_\_\_\_
- f. Differential (Leukocyte) \_\_\_\_\_
- g. Venipuncture \_\_\_\_\_

**2. URINALYSIS**

- a. Routine \_\_\_\_\_
- b. Microscopic \_\_\_\_\_

**3. SEROLOGY**

- a. Monospot \_\_\_\_\_
- b. Rapid Plasma Reagin (RPR) \_\_\_\_\_

**4. BACTERIOLOGY**

- a. Specimen Recovery \_\_\_\_\_
- b. Culture Technique \_\_\_\_\_

- (1) Media \_\_\_\_\_
- (2) Procedure \_\_\_\_\_
- (3) Interpretation \_\_\_\_\_
- c. Smears \_\_\_\_\_
  - (1) Gram Stain \_\_\_\_\_
  - (2) Potassium Hydroxide (KOH) Prep \_\_\_\_\_
- 5. BLOOD ALCOHOLS**
- a. Procedure \_\_\_\_\_
- b. Specimen Shipment \_\_\_\_\_
- c. Chain of Custody/Legal Aspects \_\_\_\_\_
- 6. LABORATORY SAFETY** \_\_\_\_\_

**VI. OPERATING ROOM**

- 1. MEDICAL ASEPTIC TECHNIQUE**
- a. Medical Asepsis \_\_\_\_\_
- b. Infectious Process \_\_\_\_\_
- c. Isolation Technique \_\_\_\_\_
- 2. SURGICAL ASEPTIC TECHNIQUE**
- a. Principles of Surgical Asepsis \_\_\_\_\_
- b. Handwashing Technique \_\_\_\_\_
- c. Gowning/Gloving \_\_\_\_\_
- 3. METHODS OF STERILIZATION**
- a. Physical & Chemical \_\_\_\_\_
- b. Uses, Advantages, & Disadvantages \_\_\_\_\_

c. Autoclaving \_\_\_\_\_

**4. PROCEDURES**

a. Minor Surgical Packs \_\_\_\_\_

b. Minor Surgery Trays \_\_\_\_\_

c. Sterilization of Solutions \_\_\_\_\_

d. Preparation & Handling of Sterile Articles \_\_\_\_\_

**5. SUTURE & SUTURE REMOVAL**

a. Wound Classification and the Healing Process \_\_\_\_\_

b. Principles & Methods of Sutures \_\_\_\_\_

c. Selection of Sutures & Needles \_\_\_\_\_

d. Follow-up Care \_\_\_\_\_

**6. MINOR SURGERY**

a. Administration of Local Anesthesia \_\_\_\_\_

b. Materials, Accessories \_\_\_\_\_

**VII. PHARMACY**

**1. USE OF PHARMACEUTICAL REFERENCE BOOKS**

a. Physicians' Desk Reference (PDR) \_\_\_\_\_

b. Drug Formulary \_\_\_\_\_

**2. PRESCRIPTION WRITING**

**3. DISPENSING COMMON MEDICINALS**

**4. DRUG KNOWLEDGE**

a. Analgesics \_\_\_\_\_

b. Anthelmintic \_\_\_\_\_

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

**5. CONTROLLED SUBSTANCES**

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

**6. DRUGS FOR CORPSMEN'S PRESCRIPTIONS**

- a. Dosage \_\_\_\_\_
- b. Administration \_\_\_\_\_
- c. Indications/Contraindications \_\_\_\_\_

**VIII. X-RAY**

**1. ADMINISTRATIVE PROCEDURES**

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

**2. BASIC FUNDAMENTALS**

- a. X-Ray Unit \_\_\_\_\_
- b. Processor \_\_\_\_\_

- (1) Manual \_\_\_\_\_
- (2) Automatic \_\_\_\_\_
- (3) Maintenance \_\_\_\_\_
- (4) Photodosimetry \_\_\_\_\_

**4. BASIC X-RAY**

- a. Lower Extremities \_\_\_\_\_
- b. Upper Extremities \_\_\_\_\_
- c. Abdominal \_\_\_\_\_
- d. Chest \_\_\_\_\_
- e. Spine \_\_\_\_\_
- f. Skull \_\_\_\_\_
- g. Hips \_\_\_\_\_
- h. Shoulder/Clavicle \_\_\_\_\_
- i. Cervical \_\_\_\_\_

**IX. PREVENTIVE MEDICINE**

**1. COMMUNICABLE DISEASES**

- a. Infectious Disease \_\_\_\_\_
- b. Mode of Transmission \_\_\_\_\_
- c. Method of Control \_\_\_\_\_
- d. Preventive Medicine \_\_\_\_\_
- e. Reporting Requirements \_\_\_\_\_
- f. STD \_\_\_\_\_
- g. TB Control \_\_\_\_\_
- h. Quarantine/De-Rat \_\_\_\_\_

**2. ENVIRONMENTAL INSPECTIONS**

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

**3. FOOD SERVICE SPACES & PERSONNEL INSPECTIONS**

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

**4. INSPECTION OF FOOD ITEMS**

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

**5. WATER SUPPLY**

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

**6. PROGRAMS**

- a. Heat Stress \_\_\_\_\_
- b. Hearing Conservation \_\_\_\_\_
- c. Asbestos Surveillance Program \_\_\_\_\_
- d. Immunization Program \_\_\_\_\_
- e. Rodent & Pest Control \_\_\_\_\_
- f. Respiratory Protection \_\_\_\_\_

**X. OPHTHALMOLOGY**

**1. VISUAL ACUITY**

- a. Near \_\_\_\_\_
- b. Far \_\_\_\_\_

**2. DEPTH PERCEPTION** \_\_\_\_\_

**3. COLOR VISION** \_\_\_\_\_

**4. CHECK FOR AND REMOVAL OF FOREIGN BODIES** \_\_\_\_\_

**5. SLIT LAMP USE** \_\_\_\_\_

**6. TONOMETRY** \_\_\_\_\_

**7. LENSOMETER USE** \_\_\_\_\_

**8. REFRACTIONS (OPTIONAL)** \_\_\_\_\_

**XI. SUPPLY**

**1. ORIENTATION TO SUPPLY**

- a. Terminology \_\_\_\_\_
- b. Manuals \_\_\_\_\_

**2. REQUISITIONING**

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

**XII. ADMINISTRATION**

**1. HEALTH RECORD MAINTENANCE**

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

**2. PHYSICAL EXAMINATIONS**

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

**3. REPORTS**

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

**4. CORRESPONDENCE**

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

**5. CIVILIAN MEDICAL CLAIMS**

\_\_\_\_\_

**6. OPTICAL CHARACTER RECOGNITION (OCR)**

\_\_\_\_\_

7. TYPING \_\_\_\_\_

**XIII. PATIENT COMMUNICATION**

1. PATIENT COURTESIES \_\_\_\_\_

2. RESTRAINT OF NEGATIVE INPUT \_\_\_\_\_

**XIV. THE DECEASED PATIENT**

1. PATIENT PROCEDURES \_\_\_\_\_

2. ADMINISTRATIVE PROCEDURES \_\_\_\_\_

**XV. ADVANCED PATIENT CARE**

1. CHEST TUBE AND SUCTION SET UP \_\_\_\_\_

2. EKG INTERPRETATION \_\_\_\_\_

3. MANAGEMENT OF RASHES \_\_\_\_\_

4. ANTIBIOTIC THERAPY \_\_\_\_\_

5. EMERGENCY CARDIAC MANAGEMENT

a. IV Set Up/Drips \_\_\_\_\_

b. Cardiac Medications, Spark-Kit/  
Crash Cart/ Medications \_\_\_\_\_

c. Monitors \_\_\_\_\_

d. Record Keeping \_\_\_\_\_

6. SYSTEMS REVIEW & PHYSICAL EXAM \_\_\_\_\_