



**MIDSHIPMAN
HANDBOOK
2018-2019**

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From: Commanding Officer, NROTC Unit, Tulane
University

To: Tulane University Midshipmen

Subj: MIDSHIPMAN HANDBOOK

Ref: (a) NSTCINST M-1533.2C (Regulations for Officer
Development)
(b) NSTCINST 5370.1B
(c) NAVPERS 15665I

1. Purpose. The purpose of this handbook is to emphasize and clarify regulations within references (a) through (c) that outline standards of personal conduct expected of midshipmen of Tulane University Naval Reserve Officers Training Corps (NROTC). This handbook also provides midshipmen with general guidance for conducting certain routine battalion operations. This handbook is not inclusive, and does not obviate midshipmen from compliance with regulations outlined in refs (a) through (c).

2. Cancellation. This publication cancels all previous editions of the handbook. All Battalion Orders and NROTC Unit Instructions remain valid.

3. Applicability. These regulations apply to all Tulane University NROTC students, regardless of which specific university the student attends. The terms "Midshipman" and "NROTC student" apply to Scholarship, College Program, MECEP and OC students. This document also covers subjects and activities that personnel administratively attached to the command are required to observe.

4. Action

a. Read and understand the provisions of this handbook. Be aware of all changes to the handbook; changes will be highlighted on electronic versions of this document throughout the year. Changes will also be made via Battalion Notices.

b. Comply with the contents of this handbook.

c. Return all printed/bound versions of this handbook to the Marine Officer Instructor via the Midshipman Logistics Officer if disenrolled from the unit.

P. N. Huete
Captain, U.S. Navy

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CHAPTER 1

COMMAND PHILOSOPHY

"Our charge is to develop midshipmen morally, mentally, and physically."

1. Our command philosophy, simply put, is **Service Before Self**. You are now part of something greater than yourself. You now share in the legacy of the Navy and Marine Corps, handed down since 1775 - you are poised to write the next chapter in our illustrious story. We are part of a team, a special team with its own legacy handed down since 1938. Your journey here will develop you as a leader, ethically sound, disciplined, possessing integrity and moral character. Concurrently, your journey will inculcate in you, a sense of sacrifice and service to the nation, your command, and each other. Your actions make a difference - this is your command.

2. The Navy and Marine Corps core values of **Honor, Courage, and Commitment** will guide us in our journey. They are not buzzwords; rather, they are the foundation of our service. The following traditional principles, time-tested, proven, and supported by our shared core values will govern our conduct in our command and ensure our success:

a. Mission Accomplishment. This is what we are all about. Your primary missions as midshipmen: Academic Excellence. Leadership Development. Physical Readiness. Know your mission and what it takes to get it done. Do it, and then celebrate it. The staff exists to help you succeed.

b. Professionalism. Ours is the profession of arms, and it is unyielding. We expect of and receive

from each other the highest levels of professionalism and courtesy. Our pride in our command and ourselves is justified by our performance and our professionalism. Plan. Execute. Lead. Take ownership of your efforts - you are accountable for your actions.

c. Citizenship. Respect for the laws and customs of our society helps reinforce our place in it. Respect university authorities as you do civilian and military. Strive for the balance required to uphold your oath to the Constitution and your obligations to your family and community. Tulane NROTC will be an active member of and a positive influence on the Tulane and New Orleans communities. We will be good neighbors.

d. Shipmate. You are an American, and you are a midshipman. But first, you are a human being. As such, you deserve dignity and respect. Protect your integrity, and respect the dignity of others. Be a good shipmate - take care of each other.

e. The Unit. We have obligations to each other that transcend the interpersonal relationships that mark our being part of any other organization. Each of us is a steward of this bond, and it is our duty to extend it to each new member of our unit. Foster a sense of loyalty and dedication not only to the service of our nation, but to each other. Take pride in our team - this is your unit, this is your building, these are your shipmates.

f. Relentless Excellence. Relentless Excellence in all we do. Apply these two words to everything you do in this command, every time you do it. Don't give up. Don't accept mediocrity. Accept nothing less from yourself and your shipmates, and Tulane NROTC will lead the way.

3. Our command will continue to be shaped by high standards, ethical behavior, sacrifice, and stewardship. The great history and purpose of our Nation, the magnificent story and traditions of our Navy and Marine Corps, the pride and expectations of our fellow countrymen and our responsibility to them will be the strong undercurrent that will daily remind us of our obligations. By freely choosing a path to serve your country, you have chosen a life of consequence. **Service Before Self.**

CHAPTER 2

PERSONAL CONDUCT

1. **HONOR CODE**. A midshipman does not lie, cheat or steal. Midshipmen are persons of integrity: They stand for that which is right. They tell the truth and ensure that the full truth is known. They do not lie. They embrace fairness in all actions. They ensure that work submitted as their own is their own, and that assistance received from any source is authorized and properly documented. They do not cheat. They respect the property of others and ensure that others are able to benefit from the use of their own property. They do not steal.

2. **ALCOHOL**.

a. Underage Drinking. State law prohibits any person under the age of 21 to consume, purchase, or possess alcohol. Use of a fake, forged, or doctored ID is also illegal. Use of a fake, forged, or doctored ID, to purchase alcohol or for any other purpose, is considered a falsehood. This act will be considered honor code violation, and may be grounds for disciplinary action and/or program disenrollment.

b. Drinking and Driving. DO NOT DRINK AND DRIVE! DWI and DUI offenses are not tolerated in the Navy or Marine Corps and will not be tolerated at Tulane NROTC.

c. Responsible Use. Refer to Appendix A for the command policy on alcohol consumption.

d. Although underage students 18 years and older are allowed to enter establishments that serve alcohol, some establishments near campus, including Greek organizations, have been known to provide alcohol to

students under the age of 21 and have been linked to alcohol related incidents. Midshipmen under 21 are strongly discouraged from frequenting these establishments.

3. DRUGS.

a. Military Policy. The military has a "zero-tolerance" policy on drugs. No exceptions. It is unlawful for persons in the Department of the Navy (DON) to use controlled substance analogues (designer drugs), natural substances (e.g., fungi, excretions), chemicals (e.g., chemicals wrongfully used as inhalants), propellants, synthetic compounds not for human use, spice/bath salts, and/or a prescribed or over-the-counter (OTC) drug or pharmaceutical compounds, with the intent to induce intoxication, excitement, or stupefaction of the central nervous system. Use of these substances is prohibited and will result in administrative and disciplinary action.

b. Urinalysis. Urinalysis testing will be conducted randomly throughout each school term. Both prescription and OTC drugs must be documented during each urinalysis session. Prescription drugs must be prescribed by a licensed physician and used according to prescribed dosages. The use of drugs such as Adderall without a prescription is the same as abusing an illegal drug, as described in paragraph 3.a.

c. There are establishments near campus that foster and perpetuate the use of illegal substances and sell drug use paraphernalia. Midshipmen are strongly discouraged from frequenting these establishments.

4. SEXUAL CONDUCT.

a. Sexual Harassment. Sexual harassment is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal conduct of a sexual nature. Sexual harassment violates standards of behavior required of all Department of Navy personnel. It is unacceptable conduct; it debilitates morale, interferes with the work productivity of an organization and can cause serious psychological stress for the recipient. It is the responsibility of every member of the U.S. Navy and Marine Corps to ensure that sexual harassment is prevented and that any instance of sexual harassment is dealt with swiftly, fairly, and effectively. Sexual harassment will not be tolerated in Tulane's NROTC Unit. Reference your training or consult with your advisor to become familiar with appropriate action in response to such an incident.

b. The Navy and Marine Corps commit themselves to forging strong teams built on the strengths of our Sailors and Marines. Sexual harassment and, even worse, sexual assault threaten the strength of our team. The Naval Services focus on eliminating sexual assault through the Sexual Assault Prevention and Response (SAPR) program. Midshipmen will participate in at least annual SAPR training coordinated by the unit staff. This training is designed to bring awareness and sensitivity to the problem, help service members understand the importance of bystander intervention, and create an open chain of communication. Tulane NROTC strictly supports and adheres to the standards and policies established by SAPR. Should an incident occur, the victim should report it directly to a university official, law enforcement, academic advisor, or any unit staff member.

c. Summer Cruise. Sexual relations between a midshipman and any U.S. military member during summer cruise are prohibited by the Uniform Code of Military Justice (UCMJ) and will be prosecuted accordingly.

5. FRATERNIZATION.

a. Personal relationships between officer and enlisted personnel, between staff members and midshipmen, and among midshipmen that are **unduly familiar** and do not respect differences in rank and grade are prohibited and violate long-standing customs and traditions of the Naval Service. Relationships that are sexual, intimate, or romantic between midshipmen of different classes may also be **prejudicial to good order and discipline** or of a nature to bring **discredit on the U.S. Navy** may also be prohibited.

b. Examples of conduct that are unduly familiar includes, but is not limited to:

(1) Developing or attempting to develop personal, intimate, sexual relations, or romantic, including dating, handholding, kissing, caressing, or engaging in sexual activities;

(2) Attempting, arranging, or engaging in personal engagements that typically lead to sexual, or romantic relationships;

(3) Engaging in private business or financial relationships;

(4) Any non-professional social relationship or a personal nature;

(5) Gambling or borrowing money.

c. Actions that are prejudicial to good order and discipline or bring discredit to the Naval Service include, but is not limited to circumstances or conduct which:

(1) Call into question the senior's objectivity;

(2) Results in actual or apparent preferential treatment;

(3) Undermines the authority of the senior;

(4) Compromises the chain of command.

d. Prohibited Relationships.

(1) Relationships or behavior between midshipmen are inappropriate if the relationship or behavior takes advantage or gives the impression that advantage is being taken of a vulnerability, weakness or status, or results in harassment of another midshipmen. Such behavior includes, but is not limited to dating; intimate or sexual contact; contact via cards, letters, e-mails, telephone calls, instant messaging, video, photographs, social networking, or any other means of communication.

(2) While dating among midshipmen is strongly discouraged, a personal relationship between midshipmen is not necessarily considered fraternization. Relationships between midshipmen within a direct chain of command give the appearance of impropriety and shall be avoided. In cases where such relationships cannot be avoided, the midshipmen involved shall bring the relationship to the attention of the unit active duty

staff. One or both midshipmen may be reassigned to different billets within the battalion.

(3) Unduly familiar relationships between midshipmen and Marine Enlisted Commissioning Education Program students (MECEPs) or Navy Officer Candidates (OC) or STA-21 students are prohibited.

(4) Unduly familiar relationships between midshipmen and all active duty personnel is prohibited.

e. Violations will result in disciplinary action against both individuals involved in the relationship. Marriage subsequent to fraternization neither excuses nor mitigates the original misconduct.

f. Exceptions or uncommon circumstances are listed in ref (b).

6. SOCIAL EXPECTATIONS AND RESPONSIBILITIES.

Extracurricular Activities. Participation in extracurricular activities afforded to college students contribute to that student's development and are generally encouraged. NROTC events, however, shall take precedence over extracurricular activities. Any request for exception to this policy will be considered on a case-by-case basis and must be approved in advance by the class advisor. Midshipmen should realize that these activities may distract, impede or interfere with them achieving their ultimate goal of graduation and commissioning. Participation in extracurricular activities, including employment, shall be discussed with the midshipman's class advisor.

7. PERFORMANCE REVIEW BOARDS.

a. A Performance Review Board (PRB) is an administrative action the NROTC staff uses to assess performance of a midshipman. This process is administered to facilitate the midshipman's growth if he or she currently struggles to overcome personal obstacles or any other situations that threaten the midshipman's performance.

b. The primary focus of a PRB is to redirect midshipmen; however, administrative action is sometimes taken to supplement the counseling provided by the PRB. These administrative actions, in order of severity, include a letter of warning, probation, leave of absence (LOA), or disenrollment from the program. The PRB may also prescribe "no action" if it believes no administrative action is required for the situation. Administrative action will likely be taken for the following reasons:

- (1) Substandard academic performance
- (2) Offenses that indicate moral turpitude
- (3) A serious breach of discipline
- (4) A hardened disregard or contempt for authority
- (5) An incorrigible lack of energy and purpose
- (6) A culpable lack of sense of responsibility
- (7) Actions that bring discredit upon the Naval Service

If a PRB will be held, the midshipman will be notified by letter from the PNS. Within five business days following the PRB, the midshipman will receive a record

of the proceedings, including a recommendation of appropriate course of action from the Senior Member of the PRB to the PNS.

CHAPTER 3

PERSONAL APPEARANCE

1. PHYSICAL FITNESS STANDARDS. Refer to Appendix C for Physical Fitness Standards for NROTC and this unit. Refer to Appendix D for tables outlining gender-specific, Marine option minimum/maximum weights for given heights. Refer to Appendix E for tables outlining gender-specific, Navy option maximum weights for given heights. Midshipmen who fail to meet height and weight standards will be subject to a body composition test in order to identify body fat percentages.

2. GROOMING.

a. General. Grooming standards are based on neatness, cleanliness, safety, military image and appearance. The standards established are not excessively restrictive nor designed to isolate military personnel from society. The limits set forth are reasonable, enforceable, and ensure that personal appearance contributes to a favorable military image. The differences between male and female grooming policies recognize the differences between genders. Establishing identical grooming and personal appearance standards for men and women would not be in the NROTC unit's best interest and is not a factor in the assurance of equal opportunity. The primary consideration is to have a neatly-groomed, highly-professional appearance at all times- in and out of uniform.

b. Males.

(1) Hair. Keep hair neat, clean and well groomed. Hair above the ears and around the neck shall be tapered from the lower natural hairline upwards at least 3/4 inch and outward not greater than 3/4 inch to blend with hairstyle. Hair on the back of the neck must not touch the collar. Hair shall be no longer than four inches and may not touch the ears, collar, extend below eyebrows when headgear is removed, show under front edge of headgear, or interfere with properly wearing military headgear. The bulk of the hair shall not exceed approximately two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp. Hair coloring must look natural and complement the individual. Faddish styles and outrageous multicolored hair are not authorized. The unique quality and texture of curled, waved, and straight hair are recognized, and in some cases the 3/4 inch taper at the back of the neck may be difficult to attain. In those cases hair must present a graduated appearance and may combine the taper with a line at the back of the neck. One (cut, clipped or shaved) natural, narrow, fore and aft part is authorized. Varying hairstyles, including afro, are permitted if these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not interfere with properly wearing military headgear.

(2) Sideburns. Sideburns do not extend below the middle of the ear, are even width (not flared) and end with a clean shaven horizontal line.

(3) Facial Hair. The face shall be clean-shaven when in uniform and shall be clean-shaven whenever a midshipman enters the Navy building. Mustaches and any other form of facial hair are not authorized for midshipmen.

(4) Fingernails. Male fingernails should be clean and not extend past the fingertips.

(5) Jewelry. Jewelry presenting a safety or Foreign Object Damage (FOD) hazard is not authorized. Jewelry must fall within the following guidelines:

(6) Rings. While in uniform, only one ring per hand is authorized, plus a wedding/engagement set. Rings are not authorized for wear on thumbs.

(7) Earrings/Piercings. Earrings and piercings of any kind are not authorized on campus, whether in or out of uniform. Earrings are prohibited in civilian attire when in a duty status or while in/aboard any ship, craft, aircraft, or in any military vehicle, or within any base or other place under military jurisdiction or while participating in any organized military recreational activities. One earring is authorized off campus.

(8) Necklaces/Chokers. While in uniform, midshipmen may wear only one necklace. However, the necklace must not be visible. Necklaces are not authorized during PT.

(9) Wristwatches/Bracelets. While in uniform, these shall be conservative and in good taste. Eccentric or faddish wristwatches and bracelets are not authorized. Only one watch and one bracelet may be worn simultaneously (one on each wrist) while in uniform. Ankle bracelets are not authorized while in uniform.

c. Females

(1) Acceptable Hairstyle Criteria. Hairstyles and haircuts shall present a professional and balanced appearance. Appropriateness of a hairstyle shall be evaluated by its appearance when headgear is worn. All headgear shall fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. Hairstyles will not interfere with the proper wearing of headgear, protective masks or equipment. When headgear is worn, hair shall not show from under the front of the headgear. Hair may protrude from the opening in the back of the ball cap. Lopsided and extremely asymmetrical hairstyles are not authorized. Angled hairstyles will have no more than a 1-1/2 inch difference between the front and the back length of hair. Layered hairstyles are authorized provided layers present a smooth and graduated appearance. Hair length, when in uniform, may touch, but not fall below a horizontal line level with the lower edge of the back of the collar. With jumper uniforms, hair may extend a maximum of 1-1/2 inches below the top of the jumper collar. Long hair, including braids, shall be neatly fastened, pinned, or secured to the head. When bangs are worn, they shall not extend below the eyebrows. Hair length shall be sufficient to prevent the scalp from being readily visible. Hair bulk (minus the bun) as measured from the scalp will not exceed 2 inches. The bulk of the bun shall not exceed 3 inches when measured from the scalp and the diameter of the bun will not exceed the width of the back of the head. Loose ends must be tucked in and secured. Hairstyles shall not detract from a professional appearance in uniform. Styles with shaved portions of the scalp (other than the neckline), those with designs cut, braided, or parted into the hair, as well as dyed using unnatural colors are not authorized. The unique quality and texture of curled, waved and straight hair are recognized. All hairstyles must minimize scalp exposure. While this list

shall not be considered all inclusive, the following hairstyles are authorized:

(a) Three strand braids and two strand braids (also referred to as twists). Braided hairstyles shall be conservative and conform to the guidelines listed herein.

(b) Multiple braids. Multiple braids consist of more than two braids and encompass the whole head. When a hairstyle of multiple braids is worn, each braid shall be of uniform dimension, small in diameter (no more than 1/4 inch), and tightly interwoven to present a neat, professional, well-groomed appearance. Foreign material (e.g., beads, decorative items) shall not be braided into the hair. Multiple braids may be worn loose, or may be pulled straight back into a bun, within the guidelines herein.

(c) Two individual braids. One braid worn on each side of the head, uniform in dimension and no more than one inch in diameter. Each braid extends from the front to back of the head near the lower portion of the hair line (i.e., braids are closer to the top of the ear than the top of the head to prevent interference with wearing of headgear). A single French braid may be worn starting near the top of the head and be braided to the end of the hair. The end of the braid must be secured to the head and braid placement shall be down the middle of the back of the head.

(d) Corn rows. Must be in symmetrical fore and aft rows, and must be close to the head, leaving no hair unbraided. They must be no larger than 1/4 inch in diameter and show no more than approximately 1/8 inch of scalp between rows. Corn row ends shall not protrude from the head. Rows must end at the nape of the neck and shall be secured with rubber bands that match the color

of the hair. Corn rows may end in a bun conforming to the guidelines listed herein, if hair length permits.

(e) Rolls. Two individual rolls, one on each side of the head, must be near the lower portion of the hair line (i.e., rolls are closer to the top of the ear than the top of the head and will not interfere with wearing of headgear). Rolls must be of uniform dimension and no more than one inch in diameter.

(2) Hair Accessories. When hair accessories are worn, they must be consistent with the hair color. A maximum of two small barrettes, similar to hair color, may be used to secure the hair to the head. Bun accessories (used to form the bun), are authorized if completely concealed. Additional hairpins, bobby pins, small rubber bands, or small thin fabric elastic bands may be used to hold hair in place, if necessary. The intent is for pinned-up hair to be styled in a manner that prevents loose ends from extending upward or outward from the head. For example, when using barrettes or hairpins, hair will not extend loosely from the head; when hair is in a bun, all loose ends must be tucked in and secured. Headbands, scrunchies, combs, claws and butterfly clips are examples of accessories that are not authorized.

(3) Grooming Standards Exception. Ponytails are authorized during physical training. Hair restraining devices, if worn, will be consistent with the current hair color.

(4) Cosmetics. Use cosmetics that blend with natural skin tone and enhance natural features. Do not wear exaggerated or faddish cosmetic styles with uniforms. Avoid an artificial appearance. Use conservative lipstick colors that complement the

individual. Do not wear long, false eyelashes while in uniform.

(5) Fingernails. Fingernails should not exceed 1/4" beyond the fingertip. Use nail polish colors that complement skin tone. French and American manicures (white and off-white tips with neutral base color ONLY) are authorized.

(6) Female Jewelry. Females may wear jewelry. Eccentricities or faddishness are not permitted. Jewelry presenting a safety or FOD hazard is prohibited. Use the following guidelines for jewelry:

(a) Rings. While in uniform, only one ring per hand is authorized, plus a wedding/engagement set. Rings are not authorized for wear on thumbs.

(b) Earrings/Piercings. Only one earring per ear with any uniform is authorized. Earrings should be 1/8-1/4", ball shaped, plain with brushed matte finish and may be screw-on or use posts. Officers, chief petty officers and midshipmen wear gold and enlisted personnel wear silver. Wearing round, 1/8-1/4" white pearl earrings or 4mm-6mm round cut diamond earrings is authorized with dress uniforms. Body piercings other than of the ears are not authorized while in uniform. No articles, other than earrings for women specified above, shall be attached to or through the ear, nose, or any other body part.

(c) Necklaces/Chokers. While in uniform, midshipmen may wear only one necklace. However, the necklace must not be visible. Necklaces are not authorized during PT.

(d) Wristwatch/Bracelets. While in uniform, these shall be conservative and in good taste.

Eccentric or faddish wristwatches and bracelets are not authorized. Only one watch and one bracelet may be worn simultaneously (one on each wrist) while in uniform. Ankle bracelets are not authorized while in uniform.

3. CIVILIAN DRESS CODE STANDARDS.

Campus and Around the City. Midshipmen will be expected to abide by the dress-code guidelines below when not in uniform.

a. Males

(1) Legwear. Shorts and trousers must be neatly hemmed. Boxers will not extend beyond the hem of the shorts. Garments with belt loops should be worn with belts.

(2) Buttoned Shirts. Shirts with buttons should be buttoned at all times.

(3) Shirt Tucking. Collared shirts and t-shirts do not have to be tucked into trousers but should appear clean and non-wrinkled.

(4) Footwear. Shoes must be appropriate. Wear socks with shoes (except deck shoes, loafers and sandals) and tie shoes if they have laces.

(5) Undergarments. Undergarments should not be exposed in any way. Clothing with slogans, symbols, language or graphics that are obscene or offensive in any way are not authorized.

(6) Exceptions. Wear appropriate attire for the occasion. For example, crawfish boils and intramural sports require attire not suitable for everyday wear. Use good judgment.

b. Females

(1) Leg wear. Dresses, skirts and shorts should not be excessively short.

(2) Tank Tops. Tank tops are authorized if they are not excessively low cut.

(3) Midriff Tops. Midriff tops (i.e. tops that bare the stomach) are only authorized for non-unit sponsored physical fitness training.

(4) Piercings. Body piercing is not authorized in civilian attire when in a duty status or while in/aboard any ship, craft, aircraft, or in any military vehicle or within any base or other place under military jurisdiction, or while participating in any organized military recreational activities.

(5) Undergarments. Undergarments should not be exposed in any way.

c. General. Civilian dress should be in good taste. You are representing the Naval Service. Style is possible without discrediting yourself and the NROTC unit. Use common sense!

d. Common Dress Standards

(1) Semi-formal. For males, the outfit includes a sport coat and tie. For females, the outfit includes a conservative dress, slacks, or pant suit.

(2) Proper Civilian. For males, this includes polo-style shirts or button-down collared shirts, slacks with belt loops, a belt and presentable shoes. For females, the outfit includes slacks, skirts or dresses

with blouses of equal appearance and quality, short heels, loafers or dress sandals/slippers.

(3) Appropriate Civilian. This term is used to describe clothing that should be in good taste, comfortable and presentable and is suitable for the event at hand. Jeans, non-athletic shorts, jean shorts with hems, shorts with belt loops, quality skirts (females) that are similarly worn with collared shirts or t-shirts that do not display racist, sexist or otherwise immoral/unethical character are all considered appropriate. This type of clothing can include ball caps and other tasteful contemporary head gear. It can also include deck shoes, sandals and other open-toed shoes that are of good quality. Leggings are authorized for females; however, yoga pants and other similar apparel intended for use as athletic wear are not authorized. Shower shoes or similar shoes are not authorized. Any garment that has belt loops should be worn with a belt.

(4) Physical Training (PT) Gear. PT gear and equipment should be clean, non-revealing and should always be tasteful in nature. Following exercise, PT gear should not be worn outside of the PT environment, including Bruff Commons, LBC, and the Navy building.

(5) Underclass Midshipmen. Appropriate civilian attire shall be worn in the Navy building at all times, except when engaging in physical training. Appropriate civilian attire is defined on the preceding pages. T-shirts do not need to be tucked in but should be clean and tasteful.

(6) First Class (1/C) Midshipmen. 1/C midshipmen are expected to look and act like Navy and Marine Corps Officers inside and outside the Navy building. A visiting officer or staff member should be

able to identify a 1/C midshipman when walking into the building by his/her clothing and manner. 1/C midshipmen shall wear a collared shirt (e.g. polo-style, button-up shirt, blouse, etc.) with tails tucked in, as appropriate, during working hours. Sweatshirts, training jackets, etc. worn over only a t-shirt shall not be worn by 1/C midshipmen inside the Navy building during working hours. Outside of working hours, 1/C midshipmen should conform to the same standards as underclassmen.

4. ACCESSORIES IN UNIFORM.

a. Cell Phones. Do not walk and talk/text on a cell phone in uniform.

b. Umbrellas. Umbrellas are authorized for midshipmen to use during inclement weather with a service or dress uniform (e.g. service khakis, service dress blues, summer whites) and shall be plain, solid black, and collapsible (in length). Umbrellas are not authorized with working uniforms (e.g. NWUs, MARPATS, PT gear).

c. Personal Electronic Devices (PED). Midshipmen shall not listen to PEDs in uniform, including Navy or Marine PT gear, while walking, standing or sitting in outside public areas, building passageways, other thoroughfares, etc. PEDs may be listened to in uniform while seated in classrooms, the library or other indoor study areas.

d. Backpacks and Bags. Backpacks shall be worn over both shoulders while wearing service and working uniforms. Authorized colors of backpacks for Navy options include solid black or navy blue. No personal ornamentation shall be attached on or to the backpack. While wearing dress uniforms bags or backpacks shall be

carried in the left hand. Marine option midshipmen are authorized to use olive drab or black bags.

e. Food and Drink. While in uniform, food and drink shall be consumed while seated.

5. BODY ORNAMENTATION.

a. Tattoos. NAVADMIN 082/16 establishes the Navy Policy for tattoos, body mutilation and dental ornamentation. MCO P1020.34G W/CH 1-5 and MCBul 1020 establish the Marine Corps regulations for tattoos, body mutilation and dental ornamentation. Existing tattoos and body mutilation shall be disclosed to the NROTC staff at New Student Orientation. Midshipmen are not authorized to get new tattoos without first discussing this with their class advisor.

b. Intentional Body Mutilation. Intentional body mutilation of any kind is prohibited.

c. Dental ornamentation. The use of gold, platinum or other veneers or caps for decorative purposes is prohibited.

6. UNIFORM OF THE DAY. When directed, the Uniform of the Day (UOD) will be worn through working hours (0800-1600). Any exceptions will be granted only by the midshipman's class advisor.

CHAPTER 4

CUSTOMS, COURTESIES, AND ETIQUETTE

1. MILITARY COURTESY.

a. Saluting. A salute is an exchange of courtesy and respect between a junior and senior. Hold your salute until the officer returns it. Afford officers of other United States military services and friendly foreign countries the same courtesies (including the salute) as those of the Navy and Marine Corps. You will not salute uncovered or indoors unless under arms, nor while wearing civilian attire.

(1) Greeting. Accompany your salute with the appropriate greeting:

"Good morning, sir/ma'am."

"Good afternoon, sir/ma'am."

"Good evening, sir/ma'am."

(2) Saluting Officers. Salute officers when they are stationary, riding or walking. Salute when the person being saluted is about six paces from you.

(3) Overtaking Officers. When passing an officer who is going in the same direction, salute when you come abreast and use the following greeting: "By your leave, sir/ma'am".

(4) Officers Out of Uniform. If you recognize an officer, though he/she may not be in uniform, etiquette prescribes a salute and verbal greeting if you are in uniform or a verbal greeting alone if you are not in uniform.

(5) Rifle Saluting. When under arms with a rifle, give the prescribed rifle salute instead of the hand salute along with the appropriate greeting.

(6) Hand Carrying Objects. Midshipmen, while wearing their uniforms, shall carry their books, umbrella, etc. in their left hand, leaving the right hand free to salute officers.

(7) When in doubt, salute.

2. ADDRESSING MILITARY PERSONNEL.

a. Officers. When in uniform, midshipmen will salute all uniformed and non-uniformed officers and render the proper greeting of the day.

b. Enlisted Instructors. Midshipmen show proper military courtesy to enlisted service members as well as the civilian staff of Tulane NROTC. Address enlisted Navy and Marine Corps personnel by their rank and their last name. Address civilian staff using Mr./Mrs./Ms. and their last name.

c. Midshipman Officers. Midshipman officers shall be accorded the same courtesies as commissioned officers.

3. MILITARY CORRESPONDENCE. All military correspondence, midshipman correspondence included, shall be formatted as set forth in the Navy Correspondence Manual. The Navy Correspondence Manual, as well as other helpful resources, can be found on the Battalion's website.

4. NAVY BUILDING.

a. Drill Deck/Quarterdeck. The drill deck and quarterdeck are both considered professional areas. The quarterdeck is especially important to respect as it stands as a tribute to those who have gone before. Do not use cell phones or electronic devices, wear civilian headgear, eat food, drink beverages, chew tobacco, or loiter in these spaces.

b. Wardroom. The wardroom is an area intended to be a place of relaxation rather than work. Work will be conducted outside of the wardroom. Cell phones and electronic devices are allowed within the confines of the wardroom. Food is not free, and should be paid for at the time of consumption. DVDs are allowed to be rented and must be checked out and checked in upon return. You are expected to act like a future officer. The wardroom provides a relaxed environment but should not be abused. Clean the wardroom before leaving. All unit staff members should be recognized with a greeting.

c. Classrooms- Instructors Entering/Leaving. During Naval Science courses or training, when an instructor enters the classroom, the room will be called to attention. Call "Attention on Deck" only when the Commanding Officer (CO) or Executive Officer (XO) enters.

d. Junior Officer/AMOI Offices.

(1) Reporting. When reporting to an instructor in an office, the midshipman will appear at the building in appropriate civilian attire. When entering the junior officer spaces, the midshipman will open the door, tap once on the doorframe, declare "midshipman on deck", and then proceed into the hallway. Next, the midshipman will knock on the office doorframe three times, give the proper greeting and request permission to enter the office. When acknowledged and told to enter, the midshipman will center himself/herself six inches in

front of the desk at attention, identify himself/herself and state the purpose of the visit (e.g., "Sir, Midshipman Jones reporting as ordered", or "Sir, Midshipman Jones respectfully requests to discuss academic problems").

(2) General Conduct. At all times, midshipmen conduct themselves in a military manner and await the instructor's invitation to stand at ease, sit down, dismiss, etc. When speaking casually with an officer, the midshipman should be standing at a modified parade rest - hands should not be on the hips or crossed in front of the body.

e. Front Office. The Front Office consists of administration spaces and the offices of the CO and XO. These spaces are considered professional areas and shall be accessed only when a midshipman has a valid reason to enter. Appropriate civilian attire is required at all times. When entering the Front Office, the midshipman will open the door, tap once on the doorframe, declare "midshipman on deck", and then proceed inside. If a midshipman is reporting to the CO/XO, he/she shall utilize the same reporting procedures required for the Junior Officer/AMOI offices. Do not loiter in the Front Office. The staff copier is off limits to midshipmen, with the exception of midshipman staff conducting battalion business.

CHAPTER 5

NAVY/MARINE CORPS KNOWLEDGE

Code of Conduct:

I: I am an American fighting in the forces which guard my country and our way of life. I am prepared to give my life in their defense.

II: I will never surrender of my own free will. If in command, I will never surrender the members of my command while they still have the means to resist.

III: If I am captured I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.

IV: If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information nor take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not I will obey the lawful orders of those appointed over me and will back them up in every way.

V: When questioned, should I become a prisoner of war, I am required to give name, rank, service number, and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause.

VI: I will never forget that I am an American, fighting for freedom, responsible for my actions, and dedicated to the principles which made my country free. I will trust in my God and in the United States of America.

General Orders to the Sentry:

1. Take charge of this post and all government property in view.
2. Walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
3. Report all violations of orders I am instructed to enforce.
4. Repeat all calls from posts more distant from the (USMC) guardhouse/(Navy) quarterdeck than my own.
5. Quit my post only when properly relieved.
6. (Marine) Receive, obey, and pass on to the sentry who relieves me, all orders from the Commanding Officer, Officer of the Day, Officers, and Non-Commissioned Officers of the guard only. (Navy) Receive, obey, and pass on to the sentry who relieves me, all orders from the Commanding Officer, Command Duty Officer, Officer of the Day, Officer of the Deck, Officers, and Petty Officers of the watch only.
7. Talk to no one except in the line of duty.
8. Give the alarm in case of fire or disorder.
9. Call the (Marine) Corporal of the Guard/(Navy) Officer of the Deck in any case not covered by instructions.
10. Salute all officers and all colors and standards not cased.
11. Be especially watchful at night and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.

The Sailor's Creed:

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage and Commitment.

I am committed to excellence and the fair treatment of all.

Anchors Aweigh:

Stand Navy out to sea,
fight our battle cry;
We'll never change our
course, so vicious foe
steer shy-y-y-y.
Roll out the TNT, Anchors
Aweigh.

Sail on to victory, and
sink their bones to Davy
Jones, hooray!

Anchors Aweigh, my boys,
Anchors Aweigh.
Farewell to foreign
shores, we sail at break
of day-ay-ay-ay.

Through our last night
ashore, drink to the
foam,
Until we meet once more.
Here's wishing you a
happy voyage home.

Blue of the mighty deep:
Gold of God's great sun.
Let these our colors be
till all of time be done,
done, done, done.
On seven seas we learn,
Navy's stern call:
Faith, courage, service
true, with honor, over
honor, over all.

The Rifleman's Creed:

This is my rifle. There are many like it, but this one is mine. My rifle is my best friend. It is my life. I must master it as I must master my life. My rifle, without me, is useless. Without my rifle, I am useless. I must fire my rifle true. I must shoot straighter than my enemy who is trying to kill me. I must shoot him before he shoots me. I will... My rifle and I know that what counts in war is not the rounds we fire, the noise of our burst, nor the smoke we make. We know that it is the hits that count. We will hit...

My rifle is human, even as I, because it is my life. Thus, I will learn it as a brother. I will learn its weaknesses, its strength, its parts, its accessories, its sights and its barrel. I will keep my rifle clean and ready, even as I am clean and ready. We will become part of each other. We will...

Before God, I swear this creed. My rifle and I are the defenders of my country. We are the masters of our enemy. We are the saviors of my life.

So be it, until victory is America's and there is no enemy, but peace!

Marine's Hymn:

From the Halls of
Montezuma
To the shores of Tripoli;

We fight our country's
battles

In the air, on land, and
sea;
First to fight for right
and freedom
And to keep our honor
clean;
We are proud to claim the
title
Of United States Marine.

Our flag's unfurled to
every breeze
From dawn to setting sun;
We have fought in every
clime and place
Where we could take a
gun;
In the snow of far-off
Northern lands

And in sunny tropic
scenes,
You will find us always
on the job
The United States
Marines.

Here's health to you and
to our Corps
Which we are proud to
serve;
In many a strife we've
fought for life
And never lost our nerve.
If the Army and the Navy
Ever look on Heaven's
scenes,
They will find the
streets are guarded
By United States Marines.

Navy/Marine Corps Leadership:

President/Commander in Chief:
(The Honorable) Donald Trump

Vice President:
(The Honorable) Michael Pence

Secretary of Defense (SECDEF):
(The Honorable) James Mattis

Secretary of the Navy (SECNAV):
(The Honorable) Richard Spencer

Chairman of the Joint Chiefs of Staff (CJCS):
General Joseph Dunford

Commandant of the Marine Corps (CMC):

General Robert Neller

Chief of Naval Operations (CNO):

Admiral John Richardson

Commander of Naval Education and Training Command:

Rear Admiral Kyle Cozad

Commander of Naval Service Training Command:

Rear Admiral Michael Bernacchi

Sergeant Major of the Marine Corps (SMMC):

Sergeant Major Ronald Green

Master Chief Petty Officer of the Navy (MCPON):

Master Chief Russell L. Smith

United States National Ensign:

1. Red - Blood that was shed in the defense of our nation
2. White - Purity of our nation
3. Blue - Pride in our nation
4. 13 stripes (7 red, 6 white) - Represent the original 13 colonies
5. 50 stars (5 rows of 6 stars, 4 rows of 5 stars)

Navy Knowledge:

- Port - Left
- Starboard - Right
- Deck- Floor
- Hatch- Door

- Bulkhead - Wall
- Oldest commissioned ship - USS *Constitution* (1798)
- Nickname of USS *Constitution* - "Old Ironsides"
- Depth of a fathom - 6 feet
- Who names ships today? - Secretary of the Navy
- Birthday of the Navy - 13 OCT 1775
- Founding of the Department of the Navy - 1798
- Colors - Blue and Gold
- When was the current seal of the Navy adopted? - 1959
- Father of the Navy - John Paul Jones
- Father of the nuclear Navy - Admiral Rickover
- Navy fight song - Anchors Aweigh
- Meaning behind the Navy Colors:
 - Eagle - National defense
 - Anchor - Maritime tradition
 - Ship at sea - US Naval Service
 - Ship - USS *Constitution*

Marine Corps Knowledge:

- Birthday of the Marine Corps - 10 NOV 1775
- Birthplace of the Marine Corps - Tun Tavern, Philadelphia, PA
- First Commandant of the Marine Corps - Captain Samuel Nicholas
- Grand Old Man of the Marine Corps - Archibald Henderson
- Meaning behind the blood stripe - In memory of those who died at Chapultepec
- Meaning of the Eagle, Globe, and Anchor:

Eagle - National defense

Globe - Worldwide service

Anchor - Maritime tradition

- Mascot of the Marine Corps - English bulldog
- Motto of the Marine Corps - *Semper Fidelis*
- Meaning of *Semper Fidelis* - "Always Faithful"
- Only two Marines to receive two Medals of Honor - Dan Daly and Smedley Butler
- Only Marine to receive five Navy Crosses - Lewis B. "Chesty" Puller
- Origin of the nickname "Devil Dog" - Thought to be given by Germans during Battle of Belleau Wood in WWI
- Origin of the nickname "Leatherneck" - Derived from the fact that Marines used to wear high leather collars to defend against sword slashes

Characteristics of the M16A4 Service Rifle:

Lightweight, Magazine-fed, Gas-operated, Air-cooled, Shoulder-fired weapon (LMGAS)

14 Marine Corps Leadership Traits (JJIDITIEBUCKLE):

- Justice
- Judgment
- Decisiveness
- Integrity
- Dependability
- Tact
- Initiative
- Endurance
- Bearing

- Unselfishness
- Courage
- Knowledge
- Loyalty
- Enthusiasm

Mission of the Marine Rifle Squad:

To locate, close with and destroy the enemy by fire and maneuver and/or repel enemy assault by fire and close combat.

Mission of Marine Corps Officer Candidates School (OCS):

To educate and train officer candidates in Marine Corps knowledge and skills within a controlled, challenging, and chaotic environment to ensure they possess the leadership, moral, intellectual, and physical qualities for commissioning as a Marine Corps officer.

Oath of Office:

I, [name], do solemnly swear (or affirm)* that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.**

* - for those whose religions forbid swearing, or those who do not believe in swearing for any reason

** - not required

APPENDICES

APPENDIX A
ALCOHOL USE AND ABUSE

1533

01 Aug 18

From: Commanding Officer, NROTC Unit, Tulane
University

To: All hands

Subj: ALCOHOL USE AND ABUSE

Ret: OPNAVINST 5350.4 (Series)

1. Background. Alcohol is a drug. As such, legal consumption of alcohol must be done in a responsible manner at all times. Every member of the Naval Service has a responsibility to conduct themselves in a professional manner at all times as it relates to alcohol use. Moreover, we must also employ bystander intervention whenever risky or inappropriate peer behavior is observed. As midshipmen and future naval leaders, you must learn the importance of shipmates taking care of shipmates.

2. Command Policy. **My policy on alcohol is "responsible use."** As a naval leader, you play a vital role in shaping service culture. I expect each of you to be an example in character and conduct, particularly when it comes to responsible use of alcohol.

a. Responsible Use. Responsible use is defined as alcohol consumption that is moderate and appropriate in time, place and amount. Responsible use of alcohol does not impair judgment, dependability or safety.

b. Alcohol Abuse. Alcohol abuse is excessive or inappropriate use of alcohol and alcoholic drinks that

impairs judgment, dependability or reliability or that otherwise adversely affects your life in some way. Death is most certainly an adverse effect. However, poor academic performance, tardiness at drill or an argument with your spouse (or close friend) also constitute abuse when alcohol is a cause or contributing factor.

c. Alcohol Related Incidents (ARI). An ARI occurs when misconduct (punishable under the UCMJ or civilian laws) is committed by a battalion member, to which, in the judgment of the PNS, the member's consumption of alcohol was a cause or contributing factor.

3. Preventing Alcohol Abuse. **In this unit, alcohol abuse will not be tolerated.** This means that no one in the unit should tolerate alcohol abuse, not just the staff and I. If you see someone adversely affecting his or her own life due to alcohol usage, INTERVENE. Do not let a shipmate fail, cause injury, or die when you could prevent it. You must incorporate bystander intervention into your leadership toolbox.

4. Handling of ARIs. All ARIs shall be immediately reported to the chain of command and promptly investigated. Any midshipman who is involved in an ARI may be immediately placed on interim leave of absence (suspension of benefits), and active duty students shall be immediately placed in a disciplinary status. Upon completion of the investigation, a PRB and/or NJP shall be conducted to determine substantiation and appropriate administrative and/or disciplinary action. In all cases, continued suitability for commissioning shall be assessed.

a. Underage Drinking. In the United States, state laws stipulate 21 as the legal drinking age. For all personnel at Tulane University NROTC, active duty and

reserve, underage drinking is misconduct and constitutes an ARI.

5. Command Functions. At command functions where alcoholic beverages would normally be considered appropriate (balls, dining-ins, picnics, etc.), they may be consumed only by those 21 or over, and then only in moderation and when accompanied by substantial food (not just snack foods). For such events, a designated driver(s) shall be appointed before the event. The designated driver(s) shall not consume alcohol. No motor vehicle shall be operated by an intoxicated student. If you drink, even one beer, you don't drive.

6. Bottom Line. Exercise common sense and mature judgment when it comes to alcohol consumption. Obey the law, use moderation, maintain situational awareness, and intervene early to help your shipmates. Employ the designated driver concept for your personal activities, not just "command functions." I expect aggressive implementation of this policy from each of you. You should insist on the same from your subordinates, peers, and leadership when you get to the Fleet.

P. N. Huete
Captain, U.S. Navy

APPENDIX B
ACADEMIC STANDARDS MEMORANDUM

1533

01 Aug 18

From: Commanding Officer, NROTC Unit, Tulane
University

To: All hands

Subj: ACADEMIC STANDARDS MEMORANDUM

Ref: NSTCINST M-1533.2 (Series) Regulations for
Officer Development

1. Academic standards are set forth in NSTC instruction 1533.2 (Series), Regulations for Officer Development (ROD) for the Naval Reserve Officers Training Corps (NROTC). This regulation is available on the Tulane NROTC website. All first-semester freshmen and any midshipmen who earn GPAs below 3.0 will be assigned study hall hours; study hall hours may be modified at any time by the unit Academics Officer or the class advisor. Midshipmen enrolled in Calculus or Physics will be required to attend weekly tutoring sessions.

2. Should you fail to meet academic standards, you should expect the following:

a. Academic Warning. Academic Warning is the first level of remedial action for midshipmen who have failed to achieve or maintain program standards. It may be utilized at the mid-term point to ensure proper attention is being given to academic performance, or at the end of a semester to ensure a student is aware of unit staff concerns. Mandatory study hall and weekly counseling with the class advisor will occur.

b. Academic Probation. Academic probation, at a minimum, is required for those midshipmen who fail Calculus or Calculus-based Physics, fail a required "core" curriculum course, fail a Naval Science course, fail to achieve a 2.5 semester GPA, or for failure to meet minimum degree program standards. Academic Probation may be assigned at the mid semester point and then re-evaluated at the conclusion of the academic term. A second term of academic probation in lieu of Leave of Absence (LOA) or disenrollment may be utilized if I have reasonable certainty that the midshipman will be able to overcome their difficulties.

c. Leave of Absence/Disenrollment. LOA status temporarily suspends benefits. If the midshipman is able to regain academic good standing, LOA status will be terminated. LOA is only utilized when there is serious doubt in the midshipman's ability to meet all requirements for commissioning. Disenrollment is typically recommended after continued sub-par performance which will or has resulted in the midshipman's inability to complete all NROTC and academic program requirements.

3. Your discipline got you here, and it will get you through to your commissioning. Utilize your shipmates and the advisors for your success. Good Luck!

P. N. Huete
Captain, U.S. Navy

APPENDIX C
PHYSICAL FITNESS STANDARDS MEMORANDUM

1533

01 Aug 18

From: Commanding Officer, NROTC Unit, Tulane University
To: All hands

Subj: PHYSICAL FITNESS STANDARDS MEMORANDUM

Ref: NSTCINST M-1533.2 (Series) Regulations for
Officer Development

1. Physical fitness and body composition (height/weight/body fat) standards are set forth in OPNAVINST 6110.1 (series) and MCO 6110.3A. Navy option midshipmen must achieve the commissioning standard of "Good Low" on the Physical Fitness Assessment (PFA), Marine option midshipmen must achieve a minimum score of 235 on both the Physical Fitness Test (PFT) and Combat Fitness Test (CFT), and both must be within Body Composition Assessment (BCA) standards. The commissioning standard for Navy option midshipmen is a minimum performance level in the "Good Low" category in all events on a single PFA. Initial PFA/PFT assessments, including BCA, are taken at the beginning of each semester during an Inventory PFA/PFT, and the Official PFA/PFT is conducted at the end of each semester.

2. Fitness Enhancement Program (FEP). Students that either fail the PFA/PFT or do not meet PFA/PFT commissioning standards, including BCA standards, during an Inventory or Official PFA/PFT will be placed on the Fitness Enhancement Program (FEP). FEP is designed to increase and maintain cardio respiratory fitness, muscular strength, endurance, and flexibility, reduce

excess body fat, promote year-round fitness and health, and provide nutritional guidance.

3. In addition to being placed on FEP, midshipmen not meet commissioning standards or BCA standards on any Inventory or Official PFA/PFT may be scheduled for a Performance Review Board (PRB) and/or face administrative action.

4. In order to achieve and maintain these standards, the Tulane NROTC unit encourages midshipmen to embrace a lifestyle imbued with a healthy diet and sound physical fitness habits. Your discipline got you here and will get you through to your commissioning. Utilize your shipmates and the advisors for your success. Good Luck!

P. N. Huete
Captain, U.S. Navy

APPENDIX D
USMC HEIGHT AND WEIGHT STANDARDS (MALE/FEMALE)

Males		
Height	Maximum Standard	Minimum Standard
(Inches)	(Pounds)	(Pounds)
56"	122	85
57"	127	88
58"	131	91
59"	136	94
60"	141	97
61"	145	100
62"	150	104
63"	155	107
64"	160	110
65"	165	114
66"	170	117
67"	175	121
68"	180	125
69"	186	128
70"	191	132
71"	197	136
72"	202	140
73"	208	144
74"	214	148
75"	220	152
76"	225	156
77"	231	160
78"	237	164
79"	244	168
80"	250	173
81"	256	177
82"	263	182

Females		
Height	Maximum Standard	Minimum Standard
(Inches)	(Pounds)	(Pounds)
56"	115	85
57"	120	88
58"	124	91
59"	129	94
60"	133	97
61"	137	100
62"	142	104
63"	146	107
64"	151	110
65"	156	114
66"	161	117
67"	166	121
68"	171	125
69"	176	128
70"	181	132
71"	186	136
72"	191	140
73"	197	144
74"	202	148
75"	208	152
76"	213	156
77"	219	160
78"	225	164
79"	230	168
80"	236	173
81"	242	177
82"	248	182

Marine Corps Body Composition Standards		
Age Group	Male	Female
17-20	18% BF	26% BF
21-25	18% BF	26% BF
26-30	19% BF	27% BF
31-35	19% BF	27% BF
36-40	20% BF	28% BF
41-45	20% BF	28% BF
46-50	21% BF	29% BF
51+	21% BF	29% BF

APPENDIX E
USN HEIGHT AND WEIGHT STANDARDS (MALE/FEMALE)

TABLE 1
MAXIMUM WEIGHT FOR HEIGHT SCREENING TABLE

Men Maximum Weight (pounds)	Member's Height (inches) (fractions rounded up to nearest whole inch)	Women Maximum Weight (pounds)
97	51	102
102	52	106
107	53	110
112	54	114
117	55	118
122	56	123
127	57	127
131	58	131
136	59	136
141	60	141
145	61	145
150	62	149
155	63	152
160	64	156
165	65	160
170	66	163
175	67	167
181	68	170
186	69	174
191	70	177
196	71	181
201	72	185
206	73	189
211	74	194
216	75	200
221	76	205
226	77	211
231	78	216
236	79	222
241	80	227
246	81	233
251	82	239
256	83	245
261	84	251
266	85	257
271	86	263

BODY COMPOSITION STANDARDS:
MALES: 23 PERCENT
FEMALES: 34 PERCENT

APPENDIX F
IMPORTANT PHONE NUMBERS

TUPD: Emergency	504-865-5911
Non-Emergency	504-865-5381
TEMS: Emergency	504-865-5911
TU Student Resources & Support Services:	504-314-2160
24-hour On-Call:	504-920-9900
Gold Zone (Tap Ride):	504-314-7233
The Well:	504-314-7400
United Cab:	504-522-9771
White Fleet:	504-822-3800
XULA PD: Emergency	504-486-7656
Non-emergency	504-520-7490
Xavier Health Services	504-520-7392
NOLA PD/FD: Emergency	#911
Non-Emergency	504-821-2222
UNOPD: Emergency	504-280-6666
Non-emergency	504-280-6371
Loyola After-hours Counseling Services	504-865-3434
LOYNO PD	504-865-3434
Dillard PD: Emergency	504-816-4911
Non-emergency	504-816-5310

NOTE: Please always ask for help if you or someone else you know is in trouble or likely to be in a bad position. The fallout will be minimal compared to the consequences of not speaking up, especially if someone truly is hurt because people were afraid of getting in trouble. Exercising good judgment is part of becoming an officer and a responsible adult.

APPENDIX G

COMMANDER'S CRITICAL INFORMATION REQUIREMENTS (CCIRS)

1533

01 Mar 18

From: Commanding Officer, NROTC Unit, Tulane University
To: All hands

Subj: COMMANDER'S CRITICAL INFORMATION REQUIREMENTS
(CCIRS)

Ref: NSTCINST M-1533.2 (Series) Regulations for
Officer Development

1. Irrespective of the time or day, if any of the below CCIRs are triggered, members of Tulane's NROTC Unit (midshipmen and active duty personnel) will immediately notify a designated point of contact. Midshipmen will notify their respective advisor and active duty personnel will notify the executive officer. The notification will consist of the who, what, when, where, and why. If a midshipman's advisor does not answer his or her phone after three consecutive attempts, that midshipman will call the executive officer. If unit personnel cannot make contact with the executive officer, they will call Commanding Officer directly. Pending the situation, once I have been notified, the midshipman chain of command will be informed.

2. Tulane NROTC Staff contact information. Office phone number (left) and cell phone number (right).

CAPT Patrick Huete	(504) 865-5176 / (361) 633-1414
CAPT Daniel Senesky	(504) 865-5176 / (619) 876-6051

CDR Daniel Nieves	(504) 247-1612 / (757) 478-9299
Capt Donald Meyer	(504) 247-1606 / (210) 332-3404
LT Crystal Gonzalez	(504) 247-1608 / (803) 565-9064
LT Nicholas Munns	(504) 247-1605 / (808) 782-6319
MSgt Bryan Smith	(504) 247-1602 / (706) 951-8098
LT Carlos Thillet	(504) 247-1607 / (610) 220-4349

3. The following CCIRs apply to active duty personnel, government employees, and midshipmen:

a. Credible indications of an imminent attack (lethal or non-lethal) against Tulane NROTC Unit personnel, assets, building, or operations.

b. Deaths, and/or injuries or illnesses that require hospitalization.

c. Suicide ideations or attempts.

d. Arrest or detention by law enforcement of any Tulane NROTC personnel.

e. Criminal acts against any Tulane NROTC personnel.

f. Loss of a unit's weapon (training rifles, training pistols, bayonets, and swords).

g. A natural or destructive weather event or manmade incident that threatens life, property, severely

delays or cancels an operation, training, or causes the unit to displace to an alternate location.

4. These CCIRs meet a threshold that requires immediate notification of the active duty chain of command. There are many more potential situations or instances where the active duty chain of command should be notified during normal working hours. Use your best judgement; you will never be reprimanded for contacting the staff. When in doubt - call.

5. Tulane NROTC personnel will familiarize themselves with this nota and a copy will be placed in the Midshipmen of the Day's binder.

P. N. Huete
Captain, U.S. Navy

APPENDIX H

MIDSHIPMEN ROLES AND EXPECTATIONS

The following document defines the roles and expectations for every class. These expectations should be known by all MIDN.

1/C: Main role: Examples of positive leadership

You are responsible not only for your actions but more importantly, the actions and performance of your junior midshipmen. If a member of the battalion is not doing their job, you must step in and make sure the established standards are upheld. *"The standards you walk past are the standards you uphold."* Make the expectations you have of your subordinates known early. By publicizing and supporting unit goals early, your battalion can translate your goals into their own. Ensure they know the purpose of the given task, what needs to be done and how they can contribute. By the time you are 1/C Midshipman, you are making daily decisions affecting the morale and performance of other midshipmen in our unit and should begin delegating tasks through your 2/C. Given your NAVS instruction and summer cruise experiences, you are teaching them the fundamentals of the naval profession and helping the junior midshipmen you are mentoring through difficulties. Lastly but no less important, you are leading through personal example, ability, authority and techniques you learned in the classroom and through three years of experience. You should act like the officer you wish to be. You should feel connected to the AD staff and understand we share the same overall mission. Understand that you are the primary liaison

between the AD staff and your peers; therefore, you should keep a pulse on the command climate. AD staff and senior enlisted will be there to advise and steer you in the direction that will give you the chance to be successful; we show you the path, you need to walk through it.

2/C: Main role: Demonstrate your understanding and leadership style through training and mentoring subordinate midshipmen

You are the heart and soul of Professionalism and Discipline that Tulane NROTC Unit prides itself on. I expect you to live up to the Oath of Office by assuming added responsibilities and committing yourself to the highest ethical standards. The knowledge, skills, and abilities you have developed will be put to the test this year by your academic endeavors, your development of the 3/C and 4/C, your involvement in the battalion, and your additional duties. At this stage you should be very involved in the long-term planning of the midshipmen you are mentoring and exemplify the "ideal midshipman." You should learn to recognize both strengths and weaknesses in subordinates and help guide their development accordingly. As leaders in the battalion, you are now accountable for both your subordinates and your superiors, and you must embrace this. It will be the cornerstone of your development into a junior officer. The balance between assuming the upperclassmen role and still taking orders from the 1/C and AD staff may be difficult, but know you are the "work force" of the Battalion and should start exercising your leadership skills. The theme running through your 2/C year is to understand and embrace your

place in the battalion structure and chain of command. The chain of command should be seen as a mechanism for you to accomplish goals and fulfill the unit's mission.

3/C: Main role: Develop your leadership and understanding of your personal leadership style

To facilitate the understanding of leader-subordinate interaction, you will be assigned a 4/C (or more as needed) in your squad. You will support, guide, motivate, and teach this freshman. In doing so, you will simultaneously learn, practice, and enhance your leadership and mentoring skills. You should not be afraid to correct your classmates respectfully and embrace small unit leadership. How well you fulfill the leadership roles outlined here, combined with the effort you make to improve yourself and your 4/C Midshipmen, will determine the level of your success in your sophomore and follow-on years. As a midshipman in training, you still need to be open to constructive criticism and disciplining from senior midshipmen and when required by active duty staff.

4/C: Main role: Learn to understand leadership and the active role each midshipman serves in their unit

As a 4/C, your role is quite simple: learn and be receptive to discipline! Your acceptance to the unit, whether in scholarship or as college programmer, reflects your commitment to becoming a naval officer and a leader. However, to reach that goal you must first become a good follower. Freshman year is the time for you to develop these followership skills. By developing a deeper understanding of yourself and the commitment you have made, and by demonstrating mastery of handling

academics, physical fitness requirements, and commitment to bettering your professional naval knowledge, you will be prepared to meet the challenges of freshman year and to make a successful transition into sophomore year. Your full commitment to learning will make this transition much easier, but you will only receive the rewards commensurate with your effort.

General day-to-day conduct in the building. Outside of scheduled NROTC events, all MIDN are welcome to use the facilities of their building and at the same time, expected to abide by the standard behavioral protocols expected from naval officers. This includes the wear of proper attire and rendering the proper respects and greetings to the staff, both military and civilian. As officers in training, all hands will still be subject to on-the-spot corrections or verbal counseling as needed to address any observed area of improvement.

0-1	0-2	0-3	0-4	0-5	0-6	0-7	0-8	0-9	0-10	SPECIAL
ARMY - AIR FORCE - MARINES										
NAVY - COAST GUARD										

RANK INSIGNIA OF THE U.S. ARMED FORCES

ENLISTED

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	SENIOR ENLISTED RANKS				
ARMY													
no insignia													
MARINES													
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AIR FORCE													
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NAVY													
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COAST GUARD													

