



**DEPARTMENT OF THE NAVY**

NAVAL SERVICE TRAINING COMMAND  
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NSTC INSTRUCTION 3120.1A

From: Commander, Naval Service Training Command

Subj: NEW STUDENT INDOCTRINATION STANDARD OPERATING

Ref: (a) NSTC M-1533.2  
(b) NAVCRUITRACOM M-1552.1  
(c) NAVCRUITRACOMINST 1552.3  
(d) NAVCRUITRACOMINST 1600.3  
(e) NAVCRUITRACOMINST 3140.1  
(f) NAVCRUITRACOMINST 6100.2  
(g) SECNAVINST 1610.3  
(h) OPNAVINST 5370.2  
(i) NSTCINST 1500.13  
(j) NSTCINST 5214.1  
(k) NAVCRUITRACOMINST 6010.2  
(l) OPNAVINST 1530.8

1. Purpose. To publish standard operating procedures and guidance for the conduct of New Student Indoctrination (NSI).
2. Cancellation. NSTCINST 3120.1
3. Scope and Applicability. This directive guides conduct and training within the Midshipmen Candidate (MC) Training Group(s) and for those entrusted with their training.
4. Review and Effective Date. The NSI Summer Officer in Charge will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Department of the Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.

  
C. T. MATTINGLY

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the NSTC public web site, [https://www.netc.navy.mil/Commands/Naval -Service-Training-Command/NSTC- Directives/](https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NSTC-Directives/)

New Student Indoctrination



Standard Operating Procedures

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## CHAPTER 1 - COMMAND GUIDANCE

### 101. BACKGROUND

1. The Naval Reserve Officers' Training Corps (NROTC) program includes 78 units across more than 159 postsecondary educational institutions with a mission to develop future officers mentally, morally, and physically. In order to imbue them with the highest ideals of duty, loyalty, and 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.

2. New Student Indoctrination (NSI) is the initial element of the NROTC program that is fully and actively engaged toward fulfilling NROTC's future officer development mission. NSI's specific mission is to instill basic Navy and Marine Corps ideals, values, and warrior identity in all Midshipman Candidates (MCs) selected for enrollment in the NROTC program, irrespective of which NROTC unit they will be joining (or which NROTC unit they come from, in the case of College Program Basic Midshipmen who enrolled in NROTC during the previous academic year). Reference (1), formally establishes five goals for NSI. To prepare candidate Midshipmen for successful integration within NROTC, two. To provide standardized militarization across the NROTC domain, three. To build proficiency in basic customs and courtesies, watch standing, swimming, firefighting and marksmanship, four. To build a sense of unity and confidence within the candidates, preparing them for further integration into respective NROTC units, and five. To teach candidates general military and naval knowledge. Per reference (a), all NROTC scholarship selectees must complete or have waived NSI in order to activate their scholarship.

### 102. COMMANDER'S INTENT

1. NSI will be conducted onboard Recruit Training Command (RTC) and will align with RTC training policies and procedures in reference (b) through (f). I expect every staff member and Midshipman Instructor (MI) to relentlessly pursue excellence, to exhibit exemplary character, to develop and reinforce sound leadership principles, and to fulfill their duties in order to provide a standardized indoctrination program for all NROTC candidates.

2. NSI Imperative: Standardize indoctrination for NROTC MCs. NSI is an integral element of a four-year training continuum culminating in commissioning as a naval officer.

3. NSI Purpose: Conduct military indoctrination training to transform civilians into Midshipmen and set a foundation for success in the NROTC program.

4. NSI Method: Training will focus on the five-warfighting competencies of firefighting, damage control, seamanship/navigation, watch standing and small arms handling and marksmanship by establishing the following traits in each MC:

- a. Good order and discipline - Through respect and dignity, instill basic militarization skills and professional standards for MCs modeled and enforced by MIs.
- b. Teamwork - Execute BASIC military training that will include training in the five-warfighting competencies, in an environment developed to promote individual and shared adversity.
- c. Toughness - Introduce MCs to Warrior Toughness concepts and techniques.
- d. Physical fitness – Establish baseline for proper health and fitness.
- e. Connectedness – Foster MC identity as a NROTC MIDN in the Navy and Marine Corps.

5. NSI Endstate: Leadership Development Objective.

- a. To transition MCs from being a civilian into a Midshipman through a formal introduction to being a member of the NROTC program.
- b. To prepare MCs to succeed as members of their NROTC unit, demonstrating excellence in all they do.
- c. To provide MIs a defining leadership experience that will assist in their leadership development – both as members of their units and in preparation to become junior officers in the fleet and operating forces.

### 103. STAFF AND MI CHARACTER EXPECTATIONS

**1. Relentlessly Pursue Excellence.** In order to meet the expectations of the American people, honor their significant financial investment, and preserve our inherited legacy, we must tirelessly pursue excellence. Excellence is not easily attained – it requires dedicated effort and adherence to the below Instructor Oath:

*“The Candidates who stand before me are entrusted to my care. I will train them to the best of my ability. I will develop them into basically trained midshipmen who are smartly disciplined, morally aware, mentally and physically fit, and thoroughly indoctrinated in love of country and a sense of honor. I will demand of them, and demonstrate by my own example, the highest standards of personal conduct, honor, morality, and professional skill, and I will ensure that they are well prepared to take their place as members of their NROTC unit at the conclusion of their training.”*

**2. Exhibit Exemplary Character.** Your personal and professional conduct will define you and our service. We must internalize, live by, and model our core values of honor, courage, and commitment while emphasizing the cardinal virtues of courage, wisdom, justice, and self-control. Treat everyone with dignity and respect.

**3. *Develop, Teach, and Demonstrate Sound Leadership Principles.*** Obey the Golden Rule of Leadership – treat others the way you want to be treated; follow the way you want to be followed; and lead the way you want to be led. Be a team player and a team builder. Inspire your subordinates to achieve excellence.

**4. *Do Your Duty.*** Commit 100% of yourself to this mission every day. I expect every member of the NSI staff and every MI to know this SOP. The SOP provides your operating limits to mitigate risk to MIs, MCs, and the future of the NROTC program. I expect everyone to ask questions, be inquisitive, and be compassionately intrusive. If something doesn't look right - stop and question it. If something isn't right - stop and correct it. We all want NSI to be the best program to instill the foundation of the Naval Core Values – we achieve this by maintaining high standards.

**5. *Be the Example and Serve Humbly Without Regret.*** Being selected to be a leader in the NSI cadre is a privilege. We expect you to set a sterling example for our new MCs, your peers and the officers and enlisted personnel working with you to develop the next class of midshipmen. Know you will have a profound impact as a role model for others – your positive approach will be impactful in ways that you cannot foresee.

#### 104. APTITUDE AND UNIFORMED CODE OF JUSTICE (UCMJ)

1. The vast majority of Midshipmen Candidates (MCs) are not members of the military, having never enlisted in the Navy or Marine Corps Reserves (signed a DD-4). These MCs are civilian designated applicants, not legally subject to the UCMJ or to most Navy administrative programs, such as Command Managed Equal Opportunity (CMEO), Sexual Assault and Prevention (SAPR), etc. As discussed in subsequent sections of the SOP, however, their ability to embrace Navy and Marine Corps values and conform to Navy and Marine Corps standards is a critical element in determining their aptitude – observation of significant failures to do either will form the basis for aptitude removal from NSI. Severe criminal acts performed by MCs will be investigated by NCIS (on basis of occurring on federal property) and local law enforcement as appropriate.

2. Those very few Midshipmen Candidates that already activated an NROTC scholarship (on an approved waiver) and signed a DD-4 are not placed on active duty for the duration of NSI and therefore attend NSI as a non-activated member of the inactive reserves. Therefore, these Midshipmen Candidates are likewise not subject to the UCMJ and fall outside of many Navy administrative programs, such as CMEO, SAPR, DAPA, etc. As discussed in subsequent sections of the SOP, however, their ability to embrace Navy and Marine Corps values and conform to Navy and Marine Corps standards is a critical element in determining their aptitude; observation of significant failures to do either will form the basis for aptitude removal from NSI and subsequent performance review board processing likely to result in removal from NROTC.

3. Midshipmen Instructors support NSI in an activated status, and therefore are subject to the UCMJ and lawful orders established in Navy instructions for the duration of their activated period.

4. NSI active duty staff remain subject to the UCMJ and lawful orders established in Navy instructions at all times. The NSI OIC is charged with maintaining the good order and discipline of all NSI staff and investigating allegations of misconduct by the staff in accordance with the UCMJ, Navy Regulations, and governing Navy policies.



**CHAPTER 2 – ORGANIZATION OF MIDSHIPMAN INSTRUCTORS AND STAFF**

201. NOTIONAL STAFF ORGANIZATION

The New Student Indoctrination Staff is organized in accordance with Figure 2.1.

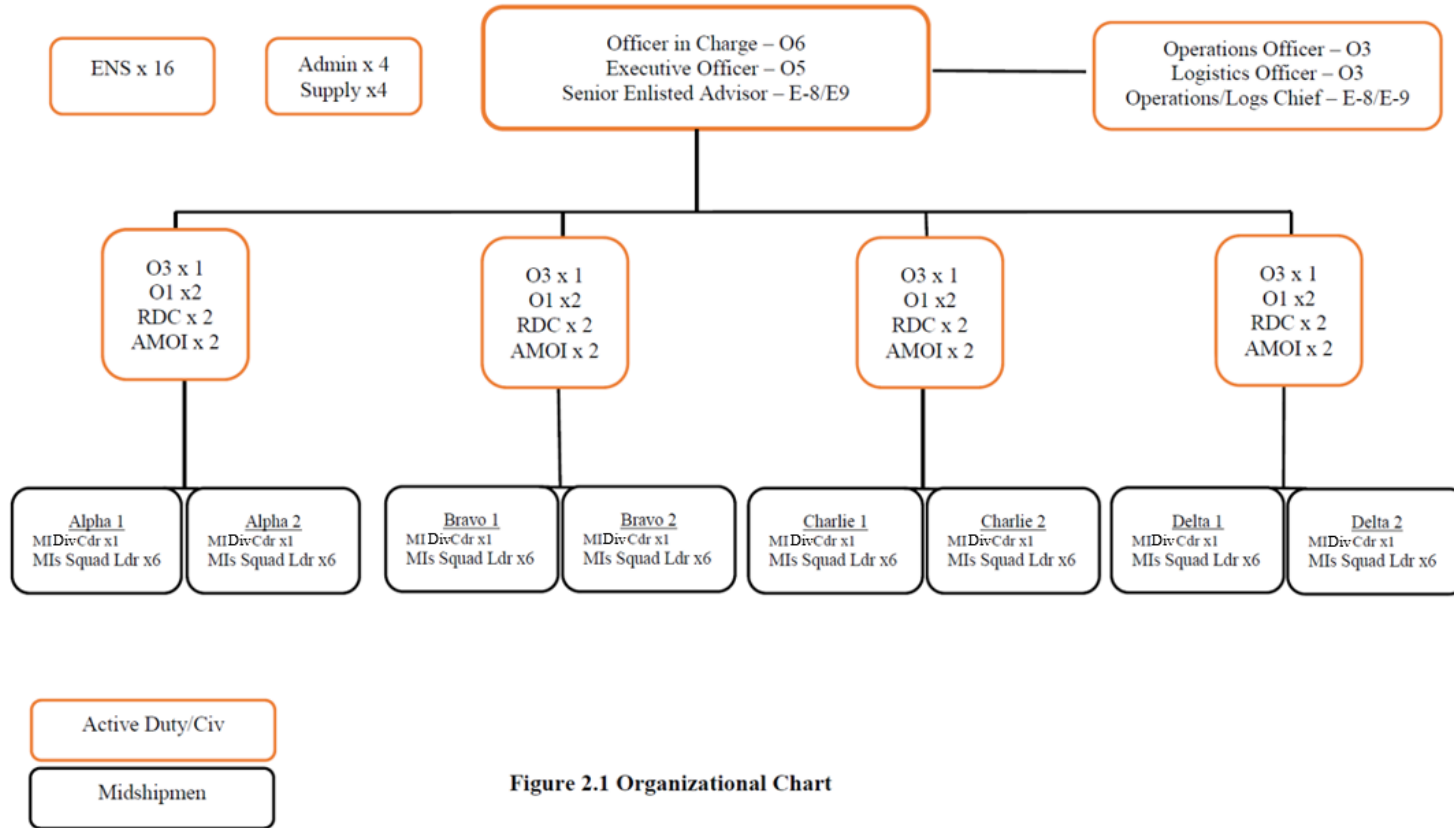


Figure 2.1 Organizational Chart

## 202. DUTIES OF THE MIDSHIPMEN INSTRUCTOR STAFF

Midshipman Instructor Billets. There are eight divisions assigned to a training group. Each division will consist of no more than 88 students with six squads each. Each division has a Midshipmen Instructor (MI) Division Commander, an MI Division Chief Petty Officer and six MI Squad Leaders. The billet responsibilities are as follows:

a. Tasks Common to All.

- (1) Take necessary action to ensure all MCs conduct training safely and efficiently.
- (2) Ensure the well-being of the MC's through proper hydration, nutrition, berthing cleanliness, proper personal hygiene, proper blister care and timely identification and treatment of injuries.
- (3) Motivate MCs to push through adversity in a positive way.
- (4) Set the example by way of appearance, conduct, and discipline.
- (5) Be prepared to execute additional MI leadership billets.
- (6) Ensure MCs and fellow staff members are adequately hydrating.

b. Midshipman Division Commander.

- (1) Overall responsible for everything the Midshipman division does or fails to do.
- (2) Responsible to the Division Officer for the overall performance of the Midshipman Division.
- (3) Synergizes Midshipmen platoon instructor staff to ensure adherence to the training schedule is met.
- (4) Maintains personnel accountability for the Division via Midshipman Division operations officer (MCs and MIs) and reports Division muster to the Midshipman division commander each morning and evening.

- (5) Performs additional duties as required.

c. Midshipman Divisional Chief Petty Officer.

- (1) Assists the Midshipman Division Commander with his/her duties.
- (2) Oversees the duties of the Midshipmen Squad Leaders are properly executed.

d. Midshipman Squad Leader.

(1) Responsible to the Midshipman Division Commander for the overall performance of the Midshipman squad.

(2) Supervise division movements and ensure execution of the plan of the day.

(3) Reports squad accountability to the Midshipman division commander each morning and evening.

(4) Serves as the primary teacher for MCs and provides motivation, coaching and mentoring as appropriate.

(5) Stand compartment watch in divisional spaces between taps and reveille in accordance with the MI handbook and RTC procedures.

(6) Perform additional duties as required.

MI Rotation Plan. During training, MIs rotate in order to receive one day of rest and recovery per week. OIC has discretion on timing of rotation of chain of command.

203. DUTIES OF THE ACTIVE DUTY STAFF

1. Officer in Charge (OIC).

a. Basic function. The OIC's primary function is to supervise the entire evolution and provide guidance to the staff.

b. Specific duties and responsibilities. The OIC is responsible for the coordination and synchronization of planning efforts as well as all aspects of NSI execution. The OIC will establish Commanders Critical Information Requirements (CCIRs) for the NSI Training Group.

2. Executive Officer (XO).

a. Basic function. The Executive officer manages the staff, establishes deadlines, oversees and synchronizes administrative processes such as the DOR procedure, and handles all VIP traffic.

b. Specific duties and responsibilities.

(1) Review and approve Staff watchbill.

(2) Oversee proper completion of NSI Administration.

(3) Provide direct oversight of NSI execution to ensure training intent of NSI is met, proper training procedures are followed, and ensure measures are in place and properly executed to maintain accountability and ensure safety of MCs.

3. Senior Enlisted Advisor (SEA).

a. Basic function. The SEA advises the OIC and XO on logistics, military discipline, and morale of the Training Group. Works directly with Assistant Marine Officer Instructors (AMOI)/Recruit Division Commanders (RDCs) to ensure strict adherence to the schedule. Responsible for personnel accountability.

b. Specific duties and responsibilities.

(1) Advises the OIC/XO on the well-being of MCs, MIs, and staff.

(2) Inspect all ship spaces for cleanliness and material condition.

(3) Develop a coverage plan between AMOIs, RDCs and MIs to ensure proper execution of training, execution of plan of the day and supervision of morning and evening routines.

(4) Provide oversight of RDCs, AMOIs and MIs to ensure intensive training (IT) procedures are properly utilized and watches are properly executed to maintain accountability and ensure safety of MCs.

4. Operations Officer (OPS).

a. Basic function. The Operations Officer is the primary scheduler and liaison with Naval Station Great Lakes and with RTC Operations Officer. Primary point of contact for all inorganic support (e.g. NEX, PAO, NSTC Safety).

b. Specific duties and responsibilities

(1) Develop and oversee completion of Plan of Action and Milestones (POAM).

(2) Coordinate and lead planning meetings leading up to execution of NSI.

(3) Execute the daily staff sync.

(4) Coordinating trainer schedule.

(5) Weekly outlook.

(6) Review and approve the OOD watch bill.

(7) Work with Logistics Officer for gear and packing lists for Staff, MIDN Instructors, and MIDN Candidates.

5. Current Operations Officer (COPS).

a. Basic function. COPS works alongside OPS to resource and support Training Group operations. COPS manages the master training roster and tracks attendance and pass/fail events for all MCs. Ensures divisions are supported with class materials, PT resources, etc. throughout training. Holds the collateral duty as the Echo Division Officer, in charge of any DOR/unqualified/injured MCs. (Billet responsible when COPS is not assigned)

b. Specific duties and responsibilities

(1) MIDN Instructor welcome aboard letters. (Company officers)

(2) Tracks all MC training and reports training results to NSTC upon completion of training. (Company Officers)

(3) All Classroom lectures, MIDN Instructor Handbooks, MIDN Candidate Handbooks, and Knowledge Exams. (Company officers)

(4) Develop PT plans. Lead AMOI

(5) Provides recommendation on honor graduates based on training data. Company Officers

6. Logistics Officer.

a. Basic function. The Logistics Officer is responsible for material resources throughout training. The Logistics Officer oversees intra-training transportation plans, chow plans, and re-supply plans and coordinates with NSTC Procurement, RTC, NEX, Navy Lodge/NGIS and Civilian Supply Techs.

b. Specific duties and responsibilities

(1) Coordinate meal times with the galley and divisions. Submits the chow plan, with box chow, Meal, Ready to Eat (MRE), and extra-protein meal requests, two weeks prior to the start of NSI.

(2) Coordinate with NSTC and RTC for identification of Ship and galley utilized for NSI.

(3) Coordinate lodging requests for staff and advanced staff.

- (4) Coordinate the graduation ceremony.
  - (5) Coordinate transportation vehicles and locations for arrival and departure of MCs, and oversee the transportation of MCs to and from their point of arrival and departure.
  - (6) Coordinates transportation of staff during training including the confirmation of rental vehicles with Supply Technicians.
  - (7) Work with Operations Officer for gear and packing lists for Staff, MIs, and MCs.
  - (8) Coordinates with base security, RTC, NSTC, and HRAs to ensure all NSI Graduation guests are screened prior to arrival and RTC security are tracking the arrival of families for graduation. Specific actions include, but are not limited to:
    - (a) Reviewing and forwarding all NSI Graduation guest information to RTC base security upon student arrival for training.
    - (b) Confirming receipt of NSI Graduation guest information with MCs' families upon student arrival for training.
  - (9) Coordinates with Supply Technicians for the procurement of supplies for training.
  - (10) Works with NSTC and RTC to ensure ammunition is procured for training.
  - (11) Coordinates with the Navy Exchange (NEX) Burkey Mall Transportation Maintenance Supervisor for parking during MC drop-off, including the confirmation of rental vehicles.
7. Logistics Chief. Assists the Logistics Officer with ensuring divisions are resourced appropriately. Responsible for coordinating physical training events and locations with O-1 Support.
8. Company Officer.
- a. Basic function. The Company Officer is responsible for supervising their training cadre of RDCs/AMOs and MIs in meeting the requirements of the MTS and Plan of the Day while maintaining the highest standards of conduct and professionalism.
  - b. Specific duties and responsibilities
    - (1) Ensure maximum utilization of training time by ensuring RDCs/AMOs and MIs know and adhere to the MTS/POD
    - (2) Report training discrepancies or training changes to respective Operations Officer to

maintain consistency across the Training Group.

9. AMOI/RDC.

a. Basic function. The AMOI/RDC is responsible to mentor MIs and train and supervise MCs in close order drill, squad bay procedures, military protocol, discipline, and inspections.

b. Specific duties and responsibilities

(1) Ensure MIs know RTC routes and rules regarding troop movement.

(2) Use the approved Instructional Training Exercise (ITE) card for emphasis on training requirements for MCs.

(3) Provide oversight to, train, and mentor MIs as if they are your new division officer or platoon commander to develop their deckplate leadership, understand the purpose and effects required for an indoctrination program, and ensure MIs are executing their responsibilities and leading in accordance with the Commanders Intent.

(4) Report training discrepancies or training changes to respective Company Officer to maintain consistency across the Training Group.

10. Human Resource Assistants (HRAs). The HRAs assigned to NSI as Administrative Support Staff are responsible for checking in MCs, verifying their documentation and coordinating DTS travel including vouchers for all MCs. Additionally, they will ensure the NSI student file (record) is given to the MC at the end of NSI with instructions to bring it to their NROTC Unit during the fall semester.

11. Supply Technicians. The Supply Technicians assigned to NSI as Supply Support Staff are responsible for coordinating the proper fitting and issue of all military uniforms to the MCs. They are to ensure accountability and custody of all uniforms tracked throughout NSI. They are responsible to acquire material resources for NSI.

12. Ensign Support Staff. The Ensign (O-1), Support Staff is responsible for supporting quarterdeck watches, duty van drivers, transporting candidates as necessary, and providing leadership oversight for the MIs. Each division will be assigned one O-1 to be the division officer.

204. MIDSHPMEN INSTRUCTOR INFORMATION

1. Arrival. MIs fly into O'Hare International Airport (ORD) and report to the USO. To streamline check-in at the USO, it is highly recommended to download the USO mobile app and create an account prior to arrival. A bus will depart from O'Hare to take MIs to RTC. If

personnel arrive after 1800, van transportation is provided to bring personnel to RTC as needed, until everyone is accounted for. MIs arriving via Privately Owned Vehicle (POV) is highly discouraged. However, if there are extenuating circumstances, POVs can be accommodated with enough advance notice. MIs should contact their Company Officer who will instruct where the MI may park on Naval Station. MI POVS will not be allowed on RTC.

2. Departure. MIs are provided transportation back to O'Hare International Airport following the graduation ceremony for each respective NSI session.
3. Berthing. MIs stay in a gender-separated compartment within the Ship. Personnel are responsible for their own laundry; however, laundry facilities are located within the ship, free of charge. Personal storage areas are to be secured (locked) prior to departure. Cell phone use is authorized, however, unless in extremis, not in proximity of MCs.
4. Messing. MIs dine within RTC's galley. Midshipmen are not required to pay for messing within the galley. If asked to pay, MIs will notify the nearest NSI staff member to resolve the matter. Uniforms must be worn if dining within the galley; PT gear is not authorized unless directed by the active duty staff.
5. Training Schedule/Plan of the Day. The training schedule and/or plan of the day will be published each afternoon at the operation sync meeting. MI class assignments are made well in advance to allow instructors to prepare, be screened, and present high-quality instruction to MCs. Weekly and daily schedules are posted on the Ship's quarterdeck and within each office.
6. Uniforms. Midshipmen shall report to NSI in appropriate civilian attire. Uniform requirements for the various evolutions are listed within the training schedule. The uniform for most training events will be Navy Working Uniform (NWU) for Navy Option and Woodland MARPATs for Marine Option.
  - a. Civilian Attire. Proper civilian attire is only authorized during transit to/from liberty. Interaction with MCs or RTC recruits will be avoided while in civilian clothes.
  - b. PT gear is certainly appropriate when actively engaged in physical training. An NSI PRT/PFT will be conducted on the first morning of staff orientation. Navy/USMC PT gear will be worn while engaged in physical training on RTC. The use of headphones/AirPods/etc. is strictly prohibited while walking or jogging on base.
7. Sick Call. Sick call is held each morning. Triage hours in the assigned Ship will be from 0500-0900 daily. Clinic hours in USS Tranquility 1007 will be from 0630-0900 and 1230-1430 during the weekday, and from 0630 until 0900 on weekends.
8. Religious Services. MIs may attend worship services with MCs.



9. Transportation. Transportation on and off base must be via a government vehicle. Transportation is arranged via the logistics cell. MIs are not authorized to drive government vehicles.
10. Base Services and Facilities (NEX, etc). Base services and facilities are available for use throughout NSI.
11. Note Taking Gear. Note taking gear is to remain on each person at all times in order to document training evolutions, write down orders, and/or list discussion points during hot wash evolutions.
12. Military Identification Cards. All MIDN must bring Military Common Access Card (CAC), as they are required for base and trainer facility access.

## CHAPTER 3 - WATCHSTANDING RESPONSIBILITIES

### 301. MIDSHIPMEN CANDIDATE WATCHSTANDING ORGANIZATION

#### 1. General

a. The following are general guidelines with respect to watch stander duties and responsibilities. Watch standers will carry out their duties in accordance with the eleven General Orders of a Sentry. Corrective action shall be taken on any irregularity that occurs as directed by the chain of command.

b. MC watch standers are subject to inspection for their uniform appearance and knowledge of the chain of command, eleven general orders, watch standing procedures and fire procedures commencing the first day of training.

c. MCs may carry and review their trainee guide while on watch.

2. Fire and Security Watches. A minimum of one Fire and one Security Watch will be posted in the compartment from Taps to Reveille. For compartments with more the 100 Candidate Midshipmen, there will be two Fire and two Security Watches posted from Taps to Reveille. Watch standers:

a. Will make rounds throughout the division's compartment at a minimum frequency of once every 30 minutes, walking both perimeter aisles, center aisle, and head on every tour.

b. Maintain the prescribed standards of order, discipline, cleanliness and security in all areas.

c. Maintain a Deck Log.

d. Accompany all visitors unless otherwise directed.

e. Be particularly watchful of MCs that are not in their bunk.

f. Know the location of all compartment fire alarm stations.

g. Awaken watch standers as required by the division's watchbill and staff instructions.

h. Carry a flashlight from Taps until Reveille.

3. Assist in the handling of the division's laundry

4. Approach of a Staff Member. When approached by officers or any staff member, the Fire and Security Watch shall address the senior person and take the following actions:

a. Render a hand salute.

b. Sound off smartly with the proper greeting: “Good Morning/Afternoon/Evening, Sir/Ma’am or title, Midshipman Candidate (NAME), Division (NUMBER), standing by for further instruction, Sir/Ma’am or title.” Between Taps and Reveille the volume of the greeting should be conversational level to avoid waking up MC in nearby racks.

c. The watch will hold the salute until it is returned or they are told to carry on.

d. When responding to questions, courteous but brief answers will be given.

e. All officers will rate “Attention on Deck”. Attention on deck shall not be called between taps and reveille.

(1) “Attention on Deck” will be called, regardless of what training the division is conducting.

(2) When “Attention on Deck” is heard, all MCs, with the exception of those SIQ in their racks and the watch, will stop what they are doing and come to attention. MCs will remain at attention until the command “carry on” is given.

#### 5. Challenging Personnel

a. Watches will challenge all personnel and verify their authorization if identification is not already established.

b. The correct distance to challenge is that distance at which the watch still has time to take effective measures.

c. After Taps, but before Reveille, a watch stander observing a person approaching their post will:

(1) Come to attention.

(2) Face the person being challenged.

(3) If the person cannot be recognized, the watch will extend the right arm parallel to the deck and call out, “Halt, who goes there?”

(4) Upon receiving an answer to the challenge, the watch will command; “Advance and be recognized.”

(5) Render a hand salute and sound off.

d. Positive recognition of all personnel claiming authority is the watch’s main consideration. If the watch is not satisfied as to the individual’s identity, they will command the person, or party, to stand fast and will immediately send another MC to notify the active duty staff member on duty.

### 302. DIVISION WATCHBILL

#### 1. General.

a. The division watchbill will be carefully controlled and supervised by the AMOI/RDCs to ensure accuracy, equitability and timeliness. Company Officers will monitor and review the watch bill process.

b. AMOI/RDCs must approve and initial all changes made to the watchbill.

c. Candidate watches will be no longer than one hour, and they shall not be assigned more than two watches in a night. Unless standing watch, all candidates are afforded the opportunity to receive eight hours of sleep.

d. Watchbills will be completed by the MIs using block letter writing. An example is provided in this chapter.

e. The current, approved watch bill will be posted in the compartment.

f. Watchbills will be prepared and signed no later than one day prior to the effective date and posted no later than 1800 the evening prior to the effective date.

g. The watchbill must reflect the MC currently on watch. If for any reason an MC must be relieved early, the watchbill must reflect that another MC has assumed the watch by one-lining the relieved MC's name and writing in the name of the MC assuming the watch on the watchbill.

### 303. QUARTERDECK WATCHSTANDING

#### 1. OOD Quarterdeck Procedures

a. All MCs and Instructors entering the quarterdeck will be in full uniform of the day with cover on. Only official business will be conducted on the quarterdeck. Quarterdeck watches will commence upon arrival of NSI staff and continue 24/7 until the OIC disestablishes the watch.

b. The Officer of the Deck (OOD) is an O-1 that is assigned to support NSI.

c. The OOD is accountable to:

(1) Maintain a running count of how many MCs and MIs are on hand and on deck.

(2) Maintain a deck log.

(3) Inform as soon as possible and keep the Staff Duty Officer up-to-date in the event of any type of emergency.

- (4) Maintain a clean and orderly Quarterdeck.
- (5) Raising and lowering of the National Ensign and Heat Condition flags.
- (6) Control the use of the duty vans.
- (7) Ensure the Contraband and NEX supply store room are secured.

d. Onboard RTC, NSI personnel will not be the only one with access to the ship. In the event someone unknown to them comes to the quarterdeck, the OOD will render a salute as required by rank, provide the proper greeting of the day, request and inspect their identification and assist them as necessary. If the OOD doesn't know how to assist them, they shall contact the Staff Duty Officer for assistance.

e. If a call on the outside line is received, the following is how to answer the incoming call: State in a clear crisp voice, "Good morning/afternoon/evening, Sir or Ma'am, Midshipmen/Ensign \_\_, USS (current ship's name), Ship's OOD/JOOD. How may I help you?".

f. The Junior Officer of the Deck (JOOD) is an MI.

(1) The JOOD is responsible for:

- (a) Assisting the OOD in all of their listed duties.
- (b) Roving the ship hourly, inspecting for fire, flooding, and security of the ship.
- (c) Maintain accurate accountability of MIs through use of the liberty log.

#### 304. STAFF DUTY OFFICER

1. The Staff Duty Officer (SDO) is one of the staff Lieutenants. The operations officer will draft and submit the SDO watchbill for Executive Officer (XO) approval. All changes must be approved by the XO.

2. The SDO watch is a 24-hour watch. However, during the normal business day, all routine correspondence should be passed through the normal chain of command. After Taps and any time, a student suffers an injury requiring hospitalization, the SDO is the single point of contact for any emergencies or questions. The SDO is accountable for:

a. Remaining on RTC throughout the duty day. Maintain the OOD up-to-date on your location and have a means for the OOD to immediately contact you at all times. Time away from the ship shall be minimized.

b. Notifying the OIC/XO/Senior Enlisted Leader, in the event of any emergency or a CCIR event in accordance with reference (j).

c. Notify respective staff members of any events requiring their attention.

d. Prior to leaving the ship, the SDO will verify a professional staff member will remain in the ship and ensure that individual knows they are responsible for coverage until the SDOs return.

### 305. ACTIVE DUTY COVERAGE DURING NSI

1. Training days during NSI are long, from before Reveille to after Taps. There is not an expectation for every staff member to be present during those hours; however, a professional staff member shall be in the ship at any point that any MCs are present in the ship.

## CHAPTER 4 – STANDARDS OF CONDUCT FOR NSI STAFF

### 401. GUIDELINES TO PREVENT HAZING

1. Hazing of anyone is prohibited. Reference (g) provides the following guidance for the Department of the Navy:

a. Hazing is defined as a form of harassment that includes conduct through which Service Members or DON civilian employees, without a proper military or other governmental purpose, but with a nexus to military service, physically or psychologically injures or creates a risk of physical or psychological injury to Service Members or DON civilian employees for the purpose of: initiation into, admission into, affiliation with, change in status or position within, or a condition for continued membership in any military or DoD civilian organization. Hazing can be conducted through the use of electronic devices, including social media, other forms of communication, as well as in person.

b. Hazing is evaluated by a reasonable person standard and includes, but is not limited to, the following when performed without a proper military or other governmental purpose:

(1) Any form of initiation or congratulatory act that involves physically striking another person in any manner or threatening to do the same.

(2) Pressing any object into another person's skin, regardless of whether it pierces the skin, such as "pinning" or "tacking on" of rank insignia, aviator wings, jump wings, diver insignia, badges, medals, or any other object.

(3) Oral or written berating of another person with the purpose of belittling or humiliating.

(4) Encouraging another person to engage in illegal, harmful, demeaning, or dangerous acts.

(5) Playing abusive or malicious tricks.

(6) Branding, handcuffing, duct taping, tattooing, shaving, greasing, or painting another person.

(7) Subjecting another person to excessive or abusive use of water.

(8) Forcing another person to consume food, alcohol, drugs, or any other substance.

(9) Withholding of meals unless directed by medical authorities.

(10) Instructional Training Exercise or other physical exercise beyond what is required to meet training standards or risks harm to the MC.

- (11) Threatening or offering violence or bodily harm.
- (12) Threats pertaining to loss of scholarship not within the authority of the staff member.
- (13) Soliciting, coercing, or knowingly permitting another person to solicit or coerce acts of hazing.

c. Hazing does not include properly directed command or organizational activities that serve a proper military or other governmental purpose, or the requisite training activities required to prepare for such activities (e.g., intensive training executed in accordance with this instruction, administrative corrective measures, extra military instruction, or command-authorized physical training).

d. Service Members or DON civilian employees may be responsible for an act of hazing even if there was actual or implied consent from the victim and regardless of the grade or rank, status, or Service of the victim.

e. Hazing is prohibited in all circumstances and environments including off-duty or “unofficial” unit functions and settings.

f. If a MC reports they were subjected to hazing, the MC shall be removed from training until authorized to resume training by the OIC.

2. Physical Contact. Physical contact with trainees is forbidden, except in the circumstances listed below. When required, physical contact will be of the minimum force necessary to correct the deficiency or to defend oneself. Whenever possible, MIs and Active Duty Staff shall notify the MC prior to making physical contact. Physical contact is only authorized to:

- a. Correct an MC’s position.
- b. Correct an MC’s movement.
- c. Adjust the arrangement of an MC’s uniform or equipment with due regard for private or sensitive areas of the body.
- d. Prevent injury to an MC.
- e. Attend to an injured MC.
- f. Defend oneself from an assault by an MC. Contact is only allowed if all other options are exhausted and absolutely no alternative exists to prevent the assault and the force used is the minimum required.
- g. MIs and Active Duty Staff should note any contact between individuals under instruction, even for support or comfort, could be misconstrued, perceived negatively or viewed



inappropriately. MIs and Active Duty Staff should always balance the risk and/or benefits of their actions prior to execution.

#### 402. RULES TO ENHANCE PROFESSIONALISM AND PREVENT FRATERNIZATION

1. MIs and Active Duty Staff should refrain from using profanity during NSI. Fraternization with any MC is prohibited per references (h).
2. MIs and Active Duty Staff shall address MC's by last name, or Mr./Miss. MIs shall not use profane, racially or ethnically degrading language to address an MC or individual under instruction. MIs and Active Duty Staff shall not use degrading nicknames or nicknames that highlight differences amongst MCs nor use nicknames due to a lack of effort to pronounce an MC's correct name. At no time shall an MC or any individual under instruction call an MI or Active Duty Staff member by a nickname.
3. MCs will not perform personal services (e.g., run errands, do laundry, clean or move gear belonging to staff members) for MIs or Active Duty Staff members. Allowing voluntary performance of these activities by MCs is prohibited.
4. MIs and Active Duty Staff members will not develop or form non-professional, personal, or social media relationships with MCs or any individuals under instruction. All contact is strictly limited to a professional military relationship.

#### 403. COUNSELING GUIDELINES

1. One-on-one interaction and counseling requires careful consideration. MI Squad Leaders should counsel their MCs in plain view in the passageway to preclude the appearance of impropriety. MIs should utilize the Midshipman Development Report (MDR) as a guide for topics or traits to discuss. If counseling sessions require additional privacy, the MI shall contact their AMOI/RDC or Company Officer for guidance.

#### 404. FINANCIAL REGULATIONS

1. MIs and Active Duty Staff members shall not:
  - a. Collect funds from MCs for any purpose.
  - b. Purchase items, with either own funds or collected funds, for any MCs at the NEX or out in town. MIs and Active Duty Staff members shall address supply or personal hygiene item shortfalls through the chain of command for resolution.

## CHAPTER 5 – NSI RULES AND REGULATIONS

### 501. LIBERTY POLICY

1. Liberty may be granted at the discretion of the XO per the following guidelines:

a. Liberty for MIs: Liberty expiration is 2300, unless authorized by the OIC. No off-base liberty before training day 5. Use of buddy system is mandatory, two persons at a minimum. MIs must obtain permission of their Company Officers to use their POVs during liberty. Overnight liberty policy is set by the OIC. If overnight liberty is authorized, the SEL and XO monitor and track for coverage and equity.

b. Liberty for O-1s: Liberty expiration is 2300. Use of the buddy system is mandatory, two persons at a minimum, for all off-base liberty. Overnight liberty policy is set by the OIC. If overnight liberty is authorized, the Operations Officer monitors and tracks.

c. Alcohol Usage on Liberty: All personnel are required to be free from the effects of alcohol when onboard RTC. No alcohol permitted aboard RTC/Ship.

d. Civilian Clothing: MIs and O-1s are strictly forbidden from entering MC berthing in civilian attire.

e. Divisions will maintain a liberty log on the quarterdeck.

### 502. VEHICLE GUIDANCE AND POV STORAGE

1. Staff and MIs who are authorized to drive their privately owned vehicles (POV) to and from NSI will park their vehicles on the Naval Station. POVs are not authorized on RTC. MIs shall park their vehicles on Naval Support Activity (NSA) Great Lakes when arriving to NSI. Upon arrival, a designated O-1 will pick-up all of the MIs at the NSA Great Lakes parking lot in a government vehicle and take them to the ship.

a. For parking aboard Naval Station Great Lakes, MIs will proceed through the main gate on Farragut Ave and proceed straight. From there, they will turn right on Sampson Road. They will continue to proceed on Sampson Road over the bridge and veer left to be placed on 5th street. MI POVs will be parked in the southern-most lot between 5th and 6th street.

2. Government Owned Vehicles (GOV) from Naval Facilities Engineering Systems Command (NAVFAC):

a. The Logistics Officer will coordinate with the NAVFAC Transportation Maintenance Supervisor located at 2415 Spaulding Street B-1506 for the allotment of GOVs. NSI Cycle I Logistics Officer will check out these GOVs from NAVFAC. GOVs will only be driven by active duty staff members. GOVs come with fuel keys and these vehicles utilize E85 fuel. Fuel pumps are located at NAVFAC at the above address.

b. One 15-PAX van should be reserved per company. These vans can be utilized as a safety

vehicle, for transportation of MCs and staff, movement of chow, and anything else that the division requires. The Logistics Section should have, at a minimum, at least two 15-PAX vans in order to give the staff additional flexibility. The assigned duty staff is responsible for driving these vehicles. The Logistics Section vans can be checked out by any NSI staff member.

c. GOVs are to be used for official use only and not to be used for liberty. Obtaining food, movement to and from work and transporting people to and from the airport are all acceptable uses of GOVs. Nonfederal passengers are allowed during official use.

### 3. Rentals Vehicles.

a. The Logistics Officer will coordinate with the NAVFAC Transportation Maintenance Supervisor located at 2415 Spaulding Street B-1506 for the allotment of rental vehicles. NSI Cycle I Logistics Officer will check out these rental vehicles from NAVFAC. Rental vehicles will only be driven by active duty staff members. Rental vehicles come with fuel keys and these vehicles utilize unleaded fuel. Fuel pumps are located at NAVFAC at the above address.

b. It is recommended that the leadership triad be given three rental vehicles, preferably SUVs, to be used solely by the OIC, XO, and SEA. The operations section should also be given a rental vehicle, preferably a SUV. The supply chiefs should be given one truck in order to easily transport materials on and off RTC. The logistics section should have two SUVs that can be checked out by any NSI staff member.

c. The main difference between the GOVs and the rental vehicles are the plates. GOVs will have government plates and therefore be allowed to be entered RTC without a RTC security pass. Meanwhile, rental vehicles will have regular state plates and the driver of the vehicles will need an RTC security pass to enter RTC.

d. Rental vehicles are to be used for official use and, on a not to interfere basis, for liberty. Nonfederal passengers are allowed during official use and for liberty on approval from the NSI XO.

4. GOVs from NROTC Units. Due to the high operational tempo of NSI, it is recommended that NSI staff members within a reasonable distance consider bringing their GOVs from their NROTC unit. Though NAVFAC vehicles will be available, the additional GOVs will help alleviate the high logistical constraint during the arrival and departure phase of NSI.

### 503. BERTHING ASSIGNMENTS AND STANDARDS

1. MCs are assigned berthing per their associated gender. Refer to Appendix C, paragraph 4.a.-d. for more information on how the MC gender is determined.

2. A limited number of ship compartments outfitted with sphere of privacy shower modifications that allow for single occupancy showers and changing are available and may be authorized for MCs who express privacy concerns and request additional privacy. The NSTC Candidate Midshipman Guidance Office (CMGO) will notify the NSI staff of the name and gender of any MC who is known in advance to have requested or to have a need to be assigned to berthing in a ship compartment with privacy modifications.

3. MCs shall change undergarments in the head or shower area of their berthing.

4. A very high standard of cleanliness is required to prevent the spread of disease during NSI. It is an essential part of protecting the well-being of the training staff and MCs.

a. All Midshipmen berthing at NSI will meet the highest standards of cleanliness. The Support O1s are responsible for assigning berthing cleaners and inspecting the cleanliness of MI berthing daily.

b. The XO and SEL will conduct unannounced inspections of MI berthing.

## CHAPTER 6 – TRAINING GUIDELINES AND TRAINING CONTINUUM

### 601. MIDSHIPMAN CANDIDATE PICK-UP AND INTRODUCTION

Introduction of MIs to the MCs. NSI MIs shall recite the following introductory speech after the Oath of Office during indoctrination day and before any training is executed. The following address will be read verbatim:

#### DIVISION COMMANDER INTRODUCTION

*“I AM MIDSHIPMAN INSTRUCTOR\_\_\_, YOUR NEW STUDENT INDOCTRINATION DIVISION COMMANDER.*

*OUR MISSION IS TO TRAIN EACH ONE OF YOU TO BECOME A MIDSHIPMAN. A MIDSHIPMAN IS CHARACTERIZED AS ONE WHO EXEMPLIFIES THE HIGHEST MILITARY VIRTUES. THEY OBEY ORDERS, RESPECT THEIR SENIORS, AND STRIVE CONSTANTLY TO EXCEL IN EVERYTHING THEY UNDERTAKE. DISCIPLINE, SPIRIT, MORAL INTEGRITY, AND COURAGE ARE THE HALLMARKS OF A MIDSHIPMAN. THESE QUALITIES MUST BE ENGRAVED IN YOU AS YOU MAKE THIS VERY IMPORTANT FOUR YEAR JOURNEY AT YOUR RESPECTIVE NROTC UNIT. WE WILL MAKE EVERY EFFORT TO TRAIN YOU. STARTING NOW, YOU WILL TREAT ME AND ALL OTHER MIDSHIPMEN, SENIOR ENLISTED LEADERS, AND OFFICERS WITH THE HIGHEST LEVEL OF RESPECT. YOU WILL OBEY ALL ORDERS INSTANTLY AND WITHOUT QUESTION. I WILL TREAT YOU JUST AS I DO MY FELLOW MIDSHIPMEN, WITH FIRMNESS, FAIRNESS, DIGNITY AND COMPASSION. AS SUCH, I AM NOT GOING TO THREATEN YOU WITH PHYSICAL HARM, ABUSE YOU, HARASS YOU, NOR WILL I TOLERATE SUCH BEHAVIOR FROM ANYONE ELSE. IF ANYONE SHOULD ABUSE OR MISTREAT YOU OR ANY OF YOUR CLASSMATES, I EXPECT YOU TO REPORT SUCH INCIDENTS TO ME. FURTHER, IF YOU BELIEVE THAT I HAVE MISTREATED YOU, I EXPECT YOU TO REPORT IT TO THE DIVISION OFFICER, OR DRILL INSTRUCTOR\_\_\_. MY SQUAD LEADERS AND I WILL BE WITH YOU EVERY DAY, EVERYWHERE YOU GO. I HAVE TOLD YOU WHAT MY STAFF AND I WILL DO. FOR YOUR PART, WE WILL EXPECT YOU TO GIVE 100 PERCENT OF YOURSELF AT ALL TIMES. NOW THIS IS SPECIFICALLY WHAT WE EXPECT YOU TO DO:*

*YOU MUST DO EVERYTHING YOU ARE TOLD TO DO - QUICKLY AND WILLINGLY. YOU WILL TREAT ALL OFFICERS, ENLISTED, UPPERCLASS MIDSHIPMEN, AND MIDSHIPMEN CANDIDATES WITH COURTESY AND RESPECT.*

*YOU MUST BE COMPLETELY HONEST IN EVERYTHING YOU DO. A MIDSHIPMAN NEVER LIES, CHEATS, OR COMPROMISES THEIR INTEGRITY.*

*YOU MUST RESPECT THE RIGHTS AND PROPERTY OF ALL OTHER PERSONS. A MIDSHIPMAN NEVER STEALS.*

*YOU MUST BE PROUD OF YOURSELF AND THE UNIFORM YOU WEAR.*

*YOU MUST TRY YOUR BEST TO LEARN THE THINGS YOU ARE TAUGHT. EVERYTHING WE TEACH YOU IS IMPORTANT AND MUST BE REMEMBERED.*

*YOU MUST WORK HARD TO STRENGTHEN YOUR BODY.*

*ABOVE ALL ELSE, YOU MUST NEVER QUIT OR GIVE UP. WE OFFER YOU THE CHALLENGE OF 4/C MIDSHIPMEN TRAINING - THE TREMENDOUS OPPORTUNITY TO BE A UNITED STATES MIDSHIPMAN."*

1. A timely and thorough briefing by Squad Leaders concerning NSI rules and regulations is essential to the future success of the Squad. Squad Leaders will brief MCs on the following on I- Day:

- a. Honor Concept.
- b. Dignity and Respect in the Training Group of Midshipmen.

2. Squad Leaders will teach their Squads fire evacuation procedures for the ship. Divisions will conduct a fire drill prior to Taps and within 24 hrs of Indoctrination day. Division Officers must leverage everyone as Safety Officers during this important and mandatory training event. Divisions will report completion of emergency evacuation drills to the Operations Officer upon completion.

## 602. DAILY SCHEDULES

The Master Training Schedule (MTS) provides the Daily Training Schedule. NSI is executed per the MTS. MCs awaiting separation will observe the normal routine unless transferred to Echo Division.

## 603. MAIL PROCEDURES

MCs are not authorized to receive mail during NSI. All mail received will be marked return to sender.

## 604. TRAINING CONTINUUM DURING NEW STUDENT INDOCTRINATION

1. The continuum of training for NSI is broken into three parts.
  - a. The admin phase begins with staff arrival and training and ends at MI pick-up. During this time, staff should be firm, but this is not the time for training. The goal of this time period is to expeditiously check-in candidates, complete medical and administrative in-processing, and uniform issue.
  - b. The break down phase begins with MI Pick-up and transitions to the buildup phase about a week from graduation day. During the break down phase NSI staff sets the tone to establish military bearing and immediate execution of orders in a pressurized way that is not demeaning and serves a purpose. Training is assigned with the objectives of character development,

building discipline, military bearing, Esprit de Corps, entry level training, and physical conditioning.

c. The buildup phase starts about a week out from graduation and continues through their time at their unit until commissioning. The buildup phase is characterized by additional mentoring and teaching synchronized to correcting. The intention of the buildup phase is to solidify the objectives established in the break down phase as stated above in the frame of teamwork.

## 605. GRADUATION CEREMONY RECOGNITION

### 1. Honor Graduate.

a. Each NSI division will recognize one MC during the graduation ceremony as the honor graduate. The ranking will be based on the completion of warfare competency trainers and grades from the PRTs and a knowledge exam. The proposed nominees must be approved by the OIC.

#### b. Criteria and weighting

(1) Completion of all warfighting competency trainers.

(2) A MC that exemplifies teamwork, leadership and selflessness.

(3) Numeric assessment on performance metrics:

(a) Navy option:  $((33\% * \text{Initial PRT} + 67\% * \text{Final PRT}) + \text{knowledge exam}) / 2$ .

(b) Marine option:  $((33\% * \text{Initial PRT} + 67\% * \text{Final PRT}) / 3) + \text{knowledge exam} / 2$ .

2. MC Toughness Award. Each NSI division will recognize one MC during the graduation ceremony with a toughness award. The toughness award is voted on by their respective MIs for the candidate who displayed the characteristics of Warrior Toughness, to not give up and persevere in the face of adversity.

3. MI Leadership Award. Each NSI division will recognize one MI during the graduation ceremony. The MI Leadership Award is voted on by their respective MIs for the Instructor who epitomized and modeled the NSI Commander's intent during the entire training evolution.

## 606. BRIEFING GUIDANCE FOR PICK UP DAY SCHEDULE

1. Pick up day recognizes a change in training phases, from administrative to initial military indoctrination training conducted by the NSI staff. It will be briefed in detail to all staff members including the OIC.

2. The following items must be addressed in the briefing:

- a. Location(s) of training.
- b. List of events to be introduced with detailed explanation.
- c. Planned schedule of introduction.
- d. Duration of each event introduced.
- e. Weather forecast.
- f. Flag condition mitigations
- g. Identification of Training Group Safety Officer(s).
- h. Van support including route coverage.
- i. Medical response procedures.
- j. Expression of MC privacy concerns at any stage of training and availability of reasonable accommodations.

#### 607. MC NSI PERFORMANCE DATA TRANSMITTAL TO NROTC UNITS

1. Following the conclusion of each NSI phase, the NSI OPS will provide NSTC with the performance data of each MC (i.e. PRT scores, 3<sup>rd</sup> class swim qualification results, completion of small arms Professional Core Competencies (PCCs), etc.).
2. NSTC will update NETFOCUS OPMIS with the MC performance data to ensure the respective NROTC units can update student records.
3. All NROTC units are responsible for verifying the information entered into OPMIS.



## CHAPTER 7 – SAFETY/MEDICAL/EMERGENCY PROCEDURES

### 701. HEAT STRESS

1. All NSI leaders and participants must pay close attention to potential heat stress casualties. Heat stress results when the body cannot maintain its temperature balance. This close attention is important for everyone, but MCs not acclimatized to the local conditions and/or rigid schedule may unintentionally push themselves too hard.
2. Body temperature is determined by a complex combination of physiological and environmental factors. Body temperature changes result from imbalances between heat production and heat loss. Physical conditioning, nutrition, obesity, lack of rest, fluid levels, illness, and inoculations all combine to affect a person's ability to maintain temperature equilibrium in a hot/humid environment. Leaders at all levels must assess the level of physical activity, prescribed clothing, status of conditioning, fluid intake and environmental factors in order to prevent heat stress casualties.
3. Training staff will ensure that coolers, filled with ice, are present at all physical training evolutions.
4. Heat Flag conditions will be followed daily using the Wet Bulb Globe Temperature (WBGT) which is maintained by the USS IOWA daily. The USS IOWA sends out WBGT readings daily to all Ships.
5. Heat stress casualties usually manifest themselves in one of three forms. All personnel must be alert, recognize symptoms and react to these conditions:
  - a. Heat Cramps. This condition is characterized by pain, numbness, or cramping of the muscles in the extremities or the stomach. First Aid is as follows:
    - (1) Move the individual out of the heat/sun.
    - (2) Have the individual assume a position which best relaxes the cramped muscles.
    - (3) Allow the individual to drink water. (Do not force intake!)
    - (4) Contact medical personnel for further direction.
  - b. Heat Exhaustion. Profuse sweating, headaches, tingling in the extremities, weakness, dizziness, blurred vision, and nausea characterize this condition. First Aid is as follows:
    - (1) Move the individual out of the heat/sun.
    - (2) Remove the individual's equipment and loosen clothing.
    - (3) Allow the individual to drink water. (Do not force intake!)
    - (4) Contact medical personnel for further direction.
  - c. Heat Stroke. **THIS IS A MEDICAL EMERGENCY!** Headaches, weakness, dizziness, loss of appetite, nausea, shortness of breath, excessive warmth, general exhaustion, loss of

consciousness, convulsions, and delirium characterize this condition. First Aid is as follows:

- (1) Call an ambulance immediately!
- (2) Move the individual out of heat/sun.
- (3) Remove the individual's outer clothing. (Use discretion.)
- (4) Douse the individual with water, place cool/ice pack in groin area, neck, underarms.
- (5) Fan the individual.

6. MCs should monitor each other, and staff shall monitor those in their charge for signs of heat stress.

7. Environmental conditions must be monitored closely per reference (e). The staff may adjust physical activities and daily routine to minimize the risk of heat casualties. The OOD/JOOD will pass the WBGT Index and Heat Condition to all MC division areas. The SEA will be in communication with RTC to ensure the MC Chain of Command is made aware of changes in flag condition. The staff must remain aware of the conditions and modify MC physical activities and routine based upon the latest WBGT Index.

8. In addition to conditioning, several other physiological factors increase heat tolerance:

a. Meals. The hearty meal of the day should be taken in the evening rather than at noon, followed by a rest period or light duty. The exception to this policy is when activities involving considerable exertion are scheduled following evening meal. One hour of rest or light duty following all meals is beneficial in reducing symptoms of heat disorders.

b. Water. Proper hydration is essential to prevention of illness, hospitalization, and lost training tone. Adequate hydration can be accomplished through regular oral intake of fluids and is essential for health maintenance during training. MCs should be allowed and encouraged to drink water in quantities sufficient to replace fluid loss experienced during training. Dehydration poses serious health consequences to candidates. Symptoms of dehydration include, but are not limited to disorientation, flushed face, thirst, chills, weakness, cramping in arms and legs, small amounts of dark urine, headache, lack of perspiration, dry mouth, rapid heartbeat, and sluggishness. Extreme dehydration can lead to fainting, seizures, sunken eyes without tears, lack of skin elasticity, rapid-deep breathing, low blood pressure, and death. Overhydrating can also have serious medical consequences. Excessive water intake with development of water intoxication and hyponatremia (low blood sodium) is associated with illness, hospitalization, loss of training time, and occasionally death. Symptoms of water intoxication include confusion, disorientation, uncooperativeness, combativeness, loss of consciousness, nausea, vomiting, and seizures. For MC physical training events that are outdoors, NSI staff will ensure the availability of water, proper dress for weather conditions, and emphasize the importance of proper hydration to the candidates. In any case of dehydration or water intoxication, seek medical assistance immediately.

c. A thirty-two ounce (32oz.) clear plastic water bottle will be issued to candidates during

in- processing and will be available for purchase in the event theirs' is lost or damaged. MCs will carry water bottles at all times and refill regularly with clean drinking water only. MCs will label their water bottles and have them on their person at all times. Hydration recommendations for each MC will be determined using Figure 7.1. Other beverages such as milk and juice contribute to total daily water consumption. Two 16-ounce glasses from the galley are approximately equal to one water bottle. MCs shall record the minimum and maximum amount of water that they are recommended to drink each day on the top of the inside cover page of their MC knowledge book. Water intake will be spread throughout the day and evening.

d. Salt. High salt intake does not prevent heat stress. Individuals achieve proper sodium chloride (salt) levels by consuming adequate water and a normal diet. The use of salt tablets is a medically controlled procedure for both routine and emergency situations. Salt tablets shall not be used unless prescribed by medical personnel.

9. The NSI recommended hydration chart is found at Figure 7.1.

<u>MCs</u> <u>Weight</u>	<u>Recommended daily</u> <u>hydration minimum*</u>	<u>Recommended daily</u> <u>hydration minimum**</u>
90 pounds	45-90 ounces	
100 pounds	50-100 ounces	1.5-3.5 water bottles/day
110 pounds	55-110 ounces	
120 pounds	60-120 ounces	
130 pounds	65-130 ounces	2-4.5 water bottles/day
140 pounds	70-140 ounces	
150 pounds	75-150 ounces	
160 pounds	80-160 ounces	2.5-5.5 water bottles/day
170 pounds	85-170 ounces	
180 pounds	90-180 ounces	
190 pounds	95-190 ounces	3-6.5 water bottles/day
200 pounds	100-200 ounces	
210 pounds	105-210 ounces	
220 pounds	110-220 ounces	3.5-7.5 water bottles/day
230 pounds	115-230 ounces	
240 pounds	120-240 ounces	
250 pounds	125-250 ounces	4-8.5 water bottles/day
260 pounds	130-260 ounces	

**Figure 7.1. NSI Recommended Hydration Chart**

\* Beverages such as milk and juice also contribute to total daily water consumption. Two 16-ounce glasses from the galley are equal to 32oz.

\*\* MC water bottles hold 32 ounces or water.

702. SICKLE CELL TRAIT POSITIVE (SCTP) SAFE TRAINING PLAN

1. Once a MC has been identified as SCTP, they will be issued highly visible markings, in accordance with RTC policy, on which all NSI staff personnel will be trained and required to recognize.
2. MC that have been identified as SCTP are more susceptible to dehydration. Staff will closely monitor identified recruits for signs of dehydration and offer them extra hydration periods.
3. NSI Staff will ensure safe training evolutions.

- a. While SCTP is a risk factor for adverse events during exercise, it is not the only risk factor for a life-threatening emergency. Therefore, it is critically important to recognize risk factors and respond to clear signs of distress during training evolutions with a timely and accurate response. Signs of distress may include slowing down, falling behind and struggling after initially being a front-runner, extreme difficulty breathing, onset of confusion or altered mental status, conscious collapse, inability to stand independently, or loss of consciousness.

- b. Risk factors associated with exercise-related collapse and death can be personal, environmental or external. Personal risk factors include lack of appropriate environmental or exercise acclimatization, dehydration, recent or current illness, accumulated fatigue, poor baseline conditioning, a predisposing or underlying cardiac condition, exercise-induced asthma, sickle cell trait (SCT), excess body fat (BMI > 30) and prior poor PRT performance.

- c. Environmental or external risk factors include: exercise at altitude, high ambient temperature and humidity and dietary supplements containing stimulants to include thermogenic and energy shots or drinks. All NSI staff must be aware of these predisposing conditions that are risk factors for exercise-related injuries. Excessive motivation, in particular with a person that is struggling, is equally important to recognize as a risk factor, as an individual can push to work hard, while ignoring the onset of physical signs and symptoms of distress.

- d. A MC who has difficulty completing 1-to-2-mile timed runs or difficulty running after strenuous field exercises may be at particularly high risk for compromise. To avoid cumulative heat strain, they should be provided the ability to “heat dump” periodically (air conditioning, cool showers, and rest in shaded areas).

- e. To increase sickle cell trait awareness and other physical training related emergencies, all NSI staff that participate in physical training, including but not limited to RDCs/AMOs/HMs, should be able to recognize and respond to events suggestive of Sudden Cardiac Arrest (SCA), Exertional Collapse Associated with SCT (ECAST), and Exertional Heat Stroke by watching the following training:

- (1) Warfighter with SCT, first responders, and sickle cell awareness for medical personnel: <https://www.hprc-online.org/articles/sickle-cell-trait-awareness>.

- (2) Heat injury prevention and treatment: <https://www.hprc-online.org/articles/heatillness-prevention-treatment-and-recovery>.

f. High risk training events conducted under NSI: During High Risk Training events, NSI staff in addition to monitoring all MC for usual signs of distress (heat injury, stumbling, etc.), they will also monitor for the unique features of SCTP exertion such as muscle weakness, confusion, then rapid deterioration.

4. If early signs of distress are noted:

a. Remove person from activity, assess well-being and if condition does not improve quickly, provide high-flow oxygen (5L per min) as soon as possible.

b. Initiate CPR if unresponsive and not breathing or only gasping.

c. Contact EMS (ideally Advanced Life Support capable) for transport to an emergency department. If sickle cell trait positive, include this vital information so that EMS can prepare for a profound metabolic event.

d. Any conscious collapse (cannot stand independently after fall, e.g., wooden legs unable to support their own weight) should be thoroughly evaluated and subsequently transported via EMS.

e. In heat injury cases where there is a loss of consciousness, implement emergency cooling.

### 703. FOOT PROBLEMS

1. Due to the short time period of NSI, leaders must be alert for foot problems such as swelling, bruises, inflammation, and infection. Minor heel contusions, tendonitis, or blisters may become serious if not detected and treated early. Early detection reduces the amount of MC training time lost because of medical excusals. Based upon experience, the following types of problems are most significant:

a. Heel Contusions. Heel contusions produce swelling of the outside perimeter of the heel accompanied by tenderness and soreness.

b. Tendonitis. Tendonitis generally results in swelling and inflammation of the Achilles tendon that becomes extremely sensitive to touch.

c. Blisters. A separation between the layers of skin filled with fluid caused by friction.

2. Boot Use Procedures. To reduce medical attention required for blisters, the following measures shall be enforced:

a. Boots shall only be worn on days without morning PT (every other day).

b. Boots shall not be worn during movements across the base, consistent with RTC practices.

c. A wellness check shall be conducted by an RDC/AMOI during the evening hygiene

routine each night, and will ensure proper blister care by MCs each morning. Once MIs are properly trained on these procedures, they may take over supervision after the first week.

3. The following procedures help reduce the number of foot problems:

a. Ensuring MCs are properly fitted for shoes at Golden 13. Ideally, the space between the tip of the shoe and the tip of the big toe should be approximately the width of the thumb.

b. Squad Leaders **shall** conduct daily foot/personal hygiene inspections in their evening counseling time.

c. During drill, MCs will lower their feet to the deck in a manner that ensures equal distribution of body weight to the entire foot. Avoid impacting the point of the heel (“digging in”) when lowering the foot.

d. If shoe size permits, a white gym sock may be worn inside a black sock when wearing black shoes to provide an additional cushion between the foot and the shoe.

e. A light coat of Vaseline applied to the toes and bottom of the feet can reduce friction (which may cause blisters) when wearing tennis shoes.

f. A light coating of anti-fungal powder (Tolnaftate 1%) applied to insides of sneakers or boots can help prevent athlete’s foot and odor.

g. Moleskin should be applied to the feet to help protect and prevent blisters.

#### 704. THE ROLE OF FOOTWEAR IN THE PREVENTION OF LOWER EXTREMITY INJURIES

1. Lower body injuries (sprained ankles, shin splints, etc.) are extremely common during high intensity training, but are often avoidable. Furthermore, training days lost from these injuries can be reduced with proper treatment.

2. MCs will be issued standard athletic shoes for use during NSI, however trainees are highly encouraged to bring their own running/athletic shoes for usage during morning physical training. During transit to training evolutions MCs will wear their standard black athletic shoes for uniformity, and as applicable, change into boots as the training evolution dictates.

3. The usage of boots should be limited during the first half of NSI as discussed in section 703. Opportunities to “break-in” boots will occur during lower impact events such as classroom training, close order drill, and transit to chow. The goal of boot “break-in” is to ready MCs to comfortably perform daily Marine and Navy activities, to include the Marine Corps Combat Fitness Test (CFT).

4. Staff and MIs must note that running in footwear other than running shoes (i.e. boots) is not authorized unless it is part of a prescribed training evolution. The preferred method of movement throughout the day is marching (drill). NSI Staff must plan ahead and manage time to get MCs to evolutions on time because they may not run their candidates from evolution to

evolution in boots.

## 705. HYGIENE

1. Good hygiene throughout NSI is critical to mission success. Personnel who neglect basic hygiene will succumb to illness and likely pass their sickness to others throughout the ship. Staff must emphasize hand washing, showering and general body cleanliness, as well as avoiding touching of the face with hands. Proper hygiene reduces the risk of cellulitis and the onset of the “Candidate Crud,” a condition typified by nasal congestion, coughing, fatigue, and other “flu-like” symptoms.
2. Cellulitis is a major concern during NSI. Cellulitis is an infection of the skin and the tissues just underneath the skin. Cellulitis occurs when there has been a wound to the skin – even a wound as minor as a scratch or a blister – that allows bacteria to enter the skin layers. Cellulitis can be so severe that hospitalization and intravenous antibiotics may become necessary. The risk of cellulitis increases dramatically if the skin is not clean, which is why it is vital that MCs wash their skin well. During NSI, cellulitis occurs most commonly on the arms and legs. It is important that MCs wash their arms and legs thoroughly with soap and water whenever they shower.
3. Pink eye, or conjunctivitis, is another major concern during NSI. It is the redness and inflammation of the membranes (conjunctiva) covering the whites of the eyes and the membranes on the inner part of the eyelids. This inflammation is usually caused by viral or bacterial agents. In order to help minimize pink eye cases, it is highly recommended to change/wash bed linen at least once a week. Also, swapping of linen/pillow cases during rack races is not allowed.
4. Hand washing or application of waterless cleansers (e.g., Purell) throughout the day is highly encouraged.
5. Door handles and other high touch surfaces should be sanitized with a Lysol spray daily.
6. Water bottle cleaning. Divisions will designate one evening per week to clean water bottles to reduce the spread of disease. This procedure will be adhered to strictly. The procedure is as follows:
  - a. MC will use deep sinks in the laundry room of their compartment.
  - b. Fill the sinks half way with clean water.
  - c. MIs will add three caps of liquid bleach to the sinks.
  - d. Achieve at least three ounces per gallon of water or 25ml per liter of water.
  - e. Ensure each water bottle has been emptied.
  - f. Completely submerge caps and water bottle in the sink.

- g. Ensure water bottle is filled completely with bleach/water solution.
- h. Allow submerged water bottles to soak in bleach/water for at least 30 minutes.
- i. Carefully empty the water bottles into the sink.
- j. Empty the sinks.
- k. Begin rinsing water bottle immediately to avoid letting the bleach/water mixture to dry.
- l. Rinse water bottle by filling the empty water bottle ¼ full of fresh clean water.
- m. Replace cap on water bottle.
- n. Swirl the water in the water bottle to rinse all inside surfaces.
- o. Open the water bottle and empty rinse water into sink. Rinse residue from water bottle exterior and cap.
- p. Empty and clean the sinks.

#### 706. USE OF CONTACT LENS AND EYE GLASSES

1. Contact lens use is prohibited for MCs during NSI. Glasses shall be worn with head straps to prevent glasses from falling off during physical activity and prevent damage/ destruction to glasses. Those who require prescription night wear are authorized to bring their eye wear for that time period and shall be given additional time in the morning to apply eye wear.
2. While the wear of contact lenses has become commonplace and it is recognized many MCs desire to wear contact lenses instead of glasses, the rigors of the NSI daily routine coupled with sub-optimal sanitation requirements for handling contact lenses do not support the wearing of contact lenses during the training environment. The risks associated with unrestricted contact lens use during NSI are significant and include inadequate cleaning time, conjunctivitis, and other serious eye problems. Conjunctivitis is one of the most common non-orthopedic NSI issues requiring immediate medical attention.

#### 707. MEDICAL CARE

1. Times and Locations: Medical care is provided as follows:
  - a. Assigned Ship for Triage: Monday – Sunday 0500-0900.
  - b. USS Tranquility for Sick Call: Monday-Friday 0630-0900 and 1230-1430, Weekends/Holidays 0630-0900. Phone: (847) 688-6755
  - c. Captain James A. Lovell Federal Health Care Center, for afterhours/emergent care:



Monday-Sunday, open 24 hours a day. Phone: (847) 688-1900.

d. Active duty staff are not authorized to seek treatment from Tranquility, and shall obtain any care through Captain James A. Lovell Federal Health Care Center.

#### 708. MEDICAL CHITS, MEDICAL RESTRICTIONS AND SICK IN QUARTERS (SIQ)

1. Medical Chits: Medical chits, when signed by a licensed provider are considered lawful orders and shall be treated as such.

a. All medical chits must be filled out completely by issuing medical personnel. This must include a name and contact information of the practitioner, issue date, diagnosis, specific restrictions prescribed, when those restrictions expire and if/when a follow-up appointment is required.

b. The expiration date on restrictions is the day that a MC may begin to participate in the restricted activities again.

c. Specific activities authorized, based on training schedule, should be identified on the medical chit to maximize training participation for each candidate.

d. Under no circumstances will MCs perform any task or participate in any training that has been marked as prohibited on a medical chit that could aggravate their injury or delay their recovery, unless coordinated with medical.

e. In order for restrictions to be cancelled before their prescribed expiration date or “get off chit early” the midshipman or candidate on chit must be cleared to do so by a medical provider.

2. Medical Chit Administrative Procedures:

a. All medical chits must be reviewed by an RDC/AMOI or the SEA and logged into the Sick and Injured list daily. The binnacle list is maintained in both Triage and Clinic and compiled and sent to the leadership triad daily.

b. A copy of the signed chit will be made and the MC on the chit will retain the copy of their chit on their person at all times. The MC is responsible for notifying their instructor of their status upon return to the division. A copy of the chit will be filed in the MCs medical record.

3. Types of Restrictions:

a. Light Duty. MCs will participate in as much scheduled training as practical. Light duty chits will specify alternative activities as well as restrictions for injured MCs.

b. Sick-in-Quarters. MCs are directed to remain in their assigned racks for the designated period. MCs are authorized to make head calls but will not participate in any other activities. This will never be done as punishment. Assignments should contribute to mission accomplishment of the unit overall or be professionally valuable.

4. Psychological Measures. It is psychologically difficult for an MC to be pulled away from the routine of NSI because of illness. MIs and Staff must be sensitive to this problem and minimize its effects by exercising the following measures:

- a. Work with Medical to limit SIQ time and the numbers of events an MC is required to miss.
- b. Have MC on chit observe activities whenever practicable.
- c. Minimize the amount of SIQ time an MC spends away on chit and without meaningful assignments to prevent feelings of isolation from other members of the division.
- d. For assistance in determining the best course of action for a MC displaying signs of distress or concerning psychological behavior, refer to reference (k).

#### 709. MEDICAL EMERGENCIES

1. In the event of a casualty, initiate the Emergency Action Plan (EAP) by calling an ambulance: **Cell: 847-688-3333 (preferred)**, 911 will go through City of North Chicago initially; **Landline: 83333 (preferred)**, 9-911 will call North Chicago initially. **All staff are responsible for knowing the Emergency Action Plan, provided as Appendix A.** MIs/RDCs/AMOs should administer first aid until a medical care provider arrives and assumes responsibility for treatment.

2. Chain of Command Notification. Notify the chain of command as soon as possible by informing the SDO, followed by the Division Officer, RDC or AMOI.

- a. The SDO will gather the following information regarding the injury:
  - (1) Information of person injured, including name, division, and gender.
  - (2) General nature of the injury (**Respect Health Insurance Portability & Accountability Act (HIPPA)**).
  - (3) Time, location and activity in which injury occurred.
  - (4) Name/contact information of 2<sup>nd</sup> Lt/ENS escorting the injured person.
  - (5) Where the injured midshipman was being taken (if known).
  - (6) Rig number (if at night in order to track where Fed Fire takes the MC in the event that they do not go to FHCC)
- b. The SDO will immediately inform the XO and SEA via phone call or in person. They will not just send an email or leave a voicemail and assume the message will be received. The XO will inform the OIC. The SDO will also notify the RTC Command Duty Officer (CDO)/Assistant Command Duty Officer (ACDO), for situational awareness.

3. An O-1 must escort any MC evacuated from training due to a medical emergency. The purpose of the escort is to ensure the MC's arrival and check-in to the medical treatment facility, to reassure the MC as needed, and to report information regarding the MC's medical condition and personal needs. The escort remains with the MC until return to division, unless hospitalized overnight.
4. MCs are not authorized to be transported in a POV. The default is to use a duty vehicle. Ensure that all MCs are accompanied by an O-1.
5. The MCs will report to the SDO and rejoin their division as required or as able upon return to division spaces. The SDO will then notify the Chain of Command of the MC's return and status.
6. **The Executive Officer shall ensure next of kin are notified if an MC suffers a significant injury or is required to remain hospitalized, unless the MC expressly desires for them not to be informed and is over 18 years of age.** The preferred method is to provide the opportunity for the MC to make the call personally. The XO should notify next of kin in cases where the MC is unable to make the call or is unable to do so in a timely manner. The XO should follow-up with additional information as required.

## 710. PHYSICAL TRAINING SAFETY MEASURES

### 1. Operating Procedures.

- a. If all divisions are conducting PT or PRT/PFA, then vans and a minimum of one NSI appointed safety staff member per division will be present to support all evolutions that take place.
- b. Whenever the MC divisions(s) depart for a group run, the van(s), each occupied by the NSI appointed safety staff member, will mobilize. One van will always follow the MC divisions(s) and the other(s) will move to strategic locations along the day's running route.
- c. A Risk Assessment (RA) for all Physical Training events and exercises shall be completed and signed by all OICs for NSI. The OPSO is responsible for conducting a Daily PT ORM form prior to conducting PT to ensure the PT does not exceed the OIC's RA. There are many variables in events that can change from day to day including weather, staff to instructor ratios, all safety controls, NSI appointed safety staff members on site, and hours slept for MC. Once the Daily RA form is completed, there is criteria in the document for OPSO approval or the OIC approval.

### 2. Staff Responsibilities:

- a. Ensure the communication plan is understood and radios are distributed.
- b. Strategically place road guards to monitor traffic while the Midshipmen Candidate division(s) is on the road.

- c. Ensure all MIs are aware of the on-scene medical resources.
  - d. Ensure all MIs understand the communication plan in case of an emergency.
3. Operating Procedures.
- a. Anyone who has not completed a sickle cell test will not participate in PT.
  - b. If all divisions are conducting PT or PRT/PFA, then vans and a minimum of one Corpsmen per division will be present to support all evolutions that take place.
  - c. Whenever the MC divisions(s) depart for a group run, the van(s), each occupied by Corpsmen, will mobilize. One van will always follow the MC divisions(s) and the other(s) will move to strategic locations along the day's running route.
  - d. A Risk Assessment (RA) for all Physical Training events and exercises shall be completed and signed by all OICs for NSI. The OPSO is responsible for conducting a Daily PT ORM form prior to conducting PT to ensure the PT does not exceed the OIC's RA. There are many variables in events that can change from day to day including weather, staff to instructor ratios, all safety controls, Corpsman on site, and hours slept for MC. Once the Daily RA form is completed, there is criteria in the document for OPSO approval or the OIC approval.

#### 711. MEDICAL CLAIMS AND COMPENSATION PROCESS

1. Emergency or urgent care consideration. In the event of an emergency or urgent care situation, the injured individual should be seen at a Military Treatment Facility (MTF), if available, that has the capacity to treat the injury/illness appropriately. However, the situation should dictate where care is sought.
2. The cost for initial and follow on treatment provided by Captain James A. Lovell Federal Health Care Center (FHCC), will be absorbed by FHCC as a Line of Duty (LOD) injury/illness. Private sector emergency or urgent care should be engaged, as appropriate. If the student is transferred out of the FHCC environment to a local civilian medical facility a bill for services will likely be sent to the MIDN home of record. All bills and documentation for initial treatment and/or follow-on care costs outside of FHCC should be collected, and must be electronically submitted to the Office of Workers' Compensation Programs (OWCP) for payment.
  - a. Please follow NSTC guidance in reference (a) for the completion and submission process.
3. HIPAA Compliance. For any MC over age 18, notification of injury/illness to next of kin is restricted to those individuals designated on the DD Form 2870 - Authorization for Disclosure of Medical or Dental Information, as required by the Health Insurance Portability Accountability Act of 1996.
4. A safety report utilizing the attached injury reporting template should be completed and submitted to NSTC Safety Officer, Mr. Randy Carpenter (randy.r.carpenter.civ@us.navy.mil) via DoDSAFE. Please do not include the DoD ID number.

5. N92A should be notified to determine if a DoDMERB or BUMED notification/review should be initiated.

## CHAPTER 8 – PHYSICAL TRAINING

### **OUTSIDE OF SCHEDULED PHYSICAL ACTIVITY, THE FOLLOWING TYPES OF EVOLUTIONS ARE THE ONLY PERMITTED PHYSICAL TRAINING TO BE CONDUCTED DURING NSI.**

#### 801. INTENSIVE TRAINING EXERCISES (ITE)

1. Purpose. ITE may be used to correct a developing pattern of unsatisfactory performance when other methods do not result in improved performance of an individual or unit. ITE is a series of approved exercises designated in Figure 8.1 to emphasize unit or individual discipline, motivation, and teamwork. Appropriate times to use ITE are when an individual or the entire unit consistently fails to achieve the performance standards through lack of teamwork, motivation, or the unit as a whole fails to maintain good order and discipline. Appropriate examples of use include: Division consistently late, individual consistently displays poor standards, etc.

#### 2. Action for ITE

a. The only active duty staff that are authorized to use ITE are AMOIs and RDCs in accordance with procedures set forth in enclosure (c). **Midshipman Instructors ARE NOT authorized to use ITE, under any circumstances.**

b. ITE sessions will only be administered in the division's compartment with the compartment door open.

c. Active duty staff must maintain squad or division integrity during the event and must hold in their possession an ITE card and a watch or comparable timing device.

d. A maximum of two ITE sessions may be administered in a day with no less than 20 minutes between ITE sessions. Each ITE session will not exceed 45 minutes.

e. Under no circumstances will MCs be pushed beyond their physical capabilities.

f. Any member of the staff found abusing the ITE program will be immediately removed from training, and may face disciplinary actions.

g. MIs are not to perform exercise along with the division as motivation for students during ITE. They will act as safety observers during ITE and provide guidance to their squad following ITE, as required.

h. ITE events are not to be performed under any of the following conditions:

(1) While an MC is in a medically restricted status.

(2) Before MCs are medically cleared to train.

- (3) Between one hour prior to taps, and reveille.
- (4) The start of evening hygiene until Reveille the following morning.
- (5) In the head, shower, laundry room, closet, attic, classroom, or center compartment.
- (6) 30 minutes before or after chow.
- (7) Within 24 hours after administration of any vaccine or blood draw.
- (8) Prior to morning PT or within two-hours after PT.
- (9) Within 24 hours prior to a Physical Readiness Test/Physical Fitness Test (PRT/PFT).
- (10) When ITE interferes with scheduled training.
- (11) As additional motivational PT or as a way to “prepare” a division for the PFA/PFT.
- (12) While students are wearing outer garments (coats, jackets, etc.), backpacks, and/or seabags.
- (13) On hot pavement, mud, or wet ground.
- (14) Outside when in Heat Condition Red above 87.9. ITE may be performed in a temperature regulated compartment as long as the temperature in the compartment remains within the above guidance. Safety observers will monitor temperature.
  - i. ITE sessions should begin with the Staff explaining why the MC warrants ITE. Staff should also relate the use of ITE to the mission of NSI and their progress toward threshold standards.
  - j. Authorized techniques:
    - (1) An ITE session consists of physical activity appropriate for the current training day.
    - (2) An ITE session can begin with any exercise on the card but must alternate between Group 1 and Group 2 exercises (i.e. if you start with squats in Group 1, you must then pick a Group 2 exercise and then must return to an exercise from Group 1). Exercises do not need to be conducted in sequential order, but shall not be repeated in any single ITE session. If the session is stopped at any point in the card due to time constraints or any other factors, that session will be counted as one whole session.
    - (3) Exercises and repetitions are not administered in such a rapid manner they cannot be executed properly. Likewise, exercises and repetitions are to be conducted at a steady pace. Exercises are not to be paused in a non-resting position (e.g., the “Down” position for pushups,

the “Up” position for leg lifts, etc.).

(4) The only authorized ITE events and numbers of repetitions are listed in Figure 8.1.

## 802. SCHEDULED PHYSICAL TRAINING

1. All scheduled physical training activities shall have an Operational Risk Management Assessment matrix routed through Recruit Training Command Safety Officer and approved by RTC Commanding Officer. Unmitigated exercises will not be permitted at any time.



EXERCISE		COUNT	MAX DURATION/ REPETITION
Group 1 (Body)			
Push Ups		2CT	40
Side Leg Lifts (Each Leg)		4CT	20
Forward Lunges (Alt Legs)		4CT	40
Squats	2CT	40	
Air Chairs		30 secs down/ 5 secs up	3 Minutes
Arm Circles (1 min rotation)		N/A	5 Minutes
Group 2 (Core)			
Running Planks		4CT	30
In and Outs		4CT	30
Pillar Bridges Alt Arms)		4CT	30
8-Count Core Builders		8CT	20
Mason Twists		4CT	30
Front Leaning Rest		N/a	90 Secs

Figure 8.1. ITE Card

## CHAPTER 9 – ECHO DIVISION

### 901. GENERAL GUIDANCE

1. Echo Division leadership will be responsible for the care and well-being of MCs working through the separation process from NSI. The separation process may be either a DOR (Drop on Request) or a NMQ (Not Medically Qualified). While providing support, Echo Division leadership shall make an honest and concerted effort to highlight the positives of being a Midshipman and accepting the challenges and opportunities that exist as a commissioned officer in the United States Navy or United States Marine Corps.

### 902. PERIOD OF OPERATION

1. Echo Division will open when directed by the NSI OIC. A Company Officer and at least one O-1 shall be assigned by the OIC to oversee each Echo-company berthing. An appropriate number of MCs shall be assigned to each Echo company (a minimum of two.) A Compartment Watch is required for each Echo Company.

2. MCs do not transfer to Echo Division until approved by the NSI XO.

3. **Only the NSI OIC can approve DORs and NMQs.**

### 903. ECHO DIVISION SPACES

1. Male and Female berthing will be assigned for Echo company use as allowed by ship capacity. All reasonable means shall be used to prevent spread of communicable diseases within Echo company and to prevent interaction between Echo company MCs and MCs in training.

### 904. LETTER OF RESIGNATION

1. MCs initiating DOR will complete a letter of resignation after interviewing with their AMOI/RDC; use Figure 9.1.

### 905. WITHDRAWAL OF RESIGNATION

1. MCs may withdraw their letter of resignation at any time before the DOR is approved by the NSI OIC.

### 906. MIDSHIPMAN CANDIDATE DROP ON REQUEST AND NON-MEDICALLY QUALIFIED (NMQ) PROCEDURES

1. Upon being notified that a MC intends to Drop on Request, the staff member that the request is made to will remove the candidate from training and arrange for their Squad Leader to escort them back to the berthing ASAP. At this point the candidate will be addressed in a conversational tone unless he/she returns to full training. The MC will notify his or her Squad Leader of their desire to DOR or that they have been designated NMQ. The Squad Leader will provide the MC with the interview sheet from Figure 9.4 of this chapter.

2. The MI Squad Leader (MI Divisional Commander or CPO) will conduct initial counseling with an emphasis on reaffirmation to the commitment made by the MC. The Squad Leader should provide the MC with a summary of his or her strengths and their potential contribution to the Naval Service. The Squad Leader can make full use of the chain of command to aid in the counseling and will document all counseling.
3. For DORs, if the MC desires to resign after Squad Leader counseling, subsequent counseling will be performed by the Company Officer. Document all counseling and include it in the resignation packet.
4. MCs requesting to DOR shall complete a DOR Letter of Resignation using Figure 9.1. MCs in the NMQ process will complete the NMQ Acknowledgement Letter using Figure 9.3. Once the applicable letter is filled out and signed, the MC's separation package will be forwarded to the Company Officer for review.
5. The Company Officer will review the DOR/NMQ package for completeness and counsel the MC on all areas stated above. Once the Company Officer interview is complete, the Company Officer will schedule interviews with the NSI SEL.
6. The Chaplain will be made available and upon a MC's request. Access to medical will also be provided at the MC's request if there are any concerns.
7. The NSI SEL will interview the MC to verify the MC remains committed to resignation. The NSI XO will then interview the MC to verify the MC remains committed to resignation. For DORs the NSI SEL or XO will have the MC contact their parents to discuss the DOR. NMQ MCs will be given an opportunity to call after the NMQ is approved. The XO will approve the transfer request to Echo Division.
8. The NSI OIC will have final approval of the DOR or NMQ. Once approved, Figure 9.5 will be used to track out-processing, the MC shall move to Echo Company berthing and HRAs shall be informed to make travel arrangements as soon as practicable.

#### 907. ECHO DIVISION OUT-PROCESSING

1. Echo Division out-processing occurs in three phases:
  - a. Phase I: Initial Counseling
  - b. Phase II: NSI Leadership Interview(s)
  - c. Phase III: Final Out-processing and Departure
2. PHASE I: Initial Counseling
  - a. Initial Entry

1) Echo Company Officer will review the MCs interview package.

2) Echo Company ENS will create a file on each MC transferred into Echo Division that includes the Letter of Resignation or NMQ Letter, the Interview Tracking Sheet, Figure 9.4 Initial Counseling and Guidance Form, Figure 9.5 NSI Checkout Sheet, Figure 9.6 Echo Division Rules and Regulations, Figure 9.7 Echo Division Check-out Process, Figure 9.8 Echo Division Daily Routine, all counseling and documentation from the training Division, as well as the MC Performance Jacket (if available).

3) Squad Leaders will welcome the MC into Echo Division and perform the following:

1. Conduct an initial interview using Figure 9.4, Initial Counseling and Guidance Form.

2. Brief the MC on Figure 9.6, Echo Division Rules and Regulations. Have the MC sign.

3. Brief the MC on Figure 9.8, Echo Division Daily Routine. Have the MC sign.

b. Personal Gear. Echo Detail will recover the MC's personal belongings stored in his/her division area during I-Day processing and return them to the MC.

c. Gear Issued on I-Day. Echo Detail will have the MC sort his/her issued belongings and set aside those items that can be returned to Supply. A list of those items issued to each MC is available from Supply. Items that were not part of the personal gear or previously issued uniforms should be returned to Supply. Supply will determine if the items can be returned to the NEX, sent to the receiving unit for re-use or discarded. Remaining items that cannot be returned are sent home with the MC. Each MC disposes of his/her belongings as they choose. Counsel them to not dispose of any issued items until they have departed Great Lakes. This will preclude re-issue should they change their mind.

3. PHASE II: NSI Leadership Interview(s) and Initial Checkout

a. Escort the MC to the Midshipman Administrative Office. The Midshipman Administrative Office will issue all out-processing paperwork needed for checkout. The Midshipman will need to bring the file discussed above.

b. Echo Detail will complete the following:

1) Uniform Item Return. Arrange an appointment with the Supply Technicians to return issued gear

2) Personal Effects. The MC will have their personal effects returned to them.

4. PHASE III: Final Out-Processing and Departure

a. Midshipman Admin will notify Echo Division when the file is complete. MIs will then escort the MC to Midshipman Admin to:

- 1) Complete any final outstanding paperwork.
  - 2) Receive a travel itinerary. Ensure the MC is offered the opportunity to call his/her parents/guardians to inform them of his/her itinerary.
- b. After departing Echo Division, the SDO logs them out of Echo Division. The NSI XO tracks all Echo Division statistics to include date, number of candidates, gender, division, type of separation (DOR/NMQ), type of student (scholarship, college programmer, NROTC Prep Program), assigned NROTCU and school and if Navy, Navy-Nurse, or Marine option.
- c. The NSI duty driver will bring the MC to ORD for their flight. If the MC is local or has parents or relatives picking them up at the gate, a duty driver will drive them to the RTC main gate. The MC will depart in civilian clothes.
- d. Respective NROTC units will be notified of MCs that have resigned (DOR) or are being sent home for being NMQ via Official Mail Message (OMM) by NSTC N9. NROTC units will be notified by the NSI cycle OIC of any MCs removed from NSI for Aptitude or Bereavement reasons.

#### 908. ADMINISTRATION

1. LOGBOOKS. The Echo Detail will maintain the following logs:
  - a. ECHO CDO LOG (“THE ECHO LOG”). Used to record acceptance and discharge of all MCs to and from Echo Division and log all major events of the day. Headings: Date, Time, Event.
  - b. ECHO MC STATUS BOARD. The NSI and Echo Division Staff maintains a tracking board in the Echo Division office with each MC’s check-out status.
  - c. DAILY COUNSELING. Echo Division MIs must perform at least one daily counseling session with the MCs. MCs should also be provided the opportunity to speak with division staff at any time to assist in their decision-making process.
  - d. ECHO DAILY REPORT (EDR). The EDR is a summary of the demographics for the Echo Division MCs. The XO sends the EDR via e-mail to those personnel designated by the NSI OIC.

#### 909. APTITUDE FAILURE

1. A third category of separation is aptitude failure. If an MC demonstrates character contrary to Navy/USMC Core Values, lack of motivation or immaturity that would preclude successful completion of NSI, (e.g. is unwilling to participate in training, is unable to control their emotions or demonstrates bigoted beliefs) he/she may be removed from NSI. College programmers shall be removed from NSI and referred to their host units for resolution. Initial accession MCs (have not started college) shall be adjudicated by NSTC based on the recommendation from the NSI

OIC.

2. It is expected that very few attribute failures will be required, as minor character and motivation flaws should be able to be corrected through the normal course of the NROTC training program.
3. Reasonable and timely attempts shall be used to improve the MC's behavior. As soon as a MC is identified as a possible aptitude drop the AMOI shall counsel the individual and document this on a formal counselling form. Further recurrences shall result in counselling by the Company Officer. After a minimum of three counselling's and upon the recommendation of the MC's CoC the MC shall be referred to the OIC for adjudication.
4. A Performance Review Board (PRB) may be conducted to assist with the host unit's final determination and possible disenrollment procedures.
5. Aptitude failures will complete the Aptitude Drop Acknowledgement Letter, Figure 9.2 following the OIC decision to remove a MC for aptitude the out-processing procedures

#### 910. NSI PERFORMANCE REVIEW BOARD – GENERAL DESCRIPTION AND GUIDELINES

1. The NSI PRB is an administrative tool available to the OIC to investigate, review and document recommendations regarding the best course of action to be taken in the event an MC refuses to train at NSI.
2. The NSI PRB is not a judicial proceeding but rather an informal administrative hearing. As such, the student is not entitled to be represented by an attorney at the hearing. The PRB will be conducted with formality and decorum, although testimony under oath is not necessary, it is permissible. The student has the right to appear before the board, to submit a written statement, and to present documents or witnesses on his or her behalf.
3. NSI PRB Required. The NSI PRB process protects certain rights of midshipmen; therefore, an NSI PRB shall be convened if a MC falls into the below category: for performance that may result in disenrollment or active service obligation by any MC who has signed a DD Form 4 (Enlistment Contract) and Service Agreement or Scholarship Contract (NSTC 1533/127 or NSTC 1533/135).
4. NSI PRB Waivers. MCs being considered for disenrollment may waive the right to an NSI PRB for certain types of potential disenrollments. In those specific disenrollment cases that allow MCs to waive their NSI PRB, an acknowledgement must be signed and dated by the student who elects to waive the NSI PRB. The OIC may still hold the NSI PRB if deemed necessary. The type of disenrollments Midshipmen may waive is as follows: DOR. Midshipmen who received educational assistance and/or subsistence from the Navy and who request to drop from their program may waive their NSI PRB. Midshipmen who have received notification of an NSI PRB for any reason other than a DOR may not submit a subsequent request to drop nor a DOR NSI PRB waiver;

5. NSI PRB Not Required. A NSI PRB need not be convened under these circumstances:

a. Drop on Request by any MC who has not signed a DD Form 4 or a scholarship agreement (NSTC 1533/127 or NSTC 1533/135). Full disenrollment packages are not necessary in these cases. MCs will follow Echo procedures as outlined above for their DOR with that package forwarded to NSTC N93.

b. A DOR is not a contract action, it's a signed statement that the candidate does not want to participate in the NROTC program. A 17-year-old candidate cannot waive liability or enter into a contract, so there is no contractual obligation and they can sign to DOR.

#### 911. CONVENING AN NSI PRB

1. A standing NSI PRB is established with the three voting members as the NSI XO, NSI Operations Officer, and NSI Current Operations Officer and one non-voting member (the MC's division officer) to serve as the recorder at the start of each training cycle published by NSTC. The OIC may change the composition if the circumstances require and will normally be the appointing authority for the NSI PRB, unless otherwise directed by higher authority. A member of the NSTC staff may be requested to be a member of the board to ensure the impartiality of the board. The MC shall be notified of the NSI PRB in writing using figures 9.9 and 9.10. Figure 9.9 shall specify the reasons for the NSI PRB.

2. The OIC may not be a member of the NSI PRB.

3. To avoid conflicts of interest, only persons who have not been involved with the matters before the board may be appointed as voting members. If the XO or any other voting board member has a conflict of interest the OIC must appoint a new voting board member.

4. The NSI PRB outcome is determined by majority vote. The senior board member's vote carries the same weight as other voting members.

5. The recorder is a non-voting member. The recorder is responsible for preparing and presenting the case on behalf of the command. At the discretion of the OIC, an additional member from either the active duty or civilian staff may be assigned to assist the recorder in their note-taking duties and serve as the recorder's assistant. Although there is no limit to the number of people attending or speaking at an NSI PRB, only the voting members may be present during final deliberations.

6. The recorder is responsible for assembling pertinent directives, interviewing prospective witnesses, gathering all available evidence, and conducting a preliminary inquiry in cases involving disciplinary matters.

a. Prior to departure of the MC, their division officer shall:

(1) Provide the student with written notice of the date the NSI PRB will convene and general reasons for the NSI PRB;

(2) Provide the student with any and all documents that may be presented in the case against the student, including but not limited to the PRB Appointment letter, counseling sheets, witness statements, and a complete copy of the preliminary inquiry (if any);

(3) Provide the student with a list of all witnesses expected to be called in the Recorder's case;

(4) Have the student sign and date the notification letter (Figure 9.9) and acknowledge receipt of material provided. The recorder must keep an accurate record of the proceedings and prepare the record for the senior board member's review and signatures of all board members. This summary shall include the testimony of the MC, all board members, and any witnesses. A recorded or verbatim transcript is not required but is highly advised in more contentious cases. Audio recordings of the proceedings may be used for purposes of preparing an accurate summary. Any recordings shall be destroyed as soon as the summary is approved by the senior board member. In the event the proceedings are not recorded, the recorder should take sufficient notes in order to prepare summaries.

## 912. RESPONDENT'S RIGHTS BEFORE NSI PRB

1. MCs shall be advised of the following rights before their NSI PRB:

a. To appear before the board at their expense. The MC's presence is allowed but is not mandatory. If the MC does not intend to appear, the MC shall submit written notification to the OIC prior to departure in accordance with Figure 9.9. In these cases, the NSI PRB will be held in absentia.

b. To submit a written statement to the board.

c. To present documents or witnesses on their behalf (at own expense).

d. To review their personnel record and all documents submitted for board consideration prior to the convening of the board.

2. The MC shall be advised of the possible outcomes the board may recommend to the OIC.

3. MCs subject to NSI PRB may retain counsel at their own expense. MCs who wish to have their counsel present at NSI PRB proceedings must notify the OIC in writing no later than 96 hours before the board. Generally, counsel is free to make opening and closing statements on the MC's behalf, as may any witness. During these statements, counsel may testify/recount the counsel's understanding of the events that occurred. Counsel may also explain why these events do not warrant any, or lesser, administrative action on the part of the Navy. However, counsel may not actively participate in the board's proceedings (e.g., call witnesses, ask questions of witnesses).

4. The MC may request to have observers attend the board. This request must be made in writing to the OIC no later than 96 hours before the board.



### 913. NSI PRB PROCEDURES

1. The senior board member will call the board to order and explain the basis for holding the board, presenting only the facts before the board. The MC will again be advised of the possible outcomes of the board.
2. The recorder will present relevant facts, to include any witness testimony or documentary evidence.
3. The MC, and/or the MC's counsel, will be afforded the opportunity to make a statement on the MC's behalf. At the senior member's discretion, any board member may ask the MC or counsel to clarify any testimony or statements brought before the board.
4. The MC or MC's counsel may object to specific board actions or proceedings, but must provide a statement as to why it is objectionable. Any objections will be considered and ruled on by the senior member. If, in the senior member's judgment, the conduct of any person interferes with the orderly conduct of the board, the hearing will be adjourned until order is restored. The rulings of the senior member are final with respect to the proceedings but are subject to review by higher authority. All objections and rulings must be included in the NSI PRB report.
5. The board is limited to considering only those performance shortcomings listed as the reason(s) for the NSI PRB specified in the MC notification letter. This limitation does not prevent the board from hearing of previous shortcomings or administrative actions. If the board discovers different grounds for administrative action and desires to pursue this additional reason for administrative action, the board shall halt proceedings to begin the PRB process over, including a new MC notification letter that includes any additional reason(s) for an NSI PRB.
6. After all evidence has been presented and all statements have been submitted, all persons, except the voting board members, will leave the board room. Only the voting board members may deliberate and, to prevent the appearance of undue command influence, vote shall be by secret ballot. A simple majority will determine the outcome. Upon reaching a decision, the senior member will reconvene the board (to include the MC and any witnesses he/she desires) and announce the board's findings of fact and recommendations. The NSI PRB may make the following recommendations: no action, or disenrollment.

### 914. NSI PRB REPORT

1. The NSI PRB report shall be prepared by the recorder, reviewed by the Senior Member of the board, signed by all voting board members, and forwarded to the PNS via the Midshipman for which the NSI PRB was conducted. When a board member is not from the local area, an electronic signature obtained via email or fax will suffice. Any board member may submit a dissenting opinion and append it to the report. The NSI PRB report shall include the appointing memorandum, the NSI PRB notification letter, five business day waiver, signed Privacy Act statement, the preliminary investigation (if applicable), all documents considered by the board, a summarized testimony of each witness, the board's finding of fact, board recommendations, and tallies of board votes (i.e., 3-0, 2-1).

2. The NSI PRB report will be given to the MC. An electronic copy may be sent if positive receipt is documented. If the NSI PRB was held in absentia or the MC is no longer in contact with the unit, a copy of the NSI PRB report shall be sent to the MC by certified mail with return receipt requested. The MC shall acknowledge receipt of the NSI PRB report and be afforded five full business days to provide a written response to the OIC.
3. OIC Endorsement. Once the MC has had an opportunity to respond to the NSI PRB report, the OIC will consider the package in its totality and endorse the board report, either concurring or non-concurring with the findings and recommendations of the board. In the endorsement, the OIC should not comment on matters not discussed before the NSI PRB, either by the board members or the MC, but instead limit comments only to those matters presented to the board.
4. The MC shall be given a copy of the OIC's endorsement, and the MC will be given up to five full business days to respond to the recommendations in the OIC's endorsement. If the NSI PRB was held in absentia or the MC is no longer in contact with the unit, a copy of the OIC's endorsement shall be sent to the MC by certified mail, return receipt requested.
5. Copy of the NSI PRB report, including the MC's responses and the OIC endorsement, shall be maintained in the MC File.

#### 915. DISENROLLMENT RECOMMENDATIONS

1. Ultimate disenrollment authority for obligated Navy or Marine Option Midshipmen is with SECNAV (currently delegated to Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA))); for obligated SSM, with CNSTC; for all non-obligated Midshipmen, with NSTC N9. The OIC has some latitude in determining whether circumstances warrant the recommendation of disenrollment of a MC. However, a recommendation for disenrollment should be considered as the primary course of action following a NSI PRB for the following:
  - a. Any Major offenses or refusal to train.
  - b. Substandard aptitude following remediation or an unwillingness to make necessary behavioral changes.
2. The OIC endorsement shall contain a recommendations marked "Definitely not recommended" for future military service must include justification.
3. The OIC shall personally sign all disenrollment reports and make the appropriate recommendations. The MC is also required to sign the disenrollment report. In doing so, the MC may address any matters pertaining to the disenrollment recommendation. There is no separate appeal process of a disenrollment recommendation as every disenrollment package, including MC statements, is reviewed by each signature authority as the disenrollment package progresses (NSTC N9, NSTC Deputy Commander for NROTC, CNSTC, MCRC, and ASN (M&RA), as appropriate).
4. If the OIC recommends disenrollment following an NSI PRB, the Midshipman shall be

immediately placed on Interim LOA (in writing) pending final disenrollment determination. All entitlements will be stopped. Should the recommendation for disenrollment be overturned in the chain of command above the OIC, all entitlements, less stipend, will be restored effective the date Interim LOA began. Stipend monies will be restored effective the date the disenrollment recommendation is overturned.

5. The timeliness of disenrollment recommendations is critical to ensure program efficiency and proper use of Navy and Marine Corps manpower.

a. The OIC shall sign and forward the properly completed Midshipmen disenrollment recommendation to N9 within 30 days of the date of the NSI PRB or the date that the MC waived the right to an NSI PRB. Packages that are delayed beyond 30 days shall contain a written explanation of the delay signed by the OIC. This policy includes packages that are forwarded by the unit to NSTC N9 that are deficient; deficient packages must be corrected by the unit within 30 days of the NSI PRB. Deficient packages not corrected within 30 days of the NSI PRB shall require a written explanation from the OIC of the deficiency and delay.

b. NSTC N9 shall sign all complete disenrollment packages for non-obligated Midshipmen within 30 days of receipt. NSTC N9 shall process and forward all other complete disenrollment packages to CNSTC within 30 days of receipt from the units. Deficient disenrollment packages received at N9 shall be processed and forwarded within 30 days of receiving all required documents. Packages delayed at N9 beyond this 30-day requirement shall have a written explanation of the delay, signed by NSTC N9 or Deputy Commander for NROTC that will be forwarded with the package.

c. NSTC N9 will ensure a system to track disenrollment actions pending at NROTC units and N9 is in place and available for CNSTC review.

d. CNSTC will be equally timely in its processing of disenrollments. All packages shall be processed and forwarded as appropriate within 30 days of receipt from NSTC N9.

e. Any MC who is disenrolled must return all government property (uniforms, Naval Science textbooks, etc.) before leaving their host unit. As scholarship and College Program Advance Standing Midshipmen are members of the Inactive Ready Reserve until ASN (M&RA) approves disenrollment, such Midshipmen pending disenrollment shall not have their military identification/common access cards confiscated until final disenrollment approval is given. The MC shall be held accountable for damaged, missing, or lost items and must reimburse the government for any items returned damaged or not returned. When an MC has left the unit without turning in government property, the PNS will request, via certified mail, the return of all government property. In addition, MCs who have had access to classified material shall be debriefed and shall execute a Security Termination Statement OPNAV 5511/14, in accordance with SECNAVINST 5510.30 (series). The original will be filed in the MC file and a copy maintained at the unit for a period of two years.

2 Jun 23

## ***NSI Completion Requirement Statement of Understanding***

**NSI Completion Requirements:** MIDN Candidates (MC) will actively participate in all events listed below to graduate NSI. Any refusal to train and actively participate in a specific event(s) (barring medical or emergency-leave like situation) may result in DOR or Aptitude proceedings. 80% participation of events is required to complete NSI.

1. Warrior Toughness – participate in the entire evolution.
2. Marlinspike – participate in the entire evolution.
3. Weapons Handling/SAM-T/ Live Fire – participate in the entire evolution. Qualifying score not required.
4. 50+ question knowledge exam, must receive 75% to pass.
5. Fire Fighting – must participate in all components of Firefighting and Damage Control.
6. Close Order Drill training-must participate in all drill functions.
7. BCA/Inventory/Final PRT&PFT – must participate in all events.
8. Uniform Inspection – must participate in all uniform inspections to be considered complete:
9. Swim – must participate in entire evolution.
10. Confidence Chamber-must participate in entire evolution.

<b>NSI non-graduate reason</b>	<b>Scholarship Status</b>	<b>Explanation</b>	<b>NROTC Unit Notification</b>
Drop on Request (DOR)	Scholarship declined by MC / Scholarship rescinded	A MC completes DOR procedures (discussing with entire chain of command and talking to their parents/guardian, paperwork signed throughout) and decides that they no longer desire to be part of the NROTC program. <i>A 17-year-old MC can legally DOR without parental consent.</i>	CMGO
Non-medically Qualified (NMQ)	Scholarship still available	Either due to a pre-existing condition or a training injury, the OIC in conjunction with competent medical authority determines that a MC will be furthered injured or unable to participate in training and complete 80% of the graduation requirements. MC is required to report all medical issues to gaining unit and DoDMERB (if physical already completed) and should request appropriate medical documentation related to the NMQ condition.	CMGO
Aptitude	Scholarship rescinded by NSTC (4/C MC). Referred to host unit for adjudication (CP).	MC demonstrates a consistent apathetic attitude, character inconsistent with Navy/USMC Core Values or lack of motivation. The chain of command will determine future suitability for NROTC participation and forward to NSI OIC for decision.	NSI OIC
Bereavement/ Hardship	Scholarship retained. Timing may require repeat of NSI.	After validation of the circumstances, a MC is sent to HOR. If at that time the MC completed 80% of the graduation requirements, they may be considered complete.	NSI OIC

I have read and understand all requirements to successfully complete New Student Indoctrination.

MC Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

MC Signature:

\_\_\_\_\_

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**Figure 9.1. Drop on Request Resignation Letter**

Date

From: Midshipman Candidate  
 To: Commander, Naval Training Service Command  
 Via: Officer in Charge, New Student Indoctrination

Subj: VOLUNTARY RESIGNATION

1. I hereby tender my voluntary resignation as a Midshipman in Naval Reserve Officer Training Corps (NROTC) and rescind my acceptance of my NROTC scholarship.

2. Specify in your own words:

a. Why did you decide to come to NROTC? \_\_\_

---



---

b What made you decide to initiate resignation from NROTC? \_\_\_

---



---

c. What are your plans for the future if/when you leave? \_

---



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3. The contents of Department of Defense Instruction 1215.08, Senior Reserve Officers' Training Corps (ROTC) Programs and Naval Service Training Command Manual 1533.2C, Regulations for Officer Development, have been explained to me and I understand the military service requirements imposed upon me by these directives. I understand I will not be assigned to the Naval Reserve, and that upon termination of my status as a Midshipman, I will be subject to induction into active military service under the Military Selective Service Act.

4. I understand the submission of the resignation may be prejudicial in the event that I subsequently apply for a Navy officer-producing program. I further acknowledge that future enrollment in any Navy-subsidized educational program will be precluded in all but the most unusual circumstances.

5. I understand this resignation, whether or not accepted, may only be withdrawn in writing and that once I have departed New Student Indoctrination it may only be withdrawn with the consent of the higher reviewing authority to whom the resignation has been forwarded or a person in the reviewing chain superior to him/her.

6. I am not in debt to the government.

Very respectfully,

\_\_\_\_\_  
(Printed and Signed Name)

Accepted: \_\_\_\_\_, NSI OIC, Date: \_\_\_\_\_ CAPT/Col, USN/USMC

**Figure 9.2. Aptitude Drop Acknowledgement Letter**

Date

From: Midshipman Candidate  
To: Commander, Naval Training Service Command  
Via: Officer in Charge, New Student Indoctrination  
  
Subj: APTITUDE DROP ACKNOWLEDGEMENT

1. I hereby acknowledge I am being processed as a non-graduate from New Student Indoctrination (NSI) due to a failure in aptitude in accordance with the NSI Completion Requirement Statement of Understanding. I understand this aptitude failure removal is non-voluntary and I do not personally rescind my acceptance of my NROTC scholarship (if applicable). However, I acknowledge that Naval Service Training Command reserves the right to rescind my scholarship based on my failure to satisfactorily complete NSI due to aptitude.

2. Specify in your own words:

a. Why did you decide to come to NROTC? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Why do you believe you failed to meet NSI's aptitude standards? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. I understand Naval Service Training Command will conduct a review of my performance at NSI and make a final determination on the retention of my scholarship (if applicable) and/or my participation in NROTC as a College Program Midshipman and whether or not I will be required to re-attend NSI in the future should I be allowed to remain in NROTC. I will be informed of this decision by my host unit.

4. I am not in debt to the government.

Very respectfully,

\_\_\_\_\_  
(Printed and Signed Name)

Acknowledged: \_\_\_\_\_, NSI OIC, Date: \_\_\_\_\_

2 Jun 23

**Figure 9.3. NMQ Acknowledgement Letter**

Date

From: Midshipman Candidate  
To: Commander, Naval Training Service Command  
Via: Officer in Charge, New Student Indoctrination

Subj: NOT MEDICALLY QUALIFIED FOR NSI

1. I am being removed from NSI due to a medical condition, as evaluated by a military medical provider, that precludes my safe completion of NSI training. I do not rescind acceptance of my NROTC scholarship and will report to my host unit to fully resolve the medical issue.
2. I understand that I am required to disclose all medical information to include any injury or sickness incurred at New Student Indoctrination to my respective unit and the Department of Defense Medical Examination Review Board (DoDMERB).
3. I understand the submission of this Not Medically Qualified letter will not be prejudicial in the event that I subsequently apply for a Navy officer-producing program. I further acknowledge that future enrollment in any Navy-subsidized educational program will not be precluded.

Very respectfully,

\_\_\_\_\_  
(Printed and Signed Name)

Accepted: \_\_\_\_\_, NSI OIC, Date: \_\_\_\_\_



2 Jun 23

**Figure 9.4. Initial Counseling and Guidance Form**

## INITIAL COUNSELING AND GUIDANCE FORM

Date:	Name (Last, First):	Division:	
1. Areas Discussed: (Academic, Performance, Conduct, Etc.)			
2. Performance Trend:			
Improving	Consistent	Declining	N/A
3. Why did you want to join the NROTC program? What made you decide to leave the NROTC program (DOR only)? What are your plans for the future if/when you leave?			
4. Narrative Summary (problems discussed and recommended courses of action, evaluation of performance, etc. Use back of page if necessary):			
Interviewer (Name, Billet):			
<u>Initial Date</u>			
OIC __ XO __ CMC ____ Co O-3 ____			
AMOI/RDC _____ SQD LDR _			
MIDN ____			
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE			
ANY MISUSE OR UNAUTHORIZED DISCLOSURE CAN RESULT IN BOTH CIVIL AND CRIMINAL PENALTIES			

2 Jun 23

**Figure 9.5. NSI Checkout Sheet****NSI Checkout Sheet**

Name: \_\_\_\_\_ Company/Division: \_\_\_\_\_

Option: Marine / Navy    Program: Scholarship, CP, NPP, BOOST    Host Unit: \_\_\_\_\_

\*\*\*\*\*

This section to be completed by Company Officer:

Name, Rank: \_\_\_\_\_

Reason for Checkout (circle one)

- Medical Disenrollment for NSI only (member required to contact host NROTC to adjudicate medical qualification for NROTC scholarship)
- DOR (member wishes to voluntarily disenroll from NSI and NROTC)
- Aptitude Failure (MC is removed from NSI for behavioral issues)

\*\*\*\*\*

To be hand carried by MI or ENS escort

Step 1: Check into ECHO Company

- Assigned rack \_\_\_\_\_ (compartment/rack #)

Step 1: HRA

- Verify family contacted \_\_\_\_\_
- Travel Arrangement: Driver \_\_\_\_\_ Flyer \_\_\_\_\_
- Departure Date \_\_\_\_\_

(If the departure time is before 1200, Inventory will be taken the day before departure)

(If departure time is after 1200 inventory will be taken the day of departure)

Step 2: Supply

- Gear Turn/In \_\_\_\_\_
- Complete Supply \_\_\_\_\_

Step 3: HRA

- Modify Orders \_\_\_\_\_
- Sign 1351-2 \_\_\_\_\_
- Copy voucher \_\_\_\_\_
- Provide member with copy of itinerary \_\_\_\_\_
- Medical Records Received and Copied \_\_\_\_\_
- Retrieved Personal items \_\_\_\_\_

**Figure 9.6. Echo Division Rules and Regulations****ECHO DIVISION RULES AND REGULATIONS**

As a member of Echo Division, you shall be aware of the following:

1. You are still required to:
  - a. Walk in the center of the passageway and greet all staff on Echo Division decks.
  - b. Wear a complete uniform while in the passageway.
  - c. Properly greet and salute all Officers, Enlisted Personnel and Midshipman.
2. There is no liberty for DOR or NMQ candidates. You are limited to Echo Division decks at all times, unless escorted by an Echo Division staff member.
3. There is NO SLEEPING from Reveille to Taps, unless instructed by a medical professional. If not involved with out-processing, you may read, write letters, socialize, etc.
4. Berthing standards are maintained, and room inspections are held accordingly.
5. Telephone calls to parents and family members are encouraged and are conducted daily from 1800-2100 unless there are extenuating circumstances. Contact a staff member for permission, and record in the Phone Log.
6. The Division Officer has the authority to impose further restrictions as appropriate.

I have read and understand the above information.

---

Signature/ Printed Name

---

Date

2 Jun 23

**Figure 9.7. Echo Division Check-out Process**

Date

From: Echo Division Officer  
To: Individual 4/C Midshipman

Subj: INVOLUNTARY/VOLUNTARY CHECK-OUT PROCESS

1. This will serve as a guide to your exit from NROTC New Student Indoctrination. During the check-out from your “Oath of Office” commitment, you will be accountable to the Echo Division Chain of Command; therefore, you will have no contact with the 4/C Battalion.
2. The check-out process is very detailed and thorough; maximum cooperation is essential. The process consists of the interview phase and operations phase. Interview forecast relies on individual interviewer schedules. Operations phase will be slotted between scheduled interviews. The check-out is estimated to last up to two working days.
3. **DO NOT ALLOW PARENTS TO PURCHASE PLANE TICKETS.** The Navy will provide transportation on the day of departure.
4. During the check-out process you will be subject to all NSI regulations. Any violation will warrant conduct action which may delay the check-out process.
5. Your decision to resign from the NROTC program and rescind your scholarship offer may affect your subsequent application for any program leading to a commission as a Naval Officer. Additionally, your decision may preclude enrollment in any Navy subsidized program, except for the most unusual circumstances. This section is not applicable to NMQ candidates.

I have read and understand the above information.

---

Signature Printed Name

---

Date

**Figure 9.8. Echo Division Daily Routine**ECHO DIVISION DAILY ROUTINEWEEKDAYS

0545 Reveille  
 0725 Morning meal formation  
 0730 Morning meal  
 0800 Commence Check-out procedures/Escort MCs to appointments  
 1125 Noon meal formation  
 1130 Noon meal  
 1200 Continue Check-out procedures/Escort MCs to appointments  
 1725 Evening meal formation  
 1730 Evening meal  
 1800 Phone Time (30 minutes). MCs are encouraged to make at least one phone call per day  
 2100 Personal time  
 2130 Evening formation  
 2145 Taps. Lights out

WEEKENDS/HOLIDAYS

0545 Reveille (Sundays Excluded)  
 0600 Saturday: PT. Sunday: No PT  
 0725 Morning meal formation  
 0730 Morning meal  
 0900 Sunday: Catholic Church Services  
 1100 Sunday: Protestant Church Services  
 1125 Noon meal formation  
 1130 Noon meal  
 1725 Evening meal formation  
 1730 Evening meal  
 1800 Phone Time (30 minutes)  
 2100 Personal time  
 2130 Evening formation  
 2145 Taps. Lights out

I have read and understand the above information.

\_\_\_\_\_  
 Signature Printed Name Date

**Figure 9.9 OIC Recommendation for PRB**

Date

From: Officer in Charge, New Student Indoctrination

To: Midshipman Candidate \_\_\_\_\_

Subj: RECOMMENDATION FOR PERFORMANCE REVIEW BOARD (PRB)

1. Based on the aptitude of Midshipman Candidate \_\_\_\_\_, I am recommending an NSI PRB for the follow reason(s). \_\_\_\_\_

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OIC Signature

**Figure 9.10 NSI PRB Notification Acknowledgement**

Date:

From: Midshipman Candidate \_\_\_\_\_

To: Officer in Charge, New Student Indoctrination

Subj: NSI PRB NOTIFICATION ACKNOWLEDGEMENT

\_\_\_ I understand that a NSI PRB will be held, based on my aptitude performance, no earlier than two days prior to graduation which is \_\_\_ days from now.

\_\_\_ I understand that if I wish to attend my NSI PRB, my travel will be at my own expense.

\_\_\_ Y / N I intend to attend my NSI PRB in person

\_\_\_ Y / N I waive my right to attend my NSI PRB.

I have read and understand the above information.

\_\_\_\_\_  
Signature Printed Name

\_\_\_\_\_  
Date

## APPENDIX A: EMERGENCY ACTION PLAN

<u>EMERGENCY NUMBERS</u>	<u>EMERGENCY GEAR</u>
Fire/Ambulance: Fed Fire (847)-688-3333 Cell or 83333 landline Duty Cell: (850) 418-1138	AED, Oxygen tanks, Sterile Gloves, safety vehicle, 5-gallon water jugs and ice chests are located with the safety vehicle.

### Communication

**Primary:** Cell Phone held by Safety Observer.

**Alternate:** Land Lines located inside surrounding buildings.

### Cycle I Chain of Command

Officer in Charge,  
Executive Officer,  
Command Senior Chief.

### Cycle II Chain of Command

Officer in Charge,  
Executive Officer,  
Command Senior Chief.

### Cycle III Chain of Command

Officer in Charge,  
Executive Officer,  
Command Senior Chief.

### Emergency Procedures

If not already announced, call training time out (TTO), assess victim and evaluate scene. First responder signals for help, and if necessary initiate EAP.

Order removal of all non-essential personnel from the area of the casualty.

If victim is:

#### **Showing signs of significant fatigue; delirious and/or collapsed:**

- Move victim to a cool, shaded place.
- Provide water; access to ice chest.
- Direct victim to loosen clothing.
- Observe; determine if further medical treatment or observation is required.
- Inform division chain of command for continual monitoring.



**Unresponsive, no breathing:**

- Direct someone to call Emergency Medical Services (EMS) (847) 688-3333 via Cell Phone or 3333 via Landline, state you are calling from Recruit Training Command Great Lakes, IL.
- Position someone to direct emergency personnel to the scene of the casualty.
- Direct someone to get AED.
- Start CPR.
- When AED arrives, attach AED and follow procedures.
- Continue CPR and Basic First Aid until relieved by EMS.
- Notify chain of command.

**Unresponsive with breathing:**

- Direct someone to call Emergency Medical Services (EMS) (847) 688-3333 via Cell Phone or 83333 via Landline, state you are calling from Recruit Training Command Great Lakes, IL.
- Activate emergency response and direct someone to get an AED
- Start CPR
- Prepare victim for AED placement once on scene.
- When AED arrives, attach AED and follow procedures
- Continue Basic First Aid until relieved by EMS.
- Notify chain of command.

**Responsive with abnormal breathing, gasping:**

- Direct someone to call Emergency Medical Services (EMS) (847) 688-3333 via Cell Phone or 83333 via Landline, state you are calling from Recruit Training Command Great Lakes, IL.
- Position someone to direct emergency personnel to the scene of the casualty.
- Place victim in position of comfort.
- Direct someone to get AED, use if necessary.
- Continue Basic First Aid until relieved by EMS.
- Notify chain of command.

**Bleeding:**

- Apply personal protective equipment (i.e. Gloves, etc.).
- Cover with sterile dressing (gauze or Band-Aid).
- Apply direct pressure and elevate extremity.
- If bleeding stops, transport to Medical.
- If bleeding continues, call EMS (847) 688-3333 via Cell Phone or 83333 via Landline.
- Continue direct pressure.
- DO NOT remove soaked dressings, continue to add dressings.
- Provide comfort measures.
- Transport to Medical for evaluation.
- Notify chain of command.

**Heat Cramps / Heat Exhaustion:**

- Move victim to cool, shaded place (air conditioning if possible).
- Loosen clothing.
- Give victim water.
- Transport to Medical for evaluation.
- Notify chain of command.

**Heat Stroke:**

- Direct someone to call EMS (847) 688-3333 via Cell Phone or 83333 via Landline.
- Position someone to direct emergency personnel to the scene of the casualty or to location where victim was moved.
- Move victim to cool, shaded place (air conditioning if possible).
- Remove the individual's outer clothing (use discretion).
- Take sheet from ice cooler and place victim on it.
- Pack ice from cooler into armpit, neck, and groin areas.
- Pour remaining ice/water onto victim.
- Wrap sheet around victim.
- Prepare to perform BLS, if necessary, until relieved by EMS.
- Notify chain of command.

**Exertional Collapse Associated with Sickle Cell Trait:**

- Direct someone to call EMS (847) 688-3333 via Cell Phone or 83333 via Landline.
- Position someone to direct emergency personnel to the scene of the casualty.
- Prepare to perform BLS, if necessary, until relieved by EMS.
- Administer high-flow oxygen (5 L per min) as soon as possible
- Hydrate if tolerating liquids
- Initiate Cooling as required
- Monitor and provide support until EMS arrival
- Notify chain of command.

**Exposed Bone:**

- Direct someone to call EMS 911 or 3333 from landline.
- Position someone to direct emergency personnel to the scene of the casualty.
- DO NOT move casualty, except for safety (e.g., fell in the middle of the road).
- DO NOT try to put bone back in place.
- If bleeding, with gloves on, apply direct pressure to wound with sterile bandage or clean cloth.
- Monitor victim for nausea or fainting.
- Prepare to perform BLS, if necessary, until relieved by EMS.
- Notify chain of command.

**Fire or building evacuation:**

- Activate building fire alarm at the nearest pull box. If one is not identified, loudly announce “fire.”
- Evacuate the building and muster in pre-determined location.
- Complete accountability and active EMS (911) via cell phone, state where you are calling from.
- Notify chain of command.

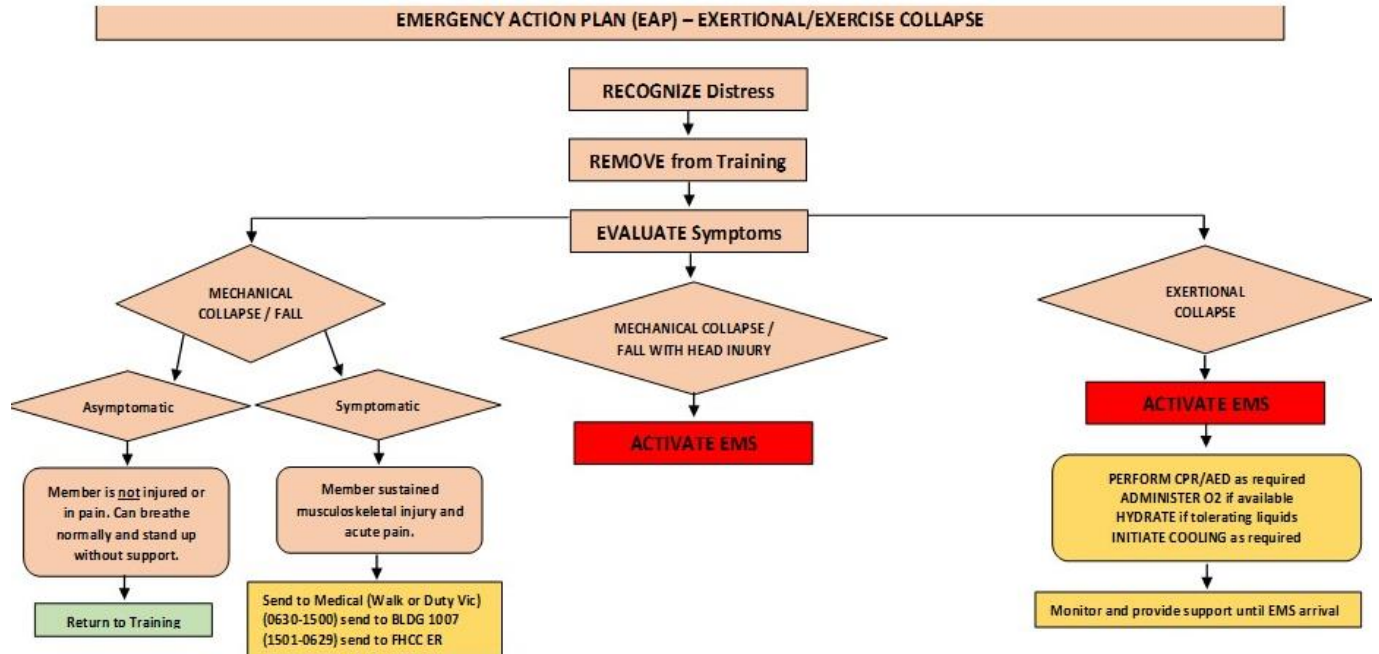
**Sever weather, lightning, black flag conditions:**

- Follow RTC guidelines for black flag conditions
- If the event is outdoors, identify if it can be relocated and continued indoors.
- If it cannot be continued indoors, secure event.
- Notify chain of command.

**Muster Locations:**

Assigned Ship: South side of ship’s exterior, unless otherwise directed by active duty staff.  
RTC Trainers / Drill Halls: All RTC trainer staff briefs fire procedures prior to training.

## Emergency Action Plan(EAP)-Exertional/Exercise Collapse



### Signs and Symptoms

- **Mechanical Collapse/Fall:** Trip or fall resulting in musculoskeletal injury (cut, sprain, break).
- **Mechanical Collapse/Fall with Head Injury:** Trip or fall resulting in hitting head or loss of consciousness.
- **Exertional Collapse:** Profound weakness, muscle cramping, leg pain, “wooden” or “shaky” legs, inability to stand or get up.
- **Exertional Collapse Associated with Sickle Cell Trait (ECAST):** Exertional Collapse Associated with Sickle Cell Trait. Profound weakness, muscle cramping, leg pain, “wooden” or “shaky” legs, inability to stand or get up.
- **Heat Stress:** Muscle cramps, dizziness, mild confusion, fast heart rate or breathing, headache, irritability, pale skin, heavy sweating, fainting, extreme thirst, nausea or vomiting.
- **Heat Stroke:** Irrational behavior or hallucinations, confusion, rapid shallow breathing, rapid weak pulse, seizures, loss of consciousness, dry skin, temp>103.5°F.

- **Sudden Cardiac Emergency:** Sudden collapse and loss of pulse, shortness of breath, chest pain/discomfort, loss of consciousness.
- **Metabolic Crisis:** Poor eating habits, loss of appetite, lack of energy, abnormal movements, vomiting.

## **APPENDIX B: OUTCOMES AND PROFESSIONAL CORE COMPETENCIES**

1. End state. The Threshold Standards stated below are desired outcomes for the NSI program. The outcomes support Professional Core Competency (PCC) accomplishment but may not completely fulfill the related PCC.

a. At the end of each NSI cycle, for continued service into the Academic Year, each MC shall accept and adopt the standard demanded of followers in the Naval profession. This standard is the Threshold Standard, which is defined as:

- (1) Individual Candidates must:
  - (a) Demonstrate honorable conduct (PCC II.C.2);
  - (b) Promptly follow lawful orders (PCC I.A.1);
  - (c) Reliably accomplish basic tasks, including being on time (PCC I.A.1);
  - (d) Demonstrate capacity for taking initiative (PCC I.A.1);
  - (e) Wear the uniform and maintain room in accordance with the standard (PCC 1.B.1);
  - (f) Demonstrate a capacity for maintaining physical fitness (PCC IV.E.2);
  - (g) Demonstrate ability to absorb criticism and improve performance (is “trainable” and possesses “fighting spirit”) (PCC II.E.2);
  - (h) Demonstrate shipboard damage control (PCC VI.C.);
  - (i) Demonstrate proper watchstanding procedures (PCC I.E.);
  - (j) Demonstrate proper handling and firing of small arms (PCC V.I.);
  - (k) Treat self, Midshipman Instructors, and fellow candidates with respect (PCC I.A.1);
  - (l) Demonstrate ability to work as a contributing member of a unit (PCC I.G.);
  - (m) Have a foundation for further developing the identity of a naval officer (PCC I.A.);
  - (n) Have a basic knowledge of the traditions of the naval service (PCC I.F.);
  - (o) Understand basic military skills and their purpose (PCC I.F.);
  - (p) Appreciate the high standards and obligations inherent in service as a Midshipman and naval officer (PCC I.A.2.);
  - (q) Relentlessly pursue excellence in a competitive atmosphere that fosters leadership,

teamwork, character, and a passion for excellence (PCC II.D.);

(r) Appreciate the importance of moral, mental, and physical toughness in all aspects of duty and service (PCC II.C, IV.E.1).

(2) After each NSI cycle, NSTC N9 will send the cycle's results via Official Mail Message (OMM) to inform units of their candidate's individual performance scores.

(3) Units of Candidates must:

(a) Demonstrate principles of teamwork, to include leveraging the strengths and accommodating the weaknesses of individual members (PCC II.D.8);

(b) Demonstrate ability to work together to accomplish a unit task (PCC II.D.10.);

(4) MIs should have demonstrated:

(a) Leadership with honor and integrity, never missing opportunities (teachable moments) to lay the moral foundation of the Naval profession within their Midshipmen Candidate Training Group (PCC II.C., II.D.);

(b) The practice of leading and motivating MCs, as individuals and as a unit, to achieve the Threshold Standard of performance and NSI mission while upholding the MI's Oath (PCC II.D.);

(c) Positive, transformational leadership approaches to facilitate assimilation of the NROTC program (PCC II.D.);

(d) An ability to mentor/counsel peers and subordinates (PCC II.D.E);

(e) A high standard while "leading from the front;" (PCC II.C.2)

(f) An appreciation for the difficulty of leading when physically and mentally exhausted (PCC II.D.);

(g) Leadership in accordance with the tenets of the MI's Oath and Commander, Naval Service Training Command's Intent (PCC II.D.);

(h) A commitment to the personal and professional development of themselves and those they lead (PCC I.);

(i) An awareness of the influence that our personal biases have on our behavior and decision making and commit to neutralizing bias as much as possible (PCC II.D., II.F.);

(j) An affirmation for themselves, and developed in the MC Training Group, a sense of duty and a sense of obligation to mission that extends beyond one's personal interests (PCC

II.C.);

(k) A purpose-driven mix of transactional and transformational leadership when developing their MCs to meet NSI objectives. While transactional leadership is required in the early development stages of NSI to instill obedience and compliance in following orders and completing tasks, transformational leadership should be employed, as appropriate, during the latter stages of development in NSI as the MCs begin to identify with and commit to being a contributing member of NROTC. All NSI staff are expected to employ a range and combination of transactional and transformational leadership techniques and styles based on the developmental stage, complexity of the task, expectation of performance, and the context of the situation (PCC II.D., II.F.); and

(l) A sense of professional accomplishment for having met the demands of leading and transforming the incoming candidates into midshipmen ready to join their NROTC unit (PCC II.F.).

Your success as a Midshipman, your success as a member of the NSI staff, and our collective success as the NROTC program is critically dependent upon our commitment to the above expectations. At all times, we must think and behave, both in appearance and conduct, as leaders in the world's greatest Navy and Marine Corps.



## APPENDIX C: TRANSGENDER ACCOMMODATIONS AND PROCESSES

This appendix provides guidance for in-processing and throughput of transgender MC through NSI at Recruit Training Command (RTC) Great Lakes.

1. The medical accession standards were implemented on 30 April 2021. The standard permits accession of qualified transgender applicants. This document establishes standard operating procedures (SOP) and specific guidance that apply throughout NSI. It is an administrative tool, not a health management tool or health policy document, and it does not confer rights, procedural or substantive, for MCs. This notice takes precedence over any guidance inconsistent with that contained herein.

2. Privacy. Mission requirements and physical space limitations often will not afford the opportunity for complete privacy for MCs assigned. All MCs, including those MCs who have undergone a gender transition prior to commencement of NSI, may express privacy concerns at any stage of their training. In these cases, the NSI OIC will employ reasonable alternate measures to provide greater privacy, if capacity allows, and seek CNSTC guidance if it does not. NSI OICs, or their designated representatives, should review SOPs, highlighting the rights, sensitivities, and privacy needs of all applicants, while acknowledging that the daily training environment may limit a NSI OIC's ability to provide complete MC privacy.

a. MCs shall change undergarments in the head or shower area of their berthing.

b. MCs identified as having undergone a gender transition prior to commencement of NSI will be assigned berthing in ship compartments with privacy modifications to the maximum extent possible. These compartments are outfitted with sphere of privacy shower modifications that allow for single occupancy showers and changing.

c. MCs (to include those having undergone a gender transition) not berthed in a ship compartment with privacy modifications may request and be authorized additional time to allow for privacy in the head and shower areas.

2. As always, every MC will be treated with dignity and respect. Out of respect for all MCs, an individual's history of gender identity shall not be disclosed without their permission unless disclosure is made for official use per applicable law and policy. Requests for privacy should be reviewed and adjudicated to avoid stigmatizing any MC. HRAs and any appointed NSI staff personnel who will handle Protected Health Information (PHI) or Personal Identifiable Information (PII) during the course of NSI will receive Health Insurance Portability and Accountability Act (HIPPA) training prior to the commencement of NSI.

3. NSI MC gender is determined by the following:

a. For MC Scholarship Selects – the gender they listed in their scholarship application. NSTC N92 (Selection and Placement) will provide a listing of the scholarship selects by name and gender.

b. For MC already on scholarship or enlisted in the USNR/USMCR – the gender DoD

recognizes them in.

c. For College Program Participants – their gender as recognized by the Title IX office at the post-secondary education school they attend. The NROTC unit is responsible to provide the gender for College Program MCs.

d. For NROTC Preparatory Program selects and participants – the gender indicated on the applicant data summary, as translated to the CMGO’s spreadsheet tracker on the MS Teams site.

4. The following in-processing and training procedures will ensure the dignity and respect of all MCs is maintained at all times.

a. In Processing.

1) Urinalysis. A reasonable level of privacy will be afforded while maintaining mission requirements. Staff assigned will brief all MCs prior to urinalysis testing utilizing the following verbiage: “If there's a medical, religious, or any other specific reason as to why you can't provide a sample in a group setting, raise your hand and a staff member will speak with you privately.”

2) Uniform Issue. A reasonable level of privacy will be afforded while maintaining mission requirements. Assigned staff will brief all MCs prior to change-out utilizing the following verbiage: “If you have a medical, religious, or any other specific reason as to why you can't change in public, raise your hand and a staff member will speak with you privately.”

3) Preparticipation Physical Evaluation History Form Processing and Barracks Assignment. MCs will fill out the Preparticipation Physical Evaluation History form during in processing. All MCs that indicate a history of having changed genders will be assigned berthing in spaces that have received updated privacy modifications on a priority basis. All MCs shall berth and hygiene in spaces designated for their gender as determined in paragraph 4.a.-d. of this appendix.

b. Physical Training/Assessment. MCs shall meet the standard requirement for the physical fitness and body fat standards for their recognized gender as per paragraph 4.a.-d. above. MCs shall arrive at designated physical training/assessment location in Physical Training Uniform (PTC) or with the appropriate Navy PTU garments underneath their prescribed uniform of the day. Full change-out of garments does not occur within Physical Training facilities.

c. Swim Training and Pool Facility.

1) Initial Swim Qualification. MCs will wear standard uniform issue swim garments. MC hygiene for all assigned will take place at the pool facility. A reasonable level of privacy shall be afforded while maintaining mission requirements. Staff assigned will brief all MCs prior to garment change-out utilizing the following verbiage:

2) "If you have a medical, religious, or any other specific reason as to why you can't change in public, raise your hand and a staff member will speak with you privately."

3) Remedial swim instruction. MC hygiene for all assigned will take place within Ship's (barracks) compartments and not at the pool facility.

**APPENDIX D: MC IN-PROCESSING FORMS**

The following forms will be provided to MCs during in-processing to NSI.

NETCINST 1500.13D

**HIGH RISK STUDENT MEDICAL SCREENING FORM**

*Final determination regarding suitability for participation in high risk training remains at the training site.*

TRAINEE NAME: \_\_\_\_\_ SCREEN DATE: \_\_\_\_\_  
Last First MI

RANK/RATE: \_\_\_\_\_ COURSE NAME: \_\_\_\_\_

PARENT COMMAND: \_\_\_\_\_ COURSE CDP or CIN: \_\_\_\_\_

*Trainee MUST bring completed and signed Part 1 of form to check into the training site. Students answering YES will require a decision regarding suitability for participation in high risk training by appropriate health care provider. If you answered YES to questions 1-17, qualifying official must be an (MD, PA, NP, or IDC). If all questions are NO, an HM may sign. Place an "X" in the appropriate box for Qualified or Not Qualified, then print name, sign, date and include phone number. Students must inform training site of any changes in medical status upon arrival at training site.*

[PART - 1] Answer each question by placing an "X" in the appropriate column.				
	YES	NO	N/A	QUESTION
1				Do you have a hernia?
2				Are you pregnant? (OPNAVINST 6000.1 series)
3				Have you had any surgery or a post-operative procedure within the past 10 days? <i>List below in remarks section.</i>
4				Have you been diagnosed with Post Traumatic Stress Disorder (PTSD), Acute Stress Disorder, or experienced flashbacks? Have you ever been diagnosed with a mental health or psychiatric condition? Have you ever been treated with psychotropic medications?
5				Do you have hypoglycemia (low blood sugar)?
6				Do you have any fractures, strains, sprains, splints, casts or back injuries?
7				Do you have pneumonia, bronchitis, asthma or any other respiratory condition that can be <b>SEVERELY</b> irritated by smoke, chemicals or dust?
8				Do you have an eye inflammation (Conjunctivitis, pink eye, infection)?
9				Are you taking any medications/supplements (either prescription or over-the-counter), other than birth control, for a medical condition? <i>List all by type/name in the remarks section, including over-the-counter.</i>
10				Do you have an artificial joint?
11				Do you have any open cuts, recent stitches, body piercing(s), or new tattoos (within the past 72 hours)?
12				Do you have nasal congestion or an ear/nose/throat infection?
13				Do you have a history of heat related illnesses/injuries?
14				Have you had Lasik or other eye surgery in the last year?
15				Have you had high blood pressure, heart disease, stress related chest pains, diabetes, or are you currently being treated or monitored for any of these conditions?
16				Do you have hypotension (low blood pressure)?
17				Do you have any other existing condition (medical or psychological) or injury that could be aggravated by stress or preclude you from participating in high risk training (to include claustrophobia, panic attacks)?

If you answered **YES** to questions 1-17, please amplify in Trainee Remarks section.

Trainee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This questionnaire is designed to alert instructors and medical personnel of any condition that may endanger your health or others during high risk training.*

Trainee Remarks:

NETCINST 1500.13D

Check One

<input type="checkbox"/>	<b>QUALIFIED</b>	<b>PRINT: Healthcare Provider (MD, PA, NP, IDC, or HM)</b>	<b>PHONE</b>
<input type="checkbox"/>	<b>NOT QUALIFIED</b>	<b>SIGNATURE: Healthcare Provider (MD, PA, NP, IDC, or HM)</b>	<b>DATE</b>

Medical (MD, PA, NP, IDC) Remarks:

Note: Part 2 can be completed either prior to check in to the training site by the appropriate health care provider or at the training site by the supporting HM. Students must inform the HM of any changes in medical status upon arrival at training site.

[PART – 2] Answer each question by placing an "X" in the appropriate column.				
	YES	NO	N/A	QUESTION
1				Are you on limited/light duty or have you had a tooth extracted within the past 72 hours?
2				Have you tested positive for Sickle Cell Trait or G6PD Deficiency?
3				Do you have any issues with your vision that is not corrected with lenses?
4				Do you have active dermatitis or severe acne?
5				Do you have any food or environmental allergies (to include wasp/bee stings, ant bites, nuts, latex, iodine, chlorine, pepper, shellfish, etc.)?
6				Do you have an epinephrine injector (EpiPen) requirement? If yes, EpiPen must be within expiration date and present to train.
7				Do you have a color vision deficit?
8				Do you have an inhaler requirement? If yes, inhaler must be within expiration date and present to train.
9				Do you become anxious when in tight, dark spaces or when you wear a mask for prolonged periods?

PRINT/SIGNATURE of Healthcare Provider: \_\_\_\_\_ DATE \_\_\_\_\_

Healthcare Provider Remarks:

Note: Part 3 is to be completed at the training site. Students arriving at the training site who answer "YES" to the below questions may be disqualified from participation in the high-risk event at the discretion of the Training Site Authority. Before commencing high risk training, the training activity shall review the form and ascertain from the student whether anything has changed.

[PART – 3] Answer each question by placing an "X" in the appropriate column.			
	YES	NO	
			Have you consumed any alcoholic beverages within the last 12 hours of the high-risk event?
			Did you sleep less than 4 hours previous to the high-risk event?
			Has anything changed since the date of initial screening?

APPROVED TO TRAIN (Circle Appropriate Response)

YES                      NO                      SIGNATURE: Training Site Authority                      DATE

After completion and review, this form will be stored in a locked container at all times to ensure privacy. This form shall be destroyed no later than 30 days after trainee has graduated. The screening sheet is valid for **45 Days** after the healthcare provider signs the screening sheet. Note: Training Site Authority signature is defined as that designated through formal letter, command instruction, or executive suite signature (CO, Officer in Charge, Executive Officer).

Privacy Act Statement

1. Authority: U.S.C. 301, Departmental Regulations and E.O. 9397
2. Principal Purpose: To assist in determining physical suitability for participation in high risk training.
3. Routine Use: The blanket routine uses that appear at the beginning of the department of the Navy compilation in the Federal Register apply.
4. Mandatory or voluntary disclosure and effect on individual not providing information: Providing the information is voluntary; however, failure to do so may preclude participation in high risk training.

CUI (when filled in)

PHYSICAL ACTIVITY RISK FACTOR QUESTIONNAIRE (PARFQ) NAVPERS 6110/3 (Rev. 04-2022)		PREVIOUS EDITIONS WILL BE USED Supporting Directive OPNAVINST 6110.1J		
<b>PRIVACY ACT STATEMENT</b>				
<p><b>AUTHORITY:</b> 10 U.S.C. 8013. Secretary of the Navy; OPNAVINST 6110.1J, Physical Readiness Program.  <b>PRIMARY PURPOSE:</b> The Physical Activity Risk Factor Questionnaire (PARFQ) is a self-screening tool required of all Navy members prior to participating in the semi-annual physical fitness assessment (PFA). The form assists commands and medical personnel in identifying risk factors or changes in a member's health status since the completion of the annual periodic health assessment (PHA).  <b>ROUTINE USES:</b> Disclosures are permitted under 5 U.S.C. 552a(b), Privacy Act of 1974, as amended and Public Law 104-191.  <b>DISCLOSURE:</b> Mandatory. Failure to fully disclose the requested information may inhibit the Navy's ability to properly assess your physical activity risk factors and may subject you to administrative actions.</p>				
<p>1. Do any of the following apply to you? <i>(For Females Only)</i></p> <ul style="list-style-type: none"> <li>- You are pregnant or have reason to believe you could be pregnant</li> <li>- You gave birth within the past 12 months</li> <li>- You are currently undergoing <i>in vitro</i> fertilization (IVF) treatment or have undergone IVF within the past 90 days</li> </ul> <p>NOTE: If you answer "Yes" to any of the above you are <b>NOT authorized to participate in the PFA this cycle</b>. Obtain a pregnancy notification or NAVMED 6110/4 Physical Fitness Assessment Medical Clearance/Waiver from your health care provider (HCP). If you answer "No" to all of the above, proceed to question 2.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>2. Did you <b>VALIDATE</b> or fully participate (i.e., body composition assessment (BCA), muscular strength/endurance, and cardio) in the last PFA cycle?</p> <p>NOTE: If "Yes", proceed to question 4. If "No" (i.e., NAVMED 6110/4 for all or part of the physical readiness test (PRT)), proceed to question 3.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>3. Are you requesting a medical waiver for this PFA cycle?</p> <p>NOTE: If "Yes", <b>STOP</b>. Print PARFQ. Schedule a medical appointment with primary HCP and take this PARFQ to the medical appointment. If "No" (i.e., not requesting a medical waiver), proceed to question 4.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>4. Is your PHA out of date (i.e., more than 1 year from your medical in-processing exam or your last PHA)?</p> <p>NOTE: If "Yes", <b>STOP</b>. Print this PARFQ. Schedule a medical appointment with primary HCP and take this PARFQ to the medical appointment. <b>PRT is NOT authorized until you complete the PHA</b>. If "No", proceed to question 5.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>5. Have you experienced any of the following symptoms/problems or family history since the last PFA cycle that were NOT evaluated by an HCP?</p> <ul style="list-style-type: none"> <li>- Unexplained chest discomfort</li> <li>- Unusual or unexplained shortness of breath</li> <li>- Dizziness, fainting, or blackouts associated with exertion</li> <li>- A family history of sudden death before the age of 50</li> <li>- High blood pressure (BP) that is <b>NOT CONTROLLED</b> (&gt;140 systolic (top) or &gt;90 diastolic (bottom))</li> <li>- Diabetes with hemoglobin A1C &gt;8% or insulin use</li> <li>- Racing heartbeat</li> <li>- Hospitalization after COVID-19 infection, COVID-19 immunization, or other influenza-like illness in the past 3 months</li> <li>- Other medical issues (including bone and joint problems) that would keep you from safely participating in the PRT.</li> </ul> <p>NOTE: If "Yes", <b>STOP</b>. Print PARFQ. Schedule a medical appointment with primary HCP to obtain a medical evaluation prior to the PRT. Authorized medical department representative (AMDR)/HCP will endorse PARFQ after a health determination is confirmed. If "No", proceed to question 6.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>6. Do you have sickle cell trait (SCT), <b>PLUS</b> a history of having a metabolic crisis such as rhabdomyolysis (muscle break down), exertional heat stroke, or exertional collapse associated with SCT (ECAST)?</p> <p>NOTE: If "Yes", <b>STOP</b>. Print PARFQ. Schedule a medical appointment with primary HCP to obtain specialty consultation for return to exercise. If "No", proceed to question 7.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>7. Have you been exercising to a moderate increase in breathing at least 30 minutes 3 times per week over 3 months?</p> <p>NOTE: If "Yes", <b>STOP</b>. Print and Sign PARFQ. You may take the PRT. If "No", proceed to question 8.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>8. Does one (1) or more of the following apply to you?</p> <ul style="list-style-type: none"> <li>- Used any tobacco or vaping products in the last 30 days</li> <li>- Diabetes</li> <li>- High blood pressure (BP)</li> <li>- Family history of heart disease at any age</li> <li>- Male over 45 years of age or female over 55 years of age</li> <li>- Sickle cell trait</li> <li>- Medically evaluated in a hospital, or emergency department, for heat illness or rhabdomyolysis (muscle break down)</li> </ul> <p>NOTE: If "Yes", <b>STOP</b>. Save, Print, and Sign PARFQ. AMDR/HCP must review your current PHA before you may take the PRT. If "No", Print and Sign PARFQ. You may take the PRT.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Member Name (Last, First, MI):	PARFQ Date:	Date of Birth:	Date of Last PHA:	Member Signature (CAC Digital Signature Optional):
<b>PRT PARTICIPATION STATUS</b>				
<input type="checkbox"/> Member Cleared for PRT		<input type="checkbox"/> NAVMED 6110/4 Medical Waiver Required		
AMDR/HCP Name (Print):		AMDR/HCP Signature:		Date:

CUI (when filled in)

This form should be placed into the athlete's medical file and should not be shared with schools or sports organizations. The Medical Eligibility Form is the only form that should be submitted to a school or sports organization.  
Disclaimer: Athletes who have a current Preparticipation Physical Evaluation (per state and local guidance) on file should not need to complete another History Form.

**■ PREPARTICIPATION PHYSICAL EVALUATION (Interim Guidance)**

**HISTORY FORM**

Note: Complete and sign this form (with your parents if younger than 18) before your appointment.

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Date of examination: \_\_\_\_\_ Sport(s): \_\_\_\_\_

Sex assigned at birth (F, M, or intersex): \_\_\_\_\_ How do you identify your gender? (F, M, or other): \_\_\_\_\_

Have you had COVID-19? (check one):  Y  N  
 Have you been immunized for COVID-19? (check one):  Y  N If yes, have you had:  One shot  Two shots  
 List past and current medical conditions. \_\_\_\_\_  
 \_\_\_\_\_  
 Have you ever had surgery? If yes, list all past surgical procedures. \_\_\_\_\_  
 \_\_\_\_\_  
 Medicines and supplements: List all current prescriptions, over-the-counter medicines, and supplements (herbal and nutritional).  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Do you have any allergies? If yes, please list all your allergies (ie, medicines, pollens, food, stinging insects).  
 \_\_\_\_\_  
 \_\_\_\_\_

Patient Health Questionnaire Version 4 (PHQ-4)  
Over the last 2 weeks, how often have you been bothered by any of the following problems? (Circle response.)

	Not at all	Several days	Over half the days	Nearly every day
Feeling nervous, anxious, or on edge	0	1	2	3
Not being able to stop or control worrying	0	1	2	3
Little interest or pleasure in doing things	0	1	2	3
Feeling down, depressed, or hopeless	0	1	2	3

(A sum of ≥3 is considered positive on either subscale [questions 1 and 2, or questions 3 and 4] for screening purposes.)

GENERAL QUESTIONS (Explain "Yes" answers at the end of this form. Circle questions if you don't know the answer.)	Yes	No
1. Do you have any concerns that you would like to discuss with your provider?		
2. Has a provider ever denied or restricted your participation in sports for any reason?		
3. Do you have any ongoing medical issues or recent illness?		
HEART HEALTH QUESTIONS ABOUT YOU	Yes	No
4. Have you ever passed out or nearly passed out during or after exercise?		
5. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?		
6. Does your heart ever race, flutter in your chest, or skip beats (irregular beats) during exercise?		
7. Has a doctor ever told you that you have any heart problems?		
8. Has a doctor ever requested a test for your heart? For example, electrocardiography (ECG) or echocardiography.		


HEART HEALTH QUESTIONS ABOUT YOU (CONTINUED)	Yes	No
9. Do you get light-headed or feel shorter of breath than your friends during exercise?		
10. Have you ever had a seizure?		
HEART HEALTH QUESTIONS ABOUT YOUR FAMILY	Yes	No
11. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 35 years (including drowning or unexplained car crash)?		
12. Does anyone in your family have a genetic heart problem such as hypertrophic cardiomyopathy (HCM), Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy (ARVC), long QT syndrome (LQTS), short QT syndrome (SQTS), Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia (CPVT)?		
13. Has anyone in your family had a pacemaker or an implanted defibrillator before age 35?		





<b>TUBERCULOSIS EXPOSURE RISK ASSESSMENT</b>		
<b>FOR THE PATIENT</b> (including those with previous positive tuberculin skin test) (Check the correct response)		
1. Since your last Tuberculosis Exposure Risk Assessment, were you exposed to anyone known to have or suspected of having active tuberculosis (i.e., individuals with persistent cough, weight loss, night sweats, and/or fever)? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know</span>		
2. Since your last Tuberculosis Exposure Risk Assessment or Post-Deployment Health Assessment (DD Form 2798), did you have direct and prolonged contact with any individuals of the following groups: refugees or displaced persons; patients hospitalized with tuberculosis; prisoners; or homeless shelter populations? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>		
3a. Check any countries where you have traveled or deployed to since your last Tuberculosis Exposure Risk Assessment.		
<input type="checkbox"/> Bangladesh <input type="checkbox"/> Brazil <input type="checkbox"/> Burma <input type="checkbox"/> Cambodia <input type="checkbox"/> China <input type="checkbox"/> DR Congo <input type="checkbox"/> Other _____	<input type="checkbox"/> Ethiopia <input type="checkbox"/> India <input type="checkbox"/> Indonesia <input type="checkbox"/> Kenya <input type="checkbox"/> Mozambique <input type="checkbox"/> Nigeria	<input type="checkbox"/> Pakistan <input type="checkbox"/> Philippines <input type="checkbox"/> Russian Federation <input type="checkbox"/> South Africa <input type="checkbox"/> Thailand <input type="checkbox"/> Uganda <input type="checkbox"/> UR Tanzania <input type="checkbox"/> Viet Nam <input type="checkbox"/> Zimbabwe <input type="checkbox"/> None
		If any of these listed countries are selected, answer question 3c. If "other" is checked, write in the name of the country or countries.
3b. Have you recently traveled to Afghanistan for any reason other than as part of a deployment requiring completion of a Post Deployment Health Assessment (PDHA)? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> <small>If Yes, go to 3c. Otherwise, go to 4a.</small>		
3c. During this travel, did you have prolonged direct contact with the local population? Prolonged direct contact is generally understood as having been within six feet of a person with a bad continuous cough for at least 8 consecutive hours on a single day, or for a total of at least 15 hours per week of a multi-week stay. <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>		
4a. Have you recently had a chronic cough lasting more than 2 weeks? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>		
4b. If you marked YES to chronic cough, did you have any of the following at the same time? <input type="checkbox"/> Fever <input type="checkbox"/> Cough up Blood <input type="checkbox"/> Unexplained Weight Loss <input type="checkbox"/> Night Sweats <small>If any are checked, see the medical officer for evaluation.</small>		
<b>FOR THE SCREENER</b>		
1. Questions 1 through 4 reviewed, all responses are negative, no further action is required. <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>		
2. There is at least one positive answer, patient to continue to medical officer for assessment. <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>		
<b>FOR THE PROVIDER</b> <small>(Expand on above answers to document decision making in determining risk)          (Note: Prior test had TST reactors require clinical evaluation to rule out active TB, not a repeat TST).</small>		
1. Provider Comments		
2. Tuberculosis risk assessment, based on above responses (if the answer to one or more of questions 1, 2, 3c, or 4b is a YES, test the patient.) <span style="float: right;"><input type="checkbox"/> Minimal Risk <input type="checkbox"/> Increased Risk</span>		
3. Recommend Latent Tuberculosis Infection (LTBI) Testing <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>		
PROVIDER'S NAME	PROVIDER'S SIGNATURE	DATE
PATIENT'S IDENTIFICATION: <small>(For typed or written entries, give: Name - last, first, middle; SSN; Sex; Date of Birth; Rank/Grade.)</small>	HOSPITAL OR MEDICAL FACILITY	STATUS
	DEPARTMENT / SERVICE	RECORDS MAINTAINED AT
	SPONSOR'S NAME	SSN
	RELATIONSHIP TO SPONSOR	

NAVMED 8224/8 (Rev. 3-2011)

 <b>Department of Veterans Affairs</b>		<b>INDIVIDUALS' REQUEST FOR A COPY OF THEIR OWN HEALTH INFORMATION</b>	
<b>PRIVACY ACT INFORMATION</b>			
<p>The purpose of this form is to provide an individual the means to make a written request for a copy of their information maintained by the Department of Veterans Affairs (VA) in accordance with 38 CFR 1.577. The information on this form is requested under Title 38 U.S.C. Your disclosure of the information requested on this form is voluntary. However, if information needed to locate records for release is not furnished completely and accurately, VA will be unable to comply with the request. Failure to furnish the information will not have any effect on any other benefits to which you may be entitled.</p>			
TO: DEPARTMENT OF VETERANS AFFAIRS <i>(Name and Address of VA Health Care Facility)</i>			
LAST NAME- FIRST NAME- MIDDLE NAME			DATE OF BIRTH <i>(mm/dd/yyyy)</i>
PATIENT'S MAILING ADDRESS <i>(including City, State and Zip Code)</i>			
<b>DESCRIPTION OF INFORMATION REQUESTED</b>			
Check applicable box(es) and state the extent or nature of information to be provided:			
<input type="checkbox"/> HEALTH SUMMARY <i>(Prior 2 Years)</i>			
<input type="checkbox"/> INPATIENT DISCHARGE SUMMARY <i>(Dates):</i> _____			
<input type="checkbox"/> PROGRESS NOTES:			
<input type="checkbox"/> SPECIFIC CLINICS <i>(Name &amp; Date Range):</i> _____			
<input type="checkbox"/> SPECIFIC PROVIDERS <i>(Name &amp; Date Range):</i> _____			
<input type="checkbox"/> DATE RANGE: _____			
<input type="checkbox"/> OPERATIVE/CLINICAL PROCEDURES <i>(Name &amp; Date):</i> _____			
<input type="checkbox"/> LAB RESULTS:			
<input type="checkbox"/> SPECIFIC TESTS <i>(Name &amp; Date):</i> _____			
<input type="checkbox"/> DATE RANGE: _____			
<input type="checkbox"/> RADIOLOGY REPORTS <i>(Name &amp; Date):</i> _____			
<input type="checkbox"/> LIST OF ACTIVE MEDICATIONS _____			
<input type="checkbox"/> OTHER <i>(Describe):</i> _____			
_____			
<b>COPY OF HEALTH INFORMATION IS TO BE DELIVERED TO THE INDIVIDUAL</b>			
<input type="checkbox"/> PAPER <input type="checkbox"/> CD-ROM <input type="checkbox"/> OTHER: _____			
<input type="checkbox"/> IN-PERSON PICK-UP, PROVIDE CONTACT PHONE NUMBER: _____			
<b>MAIL TO:</b> <input type="checkbox"/> SAME ADDRESS AS ABOVE <input type="checkbox"/> NEW ADDRESS BELOW			
_____			
PATIENT SIGNATURE <i>(Sign in ink)</i>			DATE <i>(mm/dd/yyyy)</i>
<b>NOTE:</b> If signed by someone other than the individual, indicate the authority (e.g. guardianship or power of attorney) under which request is made.			

**Naval Reserve Officers Training Corps (NROTC)  
New Student Indoctrination (NSI) Information Sheet and Package Checklist**

OMB CONTROL NUMBER: 0703-0026  
OMB EXPIRATION DATE: 01/31/2026

**AGENCY DISCLOSURE NOTICE**

The public reporting burden for this collection of information, OMB-0703-0026, is estimated to average 3 hours and 35 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at [whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil](mailto:whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil). Respondents should be aware that, notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

**PLEASE DO NOT RETURN YOUR RESPONSE TO THE EMAIL ADDRESS ABOVE.**

Responses should be sent to:

**Naval Service Training Command**  
Candidate Midshipman Guidance Office (CMGO)  
Building 3, Room 106  
320A Dewey Avenue  
Great Lakes, IL 60088-2911

**PLEASE READ THE FOLLOWING STATEMENT REQUIRED BY THE PRIVACY ACT OF 1974 BEFORE  
COMPLETING THE APPLICATION.**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 5 U.S.C. § 301, Departmental Regulations; 10 U.S.C. 2107 (Financial Assistance Program); E.O. 9397 (SSN), and System of Records Notices (SORNs) N01130-1 and N01080-3.

**PURPOSE(S):** To manage and contribute to the recruitment of qualified men and women for officer programs and the regular and reserve components of the Navy. To ensure quality military recruitment and to maintain records pertaining to the applicant's personal profile for purposes of evaluation for fitness for commissioned service. The information you provide will be used to determine whether you qualify, and should be nominated for, an NROTC Scholarship. If you are nominated, the information will be used to enroll you into NROTC and will be used by the Navy in its management of the NROTC program.

**ROUTINE USE(S):** Information provided on the application will be used to screen and select individuals to receive scholarships, maintain data on the scholarship program, compare scholarship applicants from previous or subsequent years, and provide academic data and contact information to Navy activities and admissions officials at colleges and universities for recruitment purposes. Other uses may include providing the information to officials and employees of: the Department of Transportation; other agencies of the Executive Branch upon request in relation to the management of quality of military recruitment; the Department of Veterans Affairs and Selective Service Administration in relation to enlistment or reenlistment eligibility; Federal, state or local agencies that maintain civil, criminal and other relevant information pertaining to the letting of contracts; in response to an inquiry from a congressional office of record for an individual; to the Office of Personnel Management (OPM) to carry out legally authorized government-wide personnel management functions and studies; and to the General Services Administration (GSA) for the purposes of records management under the authority of 44 USC § 2904 & 2906. Information provided in this application is protected by the Privacy Act and will not be released outside of the Department of Defense without your permission, unless it comes with an exception to the Act, or one of the routine uses in 32 C.F.R. § 701.112, <https://www.navy.mil/privacy.asp>, and the routine uses set forth here. If you are nominated for an NROTC Scholarship, the information will be released to the top five schools you indicated on your application. Your information and notification of status may also be provided to your high school so they may assist with the final stages of the process.

**DISCLOSURE:** Voluntary - However, failure to do so may result in our inability to process your application for the NROTC program. Note that the Social Security number (SSN) is required at the time of application to ensure proper identification of the applicant. There are times applicants have the same names, therefore the collection of SSN is required to ensure proper identification.

More information on the SORNS can be found at the following link(s):

<http://dpclo.defense.gov/Privacy/SORNSIndex/DODComponentArticleView/tabid/7489/Article/6411/n01131-1.aspx>,  
<http://dpclo.defense.gov/Privacy/SORNSIndex/DODComponentArticleView/tabid/7489/Article/6410/n01080-3.aspx>.

**MIDSHIPMAN CANDIDATE INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Email Address: \_\_\_\_\_

Social Security Number:  
Enter FULL 9 digit number \_\_\_\_\_

NROTC OPTION: Circle one	Navy	Nurse	Marine Corps
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Approved School  
or school you plan to attend: \_\_\_\_\_  
Date of High School Graduation: \_\_\_\_\_

Do you have any commitments that prevent you from attending any of the NSI training iterations?      YES      NO

If YES, for which dates are you unavailable? \_\_\_\_\_

**Initial in each box to certify that the MANDATORY documents listed below are contained within your NSI submission package. Affix this completed page to the top of your submission package, and mail to the address above.**

INITIALS	FORMS
_____	NSN-7540-00-634-4120 Federal Health Care Center (FHCC) Registration Form
_____	1533/173 NROTC Standard Release Form
_____	DD Form 2870 Authorization for Disclosure of Medical or Dental Information, Dec 2003
_____	<a href="https://www.esd.whs.mil/Portals/54/Documents/DD/forms/44/442870.pdf">https://www.esd.whs.mil/Portals/54/Documents/DD/forms/44/442870.pdf</a>
_____	American Academy of Family Physicians Pre-participation (Sports) Physical Evaluation History AND Physical Examination Forms, 2019 version (Must use this 4 page document)

INITIALS	VACCINATIONS
_____	One Dose of Quadrivalent Meningococcal Vaccine (for example, meningococcal conjugate vaccine (MCV4)), on or after 16 <sup>th</sup> birthday
_____	Two Doses of Mumps, Measles, Rubella (MMR) Vaccine, at least 28 days apart
_____	Two Doses of Varicella (Chicken Pox) Vaccine, or Titer Test from Lab documenting Immunity
_____	One Dose of TDaP (Tetanus, Diphtheria, Pertussis) Vaccine, within the last 10 years
_____	At least one dose of Janssen, or two doses of Pfizer/Moderna COVID-19 Vaccine
_____	Seasonal Influenza Vaccine

INITIALS	MEDICAL INFORMATION
_____	Sickle Cell Trait (SCT) test results
_____	List of ALL prescriptions and over-the-counter (OTC) medications (Also must be included in sports physical)
_____	List of all allergies, reactions, and epinephrine auto-injector use (i.e., EpiPen™) (Also must be included in sports physical)

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## NROTC NEW STUDENT INDOCTRINATION (NSI) INFORMATION SHEET

OMB CONTROL NUMBER: 0703-0026  
OMB EXPIRATION DATE: 01/31/2026

### AGENCY DISCLOSURE NOTICE:

The public reporting burden for this collection of information, OMB-0703-0026, is estimated to average 3 hours and 35 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at [whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil](mailto:whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

### PLEASE READ THE FOLLOWING STATEMENT REQUIRED BY THE PRIVACY ACT OF 1974.

#### PRIVACY ACT STATEMENT

**AUTHORITY:** 5 U.S.C. § 301 (Authorizing Departmental Forms and Regulations); 10 U.S.C. § 2107 (Financial Assistance Program); and Executive Order 9397 (Use of Social Security Numbers), and System of Records Notice(s) (SORN) N01131-1 and N0180-3.

**PURPOSE(S):** The primary use of this information is for officials to administer the Naval Reserve Officers Training Corps (NROTC) Program, and to set forth the terms and conditions, including military service obligations, under which the Navy will be providing an NROTC scholarship. The information will be used to determine whether you qualify, and should be nominated for, an NROTC Scholarship. If you are nominated, the information will be used to enroll you into NROTC and will be used by the Navy in its management of the NROTC program.

**ROUTINE USE(S):** These records or information contained therein may be disclosed outside the Department of Defense to officials and employees of the college or university in which you enroll, and those of the Veterans Administration, and Selective Service Administration in the performance of their official duties related to enlistment and reenlistment eligibility and related benefits. Other uses may include - Providing information to officials and employees of the Department of Transportation, and other agencies of the Executive Branch upon request in relation to the management of quality of military recruitment; the Department of Veterans Affairs and Selective Service Administration in relation to enlistment or reenlistment eligibility; Federal, state or local agencies that maintain civil, criminal and other relevant information pertaining to the letting of contracts; in response to an inquiry from a congressional office of record for an individual; to the Office of Personnel Management (OPM) to carry out legally authorized government-wide personnel management functions and studies; and to the General Services Administration (GSA) for the purposes of records management under the authority of 44 USC § 2904 & 2906. Information provided may be used to screen and select individuals to receive NROTC Scholarships, to maintain data on the NROTC scholarship program, to compare to scholarship applicants from previous or subsequent years, and to provide academic data and contact information to Navy activities and admissions officials at colleges and universities so they can contact applicants for recruitment purposes. If you are nominated for an NROTC Scholarship, the information will be released to the top five schools you indicated on your application. Your information and notification of status may also be provided to your high school so they may assist with the final stages of the process. Information provided on this form is protected by the Privacy Act and will not be released outside of the Department of Defense without your permission, unless it comes with an exception to the Act, or one of the routine uses in 32 C.F.R. § 701.112, <https://www.navy.mil/privacy.asp>, and the routine uses set forth here.

**DISCLOSURE:** Voluntary. However, failure to provide the requested information may result in ineligibility for, and/or disenrollment from, the NROTC Program.

More information on the SORNS can be found at the following link(s):

<http://dpclo.defense.gov/Privacy/SORNSIndex/DODComponentArticleView/tabid/7489/Article/6411/n01131-1.aspx>,  
<http://dpclo.defense.gov/Privacy/SORNSIndex/DODComponentArticleView/tabid/7489/Article/6410/n01080-3.aspx>.

Please complete all items legibly.

All fields ARE REQUIRED to register NSI participants in training and healthcare systems prior to the start of training.

Last Name:  First Name:  Middle Initial:

Email Address:

Social Security Number:   
Enter FULL 9 digit number

Date of Birth:   
Enter as MM/DD/YYYY

Place of Birth:

Marital Status:   
Single, Married, Divorced, Widowed

Ethnicity:

<b>Ethnic Code:</b> You may select as many of the ethnic categories that you feel apply to you. This data is used solely for statistical purposes and will not be considered in selection decisions.	(1) Other Hispanic Descent	(6) Mexican	(C) Chinese	(S) Latin American with
	(2) U.S./Canadian Indian Tribes	(7) Eskimo	(H) Hawaiian	Hispanic Descent
	(3) Other Asian Descent	(8) Aleut	(J) Japanese	(V) Vietnamese
	(4) Puerto Rican	(9) Cuban	(K) Korean	(W) Micronesian
	(5) Filipino	(D) Indian/Pakistani	(L) Polynesian	(X) Other
	(E) Melanesian	(Q) Other Pacific Island Descent	(Y) None	

Religious Preference:

Gender (for berthing purposes):

**Home of Record (HOR)**

(Often Parent's address)

Street   
City, State, ZIP Code

Cell Phone #:   
Residence Phone #:

Parent 1 Full Name:   
Address (If different from above):   
Parent 1 Contact Phone #:  Phone Type?

Parent 2 Full Name:   
Address (If different from above):   
Parent 2 Contact Phone #:  Phone Type?

NROTC OPTION: Check one  Navy  Nurse  Marine Corps

Approved School or school you plan to attend:   
Date of High School Graduation:

Do you have any commitments that prevent you from attending any of the NSI training iterations?  YES  NO  
If YES, for which dates are you unavailable?

DoD Identification Number (for military dependents only):

Midshipman Candidate Signature:  Date:   
Printed Name: