DEPARTMENT OF THE NAVY
COMMANDING OFFICER
UNIVERSITY OF WASHINGTON
NAVAL SCIENCE - NAVAL ROTC
BOX 353840
SEATTLE, WASHINGTON 98195-3840

UNIVERSITY OF WASHINGTON NROTC INSTRUCTION 3120.1A

From: Commanding Officer, NROTC Unit, University of Washington

Subj: HUSKY BATTALION STANDARD OPERATING PROCEDURES (SOP)

Ref: (a) NSTC M-1533.2D Regulations for Officer Development (ROD)
(b) OPNAVINST 6110.1J, Physical Readiness Program
(c) HUPERSINST 1610.10D, Navy Performance Evaluation System
(d) NAVPERS 156651, United States Navy Uniform Regulations
(e) MCO 1020.34H, Marine Corps Uniform Regulations
(f) NSTCINST 5211.1B, NSTC Privacy Program
(g) United States Navy Regulations
(h) Marine Corps Manual
(i) NETC P1552/16 (07-17), Navy Swimming and Water Survival
(j) NAVMED P-5010, Manual of Naval Preventive Medicine
(k) SECEVINST 1650.1H, Navy and Marine Corps Awards Manual
(l) NSTC M-1533.5C, Midshipman Summer Training Manual
(m) http://www.nrotc.navy.mil/training_info.html
(n) SECNAV M-5216.5, Dept of the Navy Correspondence Manual
(o) UW SOP for Drill Rifles

Encl: (1) Counseling Sheet
(2) Request Chit Decision Matrix
(3) OOD/JOOD Duties and Responsibilities
(4) Field Day Checklist
(5) NSTC 1533-115, Academic Performance and Counseling Record
(6) NROTC UW Form 1533/3, Academic Change Request

1. Scope and Applicability. This instruction applies to all personnel assigned to Naval Reserve Officers Training Corps (NROTC) University of Washington (UW). Active duty staff members will be referred to as the “unit staff” and students will be referred to as the “Battalion staff” or “Battalion members” for the purposes of this document.

2. Cancellation. This instruction updates UWNROTCINST 3120.1 dated 01 September 2017.

3. Purpose. This instruction is to be used as a guide, in conjunction with reference (a) and established Navy and Marine Corps regulations and instructions, for the conduct and performance of Husky Battalion members. All members shall hold their peers and subordinates accountable to the rules and regulations contained herein.
4. SOP Changes. SOP changes shall be routed to the Battalion Commander (BnCO) via the Battalion chain of command, who will then forward them to the Commanding Officer (CO) via the Marine Officer Instructor (MOI). If the request is approved, the Adjutant (ADJ) will update all copies of the SOP and brief the Battalion on changes within one week. The unit staff may also recommend changes and route to the CO for approval.

5. Cancellation. None.

M. R. LOCKWOOD
TABLE OF CONTENTS

CHAPTER 1 - MISSION STATEMENT
1-1 - Mission of the NROTC Program
1-2 - History of the NROTC Program

CHAPTER 2 - BATTALION STRUCTURE AND BILLETS
2-1 - Purpose
2-2 - Structure
2-3 - Duties and Responsibilities
2-4 - Collateral Duties
2-5 - Billet Assignment
2-6 - Turnover
2-7 - Mentorship Program
Figure 2-1 Battalion Billet Assignments

CHAPTER 3 - STUDENT FITNESS REPORTS
3-1 - Purpose
3-2 - Reporting Period
3-3 - Procedure
Figure 3-1 Professional Expertise Trait Mark

CHAPTER 4 - CONDUCT AND DISCIPLINE
4-1 - Student Conduct and Disciplinary Action
4-2 - Fraternization
4-3 - Student Conduct Offenses
4-4 - Reporting Requirements
4-5 - Disciplinary/Corrective Action Procedures
4-6 - Documenting Deficient Performance

CHAPTER 5 - UNIFORMS
5-1 - Overall Guidance
5-2 - Maintaining Uniforms
5-3 - Additional Guidance

CHAPTER 6 - RECOGNITION OF EXEMPLARY PERFORMANCE
6-1 - Recognition of Exemplary Performance
6-2 - Types of Recognition

CHAPTER 7 - BATTALION ADMINISTRATION
7-1 - Personnel Records
7-2 - Special Request and Leave Chits
7-3 - Missing PT
7-4 - Request Mast Procedures
7-5 - E-mail Correspondence
CHAPTER 8 - DUTY WEEK AND WATCHSTANDING
8-1 - Officer of the Day (OOD) and Junior Officer of the Day (JOOD)
8-2 - Watch Turnover Procedures
8-3 - Details and Field Day
8-4 - Duty Driver

CHAPTER 9 - ACADEMIC PROGRAM POLICIES
9-1 - Academic Policy
9-2 - Initial Term Counseling
9-3 - Calculus and Physics Tutoring Requirement
9-4 - Required Courses
9-5 - Academic Requirements
9-6 - Academic Change Request (ACR)
Figure 9-1 Tutoring Sheet Example
Figure 9-2 NROTC Program Course Requirements
Figure 9-3 Naval Science Course Requirements

CHAPTER 10 - PHYSICAL FITNESS PROGRAM
10-1 - Fitness Program
10-2 - Fitness Standards
10-3 - Physical Fitness Deficiencies
10-4 - Swim Qualification
10-5 - Inclement Weather

CHAPTER 11 - SUMMER CRUISE
11-1 - Purpose
11-2 - Summer Training Sessions
11-3 - Summer Training Eligibility
11-4 - Summer Training Requirements
11-5 - Additional Requirements
11-6 - Post-Summer Training

APPENDIX A - Acronyms
CHAPTER 1
MISSION STATEMENT

1-1 Mission of the NROTC Program. The Navy ROTC Program was established to develop midshipmen mentally, morally and physically and to imbue them with the highest ideals of duty, and loyalty, and with the core values of honor, courage and commitment in order to commission college graduates as naval officers who possess a basic professional background, are motivated toward careers in the naval service, and have a potential for future development in mind and character so as to assume the highest responsibilities of command, citizenship and government.

1-2 History of the NROTC Program. The NROTC program was established in 1926 to give young men baseline knowledge in Naval Warfare so they may undertake careers in the Naval profession. The University of Washington's Husky Battalion was one of the six original NROTC units that included University of California at Berkley, Georgia Institute of Technology, Northwestern University, Harvard University, and Yale University. The Marine Corps entered the NROTC program in 1932 and women were able to enter the program starting in 1972.
CHAPTER 2

BATTALION STRUCTURE AND BILLETS

2-1 Purpose. The Husky Battalion chain of command structure exists to enhance member performance by providing leadership training, assigning duties and responsibilities, and providing a system for the resolution of problems at the lowest level.

2-2 Structure. Figure 2-1 outlines the major billets within the Husky Battalion and the Navy or Marine Corps rank associated with each billet. Battalion members in an officer billet shall render proper naval customs and courtesies. Figure 2-2 shows the overall Battalion structure and chain of command, consisting of the Battalion staff and four companies – Poseidon, Trident, Neptune, and Bulldog.

2-3 Duties and Responsibilities. The following provides the main duties and responsibilities for the student staff billets outlined in Figure 2-1:

1. Battalion Commanding Officer (BnCO). Responsible for the overall performance, development, morale, and welfare of Husky Battalion. Duties include:
   a. Carrying out the intent of the unit CO.
   b. Providing guidance to Battalion members on completion of tasks, Commander’s intent, and professional development.
   c. Ensuring mission accomplishment.
   d. Managing major student and Battalion issues and addressing them appropriately.
   e. Attending unit staff meetings on a weekly basis to provide the CO with the student perspective.

2. Battalion Executive Officer (BnXO). Responsibilities include:
   a. Carrying out the intent of the BnCO.
   b. Providing guidance to Battalion members on completion of tasks, Commander’s intent, and professional development.
c. Ensuring mission accomplishment.

d. Tracking major student and Battalion issues and addressing them appropriately.

e. Organizing and running student staff meetings on a weekly basis.

3. **Battalion Sergeant Major (BSM) / Battalion Master Chief (BMC).** Acts as the senior enlisted advisor to the BnCO and serves as a liaison between the Battalion members and the student officer corps. He or she is advised by the AMOI. Duties include:

   a. Advising the BnCO on issues of command climate, discipline, and training.

   b. Taking muster at Battalion-wide events, ensuring the cleanliness of Clark Hall at Field Day, overseeing the assignment of watches, and enforcing Battalion policies and regulations.

   c. Advising company First Sergeants / Leading Chief Petty Officers on issues involving personnel and encouraging leadership at the lowest levels.

4. **Operations Officer (OPSO).** Responsible for the everyday operations of the Battalion and operational oversight of each Battalion activity that occurs during the command period. Duties include:

   a. Creating and distributing the POW.

   b. Ensuring required manning and coordination for execution of Battalion events.

   c. Assigning drivers for duty van requests at the discretion of the unit operations officer.

   d. Maintaining the Battalion operations calendar.

   e. Meeting weekly with the unit operations officer to discuss upcoming activities.

   f. Working with the Operations Chief to support Battalion readiness.
g. Briefing upcoming Battalion operations at student staff meetings.

5. Battalion Adjutant (ADJ). Responsible for disseminating and maintaining documents for the Battalion. Duties include:

   a. Creating and distributing documents as requested by the BnCO.

   b. Preparing Awards and Letters of Recognition for Battalion members.

   c. Maintaining Awards and plaques along with the Battalion Historian.

   d. Delegating maintenance and miscellaneous tasks to the Admin Chief.

6. Company Commanding Officer. Responsible for the planning and execution of all company events to include PT, mess night, field day, and any other outside activities delegated to company members. Duties include:

   a. Meeting with the staff advisor weekly to report updates concerning personnel wellness and development and to coordinate upcoming events.

      (1) Bulldog CO will be advised by the MOI. He/she will be responsible for Field Exercises and any other training pertinent to preparation for Officer Candidate School and future success of Marines.

      (2) Neptune CO will be advised by the Aviation advisor.

      (3) Poseidon CO will be advised by the Submarine Warfare advisor.

      (4) Trident CO will be advised by the Surface Warfare advisor.

   b. Working closely with the student First Sergeant to maintain accountability and transparency of all members and to maintain oversight of any personal or academic issues that may arise.

   c. Exercising authority to suggest any additional training or events that they would like to be conducted, with the final approval coming from the staff advisor.
7. Communications Officer (COMM). Responsible for all communication and technology within the Battalion. Duties include:

   a. Ensuring full operation of the 4th deck computer lab.

   b. Filtering e-mails sent to the Battalion e-mail address and sending them out following review.

   c. Maintaining Battalion office computer and printer as well as the wardroom information screen.

   d. Maintaining the uwnavy battalion e-mail list, ensuring incoming students are added to the list and commissioned students are removed from the list.

   e. Coordinate with Public Affairs Officer to ensure unit Facebook, Instagram, and other advertising websites are kept up to date with relevant information.

8. Physical Training Instructor (PTI). Responsible for the planning and execution of physical training for the entire command period. Duties include:

   a. Leading command PT and PRTs under the supervision of the CFL.


   c. Data recording of PFA scores.

   d. Assisting in monitoring FEP requirements.

   e. Leading a healthy lifestyle for others to emulate.

   f. Working with First Sergeants in order to create a cohesive plan to develop the muscle growth and physical endurance of the Battalion.

   g. Meeting weekly with the CFL.

   h. Appointing an APTI to assist with overall duties. CFL will have final approval on Battalion member selected as the APTI.

9. Supply Officer (SUPPO). Works as a liaison between the unit Supply Officer and Husky Battalion MIDN, OCs, and Marines. The SUPPO will be advised by the AMOI. Duties include:
a. Preparing and overseeing sea bag issue to incoming MIDN candidates at NSO.

b. Ensuring MIDN are properly outfitted with the prescribed uniform items throughout the school year.

c. Maintaining the organization and cleanliness of the Battalion Armory and Supply Closet.

10. Squad Leaders / Leading Petty Officers (LPO). Each company will have two squad leaders who will maintain accountability for each of his or her squad members. This billet is selected by the Company Commander and First Sergeant. Typically, this billet is intended for freshmen and sophomores.

2-4 Collateral Duties. In addition to the billets listed in Figure 2-2, students may be assigned to and/or volunteer for various collateral duty billets. While not included in the student Chain of Command, collateral duty billets are critical to students’ professional development. Brief descriptions of the collateral duties are as follows:

1. New Student Orientation (NSO) Coordinator. NSO introduces incoming students to the academic and military requirements of the UW NROTC program. The NSO coordinator, advised by the AMOI, is responsible for the planning and execution of all NSO events. Responsibilities include:

   a. NSO Welcome Aboard Guide.

   b. Training schedule.

   c. Administrative briefs.

   d. NSO leadership billet assignments.

   e. On and off-campus training coordination.

   f. NSO picnic coordination.

   g. ORM development.

2. Birthday Ball Coordinator. The Navy and Marine Corps Birthday Ball is an annual event to celebrate tradition and camaraderie with Husky Battalion and outside guests. The coordinator, advised by the AMOI, is responsible for the planning and execution of the event. Responsibilities include:
a. Scheduling the venue. (HUB 2nd Floor Ballroom preferred)
b. Hiring catering service. (UW Bay Laurel Catering preferred)
c. Coordination of the official ceremony.
d. Set-up and clean-up of the event.
e. Inviting a Guest of Honor.
f. Briefing students on timeline and expectations.
g. Purchasing a gift for attendees.
h. Advertising the event.
i. Selling tickets for the event

3. Commissioning Coordinator. Commissioning takes place at the end of each quarter upon the completion of finals week for graduating seniors. The coordinator job is split between the MIDN Commissioning Coordinator in the Fall through Spring quarters and the OC Commissioning Coordinator in the Spring through Fall quarters. The coordinator is advised by the Aviation advisor and is responsible for the planning and execution of commissioning events. Duties include:

   a. Scheduling the venue, including all required chairs, tents, or tables.

   b. Inviting a Guest of Honor.

   c. Coordinating with the commissioning class for scheduling purposes, biographies, photos, and ceremony preferences.

   d. Coordinating the official ceremony.

   e. Coordinating with student leads for ushers, set up, and tear down teams for the reception

   f. Coordinating with Compass and Chart for reception funding.

4. Northwest Navy (NWN) Coordinator. NWN is an annual competition between Oregon State, University of Idaho, University of Utah, and University of Washington. Students from each school field various teams, including intramural sports, academic bowl, and drill
competition. Hosting responsibility rotates each year between the four schools. Responsibilities of the coordinator include:

a. Coordinating sign-ups for each event.

b. Coordinating travel and lodging for the Battalion, if UW is not the host university.

c. Maintaining accountability for all students when traveling and at the event (responsibility may be delegated to team captains).

d. When UW is the host university, additional duties include:

   (1) Scheduling the various venues needed for the event: sports fields, classrooms, and ballroom.

   (2) Developing an LOI to be sent to all units, including a schedule of events and scoring procedures.

   (3) Coordinating lodging for visiting units.

   (4) Planning the welcome dinner and the closing ceremonies.

5. Joint Service Review (JSR) Coordinator. JSR is an annual event for all services – Navy, Marines, Army, and Air Force – during which students are recognized for outstanding performance. Responsibility is rotated each year between the three services. Responsibilities of the coordinator include:

a. Selecting a venue.

b. Inviting a guest speaker.

c. Coordinating with various award organizations.

d. Providing cake and refreshments.

6. Senior Mess Night Coordinator. Senior Mess Night is an annual Dining In for students in the final year in the program and the unit staff. Responsibilities of the coordinator include:

a. Selecting a venue and coordinating catering service.

b. Determining date of event (typically held near the end of Spring quarter).

c. Planning and execution of official ceremony.
7. Veteran’s Appreciation Week Coordinator. Responsible for coordinating with the other services to ensure each event has the required amount of volunteers. The coordinator is advised by the AMOI. Responsibilities include:

   a. Coordinating with the Army and Air Force coordinators to ensure event requirements are met and adequate number of personnel provided.

   b. Coordinating with the Color Guard to ensure the Joint Color Guard is established.

   c. Communicating with the AMOI and other services for the entirety of Veteran’s Appreciation Week.

8. Battalion Historian/PAO. Responsible for documenting various battalion events for historical and Public Relations purposes. Responsibilities include:

   a. Ensuring a photographer is present at each significant Battalion event (photographer can be a Battalion member).

   b. Maintaining the Battalion’s social media presence on the UW NROTC Facebook page.

   c. Working with representatives from each student company to ensure continuous and proper coverage of Battalion events.

   d. Maintaining a shared file of pictures taken at Battalion events for student and staff use.

9. Compass and Chart President/representative. UW NROTC is fortunate to have the Blue and Gold Alumni Association which donates money to the students for their professional development. Compass and Chart is a student run organization that works with Blue Gold throughout the year. All Compass and Chart representatives are nominated and voted by the students. As a student run organization, Compass and Chart members will be advised by the NROTC Program Coordinator. Responsibilities include:

   a. Maintaining the ship’s store.

   b. Acting as the liaison between Battalion and Blue & Gold.

   c. Preparing the annual Blue & Gold Brief for budget requests.
10. **Swim Coordinator.** Works with the Swim Test Administrator to coordinate Battalion swim PT and to ensure Battalion members qualify as third class swimmers (at a minimum.) Responsibilities include:

   a. Planning and execution of quarterly swim PT sessions (at a minimum.)

   b. Assisting the Swim Test Administrator in the planning and execution of second and third class swim qualifications.

   c. Planning and execution of remedial swimming (organized session or individual needs.)

11. **JROTC Coordinator.** Responsible for coordinating JROTC tours at the unit and on campus.

12. **Drill Platoon Sergeant.** Responsible for working with the AMOI to prepare the freshmen for the annual regulation drill held in conjunction with NWN. The drill team practice is typically held once a week on Thursday mornings and supervised by the AMOI.

13. **Armory Officer.** Responsible for monthly, quarterly, and annual inventories of the drill rifles IAW with reference (o). The Armory Officer will be advised by the AMOI.

14. **Color Guard Commander.** Responsible for leading the Husky Battalion Color Guard. Responsibilities include:

   a. Maintaining trained Color Guard team that can participate in ceremonies on short notice.

   b. Conducting training once a month to practice facing movements, smooth transitions between commands, and proper flag and rifle responsibilities.

   c. Participating in ceremonies and Joint Service Color Guard teams in order to bring recognition to all of the Armed Forces at major events in the local community.

15. **Tutor Warden.** Responsible for tracking and maintaining the log of tutoring hours required by all students enrolled in introductory level Calculus and Physics. See Chapter 9, Paragraph 3, for tutoring requirements.
2-5 **Billet Assignment.** The unit staff will assign billets with approval by the CO. A number of factors are taken into consideration when assigning billets including seniority, performance, motivation, commitment, and experience. In general, a billet is assigned based on the needs of the individual assigned to the billet or the needs of the Battalion. Collateral duty billets are usually on a volunteer basis or selected by the student.

2-6 **Turnover.** Change of command for the first command period will occur towards the end of spring quarter of the previous school year and the second command period will occur in the middle of winter quarter of that same school year. Announcements for billet assignments should be made at least four weeks before the change of command to allow the off-going and oncoming billet holders time to conduct turnover. The Battalion ADJ maintains the turnover review sheets to be used by the off-going and oncoming billet holders during the turnover process.

2-7 **Mentorship Program.** Developing professional relationships among Battalion members is vital to members' success in the NROTC program and as Junior Officers. This program will be individually maintained, giving students the opportunity to develop mentor and mentee relationships on their own. Underclassmen are responsible for seeking out an upperclassman to serve as their mentor and upperclassmen are responsible for seeking out an underclassman to serve as their mentee. Student staff shall be aware of these established mentor and mentee relationships and ensure that all freshmen students have a mentor.

2-8 **Situational Reports (SITREPs).** SITREPs are prepared weekly in order to maintain accountability and to identify personnel issues a member is dealing with (personal, academic, physical, etc). The reporting format for the weekly SITREP will be at the discretion of the BnCO. In addition to the weekly report, all students shall keep their company leadership informed via their company chain of command (squad leader, first sergeant, company commander) of all issues. The company commander shall report these issues to the company advisor and the student chain of command. If a member has a student staff billet, they shall report issues to the student chain of command. If a student has a sensitive personal issue, they may speak directly to their advisor or unit staff member.
<table>
<thead>
<tr>
<th>Title</th>
<th>Billet Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Battalion Staff</strong></td>
<td></td>
</tr>
<tr>
<td>Battalion Commanding Officer</td>
<td>MIDN CAPT/Col</td>
</tr>
<tr>
<td>Battalion Executive Officer</td>
<td>MIDN CDR/LtCol</td>
</tr>
<tr>
<td>Battalion Operations Officer</td>
<td>MIDN LCDR/Maj</td>
</tr>
<tr>
<td>Battalion Adjutant</td>
<td>MIDN LCDR/Maj</td>
</tr>
<tr>
<td>Battalion Supply Officer</td>
<td>MIDN LT/Capt</td>
</tr>
<tr>
<td>Physical Training Instructor</td>
<td>MIDN LT/Capt</td>
</tr>
<tr>
<td>Battalion Communications Officer</td>
<td>MIDN LT/Capt</td>
</tr>
<tr>
<td>Sailing Team Commanding Officer</td>
<td>MIDN LT/Capt</td>
</tr>
<tr>
<td>Battalion Sergeant Major / Master Chief Petty Officer</td>
<td>MIDN MCPO/SgtMaj</td>
</tr>
<tr>
<td><strong>Company Staff</strong></td>
<td></td>
</tr>
<tr>
<td>Company Commander</td>
<td>MIDN LCDR/Maj</td>
</tr>
<tr>
<td>Company First Sergeant</td>
<td>MIDN 1stSgt</td>
</tr>
<tr>
<td>Squad Leader / Leading Petty Officer</td>
<td>MIDN PO1/Sgt</td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
<td></td>
</tr>
<tr>
<td>Sailing Team Executive Officer</td>
<td>MIDN LTJG/1stLt</td>
</tr>
<tr>
<td>Administrative Chief</td>
<td>MIDN PO1/SSgt</td>
</tr>
<tr>
<td>Communications Chief</td>
<td>MIDN PO1/SSgt</td>
</tr>
<tr>
<td>Operations Chief</td>
<td>MIDN PO1/SSgt</td>
</tr>
<tr>
<td>Supply Chief</td>
<td>MIDN PO1/SSgt</td>
</tr>
<tr>
<td>Bulldog Supply Chief</td>
<td>MIDN PO1/SSgt</td>
</tr>
<tr>
<td>Assistant Physical Training Instructor</td>
<td>MIDN PO1/SSgt</td>
</tr>
</tbody>
</table>

**FIGURE 2-1. BATTALION BILLET ASSIGNMENTS**
CHAPTER 3  
STUDENT FITNESS REPORTS

3-1 Purpose. FITREPs are to be used for counseling and tracking the performance and professional development of all students. FITREPs give the Battalion chain of command an opportunity to provide input to the company advisors, XO, and CO of subordinate MIDN performance. Additionally, they allow students to familiarize themselves with the FITREP format and process they will use as naval officers. Marine option students will submit FITREPs in order to standardize the evaluation process and to facilitate a green-to-blue option change if desired. Company advisors will review and finalize the report as necessary. Unit staff will use input from student FITREPs to generate official FITREPs signed by the CO. The official FITREPS will be used to assign aptitude scores and determine class standing. These reports are used in conjunction with other observed behavior, academic performance, and military aptitude to rank students for service assignment and to assign Battalion positions and other responsibilities.

3-2 Reporting Period. Students receive one FITREP per command period. FITREPs can be submitted as early as one month prior to the change of command and are due the day prior to the official change of command.

3-3 Procedure. The procedure for writing and submitting FITREPs differs based on seniority in the Battalion structure.

1. First Sergeants and below. Battalion members will submit their FITREP inputs to their company commanders.

   a. The individual being evaluated will submit a Fitrep describing their accomplishments for that assessment period to their respective Company CO. Fitreps will include:

      (1) Academic accomplishments, such as Dean’s list.

      (2) Physical fitness accomplishments, such as significant improvements made on the PFA and/or overall PRT/CFT/PFT scores.
(3) Aptitude accomplishments, such as performance in a formal leadership billet.

(4) Activities outside of the Battalion, such as research, intramural or other sports, and volunteer activities.

b. The FITREPs will be reviewed and completed by the company commander using reference (c), NAVPERS 1610/2, and guidance from the unit staff. They will be submitted for both the fall and spring command periods to the BnXO. Each company commander will debrief subordinates on the contents of the FITREP and provide feedback on performance.

c. BnXO and BnCO will review each FITREP for content and formatting. Once their review is complete, they will forward the FITREPs to the respective company advisor.

d. Company advisors will review the student evaluations and submit the staff evaluation of the student to the XO. Company advisors will then debrief the evaluated students.

2. Company commanders and above. Battalion members in higher leadership positions will submit their FITREP inputs to the BnXO and/or BnCO.

a. The individual being evaluated will submit a brag sheet describing their accomplishments for that assessment period to the BnXO/BnCO. Brag sheets will include:

   (1) Academic accomplishments, such as Dean’s list.

   (2) Physical fitness accomplishments, such as significant improvements made on the PFA and overall PRT/CFT/PFT scores.

   (3) Aptitude accomplishments, such as performance in a formal leadership billet.

   (4) Activities outside of the Battalion, such as research, intramural or other sports, and volunteer activities.
b. The FITREP will be completed using reference (c), NAVPERS 1610/2, and guidance from the unit staff and will be submitted for both the fall and spring command periods to the company advisors.

c. Company advisors will review the student evaluations and submit an official FITREP signed by the CO. Company advisors will then debrief the evaluated students.

3-4 **FITREP Trait Average.** Each student’s aptitude score for the command period reflects the trait average score on the FITREP completed by the unit staff. These aptitude scores contribute to a student’s national ranking for service assignment. In addition to reference (c) and the rubric given for NAVPERS 1610/2, the following applies to FITREPs for NROTC units:

1. **Professional Expertise (Block 33).** Determined by the student’s CGPA from NSCI courses. See Figure 3-1 for corresponding trait marks and CGPA (taken from reference (a)).

2. **Military Bearing/Character (Block 35).** Students on a conduct based warning, probation, or LOA during the reporting period shall not be rated higher than a 2.0. Students failing to meet physical readiness standards shall not be rated higher than a 2.0. A Navy PFA of ‘Outstanding’ or a Marine PFT/CFT of 285 is required to receive a 5.0.

3. **Mission Accomplishment (Block 37).** Shall reflect an individual’s contribution to the battalion’s mission. Students failing to make satisfactory progress toward degree completion and program academic requirements shall not be rated higher than a 2.0.

4. **Tactical Performance (Block 39).** Only applies to warfare qualified officers. Shall be marked as NOB.

5. **Promotion Recommendation (Block 42).** Up to 20% of a group may be rated as ‘Early Promote’ and up to 40% may be rated as ‘Must Promote’. The group a student is assigned to is dependent on their NSCI year (1/C, 2/C, etc...).
<table>
<thead>
<tr>
<th>NS GPA (4.0 scale)</th>
<th>P. E. Trait Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS GPA &lt; 1.50</td>
<td>1</td>
</tr>
<tr>
<td>1.50 &lt;= NS GPA &lt; 2.50</td>
<td>2</td>
</tr>
<tr>
<td>2.50 &lt;= NS GPA &lt; 3.15</td>
<td>3</td>
</tr>
<tr>
<td>3.15 &lt;= NS GPA &lt; 3.75</td>
<td>4</td>
</tr>
<tr>
<td>3.75 = NS GPA</td>
<td>5</td>
</tr>
</tbody>
</table>

FIGURE 3-1. PROFESSIONAL EXPERTISE TRAIT MARK
CHAPTER 4
CONDUCT AND DISCIPLINE

4-1 **Student Conduct and Disciplinary Action.** Battalion members are expected to comply with established Navy and Marine Corps regulations and instructions at all times. Incidents that compromise the ideals of honor, courage, and commitment, or present an unfavorable military image, will be appropriately addressed.

4-2 **Fraternization.** UW NROTC policy further directs specific guidance on unduly familiar relationships within the Battalion beyond what is prescribed in Navy and Marine Corps regulations policy. Restrictions include:

1. At no time will NROTC unit staff engage in unduly familiar relationships with current Husky Battalion or newly commissioned Husky Battalion members while the staff member is still attached to the command.

2. STA-21 and MECEP Battalion members shall not engage in unduly familiar relationships with College Program or scholarship Battalion members.

3. Non-freshmen Battalion members are prohibited from engaging in unduly familiar relationships with freshmen Battalion members.

4-3 **Student Conduct Offenses.** Reference (a) defines two levels of conduct offenses: major and minor.

1. **Major Offenses.** Offenses which indicate a serious breach of discipline, moral turpitude, a disregard or contempt for authority, an incorrigible lack of energy and purpose, a culpable lack or sense of responsibility, or actions which bring discredit upon the Navy or Marine Corps. These major offenses will result in a Performance Review Board (PRB). Major offenses are listed in reference (a) and include:

   a. Repeated minor offense infractions

   b. Insubordination

   c. Fiscal irresponsibility
d. Drug or alcohol abuse

e. Falsehood (fraud, cheating, plagiarism)

f. Hazing or assault

g. Theft

h. Destroying or defacing property

i. Improper or inappropriate use of social media

2. Minor Offenses. Offenses of a less serious nature which involve comparatively minor infractions of instructions, orders, regulations, or grooming standards. These offenses will be handled through the use of counseling (informal/formal) and/or the assignment of EMI by the unit staff. Minor offenses are listed in reference (a) and include:

   a. Unauthorized absence from a required Battalion event.

   b. Missed detail or OOD/JOOD watch.

   c. Failure at inspection due to poor haircut or unkempt uniform.

   d. Reporting late for Battalion events.

   e. Missed deadlines for Battalion requirements.

   f. Failure to perform the duties or fulfill the responsibilities required by a billet assignment.

4-4 Reporting Requirements. Students are required to keep the unit staff via their company advisor informed of conduct issues outside of the battalion such as:

1. Infractions Involving Legal Authorities. Infractions that involve civilian legal authorities or other officials shall be brought to the attention of the unit staff as soon as possible. Failure to disclose information in a timely manner is considered falsehood and will be treated as such.
2. **Other.** Any instance, such as illness, injury, missed transportation, or tardiness, which may result in a major or minor offense, needs to be reported to the Battalion chain of command immediately.

4-5 **Disciplinary/Corrective Action Procedures.** All students shall familiarize themselves with reference (a), which outlines all student performance deficiencies and the official procedures and actions taken to correct these deficiencies. Note that STA-21(N) students are subject to more strict academic standards than other Battalion members; these standards and the procedures taken for substandard performance are included in Appendix (N) of reference (a). As such, all STA-21 students are required to submit a formal written statement during any Performance Review Boards.

A minor offense shall normally first be handled at the student level by either the first sergeant or Company CO by formal (documented) counseling using Enclosure (1). The company leadership shall report the minor offense and counseling to the student advisor. If counseling at the student level is not effective, a member of the unit staff, preferably the student’s company advisor, shall formally (documented) counsel the student.

At no time shall disciplinary actions, with the exception of a written counseling, be taken on a Battalion member (student) without concurrence from the unit staff. Unit staff will provide oversight for disciplinary actions as necessary.

4-6 **Documenting Deficient Performance.** As discussed in paragraph 4-5, the first step to address deficient performance is through documented counseling by the student chain of command. The student’s company advisor shall be notified of all counseling and be provided the counseling sheet. Counseling sheets shall be maintained in the student’s personnel files - one that is maintained by the student staff and one that is maintained by the unit staff (used for official purposes).
CHAPTER 5
UNIFORMS

5-1 Overall Guidance. As professionals in the Navy and Marine Corps, all Battalion members shall follow the rules for proper wear of uniforms as directed by reference (d) and reference (e). Section 6101 of reference (d) provides guidance on uniforms for officer accession programs (MIDN and OCs).

5-2 Maintaining Uniforms. Upon entrance into the program, students shall maintain the uniforms issued to them with the utmost care. They should work with the unit Supply Officer and SUPPO to resolve any uniform deficiencies. MIDN receive free tailoring for their uniforms from Campus Cleaners on Roosevelt Way and from the Naval Base Everett Uniform Shop.

5-3 Additional Guidance. In addition to references (d) and (e), students shall comply with the following guidance on attire worn when participating in unit activities.

1. Polo/Khaki Uniform. For some events, the UOD will be polo and khakis:

   a. Khaki slacks and polo shirt is the appropriate uniform for all unit events, unless directed otherwise by the unit staff. A belt is required to be worn on any slacks with belt loops. The wear of shorts may be authorized during command sponsored morale events such as picnics and recreational activities.

   b. Footwear shall be closed-toe unless directed otherwise by the unit staff. Open-toed shoes or sandals may be authorized during some events such as picnics or recreational activities.

2. Proper Civilian Attire. Guidance for proper civilian attire can be found in references (d) and (e). All personnel are reminded that they are always a representative of Husky Battalion, the Navy, and the Marine Corps in or out of uniform, on or off duty. When wearing civilian clothing, each member of Husky Battalion must proudly maintain their identity as MIDN, Sailors, and Marines.
a. Attire that may bring discredit upon the Navy or Marine Corps (such as attire promoting drugs) is prohibited at all times.

b. The following are not authorized to be worn when conducting official business or on a military installation (for the purpose of this SOP, Clark Hall is considered a military installation):

- Tank tops
- Cut off shorts
- Shower shoes
- Clothing with holes in it
- Revealing clothing (i.e., clothing that exposes midriff, the buttocks, or excessive amounts of the chest/cleavage)
- Head gear, such as ball caps, shall be removed when entering Clark Hall
- Athletic gear is authorized if transiting to or from a workout activity

3. Physical Training Uniform (PTU). Reference (d) provides guidance on proper wear of the PTU.

a. As determined by the CFL, civilian attire may be authorized for company and Battalion PT. Situations that may warrant the wear of civilian attire include extreme weather conditions or PT in the IMA.

b. For swim PT, females are required to wear a black or navy, one piece swimsuit. Males are required to wear black or blue swim shorts, speedo, or Navy PTU shorts.
CHAPTER 6
RECOGNITION OF EXEMPLARY PERFORMANCE

6-1 Recognition of Exemplary Performance. Recognition of exemplary performance promotes unit morale and identifies members who set an outstanding example. Further guidance is contained in chapter four of reference (a). Active duty students in the Battalion are eligible for awards outlined in reference (a) as well as awards in reference (k).

6-2 Types of Recognition. The following are ways for Battalion members to receive recognition for their accomplishments (they are not limited to these options):

1. Formal Letter of Recognition

2. Informal Letter of Recognition

3. Letter of Thanks

4. Personal Award (Active Duty only)

5. Battalion Award

6. Outstanding Midshipman Award (OMA)
CHAPTER 7
BATTALION ADMINISTRATION

7-1 Personnel Records. Personnel records are maintained on all Battalion members. An unofficial record is maintained by the student chain of command and remains locked in the Battalion office. This is used to document items such as counseling sessions or Battalion level awards. Members' official records are maintained by their company advisor. The administration of these records shall be IAW reference (f). Official records contain information pertaining to overall performance—moral, mental, and physical—and include counseling sheets and any other official paperwork. If at any time a member would like to review his or her record, they shall coordinate with the company advisor.

7-2 Special Request and Leave Chits. This section provides guidance on the special request and leave chits, the process for routing them, and the situations in which they are required.

1. Routing timeline. Special request and leave chits are used to route any request that cannot be handled at the company level. It is the responsibility of the requestor's chain of command to route this request in an efficient and timely manner. Special request and leave chits shall not take longer than five working days to process and shall be returned to the requesting individual upon completion. Tickets for travel should not be purchased until the chit is approved.

2. Procedure. All special request and leave chits must be filled out completely, utilizing the online chit that is maintained with the ADJ. The request must clearly address who, what, when, where, and why. Enclosure (2), the Request Chit Decision Matrix, outlines the required routing sequence of chits and the level of approval required. Only the CO has the authority to disapprove a chit. To submit and route a chit:

   a. Fill out the chit electronically.

   b. Click on the sign button in the upper right corner of the PDF.

   c. Select the draw down menu and select "draw my signature" option. DO NOT TYPE SIGNATURE.
d. Draw and place it in the signature block. Add text and type in the date next to the signature.

e. Sign and save the document as: LASTNAME_Reason for request_Advisor, ex. “SMYTH_30mi_LTSMITH.”

f. Attach request to an e-mail with supporting documentation such as a draft itinerary and e-mail it your first sergeant.

g. Subject of e-mail shall be the same as the document name.

h. E-mail addresses are as follows:

(1) Poseidon Company: poseidon1sergeant@gmail.com

(2) Trident Company: trident1sergeant@gmail.com

(3) Neptune Company: neptunelsergeant@gmail.com

(4) Bulldog Company: bulldog1sergeantchit@gmail.com

i. The requestor shall be carbon copied as the chit moves up the chain of command

j. After final approval or disapproval, the chit will be returned to the Battalion ADJ for Battalion records and will then be sent back to the requestor.

7-3 Missing PT. IAW enclosure (2), the company advisor must approve a chit to miss a PT session. In some cases, such as illness, a Battalion member may not have time to route a chit prior to a PT session. The member shall notify the student chain of command, with the advisor being the approval authority. Documentation is required to miss PT due to injury or illness is at the discretion of the company advisor. Typically, one day missed due to injury or illness does not require a medical note. However, if missing the next PT session due to injury or illness, a doctor’s note is required, including any activities that the member cannot participate in and an estimated timeline for the member’s limited duty.
7-4 Request Mast Procedures. Request mast is the official procedure by which an individual may communicate with the CO. Requests for mast shall be submitted via request chit through the Battalion chain of command to the CO. The right of all Navy and Marine Corps members to directly communicate grievances to or seek assistance from their Commanding Officers is listed in reference (g) and reference (h).

7-5 E-mail Correspondence. E-mail is used extensively to transmit both informal communication and formal correspondence. Due to the dispersed nature of the Battalion, it is critical that members adhere to guidance regarding the use of e-mail. Guidance for official correspondence (more specifically formal e-mail correspondence) is discussed in reference (n).

1. Checking E-mail. Due to the frequent use of e-mail to pass word, Battalion members shall check their E-mail at least twice daily from Monday through Friday. If the member is on leave, this is not required. During scheduled holiday breaks, Battalion members shall make every effort to check E-mail once per day.

2. E-mail Response. Battalion members shall respond to an e-mail (if response required) within 24 business hours. In closing, members shall use "Respectfully" which can be abbreviated as "R/" in correspondence with subordinates and shall use "Very Respectfully" which can be abbreviated as "V/R" in correspondence with superiors.
CHAPTER 8
DUTY WEEK AND WATCH STANDING

8-1 Officer of the Day (OOD) and Junior Officer of the Day (JOOD). The OOD and JOOD are assigned in order to familiarize all students with watch standing procedures.

1. Duties. The duties and responsibilities of the OOD/JOOD are included as enclosure (3). Duties include:

   a. Ensuring physical security in Clark Hall.

   b. Ensuring and maintaining good order and discipline in Clark Hall.

   c. Performing morning and evening colors at 0730 and 1630, respectively.

   d. Maintaining wardroom cleanliness (cleaning supplies stored in the Ship’s Store).

   e. Counting the Ship’s Store till and noting any discrepancies.

   f. Maintaining and updating the logbook (maintained in the Battalion office).

2. Uniform. UOD for OOD and JOOD is NWU / Woodland MARPAT unless otherwise instructed.

8-2 Watch Turnover Procedures. A logbook will be maintained by the watch team and presented to the unit staff for review upon request. When reporting to the AMOI or MOI during watch turnover, the logbook must be presented. Each weekday morning, the oncoming and off-going OODs will report to the AMOI or MOI and include: anything out of the ordinary during the off-going OOD’s watch shift, entries in the logbook, and service presence during the performance of colors.

8-3 Details and Field Day. The BSM is responsible for ensuring field day is assigned to the appropriate company no later than Tuesday each week. A field day shall be completed every Thursday at 1630. All tasks will be assigned to a different company each week with the BSM taking responsibility for ensuring the work is accomplished. Field day duties are assigned IAW enclosure (4). Cleaning materials are located in the Ship’s Store. The BSM shall ensure the appropriate cleaning materials are supplied for the execution of these instructions.
8-4 **Duty Driver.** Duty drivers may be required to transport students to various official events, including medical appointments, Field Exercises, and trips to military installations. From time to time active duty students will be assigned to drive the duty van in support of unit operations. Active duty students are used as they are covered by GSA insurance and MIDN are not.

Requests for a duty driver must be e-mailed and submitted to OPSO as soon as the requirement is identified to reserve duty personnel and transportation. In the request, follow the guidance of who, what, when, where, and why to give all details for the request. The unit Operations Officer will oversee the use of the duty van and will de-conflict as necessary.
CHAPTER 9
ACADEMIC PROGRAM POLICIES

9-1 Academic Policy. Battalion members are required to keep their company advisor informed of any changes, however minor, to their academic program and any difficulties pertaining to academics they are encountering, including, but not limited to, problems with registration and potential probationary grades. Students are required to meet with their company advisor at least once per quarter for academic counseling. During this meeting, a degree plan, signed by their departmental academic advisor, shall be presented to the company advisor for review so that the advisor can ensure the student is on track to graduate. Each student (Scholarship, College Program (CP), STA-21, MECEP) has different academic requirements per reference (a).

9-2 Initial Term Counseling. At the beginning of each academic quarter, students will sign up for a counseling session with their company advisor, during which they will discuss performance from the previous quarter (if applicable) and the upcoming quarter. Students are required to bring the following items to their counseling session:

1. Enclosure (5), filled out to the maximum extent possible.

2. Moral, mental, and physical goals for the quarter.

3. Four year degree plan: If a degree plan has significantly changed since the last counseling session, the student shall have these changes signed off by an academic advisor within their major study program. For STA-21(N) students, the DCP used for the STA-21(N) quarterly grade report may be used. DCPs for the STA-21(N) students are submitted to the NPO at the end of each quarter.

4. Incoming freshmen shall provide the company advisor with their visual schedule. This shall include class schedule, battalion, schedule, study hours, planned workouts, etc.

9-3 Calculus and Physics Tutoring Requirement. Battalion members enrolled in introductory calculus and physics courses (MA 124, MA 125, PHYS 121, PHYS 122) are required to attend two hours of tutoring for each course per week. Students are required to document where the hours were completed.
1. **Tutoring Locations.** The following can be used to complete the weekly tutoring requirement:

   a. Official University tutor centers such as the Math Study Center or the Physics Study Center.

   b. NROTC hired tutors.

   c. Professors, Teaching Assistants, or other class advisors.

   d. Private tutors and/or upperclassmen that have proven academic aptitude in the course by receiving a 3.0 or higher.

2. **Tutoring Documentation.** Each week a documentation sheet will be posted as a shared electronic document. On this sheet, the student will indicate when and where they completed their tutoring hours and how long they spent at each location. Figure 9-1 is an example of a completed tutoring sheet. Note:

   a. A student may be excused from tutoring by their company advisor. If excused, the student shall provide the documentation sheet to his or her company advisor for a signature.

   b. Students are required to document their tutoring by Friday evening at 1630. The Tutor Warden is responsible for maintaining the tutoring document and reporting any discrepancies to the Student Battalion staff and unit staff via the BSM.

   c. Failure to complete required study hours and/or log study hours will be treated as a minor offense.

   d. The CO may grant exceptions to the tutoring requirement; however, each student must begin each new quarter of calculus and physics participating in the tutoring program until exemption is granted. Requests for exemption should be routed through company advisor.

**9-4 Required Courses.** In addition to major of study requirements, students are required to take certain courses per reference (a). Figure 9-2 and Figure 9-3 are taken from reference (a) and are provided for quick reference.
1. **NROTC Course Requirements.** UW Classes that satisfy the requirements of Figure 9-2 are:

   a. Calculus: MA 124 and MA 125. Only one course in the sequence can be validated by an AP exam.

   b. Physics: PHYS 121 and PHYS 122. Only one course in the sequence can be validated by an AP exam.

   c. American History/National Policy: Per annual notice from CO.

   d. World Culture and Regional Studies: Per annual notice from CO.

2. **Naval Science Courses.** All students graduate with a minor in Naval Science and are therefore required to take the Naval Science courses outlined in Figure 9-3. Note that, contrary to Figure 2-3, Marine option students will take the Fundamentals of Maneuver Warfare in their 2/C year in preparation for OCS.

   a. STA-21 students validate a majority of the requirements of Figure 9-3 at NSI; however, they are still required to take NSCI 201, Leadership and Management, and NSCI 402, Leadership and Ethics, prior to commissioning.

   b. Typically, one section will be held for each NSCI class. If a member cannot enroll in that section due to course load, they shall coordinate with the instructor to meet for an Independent Study Section.

**9-5 Academic Requirements.** Students shall keep their advisor informed on all matters pertaining to performance, degree progress, and changes to their degree completion plans. The following are the academic requirements for all students:

1. No failing grade in a course required for degree completion or commissioning.

2. Term GPA of 2.5 for MIDN, STA-21 students, and MECEPs.

3. Term and CGPA above 3.0 for STA-21(N) students. (See Appendix N of reference (a)).

4. Maintain credit load of 12 credits or more (excluding NSCI courses) for MIDN, OCs, and MECEPs. This requirement can be waived by the CO.
9-6 Academic Change Request (ACR). Some academic requirements can be waived by the PNS by routing an ACR through the student’s advisor. Note: All STA-21(N) students shall discuss any academic requests or concerns with the NPO prior to making any changes to their degree plans.

1. Purpose. An ACR shall be routed for PNS approval via the student’s advisor for the following reasons:

   a. Change of major. Note that changes between Tier I and Tier II majors can be approved by the PNS; however, changing to a Tier III major requires the student to submit a request package to OD for approval (board for tier change requests occurs twice a year).

   b. Carrying less than the minimum credit load. At no time may a student enroll in fewer than 12 credits. The student shall route an ACR to carry less than the minimum load as soon as classes are scheduled.

   c. Request that a course not approved by the CO via annual notice be used to fulfill the American History/National Policy course or the World Culture and Regional Studies course.

   d. Request to take a course at a community college or college other than UW (excluding nurse program students).

   e. Request to take a course over the summer (excluding OCs and MECEPs).

   f. Dropping a course in the middle of the quarter.

   g. As required by the unit staff. If not sure whether an ACR is required, the student shall ask his or her advisor.

2. Routing Process. A Battalion member shall use the form included as enclosure (6). Procedure for routing is:

   a. The member shall fill out enclosure (6) to the maximum extent possible, including reason for request and whether commissioning date will be affected by the change.

   b. Once the ACR form is filled out, the member shall sign in the space provided for "Student signature."

   c. The student shall then route the ACR form to his or her company advisor.
d. The company advisor will review the ACR form and provide a recommendation to the XO and CO.

e. The XO and CO will return the ACR form to the company advisor.

f. Once received, the company advisor will brief the member on the approval or disapproval of the ACR form.

g. Once an ACR form is signed and approved by the CO, the member can execute the requested change.
<table>
<thead>
<tr>
<th>Class</th>
<th>Name</th>
<th>Hrs w/ Unit Tutor</th>
<th>Hrs w/ TA/ Prof</th>
<th>Hrs w/ other</th>
<th>PHYS Hrs Met</th>
<th>Excused by Advisor</th>
<th>Advisor initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 121</td>
<td>SMYTH, J.</td>
<td>1.5</td>
<td>0.5</td>
<td>0</td>
<td>Yes</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

FIGURE 9-1: TUTORING SHEET EXAMPLE
<table>
<thead>
<tr>
<th>Complete By End of</th>
<th>Scholarship</th>
<th>Advanced Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sem Hrs</td>
<td>Navy</td>
</tr>
<tr>
<td>3/C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculus</td>
<td>6</td>
<td>●</td>
</tr>
<tr>
<td>English</td>
<td>6</td>
<td>●</td>
</tr>
<tr>
<td>2/C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics (calculus based)</td>
<td>6</td>
<td>●</td>
</tr>
<tr>
<td>College Algebra or higher</td>
<td>6</td>
<td>●</td>
</tr>
<tr>
<td>1/C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>American History or National Security Policy</td>
<td>3</td>
<td>●</td>
</tr>
<tr>
<td>World Culture and Regional Studies</td>
<td>3</td>
<td>●</td>
</tr>
<tr>
<td>Physical Science</td>
<td>6</td>
<td>●</td>
</tr>
</tbody>
</table>

*: Required
+: Advised to make student competitive for USN scholarship

\(^2\) STA-21 Program Authorizations take precedence over these requirements

**FIGURE 9-2. NROTC PROGRAM COURSE REQUIREMENTS**
<table>
<thead>
<tr>
<th>Typical Timing</th>
<th>Scholarship or Advanced Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Navy</td>
</tr>
<tr>
<td>4/C</td>
<td></td>
</tr>
<tr>
<td>Introduction to Naval Science</td>
<td>☀️</td>
</tr>
<tr>
<td>Sea Power and Maritime Affairs</td>
<td>☀️</td>
</tr>
<tr>
<td>3/C</td>
<td></td>
</tr>
<tr>
<td>Leadership and Management</td>
<td>☀️</td>
</tr>
<tr>
<td>Navigation</td>
<td>☀️</td>
</tr>
<tr>
<td>2/C</td>
<td></td>
</tr>
<tr>
<td>Strategic Sealift Officer Course</td>
<td>☀️</td>
</tr>
<tr>
<td>Naval Ship Systems I (Engineering)</td>
<td>☀️</td>
</tr>
<tr>
<td>Naval Ship Systems II (Weapons)</td>
<td>☀️</td>
</tr>
<tr>
<td>Evolution of Warfare</td>
<td>☀️</td>
</tr>
<tr>
<td>1/C</td>
<td></td>
</tr>
<tr>
<td>Naval Operations and Seamanship</td>
<td>☀️</td>
</tr>
<tr>
<td>Fundamentals of Maneuver Warfare</td>
<td>☀️</td>
</tr>
<tr>
<td>Leadership and Ethics</td>
<td>☀️</td>
</tr>
<tr>
<td>All terms</td>
<td></td>
</tr>
<tr>
<td>Naval Science Laboratory</td>
<td>☀️</td>
</tr>
</tbody>
</table>

* Required
NSI: Course requirement met by completion of NSI
1 PNS may waive course under conditions in 3-5 4.d. (2)

FIGURE 9-3. NAVAL SCIENCE COURSE REQUIREMENTS
CHAPTER 10
PHYSICAL FITNESS PROGRAM

10-1 Fitness Program. Members of the Husky Battalion are personally responsible for their own fitness. The Husky Battalion will conduct organized physical training (PT) at least twice a week.

10-2 Fitness Standards. References (a) and (b) direct the standards for physical fitness. In addition to the standards provided below, students are expected to improve their level of physical fitness as they progress through the program IAW reference (a).

1. Navy Students. Navy Students are required to meet the following standards:

   a. Students are required to pass the BCA IAW references (a) and (b). Note that the commissioning standard for students is stricter than the fleet standard—the maximum body fat percentage for male and female students is 23% and 34%, respectively. This standard applies to all students, active duty included.

   b. When reporting to the unit as freshmen, scholarship students must achieve a score of "Good Low" in all areas for the 20-24 years old age group in order to have their scholarships activated. If a student does not meet this standard when reporting, his or her scholarship will not be activated until a passing score is achieved.

   c. Students are required to maintain, at a minimum, a grade of "Good Low" on all events of the PRT. For MIDN, the "Good Low" standard for the age group of 20-24 is used. For active duty students, the "Good Low" standard for their current age group is used.

2. Marine Students. Marine students are required to meet the following standards:

   a. Marines and Marine Option Midshipmen must maintain a first class PFT/CFT score and maintain physical standards. Their progress and any deficiencies will be tracked by the AMOI/MOI.

   b. Marine students, at a minimum, must have a score of 265 or higher on the PFT prior to attending OCS.
10-3 **Physical Fitness Deficiencies.** Failure to meet physical standards will result in the member being assigned to the FEP, typically held on Friday mornings, and may result in further administrative action.

1. **Fitness Enhancement Program (FEP).** The FEP program will be run by the PTI (advised by the CFL) and will target each member’s PFA weak areas to ensure a passing score on the next PFA.

   a. A failure to meet standards will result in the member being assigned to FEP. Note that, per reference (b), any Battalion member may be placed on FEP at the discretion of the CFL and/or CO.

   b. Prior to participation in FEP, the student will be given 30 days to seek medical evaluation and clearance.

   c. Mock PFAs will periodically be run for FEP members to gauge progress but to also give them an opportunity to get off of FEP. In order to get off of FEP, a member must be within BCA standards, get a score of “GOOD LOW” on all areas of the PRT for two consecutive mock PFAs, and be cleared by the CFL.

   d. FEP members shall coordinate with the OPSO to ensure they do not have OOD or JOOD on days that FEP meets.

2. **Administrative Action for Fitness Deficiencies.** In addition to FEP assignment, the following may result if a member fails to meet standards:

   a. A failure of the PFA may result in a PRB.

   b. Upon a second failure of the PFA within three years, the member will be automatically processed for disenrollment by the unit staff IAW reference (a). Students should note that the PFA consists of both the BCA and the PRT. Failing the BCA portion and/or failing any portion of the PRT is considered an overall failure of the PFA.

   c. 1/C students (seniors) failing to meet PRT and/or BCA standards on an official PFA will be placed on a Leave of Absence (LOA) and shall not commission until standards are met.
10-4 **Swim Qualification.** All students, Marine and Navy options, are required to pass a swim test unless swim qualification was validated at a prior training exercise or command.

1. **Swim Test.** Members will participate in a third and second class swim qualification test when reporting to the unit. Swim qualification testing will be repeated on an as needed basis until second class swimmer qualification is attained. Students must attain a third class swim qualification by the end of their first year in the program. Failure to do so will result in remedial swim training for the member and possibly a PRB.

2. **Remedial Swim Program.** If operationally feasible, the unit swim instructor will hold the Swimming Enhancement Program (SWEP) at least once a month for those who are not second class swim qualified. Proficient swimmers may volunteer to be a coach for this program. The requirements for the second and third class swim qualifications are addressed in reference (i).

10-5 **Inclement Weather.** Inclement weather will be considered when planning physical training. The PTI and CFL shall determine when the weather is significant enough to necessitate the cancellation of physical training.
CHAPTER 11
SUMMER TRAINING

11-1 **Purpose.** Summer training is held annually for NROTC MIDN to practically apply knowledge from their NSCI courses. Training lasts about two to six weeks and varies depending on NSCI year. References (1) and (m) provide guidance on summer training; it is recommended that students review these prior to attending summer training.

11-2 **Summer Training.** Summer training is determined by NSCI year:

1. **Third Class Summer Training.** Also referred to as CORTRAMID, this is conducted between freshman and sophomore year and introduces MIDN to the different warfare communities: Marines, aviation, submarine, and surface. Nurse students do not attend CORTRAMID.

2. **Second Class Summer Training.** Also referred to as Sea Trials, this is conducted between sophomore and junior year. All unrestricted line Navy option students must successfully pass this graded training evolution in order to commission. Students in their sophomore year will receive additional training from the unit staff to prepare them for this event.

3. **First Class Summer Training.** Conducted between junior and senior year. For Navy option MIDN (excluding nurse options), this training exposes students to the officer and wardroom environment. Marines will attend OCS in Quantico; during their time at the unit, Marine options will work closely with the MOI and AMOI to prepare them for this event. Nurse options will complete their summer training at a naval hospital. Successful completion of first class summer training is required for commissioning.

4. **Active Duty Students.** STA-21 students do not participate in summer training but instead take summer courses. MECEP students must complete OCS prior to reporting to the unit.

11-3 **Summer Training Eligibility.** Students must meet the following to be eligible for summer cruise:

1. Be on Scholarship or Advanced Standing
2. Cannot be on LOA
3. Meet physical fitness and BCA requirements
4. A minimum PFT score of 265 for Marine options prior to OCS
11-4 **Summer Training Requirements.** When directed, students will coordinate with their advisor and the SCC to submit their preferences for summer training. Summer training billets are typically not released until February and assignments are released on a rolling basis. The SCC or the class advisor will notify the student when his or her summer cruise has been assigned.

11-5 **Additional Requirements.** Some summer cruise assignments require additional items to be completed by the student, including:

1. **FOREX Cruise.** Students shall coordinate with the unit staff to complete an ISOPREP.

2. **Submarine Cruise.** Students shall coordinate with their advisor to complete a nuclear medical screening form.

3. **EOD or SEAL Cruise.** Students desiring a commission to the EOD or SEAL community shall work with their advisor to complete pre-requisite requirements. An application and special medical screening are required for a student to attend these cruises. Additionally, successful completion of either cruise is required to be competitive for service assignment.

11-6 **Post-Summer Training.** Students shall submit DTS form 135l NLT five days after returning from summer cruise. Failure to submit this form on time will be treated as a minor offense.
Appendix A: Acronyms

ADJ - Battalion Adjutant
AES - Active Enlisted Service
AMOI - Assistant Military Officer Instructor
APTI - Assistant Physical Training Instructor
BCA - Body Composition Assessment
BnCO - Battalion Commanding Officer
BnXO - Battalion Executive Officer
CFL - Command Fitness Leader
CFT - Combat Fitness Test
CGPA - Cumulative Grade Point Average
CO - Commanding Officer
COB - Close of Business
COMMO - Communications Officer
CORTRAMID - Career Orientation and Training for Midshipman
BMI - Extra Military Instruction
EOD - Explosive Ordnance Disposal
FITREP - Fitness Report
FEP - Fitness Enhancement Program
FOREX - Foreign Exchange
GPA - Grade Point Average
HUB - Husky Union Building
ISOPREP - Isolated Personnel Report
LOA - Leave of Absence
LOI - Letter of Instruction
MECEP - Marine Enlisted Commissioning Education Program
MOI - Marine Officer Instructor
NOB - Not Observed
NPO - Nuclear Power Officer
NROTC - Naval Reserve Officers Training Corps
NSO - New Student Orientation
NSTC - Naval Service Training Command
NWN - Northwest Navy
OCS - Officer Candidate School
OD - Officer Development
PAO - Public Affairs Officer
PFA - Physical Fitness Assessment
PFT - Physical Fitness Test
PNS - Professor of Naval Science
POW - Plan of the Week
PRB - Performance Review Board
PRT - Physical Readiness Test
PTI - Physical Training Instructor
SEAL - SEA, Air, Land
SEPCOR - Separate Correspondence
STA-21 - Seaman to Admiral-21 Program
STA-21(N) - Seaman to Admiral-21 (Nuclear) Program
SCC - Summer Cruise Coordinator
UCMJ - Uniform Code of Military Justice
UOD - Uniform of the Day
XO - Executive Officer