



**DEPARTMENT OF THE NAVY**  
**NAVAL SERVICE TRAINING COMMAND**  
**2601A PAUL JONES STREET**  
**GREAT LAKES, ILLINOIS 60088-2845**

**Executive Summary**

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

Guidance:

1. The quality of the Midshipman cruise experience is in no way tied to ship mission or age. Feedback from Midshipman who have completed training cruises cite the following as elements of successful, professionally rewarding training cruises:

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

b. Selection of the Midshipmen Training Officer (MTO). The MTO must be a highly motivated officer who is enthusiastic about midshipmen training. The MTO should be available for the entire time and not be absent while the midshipmen are on board. The MTO must ensure the assignment of sharp, professional running mates and meaningful responsibilities with as much hands-on experience as practical to midshipmen. MTOs shall be fully familiar with this manual and shall closely coordinate with Midshipmen Liaison Officers (MLOs) who are assigned to assist in program planning and execution (see paragraph 110). Areas of special concern for the MTO are the sections on Administration, Training, and Travel and Financial Instructions (Chapters 2, 3, 7, and 8).

27 March 2012

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

2. Midshipmen fitness reports/evaluations. Midshipmen fitness reports/evaluations during summer training cruises are optional. Commanding Officers are encouraged to submit fitness reports for particularly outstanding or deficient performance. If a fitness report is submitted on an individual midshipman, the following information is useful:

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

b. Evaluations are to be prepared for each midshipman by a designated commissioned officer for the commanding officer's signature and must be given to the midshipman at the end of their cruise, prior to debarkation. (Please refer to Chapter 4 for detailed guidance on midshipmen fitness reports.)

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

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

5. Financial Arrangements. Midshipmen shall not pay mess bills, either in the general mess or in the wardroom (see Chapter 2). NROTC midshipmen will be given advance cruise pay (similar to basic pay) for summer training. The Defense Finance and Accounting Service Center will make these payments. Settlement of travel claims will not be affected. There are differences in financial arrangements between NROTC and Naval Academy midshipmen (see chapter 8). USNA midshipmen travel claims are not to be settled by ships' disbursing officers (see Chapters 7 and 8). USNA midshipmen shall submit their completed travel claims to the Midshipman Disbursing Officer, U.S. Naval Academy (Stop 3H), upon completion of training and no later than five working days after their return to USNA.

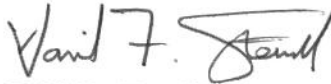
6. Naval Service Training Command (NSTC)/USNA Midshipmen Liaison Officers (MLOs): MLOs serve as direct representatives of NSTC/USNA for ashore problems; act as local ship assignment authority; and work with Midshipmen Embarkation/Debarkation Teams (MEDTs) to provide ships and cognizant travel clearance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

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

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

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

- a. NSTC - Summer Training Programs Office:  
Commercial: (850) 452-2930/9554  
DSN 922-2930/9554
- b. NSTC - Nuclear Cruises  
Commercial: (850) 452-4050  
DSN: 922-4050
- c. NSTC - 1/C Nurse Option  
Commercial: (850) 452-9388  
DNS: 922-9388
- d. USNA - Training Office:  
Commercial: (410) 293-1907  
DSN: 281-1907
- e. USMC - Summer Training Program Office  
Commercial: (703) 784-9446  
DSN: 278-9446

  
DAVID F. STEINDL

**TABLE OF CONTENTS**

| Chapter/Section  | Title/Subject                                  | Page Number |
|------------------|--|-------------|
| <u>Chapter 1</u> | <u>General Information Concerning</u>          | <u>1-1</u>  |
|                  | <u>Midshipman Summer Training</u>              |             |
| <u>100</u>       | <u>Objectives</u>                              | <u>1-1</u>  |
| <u>101</u>       | <u>Goals</u>                                   | <u>1-1</u>  |
| <u>102</u>       | <u>General Information</u>                     | <u>1-3</u>  |
| <u>103</u>       | <u>Assignment of USNA/NROTC</u>                | <u>1-6</u>  |
|                  | <u>Midshipmen</u>                              |             |
| <u>104</u>       | <u>Responsibilities of Midshipmen</u>          | <u>1-7</u>  |
|                  | <u>Embarkation/Debarkation</u>                 |             |
|                  | <u>Coordinators (MEDCs)</u>                    |             |
| <u>105</u>       | <u>Organization, Duties, and</u>               | <u>1-8</u>  |
|                  | <u>Responsibilities of Midshipmen</u>          |             |
|                  | <u>Embarkation Debarkation Teams (MEDTs)</u>   |             |
| <u>106</u>       | <u>Submarine Embarkation and Debarkation</u>   | <u>1-15</u> |
| <u>107</u>       | <u>Responsibilities of the Superintendent,</u> | <u>1-15</u> |
|                  | <u>USNA</u>                                    |             |
| <u>108</u>       | <u>Naval Academy Training Office</u>           | <u>1-16</u> |
| <u>109</u>       | <u>NSTC Summer Training Program Office</u>     | <u>1-16</u> |
| <u>110</u>       | <u>Midshipmen Liaison Officers</u>             | <u>1-17</u> |
| <u>111</u>       | <u>Debarkation Policy</u>                      | <u>1-20</u> |
| <br>             |  |             |
| <u>Chapter 2</u> | <u>Administration</u>                          | <u>2-1</u>  |
| <u>200</u>       | <u>General</u>                                 | <u>2-1</u>  |
| <u>201</u>       | <u>Assignment Messages</u>                     | <u>2-1</u>  |
| <u>202</u>       | <u>Shipboard Musters</u>                       | <u>2-2</u>  |
| <u>203</u>       | <u>Tours</u>                                   | <u>2-2</u>  |
| <u>204</u>       | <u>Leave Emergency Leave and Liberty</u>       | <u>2-2</u>  |
| <u>205</u>       | <u>Missing Ship's Movement</u>                 | <u>2-4</u>  |
| <u>206</u>       | <u>Injury, Illness, or Death</u>               | <u>2-4</u>  |
| <u>207</u>       | <u>Motion Sickness</u>                         | <u>2-7</u>  |
| <u>208</u>       | <u>Disenrollment</u>                           | <u>2-8</u>  |
| <u>209</u>       | <u>Security Clearances</u>                     | <u>2-8</u>  |
| <u>210</u>       | <u>Immunizations and Medical Screenings</u>    | <u>2-9</u>  |
| <u>211</u>       | <u>Passports</u>                               | <u>2-11</u> |
| <u>212</u>       | <u>Meals</u>                                   | <u>2-12</u> |
| <u>213</u>       | <u>Important Mailing Addresses, Telephone</u>  | <u>2-13</u> |
|                  | <u>and fax numbers</u>                         |             |
| <u>214</u>       | <u>Commissioning of NROTC Graduate at</u>      | <u>2-13</u> |
|                  | <u>End of Training</u>                         |             |
| <u>215</u>       | <u>Non Appropriated Fund Support</u>           | <u>2-14</u> |
|                  | <u>for recreation of Midshipmen</u>            |             |
| <u>216</u>       | <u>Pre-commissioning Physicals</u>             | <u>2-15</u> |

|                   |  |             |
|-------------------|--|-------------|
| <u>217</u>        | <u>Unit Awards</u>                           | <u>2-16</u> |
| <u>Chapter 3</u>  | <u>Training</u>                              | <u>3-1</u>  |
| <u>300</u>        | <u>Concept of Training</u>                   | <u>3-1</u>  |
| <u>301</u>        | <u>Conduct of Training</u>                   | <u>3-3</u>  |
| <u>302</u>        | <u>Midshipmen Summer Training</u>            | <u>3-7</u>  |
|                   | <u>Questionnaire</u>                         |             |
| <u>303</u>        | <u>Unique Aspects of Maritime Academy</u>    | <u>3-7</u>  |
|                   | <u>Midshipman Training</u>                   |             |
| <u>Chapter 4</u>  | <u>Professional Performance and Aptitude</u> | <u>4-1</u>  |
|                   | <u>for Naval Service</u>                     |             |
| <u>400</u>        | <u>General</u>                               | <u>4-1</u>  |
| <u>401</u>        | <u>Objectives</u>                            | <u>4-2</u>  |
| <u>402</u>        | <u>Responsibility</u>                        | <u>4-2</u>  |
| <u>403</u>        | <u>Procedures</u>                            | <u>4-3</u>  |
| <u>Figure 4-1</u> | <u>Counsel and Guidance Interview Board</u>  | <u>4-7</u>  |
| <u>Chapter 5</u>  | <u>Conduct</u>                               | <u>5-1</u>  |
| <u>500</u>        | <u>General</u>                               | <u>5-1</u>  |
| <u>501</u>        | <u>Offenses</u>                              | <u>5-1</u>  |
| <u>502</u>        | <u>Jurisdiction</u>                          | <u>5-1</u>  |
| <u>503</u>        | <u>Report of Major Offenses</u>              | <u>5-3</u>  |
| <u>504</u>        | <u>Handling of Major Offenses</u>            | <u>5-4</u>  |
| <u>505</u>        | <u>Ship's Report of Conduct Offense</u>      | <u>5-4</u>  |
| <u>Figure 5-1</u> | <u>Report of Conduct</u>                     | <u>5-5</u>  |
| <u>Chapter 6</u>  | <u>Information and Instruction for</u>       | <u>6-1</u>  |
|                   | <u>Midshipmen</u>                            |             |
| <u>600</u>        | <u>General</u>                               | <u>6-1</u>  |
| <u>601</u>        | <u>Equipment to be taken by Midshipman</u>   | <u>6-1</u>  |
| <u>602</u>        | <u>Currency Exchange</u>                     | <u>6-2</u>  |
| <u>603</u>        | <u>Personal Funds</u>                        | <u>6-2</u>  |
| <u>604</u>        | <u>Cleanliness of Midshipman Spaces</u>      | <u>6-3</u>  |
| <u>605</u>        | <u>Midshipmen Grooming Standards</u>         | <u>6-4</u>  |
| <u>606</u>        | <u>Smoking Regulations</u>                   | <u>6-4</u>  |
| <u>607</u>        | <u>Bedding</u>                               | <u>6-4</u>  |
| <u>608</u>        | <u>Traffic Rules Aboard Ship</u>             | <u>6-4</u>  |
| <u>609</u>        | <u>Cameras</u>                               | <u>6-4</u>  |
| <u>610</u>        | <u>Divine Services</u>                       | <u>6-4</u>  |
| <u>611</u>        | <u>Conduct of Foreign Nations</u>            | <u>6-4</u>  |
| <u>612</u>        | <u>Fraternization</u>                        | <u>6-5</u>  |
| <u>613</u>        | <u>Customs Regulations</u>                   | <u>6-5</u>  |
| <u>614</u>        | <u>Shipboard Mailing Address</u>             | <u>6-6</u>  |
| <u>615</u>        | <u>Wardroom Etiquette</u>                    | <u>6-7</u>  |

|                   |  |             |
|-------------------|--|-------------|
| <u>616</u>        | <u>Uniforms for Midshipmen</u>   | <u>6-7</u>  |
| <u>617</u>        | <u>Transportation from overseas to CONUS</u>   | <u>6-8</u>  |
| <u>618</u>        | <u>General Reporting Instructions</u>  | <u>6-8</u>  |
| <u>619</u>        | <u>Transportation Information for Various WESTPAC Ports</u>                                  | <u>6-10</u> |
| <u>620</u>        | <u>Transportation Information Regarding Transit through Guantanamo Bay (GTMO), Cuba</u>      | <u>6-12</u> |
| <u>621</u>        | <u>Information Needed to Send Midshipmen to/from Guantanamo Bay</u>                          | <u>6-14</u> |
| <u>622</u>        | <u>Handling of Classified Notes</u>  | <u>6-14</u> |
| <u>Figure 6-1</u> | <u>Supplementary CONUS and GTMO Embark Information for Lant Surface and Aviation Cruises</u> | <u>6-16</u> |
| <u>Figure 6-2</u> | <u>Information for Lant/MED Surface and Aviation Cruises</u>                                 | <u>6-19</u> |
| <u>Figure 6-3</u> | <u>Information for PAC Surface and Aviation Cruises</u>                                      | <u>6-21</u> |
| <u>Chapter 7</u>  | <u>NROTC Travel and Financial Instructions</u>   | <u>7-1</u>  |
| <u>700</u>        | <u>General</u>   | <u>7-1</u>  |
| <u>701</u>        | <u>Travel to and from Place Active Training (AT)</u>   | <u>7-1</u>  |
| <u>702</u>        | <u>Procedures for Arranging Overseas Transportation</u>                                      | <u>7-2</u>  |
| <u>703</u>        | <u>Routing of Individual Midshipmen</u>  | <u>7-2</u>  |
| <u>704</u>        | <u>Pay Accounts and Payment Procedures</u>   | <u>7-2</u>  |
| <u>705</u>        | <u>Rates of Pay for NROTC Midshipmen</u>   | <u>7-3</u>  |
| <u>706</u>        | <u>Midshipmen Travel Order Information</u>   | <u>7-4</u>  |
| <u>707</u>        | <u>Training Activity's Charging Procedures</u>   | <u>7-5</u>  |
| <u>708</u>        | <u>Disbursing Officer's Report to DFAS-Indianapolis Center</u>                               | <u>7-8</u>  |
| <u>709</u>        | <u>Financial Guidance for Summer Training Staff members</u>                                  | <u>7-9</u>  |
| <u>Chapter 8</u>  | <u>USNA Travel and Financial Instructions</u>  | <u>8-1</u>  |
| <u>800</u>        | <u>Orders</u>  | <u>8-1</u>  |
| <u>801</u>        | <u>Independent Travel</u>  | <u>8-1</u>  |
| <u>802</u>        | <u>Temporary Duty Allowance</u>  | <u>8-2</u>  |
| <u>803</u>        | <u>Naval Academy Leave Policy</u>  | <u>8-2</u>  |
| <u>804</u>        | <u>Endorsements</u>  | <u>8-3</u>  |
| <u>805</u>        | <u>Personal Itinerary Records</u>  | <u>8-3</u>  |
| <u>806</u>        | <u>Midshipmen Finances</u>   | <u>8-4</u>  |
| <u>807</u>        | <u>Rates of Pay of Naval Academy Midshipmen</u>  | <u>8-4</u>  |
| <u>808</u>        | <u>Special Notes</u>   | <u>8-4</u>  |
| <u>809</u>        | <u>BOQ Charges</u>   | <u>8-5</u>  |
| <u>810</u>        | <u>USNA Midshipmen Transportation</u>  | <u>8-5</u>  |

|                   |  |             |
|-------------------|--|-------------|
|                   | <u>Entitlements</u>  |             |
| <u>811</u>        | <u>Settlements of Travel Claims</u>  | <u>8-6</u>  |
| <u>Chapter 9</u>  | <u>Aviation/Nuclear/Nurse/Academic Year Training</u>   | <u>9-1</u>  |
| <u>900</u>        | <u>General</u>   | <u>9-1</u>  |
| <u>901</u>        | <u>Afloat Aviation Cruises</u>   | <u>9-1</u>  |
| <u>902</u>        | <u>NROTC Ashore Aviation Cruises</u>   | <u>9-2</u>  |
| <u>903</u>        | <u>USNA Conus Aviation Cruises</u>   | <u>9-3</u>  |
| <u>904</u>        | <u>Nuclear Cruises</u>   | <u>9-4</u>  |
| <u>905</u>        | <u>Nurse Afloat Cruises</u>  | <u>9-6</u>  |
| <u>906</u>        | <u>Academic Year Cruises (AYCs)</u>  | <u>9-8</u>  |
| <u>Chapter 10</u> | <u>Foreign Exchange Training for Midshipmen, The Japanese Maritime Self Defense Force Midshipmen Exchange Programs</u> | <u>10-1</u> |
| <u>1000</u>       | <u>General</u>   | <u>10-1</u> |
| <u>1001</u>       | <u>U.S. Participants</u>   | <u>10-1</u> |
| <u>1002</u>       | <u>Training Program</u>  | <u>10-1</u> |
| <u>1003</u>       | <u>USN/JMSDF Midshipmen Exchange Program</u>   | <u>10-1</u> |
| <u>1004</u>       | <u>Language Consideration</u>  | <u>10-2</u> |
| <u>1005</u>       | <u>Arrival Briefings</u>   | <u>10-2</u> |
| <u>1006</u>       | <u>Orders</u>  | <u>10-3</u> |
| <u>1007</u>       | <u>Transportation</u>  | <u>10-3</u> |
| <u>1008</u>       | <u>Per Diem</u>  | <u>10-4</u> |
| <u>1009</u>       | <u>Pay</u>   | <u>10-4</u> |
| <u>1010</u>       | <u>Travel Claims</u>   | <u>10-4</u> |
| <u>1011</u>       | <u>Military Performance</u>  | <u>10-4</u> |
| <u>1012</u>       | <u>Leave</u>   | <u>10-4</u> |
| <u>1013</u>       | <u>Passports</u>   | <u>10-4</u> |
| <u>1014</u>       | <u>Miscellaneous</u>   | <u>10-5</u> |
| <u>1015</u>       | <u>Public Information Media</u>  | <u>10-5</u> |
| <u>1016</u>       | <u>Uniforms</u>  | <u>10-6</u> |
| <u>1017</u>       | <u>Reports</u>   | <u>10-6</u> |
| <u>1018</u>       | <u>Reverse Exchange</u>  | <u>10-7</u> |
| <u>Chapter 11</u> | <u>Reports</u>   | <u>11-1</u> |
| <u>1100</u>       | <u>Reports Required</u>  | <u>11-1</u> |
| <u>1101</u>       | <u>From the Training Activity</u>  | <u>11-1</u> |
| <u>1102</u>       | <u>From Midshipmen Embarkation/Debarkation Coordinators</u>  | <u>11-3</u> |
| <u>1103</u>       | <u>From Fleet Midshipman Liaison Officers and Fleet Assistant Midshipmen liaison Officers</u>                          | <u>11-3</u> |



|                    |  |             |
|--------------------|--|-------------|
| <u>1104</u>        | <u>Reports Required by NROTC Units</u>       | <u>11-3</u> |
| <u>1105</u>        | <u>Other Required Reports</u>                | <u>11-4</u> |
| <u>Figure 11-1</u> | <u>Sample Ship End of Training Report</u>    | <u>11-5</u> |
| <u>Figure 11-2</u> | <u>CO, NROTC Unit End of Training Report</u> | <u>11-8</u> |

Appendices

<https://www.nrotc.navy.mil/appendices.aspx>

**THIS PAGE INTENTIONALLY LEFT BLANK**

## CHAPTER 1

### GENERAL INFORMATION CONCERNING MIDSHIPMAN SUMMER TRAINING

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

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

a. Midshipmen Third Class

(1) NROTC (CORTRAMID)

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

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

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

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

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

(2) USNA

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

(b) To provide extensive hands-on training in the areas of ship handling, watch-standing, navigation, and basic seamanship in support of classroom training.

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

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

27 March 2012

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

b. Midshipmen Second Class

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

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

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

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

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

c. Midshipmen First Class

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

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

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

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

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

27 March 2012

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

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

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

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

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

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

**Sample Inter-Ship Message Format**

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

1. NAME(S), INITIALS, LAST FOUR SSN(S), (NROTC UNIT/USNA) TRANSFERRED FROM USS (SHIP) TO USS (SHIP), EFFECTIVE DATE).
2. REASON FOR TRANSFER. THIS REPORT, IN ADDITION TO THE ONBOARD REPORT SUBMITTED BY EACH VESSEL UPON WHICH MIDSHIPMEN ARE EMBARKED, IS ESSENTIAL IN ORDER TO KEEP USNA/NSTC AND MIDSHIPMEN EMBARKATION/DEBARKATION COORDINATORS INFORMED OF THE LOCATION OF EVERY MIDSHIPMAN PARTICIPATING IN SUMMER TRAINING SHOULD THE NEED TO CONTACT AN INDIVIDUAL ARISE DUE TO AN EMERGENCY SITUATION AT HOME OR OTHERWISE.//

e. Cruise Extensions

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

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

f. Midshipmen First Class

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

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

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

g. Midshipmen Second Class

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

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

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

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

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

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

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

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

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

b. Academic Year Cruises. MEDCs/MEDTs are not established during the academic school year. NSTC OD3 will request billets from fleet commanders based on each unit's input. Fleet commanders will then provide ships that will be able to participate during the academic year (normally December-January). Billets will then be assigned to units as appropriate. Notification messages will provide both unit and ship with assignment information. Upon receipt of notification, direct liaison between the ship and unit is authorized so that pertinent information concerning embark, debark, uniform requirements, reporting times, itinerary, etc., can be provided.



**104. RESPONSIBILITIES OF MIDSHIPMAN EMBARKATION/ DEBARKATION COORDINATORS (MEDCs).** NSTC assigns Midshipmen

Embarkation/Debarkation Coordinators. Commanding Officer, NROTCU Hampton Roads is the Atlantic and Mediterranean Midshipmen Embarkation/Debarkation Coordinator and will be responsible for oversight and coordination of Second, Fourth and Sixth Fleet midshipmen operations. Commanding Officer, NROTCU University of San Diego/San Diego State University is the Pacific and Western Pacific Midshipmen Embarkation/ Debarkation Coordinator and will be responsible for oversight and coordination of Third, Fifth and Seventh Fleet midshipmen operations. Close coordination will be required between cognizant MEDCs when ships are involved in transit exercises (refer to paragraph 103). The primary responsibilities of Midshipmen Embarkation/Debarkation Coordinators are to:

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

b. Supervise operations of Midshipmen Embarkation/ Debarkation Teams (MEDTs) assigned by NSTC to specific ports. The estimated establishment/disestablishment dates of Midshipmen Embarkation/Debarkation Teams will be specified in NSTCNOTE 1530.

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

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

e. Submit a final report to NSTC and copy to USNA upon disestablishment. This report, Midshipmen Embarkation/ Debarkation Coordinator Final Comments and Recommendations (NSTC Report Symbol 1533-11), should include comments and

recommendations about all phases of their operation with a view toward realistically improving the procedures followed during the summer training period. Specific comments are desired concerning logistics, embarkation, administration, midshipman training, debarkation, outstanding and/or negative training ships (with specific comments) and other recommendations pertinent to responsibilities assigned.

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

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

(1) Establish processing facilities.

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

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

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

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

c. Officers in Charge of the Midshipmen Embarkation/Debarcation Teams will provide temporary MEDTs at the following locations for such period as deemed necessary in connection with the embarkation and debarkation processing of midshipmen.

27 March 2012

These offices will be staffed, when required, by designated personnel from the NROTC units below. Exact MEDT addresses and telephone numbers will be promulgated in MEDC LOIs when established.

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

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

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

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

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

d. Embarkation

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

27 March 2012

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

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

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

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

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

(3) At the time of processing for cruises, MEDT representatives will establish an accurate muster of all midshipmen (both NROTC and USNA) reporting for cruise. MED/WESTPAC MEDT representatives will also ascertain the names of all midshipmen authorized to terminate their duty for training in an overseas port following their summer training.

27 March 2012

Immediately following embarkation processing, the MEDT representatives will provide a message to all ships concerned, their cognizant MEDC, and the appropriate fleet commander updating the master assignment message submitted by the OIC, MEDC (see paragraphs 104 and 201). The message should include a summary report of the total numbers of midshipmen embarked, broken down by USNA/NROTC, cruise (i.e., 1/C, 2/C, or 3/C), and gender. The MEDCs should then consolidate the MEDT embark reports and provide NSTC/USNA with the following information:

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

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

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

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

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

(a) NROTC Training Order or USNA orders.

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

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

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

(e) Midshipman Summer Training Handbook.

(f) Direct Deposit (DDS) account information.

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

(h) Large pre-paid postage pre-addressed envelope (NROTC only).

(i) 3x5 card with important contacts and phone numbers (NROTC Units, Midshipman Embark/Debarck Coordinators, Midshipman Liaison Officers, Midshipman Training Officers, Defense Attaché Offices ([see Appendix E](#)) etc)

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

(6) Messing and Berthing. Messing and berthing for midshipmen who report earlier than the date designated in their orders for the commencement of training will not normally be provided and is not subject to reimbursement. Midshipmen should be advised to seek low cost lodging in the event they arrive at the MEDT location prior to their reporting date. If midshipmen cannot be processed and transported to assigned ships immediately after their scheduled arrival, messing and berthing must be provided by the MEDT until they can be transported to the ship.

27 March 2012

These delays should be minimal and should generally occur only if the designated ship is not immediately available as scheduled. If midshipmen are berthed ashore after reporting to their ships the cost of berthing/messing must be borne by the ship. This also applies to submarines.

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

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

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

Fleet units are responsible for all other detaching endorsements.

f. Communications

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

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

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

**106. SUBMARINE EMBARKATION AND DEBARKATION.** Submarine cruises do not utilize the aforementioned MEDC/MEDT organizations for embarkation and debarkation. The NSTC Nuclear Programs Coordinator completes all functions normally accomplished by the MEDC for submarine cruises. Submarine Squadrons complete all functions normally completed by the MEDT. COMSUBLANT N10A/COMSUBPAC N31E will act as Midshipmen Liaison Officer (MLO) between NSTC and the squadrons for all matters pertaining to midshipmen summer training. NROTC units and the USNA should contact the Squadron's Area Midshipman Coordinator at the midshipman's embark port at least two weeks prior to embarkation. Contact phone numbers can be found at the Submarine Midshipmen website:  
<https://www.portal.navy.mil/comsubfor/Pages/COMSUBFOR.aspx> ,  
under N Codes - N1 - Document Library - Midshipman Operations.

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

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



- b. Provide liaison officers for certain programs in coordination with NSTC.
- c. Provide NSTC with an updated database for inclusion in OPMIS/CITRIX, two months prior to the summer cruise cycle.
- d. Brief USNA liaison officers on appropriate at sea training details, and provide USNA liaison officers with copies of all directives and messages pertinent to the program to which the liaison officer is assigned, prior to the commencement of training.
- e. Provide each SSBN/SSN and other special training commands with advance notification of security clearance data for USNA midshipmen assigned.
- f. Provide transportation for all USNA midshipmen during the pre-embarkation period. Appropriate support services attendant to these requirements will be coordinated by MEDTs and provided by the U.S. naval activities concerned.
- g. Arrange and supervise the orderly transportation of all USNA midshipmen and their baggage via MEDTs for further transfer to assigned ships.
- h. Coordinate with NSTC, requests for air transportation for MEDTRAMID cruises.
- i. Provide flight information to MEDTs for all midshipmen, via OPMIS/CITRIX.

**108. NAVAL ACADEMY TRAINING OFFICE.** The Naval Academy Summer Training Office staff has cognizance over the USNA Midshipman Summer Training Program and is located at 112 Cooper Road, Annapolis, MD 21402-5022. Program managers are available for fleet cruises and PROTRAMID training. Telephone Numbers: Commercial (410) 293-1907, DSN 281-1907. The USNA Duty Office telephone number is: Commercial (410) 293-2701/2/3, DSN 281-2701/2/3.

**109. NSTC SUMMER TRAINING PROGRAMS OFFICE.** The address for the NSTC Program Manager for Summer Training is NSTC OD3, 250 Dallas Street, Suite A, Pensacola, FL 32508-5268. This office is responsible for the overall coordination of NROTC Midshipman Summer Training. Telephone numbers: Commercial (850) 452-2390/9554, DSN 922-2390/9554.

27 March 2012

The NSTC Summer Training Programs can be reached after hours through the NSTC Flag Duty Officer telephone number, which is Commercial (224)688-1540.

#### **110. MIDSHIPMAN LIAISON OFFICERS**

##### a. Assignment

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

##### b. Responsibilities of Fleet Midshipmen Liaison Officers:

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

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

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

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

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

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

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

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

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

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

(11) Midshipmen Liaison Officers are located as follows:

- (a) COMSIXTHFLT - CTF 63 Staff Headquarters (Naples)
- (b) COMSEVENTHFLT - 7th Fleet Flagship/  
COMNAVFORJAPAN Yokosuka Headquarters
- (c) COMFIFTHFLT - ADMIN SUPU Bahrain Headquarters
- (d) COMSECONDFLT - LANT MEDC Office
- (e) COMTHIRDFLT - PAC MEDC Office (San Diego)/  
COMNAVSURFGRU MIDPAC Headquarters (Pearl Harbor)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## CHAPTER 2

### ADMINISTRATION

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

#### **201. ASSIGNMENT MESSAGES**

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

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

**Sample Assignment Message Format**

FM: SHIP CONCERNED  
TO: APPROPRIATE OIC MEDC (see paragraph 104)  
PARENT SQUADRON (for sub cruises)  
COMNAVAIRPAC SAN DIEGO CA//N7//(for CNAP activities only)  
COMSIXTHFLT (for SIXTHFLT activities only)  
COMSEVENTHFLT (for SEVENTHFLT activities only)  
COMFIFTHFLT (for FIFTHFLT activities only)  
COMTHIRDFLT (for THIRDFLT activities only)  
INFO: COMLANTFLT NORFOLK VA//63// or  
COMPACFLT PEARL HARBOR HI//JJJ//  
COMNAVFORJAPAN YOKOSUKA JAPAN (for SEVENTHFLT ships)  
USNA ANNAPOLIS MD//7D//  
NSTC GLAKES IL//  
NSTC OFFICER DEVELOPMENT PENSACOLA FL//OD3//  
COMSUBLANT NORFOLK VA//N12// or COMSUBPAC PEARL  
HARBOR HI//N12// (for sub cruises)  
COMNAVAIRPAC SAN DIEGO CA//N7// (for PACTRAMID aviation  
cruises)  
(parent NROTC unit)  
UNCLAS //NO1530//  
MSGID/GENADMIN/(ORIGINATOR)//  
SUBJ/TRAINING ACRONYM(i.e., LANTRAMID 1,SUBLANTRAMID)MIDN  
ONBOARD REPORT//  
RMKS/APPROPRIATE PASSING INSTRUCTIONS: (i.e., NAVSTA NORFOLK  
FOR MEDT NORFOLK)  
(1) List each midshipman by last Name, Initials, Last four  
SSN, USNA or NROTC unit.  
(2) If master assignment message is inaccurate, indicate  
additions/deletions only as follows:  
DELETE: Name, Initials, Last four SSN, USNA or NROTC unit ADD:  
Name, Initials, Last four SSN, USNA or NROTC unit

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

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

**204. LEAVE, EMERGENCY LEAVE, AND LIBERTY.** The liberty policy will be promulgated by the operational commander or the commanding officer, as appropriate. A conservative liberty

27 March 2012

policy is encouraged. Normally, only emergency leave will be granted to midshipmen while in U.S. ports. In the event a commanding officer determines that emergency leave for a midshipman is appropriate, the following procedure should be followed:

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

b. If travel is necessary outside CONUS, use the accounting data/SDN identified on the midshipman's orders for AMC travel. (MILPERSMAN and JFTR, Vol 1)

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

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

e. NROTC midshipmen may request permission to begin or terminate their active duty for training in an overseas port in conjunction with their summer training. NROTC midshipmen do not accrue leave nor do they have a leave balance from which to charge leave. Therefore, they may request to begin or terminate training in an overseas port in conjunction with a MED, WESTPAC, or FOREX cruise. In such cases, midshipmen are responsible for payment of their travel expenses to or from the port of embarkation/ debarkation as appropriate. NROTC commanding officers are authorized to grant such requests. A copy of the approval of such requests must be forwarded to NSTC OD3 and the appropriate MEDC at least 30 days prior to the embarkation date. OIC, MEDCs will include the names of midshipmen authorized to terminate their training in an overseas port in their master assignment message. In all cases, midshipmen must realize that they will be in the same category as any other American tourist and are responsible for obtaining passports, visas, and travel arrangements at their own expense (not subject to



reimbursement), including return to the United States. Midshipmen who choose to travel overseas early will be wholly responsible to maintain contact with the appropriate MEDT or parent unit to keep informed of ship schedule changes and may not embark on the ship prior to the scheduled embarkation date.

## **205. MISSING SHIP'S MOVEMENT**

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

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

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

## **206. INJURY, ILLNESS, OR DEATH**

a. References:

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

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

(3) MILPERSMAN - Personnel Casualty Reports.

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

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

(6) MILPERSMAN - Notification of Next of Kin.

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

(8) Decedent Affairs Manual (BUMEDINST 5360.1 series).

(9) NAVMED P-117, Chapter 18, Section III - Medical Dispositions.

(10) DOD Military Pay and Allowance Entitlements Manual.

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

b. General Information

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

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

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

27 March 2012

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

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

(a) Nearest U.S. Naval Activity

(b) Nearest U.S. Armed Forces Facility

(c) Nearest U.S. Veterans Administration Hospital/U.S. Public Health Service facilities

(d) Nearest Allied Foreign Government Activity

(e) Civilian Medical Facility (if emergency warrants)

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

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

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

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

(a) Per reference (1), and immediately upon competent medical determination that any injury incurred in the

line of duty may require follow-on treatment beyond specified summer training period, cognizant NROTCU shall obtain/complete:

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

2. CA-20 (Attending physician's report).

3. Line of duty authentication /statement signed by Commanding Officer.

4. Copy of emergency room, treatment facility medical reports.

5. Hospital, ambulance bills, etc.

6. DD Form 2005 (Release of Health Care Records).

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

U.S. Department of Labor  
800 N. Capitol NW  
Room 800  
Washington, D.C. 20211  
Phone (202) 513-6800  
<http://owcp.dol.acs-inc.com/portal/main.do>

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

**207. MOTION SICKNESS.** There continues to be significant interest in assessing midshipmen's adaptability to shipboard life in relation to motion sickness. Each year a number of midshipmen report being unable to function at sea because of sickness. In some cases, concern about commissioning options arises; however, since only the midshipman's subjective account of his or her experience is available, with no objective documentation of the impact of the problem on performance, the midshipman's capacity to adapt, or the severity of the sea conditions leading to the sickness available, it has not been

possible to make a truly informed decision about the midshipman's suitability for commissioning in the various warfare communities. In order to provide more objective information, the questionnaire in [Appendix J](#) has been included. The questionnaire should be completed by the ship's corpsman, the midshipman training officer, the XO, or the CO, and given to the midshipman prior to debarkation. This information is very important, and will allow the medical staff to intervene earlier in some cases with remediation and career counseling, and will help both our midshipmen and our medical staff in reaching appropriate decisions for the various commissioning options.

## **208. DISENROLLMENT**

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

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

## **209. SECURITY CLEARANCES**

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

b. Superintendent USNA will inform fleet commanders of USNA midshipmen who are foreign nationals at least one month prior to

scheduled embarkation. Such notification shall include full name, rank, identification number, nationality, whether or not parent nation clearances are held, and the level of classification to which USNA training is being conducted.

## **210. IMMUNIZATIONS AND MEDICAL SCREENING**

### a. References

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

### b. General Information

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

(2) In certain cases, the remote location of a particular NROTC unit will make it difficult, if not impossible, for the midshipmen of that unit to receive required immunizations prior to reporting to their ports of embarkation. Further, the confidentiality of ships' movement may make it difficult to determine specific immunization requirements. Receiving operational units shall, therefore, thoroughly review the immunization records of midshipmen embarked and ensure that deficiencies are corrected in the most expeditious and practical manner.

(3) Specific vaccines or prophylaxis may be required or recommended for summer cruise involving foreign travel. Midshipmen should be briefed on basic food and water precautions

for foreign travel. Contact the nearest Navy Environmental Preventive Medicine Unit (NAVENPVNTMEDU) for specific recommendations not addressed in this manual.

c. Required Immunizations and Screening Tests

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

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

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

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

(5) Summer cruise involving foreign travel. Typhoid fever, yellow fever, and oral polio vaccines may be recommended for midshipmen whose summer cruise involves travel to or port calls in a country where these diseases pose risks. Yellow fever vaccine is only required for travel to countries in middle Africa or Central and tropical South America. (Yellow fever vaccine is not required for a transit of the Panama Canal or port calls in the Canal Zone.) Typhoid fever and polio vaccines are desirable for travel to many countries in Central and South America, the Caribbean, Africa, the Mediterranean, the Middle East, and Southeast Asia (excluding Japan). If practicable, these vaccines should be given to midshipmen traveling to these areas. If obtaining these vaccines is difficult and specific travel itineraries are available, the NROTC unit should contact the cognizant MTF for specific recommendations on the priorities for obtaining these vaccines. If itineraries are not available,

27 March 2012

the need for typhoid and polio vaccine can be determined aboard the ship. Yellow fever vaccine must be obtained if there is any possibility a midshipman will be traveling to or through a yellow fever risk area, to preclude delays or problems with civilian authorities.

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

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

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

## **211. PASSPORTS AND VISAS**

a. When referring to overseas travel the two most important reference websites are U.S. Foreign Clearance Guide (<https://www.fcg.pentagon.mil/>) and the U.S. Dept of State - Bureau of Consular Affairs (Passports and International Travel Guidance) (<http://travel.state.gov>).

### **b. Requirements**

(1) Midshipman Embark/Debark Coordinators will indicate in CITRIX, if a passport is required for First and Second Class Midshipman Cruises. If required, contact NROTC Unit George Washington University for local embassy assistance with obtaining visas. NSTC OD311 will notify NROTC Unit Summer Cruise Coordinators directly and via CITRIX where a passport is required for First Class FOREXTRAMID cruises. Where a passport is required to enter a foreign nation, it typically must be an official no-fee passport. WESTPAC, NATO and South American countries may require a visa. It is recommended that all midshipmen traveling OUTCONUS have a valid tourist passport where an official no-fee passport is not required.



27 March 2012

The tourist passport generally proves useful in customs and immigrations should Midshipmen embark/debark in unexpected locations. It is also useful as a force protection, antiterrorism alternate means of identification versus the military ID card.

(2) If a midshipman is in possession of a valid tourist passport, it occasionally will be acceptable depending on the embarkation and/or debarkation points. NROTC units should check with NSTC OD311, or their PSD to verify that a tourist passport is acceptable. PSD's cannot issue airline tickets to any destination requiring an official no-fee passport until the official no-fee passport has been received. If a tourist passport is unacceptable or if the midshipman will require a visa, he/she must apply for an official no-fee passport:

c. Typical turnaround time is 4-6 weeks if received prior to 1 May. If submitting after 1 May, or if passport is required in less than 45 days, submit a Letter of Expedite addressed to the U.S. State Department along with the passport application. Using a Letter of Expedite and overnight mail, passports can be issued in about 21 working days. The following information is required:

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

(2) Date of travel.

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

(4) Applicant's name, date of birth, and SSN.

## **212. MEALS**

a. It is desired that midshipmen first class be fed in the wardroom mess.

b. Midshipmen second class should be fed in the general mess.

c. USNA/NROTC Midshipmen Eating in the Wardroom Mess. USNA/NROTC midshipmen are not to be billed personally for any wardroom mess charge. Mess bills for NROTC and USNA midshipmen

eating in the wardroom will be processed IAW NAVSUP P-486, paragraph 2003.

Midshipmen eating in a wardroom mess which procures rations from a general mess will be identified on the GAO Standard Form 1034-A by the general mess in order that ration credit may be claimed, as outlined below.

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

**213. IMPORTANT MAILING ADDRESSES, TELEPHONE AND FAX NUMBERS.**  
[See Appendix for a detailed listing.](#)

**214. COMMISSIONING OF NROTC GRADUATES AT END OF TRAINING.**

There may be a few NROTC seniors on summer training who have completed all requirements for a commission except a final at sea training period. Commissioning aboard ship or at any location other than the parent NROTC unit is not normally authorized unless prior arrangements have been made between NSTC, the NROTC unit, and the ship. Midshipmen should report to the commanding officer of their parent NROTC unit for commissioning at the completion of at-sea training. Marine Option midshipmen completing the "6-Week Course" (1/C Field Training) are an exception to this rule.

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

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

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

**215. NONAPPROPRIATED FUND SUPPORT FOR RECREATION OF MIDSHIPMEN.**

a. Fund Allocation. Non-appropriated funds from the BUPERS Central Recreation Fund are made available for recreation of midshipmen during summer training periods. A DoD-wide standardized allocation rate of \$3.46 per midshipman for the entire cruise period has been established for this purpose and is provided directly to cognizant major commands (Fleet, TYCOM, OIC, etc.) by the Bureau of Naval Personnel (PERS-652D) upon request, subject to distribution instructions issued by NSTC. Further redistribution of available funds to subordinate commands involved in midshipman summer training (i.e., individual ship, group, squadron commanders) will be effected as determined and directed by the cognizant major command.

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

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

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

e. Accounting for Non-appropriated Funds. Accountability for non-appropriated funds commences upon receipt of such funds,

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

f. Command Non-appropriated Fund Financial Report (Report Control Symbol 1533-67). Those commands (Fleet, TYCOM, OICs) provided an allocation of non-appropriated funds directly from the BUPERS Central Fund for midshipmen recreation purposes shall forward a final consolidated financial report to the Commander, Bureau of Naval Personnel (PERS 652D) within 30 days following completion of the midshipman summer training period. This letter report shall include a listing, by dollar amounts, of the specific uses of the funds (e.g., Sightseeing Tour Expense, \$X.XX; Recreation Field Meet, \$X.XX), accompanied by a check or money order made payable to the "Bureau of Naval Personnel" for any residual amount. A copy of the final financial report shall be provided to NSTC (NSTC OD31).

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

27 March 2012

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

## CHAPTER 3

### TRAINING

#### 300. CONCEPT OF TRAINING

a. Midshipman Professional Development - General. Summer cruise training is an essential element of professional development of midshipmen. As a consequence, the goals and objectives for summer cruise are ambitious but essential to the development of professional competencies within these midshipmen. In the past, cruise experiences in support of USNA/NROTC training and education objectives have varied depending on operating tempos, fleet exercises, availability of training services, maintenance and even weather factors. However, cruise successes, in the eyes of the midshipmen, have been linked consistently with the innovations and initiatives of individual units regardless of employment or schedule. The identification of specific objectives for this year's summer training is an attempt to compensate for the differences in deployments and training opportunities and to standardize the attainment of desired professional competencies. The report on the fitness of midshipman (Chapter 4), and the post-cruise examination for most midshipmen, will measure the efficiency of summer cruise training in the accomplishment of those specific competencies. The measure of training achieved and the individual midshipmen evaluations are important data on the progress toward obtaining a commission in the naval service.

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

(1) CO/XO Involvement. Experience has shown that the single most important factor in a midshipman's cruise experience is the involvement of the Commanding Officer and Executive Officer in midshipmen training. Those ships in which the CO and XO take a personal interest in midshipmen training stand out sharply from the rest. A ship which is expecting the midshipmen and is prepared for them makes the finest possible first impression and sets the tone for the duration of the cruise. Similarly, CO/XO involvement should start with a personal welcome aboard upon arrival and continue with genuine interest. Frequent contact with midshipmen, even if it is only to ask, "How are you doing?" in passing, makes a big impact on midshipmen morale and enthusiasm for training. All efforts

27 March 2012

toward making second class midshipmen feel welcome will pay great dividends. Finally, the CO or XO must take the time to counsel midshipmen on their performance and on their fitness reports. The midshipmen deserve the same sort of counseling provided to junior officers on their strengths and weaknesses. The midshipman you train this year could be your division officer next year.

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

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

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

(b) Midshipmen 2/C will be assigned high caliber, career motivated, and warfare qualified (to the extent possible) E-4 to E-5 running mates. They will stand enlisted watches and will be berthed and messed in enlisted spaces and facilities. Midshipmen 2/C will be assigned to a petty officer to promote a sense of leadership and responsibility and contribute to overall midshipmen training program goals and objectives. Midshipmen 2/C will not be assigned duties such as chipping paint, cleaning bilges, or mess cooking for extended periods. However, they should become actively involved in work-center tasks, including those requiring manual labor. The working uniform for second class midshipmen is NWUs (coveralls when appropriate). Workcenters are encouraged to supply 2/C midshipmen with coveralls, so that they can perform/assist in the duties of their running mate. It must be noted that a significant majority of the 2/C midshipmen have no shipboard experience, and the only exposure to the shipboard life/organization has been through their naval science classes. Running mates should function as teachers, showing the midshipmen how things are run and when the midshipmen have demonstrated proficiency in a particular area, turning over tasks for the midshipmen to accomplish.

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

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

### **301. CONDUCT OF TRAINING**

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

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

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



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

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

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

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

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

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

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

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

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

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

(1) Inport

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

(b) Midshipmen Second Class

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

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

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

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

5. Rotation through major line departments (optional).

(c) Midshipmen First Class

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

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

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

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

(2) Underway

(a) Midshipmen Second Class

1. Assignment to divisions for training in the workcenter operations and maintenance activities.

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

3. Assignment to GQ and condition watch stations.

4. Rotation through major line departments (optional).

(b) Midshipmen First Class

1. Assignment to junior officer watches. (During the underway periods, midshipmen should stand a minimum of three watches in main control, CIC, and on the bridge.)

2. In addition to these minimum watch requirements, midshipmen should observe the following special evolutions (minimums stated), as schedules permit:

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

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

c. One casualty control training period in main control.

d. One GQ training period in CIC.

e. One GQ training period in DC Central.

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

d. Additional Cruise Guidance for Midshipmen: USNA and NROTC units have provided 2/C Midshipmen with a supplemental cruise guide modeled after the Enlisted Surface Warfare Specialist Manual (ESWS) ([see Appendix M](#)). The guide will include various knowledge and practical factors that Midshipmen will need to complete during their cruise. The administration of this program should be conducted in a manner similar to ESWS and Enlisted Submarine Qualifications. Commands should ensure

only qualified personnel sign off Midshipmen guides. Commanding Officers are encouraged to modify cruise guides as appropriate to account for platform difference and optimize the cruise experience. The cruise guide has been designed so that a Midshipman can complete it during a typical four week cruise. The goal is not to turn the second class cruise into a quest for signatures, but to provide guidance on what they should be learning and what activities they should attempt to accomplish. USNA/ROTC units can tailor their guides to reflect the training their Midshipmen have had prior to cruise and what signatures are necessary for a beneficial cruise.

e. Shipboard Administration

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

**302. MIDSHIPMAN SUMMER TRAINING QUESTIONNAIRE.** USNA and NROTC midshipmen will complete a web-based questionnaire upon return from cruise. Submission is mandatory only by NROTC midshipmen who participate in summer training cruises. This includes NROTC midshipmen who participate in CORTRAMID. Midshipmen may also be asked to complete the Midshipmen Debrief Sheet (for ship's use, see [Appendix B](#)) prior to debark. Midshipmen comments and numerical ranking of items, on both the questionnaire and on the debrief sheet, should reflect a candid, yet professional perception of cruise.

**303. UNIQUE ASPECTS OF MARITIME ACADEMY MIDSHIPMEN TRAINING.** Each year, several second class midshipmen from the U.S. Merchant Marine Academy and the state-sponsored maritime schools express interest in a month long active training period aboard U.S. Navy vessels prior to commencing their second academy sponsored six month long at-sea training periods aboard U.S. flag merchant ships. These selected midshipmen already have approximately six months experience on board merchant ships during the at-sea period of their third class year and are

27 March 2012

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

**THIS PAGE INTENTIONALLY LEFT BLANK**

## CHAPTER 4

### PROFESSIONAL PERFORMANCE AND APTITUDE FOR THE NAVAL SERVICE

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

a. Directly influence the midshipman's opportunity to attain a higher rank after summer training.

b. Affect a retention decision in the event that academic problems arise or in the event the midshipman possesses insufficient aptitude for service as a commissioned officer.

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

27 March 2012

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

a. To determine to what degree midshipmen possess officer qualities and qualifications for positions of authority and responsibility within the battalion and to provide a comparison with their peer group.

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

**402. RESPONSIBILITY.** The responsibility for proper assessment of professional performance and the assignment and submission of military performance grades for each midshipman on summer training rests with the commanding officer of the ship, squadron, or unit to which the midshipman is assigned. The attention of all commanding officers is invited to paragraph 403.



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

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

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

BLOCK 2: "MIDN"

BLOCK 3: Leave blank

BLOCK 5: Mark AT/ADSW block

BLOCK 8: "REGULAR"

BLOCK 10: Mark DETACHMENT OF INDIVIDUAL block

BLOCK 17: Mark REGULAR block

BLOCK 20: N

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

BLOCK 30: "NOT REQ"

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

27 March 2012

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

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

Equal Opportunity - Did the midshipman:

- fully support the Navy's policy on respect for all, by his/her actions and words?
- present fair and impartial treatment of his/her subordinates and peers without regard to race, religion, or gender?
- show a sensitivity to diversity issues?
- help to maintain an environment free of discrimination and harassment?

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

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

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

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

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

27 March 2012

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

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

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

BLOCK 39: Mark NOB block

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

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

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

c. Special Interviews. Certain USNA midshipmen who are on military performance probation will require special observation

27 March 2012

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

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

**FIGURE 4-1**

**COUNSEL AND GUIDANCE INTERVIEW RECORD**

1. Midshipman \_\_\_\_\_ was interviewed/ counseled regarding his/her aptitude for the service.

2. This interview covers the period: Midn \_\_\_\_\_ reported on board on \_\_\_\_\_.

3. A tabulation (quoted below) of the aptitude evaluations submitted are noted. The evaluations have been read and discussed with the midshipman:

Weaknesses:

4. During the interview, the midshipman exhibited the following behaviors: (Include any pertinent comments made during interview.)

5. The specific areas discussed with this midshipman were:

a. Effort made during reporting period:

b. Trends of performance of duty:

c. Major areas of weakness in pattern of behavior or performance:

6. The goals set by this midshipman in overcoming aptitude deficiencies were:

7. Since the last interview, this midshipman has:

- ( ) This is my first interview with this midshipman  
( ) Regressed ( ) Shown no improvement  
( ) Improved ( ) Improved greatly

My reasons for indicating this are:

8. In comparison with classmates, I consider this midshipman to be:

- ( ) Unsatisfactory ( ) Below average ( ) Average  
( ) Above average to excellent ( ) Outstanding

9. I rank this midshipman \_\_\_\_ of \_\_\_\_ midshipmen assigned to  
\_\_\_\_\_ (Command).

\_\_\_\_\_  
(Name and Identification of Evaluator)

## CHAPTER 5

### CONDUCT

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

### 501. OFFENSES

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

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

### 502. JURISDICTION

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

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

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

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

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

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

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

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

g. NROTC Unit Commanding Officers are required to officially contact the fleet command from which midshipman were detached and acknowledge the MIDN's return and inform the fleet command that appropriate disciplinary or administrative actions are being taken. It is inappropriate to discuss the exact nature of the actions taken.



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

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

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

USNA ANNAPOLIS MD  
NSTC GREAT LAKES IL/N00  
NSTC OFFICER DEVELOPMENT PENSACOLA FL  
And the appropriate NROTC Unit PLA (see MSTM  
Appendix T)

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

d. After appropriate liaison with the Fleet Midshipmen Liaison Officer (paragraph 110), commanding officers have the authority to terminate the training of a midshipman who commits a major conduct offense and return him/her to the parent unit. In cases of a midshipman's termination of training due to misconduct, a message notification should be sent by the training ship to USNA or the parent NROTC unit with an information copy to NSTC GREAT LAKES IL/N00 and NSTC OFFICER DEVELOPMENT/OD3 and the fleet commander. Again, the Commandant of Midshipmen desires the return to the Naval Academy of USNA midshipmen who commit offenses that would normally be punished under Article 15 of the UCMJ.

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

- a. They are to be used in lieu of the ship's UCMJ Charge Sheet.
- b. As attachments to the ship's Report of Conduct Offenses (paragraph 505), they provide all information necessary for the Commandant or NROTC Professor of Naval Science to review conduct offenses and assign demerits or take appropriate action.

**505. SHIP'S REPORT OF CONDUCT OFFENSES.** (Report Symbol 1533-9). At the end of each summer training program, commanding officers will submit summary reports by letter to the Commandant of Midshipmen and/or the NROTC unit Professor of Naval Science, as appropriate. An information copy should be sent to Commander, Naval Service Training Command and Director, NSTC Officer Development Pensacola, FL. In the letter report list: Last name, first name, middle initial of each midshipman for whom a "Report of Conduct" form is attached. In the event a midshipman conduct offense was handled wherein the "Report of Conduct" form (Figure 5-1) was not used, include:

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

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

**FIGURE 5-1**

**REPORT OF CONDUCT**

REPORT OF CONDUCT

From: Commanding Officer/Officer in Charge (Training Unit)  
To: Commandant of Midshipmen and/or Professor of Naval  
Science, NROTC Unit

Copy to: Director, NSTC Officer Development, Pensacola FL

Name (Last, First, Middle Initial(s)) Class of Parent Unit

Date and Time of Offense

Has statement been submitted (Initial answer): Yes \_\_\_ No \_\_\_

Offense (Print or type brief statement of offense. Use  
additional pages, if necessary.)

Disciplinary action taken:

Signature (Originator) \_\_\_\_\_ Rank \_\_\_\_\_  
Ship: \_\_\_\_\_

Commanding Officer's Action Signature (Commanding Officer)

Commandant's (or PNS) Action Signature (Commandant or PNS)

**THIS PAGE INTENTIONALLY LEFT BLANK**

## CHAPTER 6

### INFORMATION AND INSTRUCTIONS FOR MIDSHIPMEN

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

**601. EQUIPMENT TO BE TAKEN BY MIDSHIPMEN.** The equipment listed in [Appendix S](#) is the minimum and, where indicated, the maximum amount that is to be carried by each midshipman undergoing summer training.

a. Luggage. Each traveler on a commercial or 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. Firearms are prohibited aboard commercial or government aircraft.

c. Civilian Clothes for Midshipmen. NROTC and USNA midshipmen are strongly encouraged to take appropriate civilian clothes on summer training and are authorized to wear civilian clothes while ashore during summer training. In certain parts of the Mediterranean and the Western Pacific, civilian clothes must be worn on liberty and for commercial travel. Civilian

attire appropriate for wear by midshipmen will correspond to that worn on liberty by officers. Some ships/ports require

27 March 2012

pants with loops/belt and shirt with long sleeves and a collar. For females, this includes non-provocative, non-midriff, shoulder or thigh baring attire. Only an extremely limited amount of civilian clothes may be taken by midshipmen participating in summer training. Wash and wear is highly recommended. If northern climates are included in the itinerary, heavier clothing should be included. Midshipmen are again cautioned that in most cases space aboard ship will be severely restricted.

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

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

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

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

a. Travelers checks issued by:

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

- b. Original U.S. Postal Money Orders
- c. Money Orders issued by American Express

**604. CLEANLINESS OF MIDSHIPMAN SPACES**

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

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

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

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

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

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

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

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

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

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

**607. BEDDING.** The ship will provide necessary bedding.

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

**609. CAMERAS**

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

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

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

**611. CONDUCT IN FOREIGN NATIONS.** Midshipmen visiting any foreign nation are invited guests. As such, and as official representatives of the United States, you are to act as exemplary Americans. No detail of your manners, activities, dress, conduct, or observance of the customs of the nation visited will escape notice. Remember that standards of living and conduct vary not only with individuals, but within families and among nations as well. Social and moral values differ, and it would be obviously unfair to consider our own culture as a



27 March 2012

criterion for all. The customs, habits, and lifestyles of foreigners are not unusual to them and deserve the utmost respect. Midshipmen should avoid controversial discussions and avail themselves of every opportunity to gain a balanced understanding of foreign people. There can be no substitute for courtesy and good manners on every occasion.

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

**613. CUSTOMS REGULATIONS**

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

27 March 2012

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

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

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

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

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

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

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

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

Midshipman 1/C or 2/C  
USS Underway (Hull number)  
FPO AE/AA/or AP (ZIP)

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

**616. UNIFORMS FOR MIDSHIPMEN**

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

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

(1) Travel Uniform. For CONUS (to include Hawaii) the prescribed uniform for all midshipmen reporting to or departing from their training activity is Summer White. If Summer White uniforms are not issued, the unit Commanding Officer may authorize travel in Summer Khaki. The choice of uniform recognizes the need for a standard light-weight uniform acceptable in all midshipman training locations, along with the limitations of differences in uniform issue between USNA and the NROTC Program. When security requirements indicate, civilian attire may be prescribed. Civilian attire is prescribed for travel on overseas commercial and AMC flights. It is imperative that both males and females traveling overseas be dressed in appropriate officer-like civilian attire. For males this generally includes long pants, with loops/belt and collared shirt. For females, this includes non-provocative attire, bare midriff, shoulders or thighs are not appropriate. When attached to a unit, midshipmen will follow the liberty uniform policy of the command.

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

d. [Appendix S](#) list the minimum uniform requirements for all midshipmen. Midshipmen on FOREXTRAMID cruises must refer to past FOREXTRAMID reports and information from responsible USDAOs for appropriate uniforms. These reports will be provided upon

selection for the FOREXTRAMID program. Adjustments to minimum uniform requirements required by peculiarities of specific ships' projected operations will be promulgated to the midshipmen involved by the Midshipmen Embarkation/ Debarkation Team prior to their departure for summer training. Midshipmen on cruise during Fleet Week are advised to bring an extra summer white uniform.

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

**618. GENERAL REPORTING INSTRUCTIONS.** Midshipmen are to arrive on the embarkation date indicated in OPMIS.

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

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

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

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

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

f. Midshipmen will report to their respective embarkation points on time in the proper uniform and will ensure a proper military appearance.

g. Messing and Berthing:

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

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

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

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

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

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

New Jersey, Pennsylvania, Maryland - U PENN  
(215) 898-7436  
Virginia, North Carolina - Hampton Roads  
(757) 544-1298  
Southern California, Los Angeles - UCLA  
(310) 825-9075/6/7

Northern California, Oregon - U CAL BERKELEY  
(510) 642-3551  
Europe - COMNAVEUR/NAVAF NAPLES - 011-39-081-568-4552  
(24 hour FLEET CDO command center)  
PSD NAPLES 011-39-081-568-4321

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

a. Japan

(1) Military Airlift. Arrival at Yokota Air Force Base via Air Mobility Command (AMC) flight: AMC flights arrive at Yokota Air Force Base several days a week. Navy buses are assigned to transport passengers the 2-3 hrs to Yokosuka Naval Base. Buses depart for Yokosuka about two hours after the arrival of an AMC flight. Departure will be adjusted if the flight arrives earlier or later than scheduled. The Army/Air Force liaison or Terminal Information Counter can assist you.

(2) Commercial Air. Arrival at Narita International Airport on commercial air: Most incoming personnel arrive at Narita International Airport, about 2 hours from Yokosuka. Navy buses for Yokosuka and Atsugi leave three times a day at 1500, 1700 & 1900. The DoD liaison will get you on the bus and is located in terminal 1 (directions below). If there is nobody at the DoD counter, a sign will tell you where to meet the bus. If you arrive at Narita after the last bus, the MLO or a representative will meet you at Narita airport as you exit customs.

(a) Locating the DoD Counter if flight arrives at Terminal 1:

1. From north wing: After departing customs (northern wing), turn left, the DoD counter is just before (next to) Meiji Milk and Café shop.

2. From south wing: After departing customs turn left and walk down corridor until you see DoD counter located on the right side just before (next to) Meiji Milk and Café shop.

(b) Locating the DoD Counter if flight arrives at Terminal 2. Upon departing Customs, go outside to bus stop 8 or 18. Catch a free shuttle that runs every ten minutes to Terminal #1. At Terminal 1, get off at the second stop (street level).

27 March 2012

Enter the terminal and the DoD Counter will be located across from the flight arrival exit of Terminal 1 beside Meiji Milk and Café shop.

(c) For transfer to Sasebo or Okinawa: A midshipman's flight itinerary may route him/her onto a Japanese domestic airline flying out of Haneda Domestic (Tokyo) Airport and then onto Fukuoka (Sasebo) or Okinawa. For transfer to Haneda from Narita, take the "airport limousine" (shuttle bus).

1. Airport Limousine. Upon exiting customs at Narita International, proceed to an Airport Limousine Company counter. The bus to Haneda costs approximately 3,000 Yen (about \$30) and takes 75 minutes, but can take longer in bad traffic. The Airport Limousine will drop you off at the Haneda departure level. Check in with your connecting airline.

2. COMNAVFORJAPAN DUTY OFFICE (24hr) - DSN 315-243-7650/51. Commercial (fr Japan)-(0468) 16-7666/7246 (fr U.S.)-011-81-46-81-67-650.

3. COMSEVENTHFLT DUTY OFFICER (24hr) DSN 315-243-2898. Commercial (fr Japan)-(0468)16-2898, (fr U.S.)011-81-46-816-2898

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.

(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 (\$5) 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.

(2) Commercial flights may arrive in Incheon. Take a taxi to Kimpo (\$35 US).

(3) Continuing from Kimpo. You will have to book a flight to Kimhae on Korean Airlines, approximately \$45 US. Seating is on a first come, first served basis. Midshipmen must check-in 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. 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 locate a hotel room (approximately \$100-150), no government billeting is available in Seoul. If required to remain overnight, local taxis require WON (3000 = ~ \$4) for transportation from Kimpo airport to downtown Seoul. CNFK will notify Commander, Fleet Activities Chinhae (CFAC) of midshipman arrival and travel status so that ground transportation from Kimhae Airport to Chinhae can be arranged.

(4) Commercial airline or Military Airlift Command flight into Kimhae International (Pusan). When arriving at Kimhae via Military flight or commercial air, a CFAC or ship representative will normally meet midshipman. In the event a representative is not present and CFAC or ship transportation is not available, midshipmen should call CNFK duty officer and be prepared to spend 25,000 Won (\$30) for cab fare to Chinhae Naval Base.

(5) Phone Numbers: CNFK duty office (24 hr) - Within Korea: (02) 7913-6789 or 0505-723-6789 Outside Korea: (011-82-2)7913-6789.

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

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

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



ship's personnel office to PERSUPDET GUANTANAMO BAY CU as soon as possible.

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

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

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

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

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

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

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

FTG Schedules/Training X5321  
FTG Duty X4778  
BOQ (to confirm res) X2400/2401

COMNAVBASE OPS X4366/4453 or TIE LINE DSN 564-4584  
RENTAL CAR X2822

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

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

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

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

**622. 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.

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

|                             | MEDC LANT/MED  | MEDT NORFOLK   | MEDT JACKSONVILLE   |
|-----------------------------|--|--|---|
| PARENT UNIT                 | NROTCU<br>Hampton<br>Roads   | NROTCU<br>Hampton Roads  | NROTCU Jax<br>University  |
| DATES OF OPERATION          | All dates/times of <b>scheduled</b> embarkations.  | All dates/times of <b>scheduled</b> embarkations.  | All dates/times of <b>scheduled</b> embarkations.   |
| MAILING ADDRESS             | Commanding Officer<br>NROTCU<br>Hampton Roads<br>5215<br>Bluestone Ave.<br>Norfolk, VA<br>23529-0120<br>ATTN: MEDC | Commanding Officer<br>NROTCU<br>Hampton Roads<br>5215<br>Bluestone Ave.<br>Norfolk, VA<br>23529-0120<br>ATTN: MEDC | Commanding Officer<br>NROTCU<br>Jacksonville<br>University<br>2800 University Blvd<br>North<br>Jacksonville, FL<br>32211-3394 |
| MESSAGE PLAD                | NROTCU<br>HAMPTON<br>ROADS NORFOLK<br>VA//MEDC//   | NROTCU<br>HAMPTON ROADS<br>NORFOLK<br>VA//MEDC//   | NROTCU<br>JACKSONVILLE<br>UNIV JACKSONVILLE<br>FL//00//   |
| TELEPHONE                   | COMM<br>(757) 728-6938<br>(757) 544-1298<br>(757) 544-1300   | COMM (757)<br>728-6938<br>(757) 544-1298<br>(757) 544-1300   | COMM (904) 256-7488/7480<br>FAX (904) 256-7499  |
| AFTER HOURS AND EMERGENCIES | (757) 544-1300<br>(MEDT Cell)  | (757) 544-1300 (MEDT Cell)   | (904) 891-1453<br>(Cell)  |

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

27 March 2012

are to travel in appropriate civilian attire unless otherwise directed by their NROTC unit.

## 2. **For Norfolk embarks:**

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

(1) 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.

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

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

## 3. **For Jacksonville embarks:**

### a. Transportation

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

(2) 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, MAYPORT.

(3) POV, bus, and train travel: All midshipmen who travel via POV, bus, or train must inform MEDT JAX prior to commencing travel to Jacksonville.

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

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

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

b. Berthing. Will be provided by MEDT Norfolk.

FIGURE 6-2

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

|                             |  |  |
|-----------------------------|--|--|
|                             | MEDC LANT/MED  | MEDT WASHINGTON DC   |
| PARENT UNIT                 | NROTCU Hampton Roads   | NROTCU George Washington University  |
| DATES OF OPERATION          | All dates/times of <b>scheduled</b> embarkations.  | MAY - AUG<br>0800-1600 Mon-Fri & all weekends with <b>scheduled</b> embarkations   |
| MAILING ADDRESS             | Commanding Officer<br>NROTCU Hampton Roads<br>5215 Bluestone Ave.<br>Norfolk, VA<br>23529-0120<br>ATTN: MEDC | Commanding Officer<br>NROTCU George Washington University<br>2035 F Street<br>Washington, DC 20052<br>ATTN: MEDT WASHINGTON DC                     |
| MESSAGE PLAD                | NROTCU HAMPTON ROADS NORFOLK VA//MEDC//  | NROTCU GEORGE WASHINGTON UNIV WASHINGTON DC//MEDT//  |
| TELEPHONE                   | COMM<br>(757) 728-6938<br>(757) 544-1298<br>(757) 544-1300   | COMM (202) 994-5880<br>(NROTC GWU)<br>FAX (202) 994-0090   |
| AFTER HOURS AND EMERGENCIES | (757) 544-1300<br>(MEDT Cell)  | Norfolk Coordinator:<br>(757) 823-8546<br>(757) 728-6932<br>Norfolk MAC Terminal:<br>(757) 444-4118<br>(757) 444-4148<br>(Embark/debark days only) |

1. Transportation

a. NROTC units/USNA must provide midshipmen with one-way commercial transportation to arrive at Norfolk International Airport (ORF) THREE hours prior to the AMC flight departure time on the day of embarkation. This will allow the MEDT ample time

to transport midshipmen to AMC Terminal, NAS Norfolk where they will board the AMC flight. Midshipmen must check in with the MEDT. Block 14 on the NROTC Training Order (CNET Gen 1320/2) should specify: **"Report to: Midshipman Mediterranean Embarkation/ Debarcation Team (MEDT) at the Norfolk International Airport (ORF) three hours prior to AMC flight departure on DD MMM 00, for further transfer to USS SHIP via AMC CAT B Flight MC-(flight number)."**

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

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

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

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

2. Berthing. Military lodging is NOT available. Unauthorized early arrivals must provide overnight accommodations at their own expense. Midshipmen arriving before their embark date should contact the USO (Comm 410-859-4425) and/or the AMC Ticket Counter (Comm 410-918-6900) for information/assistance on local lodging. NROTC cruise coordinators should provide MEDT Washington DC with name and lodging information for any midshipmen scheduled to arrive prior to embark date.

**FIGURE 6-3**

**SUPPLEMENTARY CONUS AND PEARL HARBOR EMBARK INFORMATION  
FOR PAC SURFACE AND AVIATION CRUISES**

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

1. **For CORTRAMID:** POVs are not advised. Parking and storage space is limited. Commercial air travel to Lindbergh Field, San Diego is recommended. Midshipmen are not to exchange their airline ticket issued by NAVPTO for alternate flights unless their original flight is canceled or severely delayed. Notify the



CORTRAMID staff immediately in the event of flight cancellations (CORTRAMID telephone numbers will be provided by NROTC units). A CORTRAMID representative will meet all midshipmen at Lindbergh Field. All midshipmen are to travel in appropriate civilian attire unless otherwise directed by their NROTC unit.

## **2. For San Diego embarks**

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

(1) 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.

(2) 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.

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

## **3. For Pearl Harbor embarks**

a. Transportation. Commercial air travel to the Honolulu airport is recommended. Midshipmen are not to exchange their airline ticket issued by NAVPTO for alternate flights unless

27 March 2012

their original flight is canceled or severely delayed. Notify MEDT Pearl Harbor in the event of flight cancellations. All midshipmen are to travel in summer whites unless otherwise directed by their NROTC unit. Midshipmen arriving at the Honolulu airport will be met in the baggage claim area by a MEDT representative. Every attempt should be made to schedule arrival between 1000 and 1800. Midshipmen arriving after 1800 should contact the CNSG Quarterdeck.

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

**THIS PAGE INTENTIONALLY LEFT BLANK**

## CHAPTER 7

### NROTC TRAVEL AND FINANCIAL INSTRUCTIONS

**700. GENERAL.** Every effort has been made to minimize expenditures connected with midshipmen and supporting staff participation in active duty for training; however, midshipman and supporting staff travel continues to be the greatest expense of training. The need for economy, therefore, remains of the greatest importance. Midshipmen and supporting staff that make abrupt changes in travel or do not follow the guidance below can cause the government to spend excessively. Unless precipitated by cruise date changes, units should not make flight schedule changes.

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

a. Entitlement. NROTC training orders will specify actual travel to be performed by the midshipman from the NROTC unit or midshipman's home of record to the active training (AT) site and return to the unit or home of record. Midshipmen requesting air transportation to/from locations other than the NROTC unit or home of record may be required to pay additional costs at their own expense. 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, changes to ship port assignments, and limited reimbursement of travel expenses. Per 10 U.S.C. 2104 and 2107, NROTC midshipmen are entitled to the following allowances:

- (1) College Program Midshipmen (10 US Code 2104)
  - (a) Directed method of transportation is air travel. However, privately owned conveyance (POC) may be approved if shown to be the more efficient and economical to the government. If approved, POC reimbursement shall not exceed the cost of the directed method of transportation.
  - (b) Per diem is not payable under any circumstances.
  - (c) Transportation and messing may be furnished. In this case Government Transportation Requests (GTRs) or Military Transportation Authorizations (MTAs) will be issued for travel. Meal tickets may also be issued.

(2) Scholarship Midshipmen (10 US Code 2107)

(a) Directed method of transportation is air travel. However, privately owned conveyance (POC) may be approved if shown to be the more efficient and economical to the government. If approved, POC reimbursement shall not exceed the cost of the directed method of transportation.

(b) Per diem is authorized for constructive travel time (commercial airline schedule plus time to/from carrier terminals) and to/from training sites.

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

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

(e) GTRs or MTAs may be issued by the unit once port calls are issued by NAVPTO.

**702. PROCEDURES FOR ARRANGING OVERSEAS TRANSPORTATION.** The Navy Transportation Manual (OPNAVINST 4650.15 series) contains the guidelines regarding international travel. Each Midshipman is required to have all transportation forms on hand (passport, visa, travel order, military identification card). Units and authorized DTS representative must ensure that their midshipmen have completed an ISOPREP ([www.army.mi/ako/](http://www.army.mi/ako/)) and APACS (<https://apacs.dtic.mil>). Annual guidance for ISOPREP and APACS is released via OPMIS message from Naval Service Training Command.

**703. ROUTING OF INDIVIDUAL MIDSHIPMEN**

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

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

**704. PAY ACCOUNTS AND PAYMENT PROCEDURES**

27 March 2012

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

b. IMPORTANT! DFAS will query the CITRIX midshipmen assignment system and provide advance training pay two weeks prior to cruise commencement. If changes occur to cruise dates after that time, a new advance training pay distribution will NOT be made. Midshipmen may find themselves in either an overpaid or underpaid situation, which can only be remedied by the unit through entry of the training dates at the end of cruise. In order for midshipmen to receive the balance of their summer training pay, resume stipend payments, or receive tuition payments their cruise data must be entered in the OPMIS system.

c. Prior to leaving for summer training the midshipmen should be thoroughly briefed by the unit on how to fill out the travel voucher.

d. Vouchers are to be submitted within five (5) days of travel completion. It is imperative that the midshipmen mail their voucher to the unit within two days after travel has been completed.

#### **705. RATES OF PAY FOR NROTC MIDSHIPMEN**

a. Entitlement

(1) Scholarship and College Program Midshipmen. While on active duty for training, NROTC midshipmen are entitled to the same rate of pay as prescribed for midshipmen at the Naval Academy. For information on pay refer to DOD Financial Management Regulations (FMR) Volume 7A, Chapter 38 (<http://www.dtic.mil/comptroller/fmr>). Withholding amounts will differ from midshipman to midshipman for social security (FICA), Serviceman's Group Life Insurance (SGLI), federal and state income tax, etc.

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

(3) Servicemember's Group Life Insurance. NROTC Scholarship and College Program midshipmen are covered by the provisions of Public Law 93-289. They will be automatically

27 March 2012

insured for \$400,000 unless they elect reduced coverage or no coverage.

#### **706. MIDSHIPMEN TRAVEL ORDER INFORMATION**

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

b. Travel Advances/Per Diem Advances. Prior to reporting to training site:

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

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

c. Settlement of Travel Claims

(1) The following information should be kept in mind when preparing midshipmen travel orders:

(a) All midshipmen orders must be created in the Defense Travel System (DTS).

(b) ONLY scholarship midshipmen participating in FOREX training cruises are authorized travel advances.

(c) For students selected to attend the Naval Science Institute (NSI) at Newport, RI, NROTC units will use DTS to create travel authorizations. Specific instructions will be sent to those units who have students selected to attend.

(2) Prior to midshipmen departure to the summer/winter training site:

(a) Midshipmen shall sign and submit to their respective Non-DTS Entry Agent (NDEA) a signed travel voucher (DD 1351-2) to be uploaded to DTS to their travel authorization. Units shall thoroughly brief midshipmen on how to fill out the travel voucher, what documentation is to be included and when to mail the subject voucher back to the unit. Vouchers are to be submitted within five (5) days of travel completion. It is imperative that the midshipmen mail their vouchers to the unit within two (2) days after travel is complete.

27 March 2012

(b) Midshipmen should have at least four copies of their summer/winter training travel orders, a travel voucher (DD Form 1351-2) with block numbers 1-9, and 11 filled in, and a pre-addressed envelope with proper postage affixed.

(3) The midshipmen shall have the following items included in the package mailed to the unit NDEA:

(a) One copy of orders with all endorsements, advances, and airline ticket receipts. Do not include a copy of the travel itinerary. The itinerary IS NOT the airline ticket.

(b) Completed travel voucher (DD Form 1351-2). On the last day of training, the midshipman shall fill out blocks 15-18, sign block 20, and keep a copy of the voucher. Mail the original package.

(4) Unit NDEA's shall ensure that all supporting documentation is included with the voucher. This will be done by scanning and uploading the documents in DTS or by faxing them. If faxing, the printable fax cover sheet in DTS must be used for each travel authorization. Supporting documents will include:

(a) One copy of all endorsements, advances, and a completed and signed travel voucher (DD Form 1351-2).

(b) Copy of all airline ticket receipts (commercial, AMC, and/or government) and any other receipts for authorized expenses (lodging, tolls, etc.) for costs incurred.

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

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

b. General Mess Rations (FAN 73604). General mess prepares one certification, entering the total NROTC rations provided during the month. Forward to Commander, Naval Supply Systems Command, Attn: SUP 51, 5450 Carlisle Pike, PO Box 2050,



Mechanicsburg, PA 17055-0791 with monthly Ration and Sales Report (NAVSUP Form 1357). Identification of a midshipman's NROTC unit is not required. Should NROTC midshipmen subsist in a U.S. Air Force, U.S. Army, or Marine Corps mess, reimbursement will be accomplished by submitting NAVCOMPT Form 2277 to Commanding Officer, Naval Education and Training Professional Development Technology Center (NETPDTC), Code N8111, Building 2435, Pensacola, FL 32509-5008, indicating the number of rations consumed, individual meal fee, and grand total for all midshipmen.

c. Service Charges for NSTC Approved Lodging in BOQ/BEQ. BOQ/BEQ Managers contact NSTC OD53 billing point of contact for payment via government lodging credit card. To expedite payment, call M-F, 0800-1500 Central Standard Time, the day of or in advance midshipmen check-in. NROTC billing POC: NSTC Code N8, DSN 792-6808 x177, Comm (847) 688-6808 x177, FAX (847) 688-3449 or NSTC Code OD54, DSN 922-4414, Comm (850) 452-4414, FAX Comm (850) 452-4054. Mandatory information on the folio should include name/SSN/NROTC unit the midshipman is attached to. For US Naval Academy midshipmen payments, refer to Chapter 8.

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

**708. DISBURSING OFFICER'S REPORT TO DFAS-INDIANAPOLIS CENTER.**

The disbursing officer will make no payment for summer training and will not have to submit any documents to DFAS.

**709. FINANCIAL GUIDANCE FOR SUMMER TRAINING STAFF MEMBERS.**

Air travel is the directed mode of travel for all staff personnel regardless of phase or cruise type. However, privately owned conveyance (POC) may be approved as limited by the JFTR/JTR if shown to be more efficient and economical to the government. Staff members choosing POC must call SATO to receive their air travel quote. Staff members must then fill out a Constructive Travel Worksheet (CTW) through DTS to prove the cost benefit of using the POC.

a. Proportional Meal Rate (PMR) per diem is authorized for all staff. Any variance must be requested in writing by the Officer-in-Charge. This correspondence, submitted to the summer cruise coordinator, NSTC OD3, shall cite circumstances and explain why full per diem is warranted. Requests shall be

27 March 2012

routed to the NSTC Comptroller to determine funding availability.

b. Government funding for rental cars will require a minimum of three personnel per car.

c. NSTC will issue government cellular phones to MLOs with international minutes. MLOs are accountable for their cellular phones and must return them to NSTC after summer training is complete.

## CHAPTER 8

### USNA TRAVEL AND FINANCIAL INSTRUCTIONS

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

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

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

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

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

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

### **801. INDEPENDENT TRAVEL**

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

27 March 2012

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

(1) All midshipmen proceeding on independent travel orders must contact the Training Office or the MEDC no earlier than 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 assigned unit or designated location as written in their orders by 1200 on the date indicated. Each midshipman is responsible for transportation directly to the MEDT (not just the local airport). Failure to report to the MEDT by 1200 will equate to an unauthorized absence (UA). All UAs will be dealt with in accordance with Midshipman Regulations.

## **802. TEMPORARY DUTY ALLOWANCES**

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

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

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

a. Prior to the start of summer training:

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

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

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

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

(2) All midshipmen embarking outside of the United States are prohibited from commencing leave at port of debark except by Superintendent approval.

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

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

- a. Times and dates of reporting and detachment.
- b. Availability or non-availability of government quarters and meals.
- c. Notation concerning any leave situation.
- d. Group travel, if directed.
- e. When orders are endorsed to show reporting, detachment, and use of government facilities, such endorsements should indicate the exact dates that the midshipman is assigned quarters and/or subsistence ashore. All midshipmen must have their original orders with endorsements to turn into Midshipmen Disbursing when they return to USNA.

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

27 March 2012

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

**807. RATES OF PAY OF NAVAL ACADEMY MIDSHIPMEN**

a. Entitlement

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

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

(3) Servicemen's Group Life Insurance. Naval Academy midshipmen are covered by the provisions of Public Law 93-289. They will be automatically insured for \$400,000 unless they elect reduced coverage or no coverage.

**808. SPECIAL NOTES**

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

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

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

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

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

**809. BOQ CHARGES**

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

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

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

a. Midshipmen reporting directly to their units, vice returning to the Naval Academy for transportation, are responsible for travel to their cruise units at their own expense. Reimbursement shall not exceed GTR.

b. USNA midshipmen debarking in CONUS may come directly (no stopovers) back to the Naval Academy, or may go on leave directly from their cruise units. There are no other options. Midshipmen who do not return directly to the Naval Academy are responsible for all further transportation at their own expense, including their eventual return to the Naval Academy.

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

(1) Debark from ship and commence leave overseas. This option requires OUTCONUS leave papers which must be obtained from the Naval Academy (Midshipmen Personnel) prior to departure. Midshipmen electing to do this are responsible for all further transportation at their own expense, including their eventual return to the Naval Academy.

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

(3) Debark from ship and return to CONUS at Government expense. Midshipmen may then terminate their flights and commence leave at the first CONUS port of entry (POE). Onward transportation from CONUS POE, including eventual transportation back to the Naval Academy, is at the midshipman's own expense.

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



## CHAPTER 9

### AVIATION/NUCLEAR CRUISE/NURSE/ACADEMIC YEAR TRAINING

**900. GENERAL.** Alternate training is designed to afford midshipmen specialized training in areas such as nuclear power, aviation, etc., while simultaneously filling any fleet shortfalls in regular at-sea training billets. In addition to fleet cruises, USNA midshipmen may participate in 4 weeks of training which includes warfare programs, technical research, professional internships, USN communities, and USN programs. NROTC Nurse Option midshipmen will have training that emphasizes the Navy Medical Department role, both ashore and afloat. When a NROTC MIDN is assigned a non ship/submarine based cruise the Fleet shore commands/Tycoms are required to reserve BOQ lodging if necessary for the MIDN for their entire cruise. Naval Service Training Command is responsible for paying lodging costs. If MIDN depart from the Fleet command's home base on a unit detachment or deployment, Fleet shore commands/Tycoms are responsible for all the expenses during the MIDN detachment.

**901. AFLOAT AVIATION CRUISES.** Afloat Aviation cruises are not accounted for through CITRIX assignment. Midshipmen will be assigned directly to an airwing. If the assigned airwing is attached to an aircraft carrier, the midshipman is authorized to accompany the airwing. All midshipmen will report to the airwing fully qualified to fly (Aviation Physical/Aviation swim physiology qualified, P/WS PRT, and 3<sup>rd</sup> class swim) with flight safety boots.

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

27 March 2012

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

(2) Midshipmen will be required to use, as completely as time permits, applicable shipboard PQS.

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

(4) Midshipmen assigned to an Afloat Aviation Cruise shall berth in squadron spaces.

(5) Fleet shore commands/Tycoms are required to reserve BOQ lodging if necessary for the MIDN for their entire cruise. The MIDN NROTC Units are responsible for paying the BOQ.

possession the necessary documentation of completed aviation survival/water training. They shall be assigned to applicable junior officer squadron watchbills. Each midshipman shall be paired with a qualified Naval Aviator/Naval Flight Officer as a running mate while attached to the squadron to ensure that maximum exposure to squadron daily routine and squadron/air wing relations is obtained. Running mates have a great impact upon a midshipman's perception of the cruise, and those assigned should be high quality, top-performance individuals who are strongly and positively motivated towards the naval service.

(6) Midshipmen will be required to use, as completely as time permits, applicable shipboard PQS.

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

(8) Midshipmen assigned to an Afloat Aviation Cruise shall berth in squadron spaces.

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

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

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

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

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

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

a. 1/C Aviation Squadron cruise goals are:

27 March 2012

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

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

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

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

(5) To familiarize midshipmen with warfare systems.

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

b. Specific job assignments/watch-stations:

(1) Assistant Division Officer

(2) Branch Officer

(3) Assistant Squadron Duty Officer

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

d. Rotation of midshipmen within departments. As determined by workload and the MTO, midshipmen may be rotated through various departments to increase their exposure to the various aspects of squadron life. Special efforts should be made to assign midshipmen to maintenance divisions/branches so they may observe the interaction between officer and enlisted personnel.

#### **904. NUCLEAR CRUISES**

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

27 March 2012

SUBLANT/SUBPAC squadron cruise coordinators for information concerning the embark/debark points and other details pertinent to the assigned cruise.

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

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

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

27 March 2012

e. Medical Examination. Midshipmen embarked in nuclear powered ships normally have not received a radiation exposure medical examination in accordance with NAVMED P-5055. These midshipmen are considered as personnel who receive nonoccupational radiation exposure in accordance with Article 208 of NAVSEA 389-0153. Commanding officers will ensure that midshipmen are administratively handled under the provisions of Article 208 of NAVSEA 389-0153. In this regard, commanding officers will carefully monitor midshipmen radiation exposure and limit watch and training assignments in posted radiation areas to the minimum necessary to complete the requirements of the summer training objectives. Entry into or passage through the posted radiation areas of naval nuclear powered ships should not be restricted except as specified in Article 208 of NAVSEA 389-0153. The foregoing should not be construed as altering the provisions of Article 208 of NAVSEA 389-0153. The intent is to ensure that midshipmen who have not been trained under Article 107 of NAVSEA 389-0153 and who have not received radiation exposure medical examinations can adequately complete their cruise objectives while receiving no more radiation exposure than other ship's personnel controlled under Article 208 of NAVSEA 389-0153.

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

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

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

27 March 2012

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

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

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

#### **905. NURSE AFLOAT CRUISES**

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

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

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

27 March 2012

complete picture of the organizational capabilities of the ship, and of the Medical Department.

(2) Midshipmen will be required to utilize, as completely as time permits, applicable shipboard PQS booklets and Midshipman Summer Training Handbook [Appendix R](#).

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

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

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

#### **906. ACADEMIC YEAR CRUISES (AYCs)**

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



27 March 2012

case-by-case basis and prioritized according to the nature of the academic year request. Pre-commissioning cruises will have priority in all instances. All nuclear cruises and submarine cruises will be determined by the NSTC Nuclear Propulsion Coordinator NSTC OD1.

b. USNA will no longer require Academic Year Cruise.

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

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

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

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

g. Fleet liaison officers are not assigned during academic year cruises.

h. In order to determine the exact clothing required for cruise, NROTC units must communicate with the individual ships

27 March 2012

or squadrons. Chapter 6 provides general uniform guidance for first and second class cruise which may not be appropriate for winter climates or specific cruise activities.

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

## CHAPTER 10

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

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

**1001. U.S. PARTICIPANTS.** It is anticipated that approximately 50-70 U.S. midshipmen will participate with various NATO and other friendly nations. NROTC College Program, Marine option, and Nurse Corps option midshipmen, however, are not eligible for this program. Each participant will be carefully screened and briefed prior to selection.

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

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

a. Program. The USN/JMSDF Midshipmen Exchange is a program that allows NROTC First Class Midshipmen (Male only) to participate in a cruise aboard a JMSDF ship and to visit the Japanese Officer Candidate School at Eta Jima, Japan. The JMSDF exchange is organized/coordinated by Commander Seventh Fleet in conjunction with COMNAVFORJAPAN, the Japanese USDAO, and the Seventh Fleet Midshipman Liaison Officer. Midshipmen participating in the exchange will complete a WESTPAC training cruise aboard USN ships either immediately before or after the

27 March 2012

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

b. Selected midshipmen should be aware that gift giving and exchange is expected, and should be planned in advance (e.g. ball caps, T-shirts, school pennants are appropriate gifts to exchange).

c. No language ability is required.

d. Midshipmen shall possess a valid (blue) tourist passport prior to departing OCONUS.

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

**1005. ARRIVAL BRIEFINGS.** Generally U.S. midshipmen will be met by COMSEVENTHFLT midshipmen liaison staff (Joint Maritime Self Defense Force Cruises) or Defense Attaches (FOREX Cruises) upon

27 March 2012

arrival and directed to appropriate lodging. In order to clarify possible misunderstandings and eliminate past problem areas, midshipmen will be provided a brief that highlights:

- a. Current political and economic climate of host nation.
- b. Pertinent social customs.
- c. An outline of the proposed training itinerary with an insight into the status that the midshipmen will be accorded.
- d. Organization and structure of the host nation's navy.
- e. 24-hour contact information for DAO/Embassy support for each port/area to be visited.

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

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

27 March 2012

travel, the ship or nearest PERSUPDET/NAVPTO will coordinate and arrange return transportation with assistance from the appropriate U.S. Naval Attaché; Chief, Naval Mission, or USMA, when required.

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

**1009. PAY.** NROTC midshipmen will have been paid advance pay in accordance with NAVSO P-3050 paragraphs 80426 and 80427 prior to departure from CONUS; therefore, no financial embarrassment should be occasioned. They will have sufficient funds to defray all normal expenses attendant to messing and miscellaneous expenses. They will not, however, be financially able to underwrite extensive social events and extensive official travel within the nation to which assigned. NROTC midshipmen are not authorized advanced subsistence pay.

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

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

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

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

**1014. MISCELLANEOUS**

a. Communications/Coordination: It is imperative that midshipmen embarking on FOREX/JMSDF cruises depart with contact information described in paragraph 105. DAO should assist to the degree possible with providing 24-hour contact information for each country/port to be visited. Host nation DAO communications concerning country specific threats, force protection and antiterrorism, uniform requirements, immigration and customs information are critical to safe and productive midshipman summer cruise experiences.

b. Some countries may only require NATO orders for entry. The format for preparing NATO orders is found in BUPERSINST 1320.6 series.

c. Servicing NAVPTOs will send a travel advice message to the appropriate American Legation, U.S. Naval Attaché/U.S. Defense Attaché Office (ALUSNA/USDAO) providing arrival information of the midshipmen. NSTC OD311 should be included as an information addressee.

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

e. Queries by message are encouraged where guidance is insufficient to the occasion. These inquiries should be addressed to the Commander, Naval Service Training Command with Chief of Naval Operations included as information addressee.

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

27 March 2012

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

**1017. REPORTS.** End of training reports (Report Control Symbol 1533-70) will be submitted by all midshipmen upon completion of the FOREXTRAMID and USN/JMSDF exchanges no later than 15 September. Comments regarding the exchange programs with a view toward improvement are particularly desired. NROTC post training reports are the sole source of briefing information for each year's participants; it is essential that the original and one copy be submitted to NSTC and one copy to the appropriate USDAO (a total of three copies) no later than two weeks after the start of the academic year. Reports shall contain the following information:

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



**1018. REVERSE EXCHANGES**

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

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

27 March 2012

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

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

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

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

27 March 2012

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

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

**THIS PAGE INTENTIONALLY LEFT BLANK**

## CHAPTER 11

### REPORTS

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

**1101. FROM THE TRAINING ACTIVITY (SHIPS, SUBMARINES, SQUADRONS)**

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

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

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

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

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

(4) Reports are to be received by NSTC OD3 within 30 days of the completion of the last summer training period in which the ship or station participated, or no later than 15 September, in order to serve as a timely tool for program evaluation during the annual October Midshipman Planning and

27 March 2012

Scheduling Conference. (NOTE: The midshipmen performance reports referred to in paragraph 4 of this report should be given to the midshipmen at the end of their cruise, prior to departure.)

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

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

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

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

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

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

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

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

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

**1102. FROM MIDSHIPMEN EMBARKATION/DEBARKATION COORDINATORS AND TEAMS**

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

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

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

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

**1104. REPORTS REQUIRED FROM NROTC UNITS**

a. Commanding Officer's NROTC Unit's End of Training Report (NSTC Report Symbol 1533-12). Commanding Officers, NROTC units, shall submit a report to NSTC OD311 in the format of Figure 11-2 within two (2) weeks after the commencement of school or no later than 15 September. This report consists of one section for each program (i.e., First Class Cruise, CORTRAMID, and Second Class Cruise) and a summary list of ships which provided exceptional training or which provided significantly poor training. Adverse comments should include specific details. General comments/recommendations are welcomed.

b. Midshipman Summer Training End of Cruise Survey. All midshipmen participating in a summer cruise shall complete a critique upon completion of training or upon return to their NROTC unit. The survey will be accessed via the NROTC website (<https://www.nrotc.navy.mil>).

c. NROTC units will ensure all Midshipmen surveys are completed within two (2) weeks after the commencement of school. An annual completion date will be promulgated by OD311. Midshipmen attending CORTRAMID are also required to participate in the online survey.

**1105. OTHER REQUIRED REPORTS**

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

b. Foreign Exchange End of Training Report (NSTC Report Symbol 1533-70). See paragraph 1017 for complete instructions and format.



**FIGURE 11-1**

**Sample Ship End of Training Report (NSTC Report 1533-7)**

From: Commanding Officer,  
To: Commander, Naval Service Training Command  
Subj: MIDSHIPMEN END OF TRAINING REPORT  
Ref: (a) NSTC M-1533.5

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

a. (Cruise phrase acronym, e.g. PACTRAMID) (Cruise dates)

|              | 1/C      | 2/C     | 1/C   | 2/C   |
|--------------|----------|---------|-------|-------|
|              | USNA     | USNA    | NROTC | NROTC |
| Cruise dates | Underway | In port | M/F   | M/F   |

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

a. Planning

(1) Notification of assigned midshipmen prior to embarkation:           1       2       3       4

(2) Ability to accommodate numbers of quotas assigned:  
1       2       3       4

(3) Usefulness of sample ship's notice:  
                  1       2       3       4

b. Administration of Midshipmen

(1) Training Orders (Endorsements, complete info):  
1       2       3       4

(2) Security Clearances  
                  1       2       3       4

- (3) Physicals/Shots (Currency, completeness):  
1      2      3      4
- (4) Adequacy of Uniform Complement:  
1      2      3      4
- (5) Evaluation (Format, Guidance, and Submission):  
1      2      3      4
- (6) Required Reports (Guidance and Submission):  
1      2      3      4
- (7) Ability to handle disbursing requirements:  
1      2      3      4
- (8) Messing/wardroom requirements:  
1      2      3      4

c. Embark/Debark

- (1) Midshipmen Embarkation/Debarkation Team/Midshipmen Embarkation/Debarkation Coordinator (MEDT/MEDC) (effectiveness):  
1      2      3      4
- (2) Midshipmen Liaison Officer (MLO) (effectiveness):  
1      2      3      4

d. Midshipmen Training

- (1) Effectiveness of Summer Training Manual:  
1      2      3      4
- (2) Midshipmen Training Officer Guidance:  
1      2      3      4
- (3) Midshipmen Conduct/Aptitude:  
1      2      3      4
- (4) Midshipmen Motivation Level:  
1      2      3      4

3. General Comments and Recommendations:

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

27 March 2012

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

*CO'S SIGNATURE BLOCK*

Copy to:

COMUSFFC/COMPACFLT (as appropriate)

Appropriate Type Commander

Appropriate Fleet Commander

Superintendent, USNA (Code 7D)

**FIGURE 11-2**

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

From: Commanding Officer,  
To: Commander, Naval Service Training Command  
Subj: MIDSHIPMEN END OF TRAINING REPORT  
Ref: (a) NSTC M-1533.5

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

a. Number of Midshipmen

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

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

a. Planning

(1) Billet Assignment:

1 2 3 4

(2) Program Information from NSTC:

1 2 3 4

b. Administration

(1) Physicals/Shots:

1 2 3 4

(2) Orders/Travel Assignments:

1 2 3 4

(3) Security Clearances:

1 2 3 4

(3) Travel Claims:

1 2 3 4

c. Embark/Debark

(1) Midshipmen Embark/Debark Coordinator (MEDC)  
effectiveness:

1      2      3      4

(2) Midshipman Liaison Officer (MLO)/Midshipman  
Embark/Debark Team (MEDT) effectiveness:

1      2      3      4

3. General comments on first class cruise.
4. General comments on second class cruise.
5. General comments on CORTRAMID.
6. General cruise and ship comments.
  - a. Outstanding ships
  - b. Negative ships
  - c. Miscellaneous comments

*CO'S SIGNATURE BLOCK*