



DEPARTMENT OF THE NAVY  
NAVAL SERVICE TRAINING COMMAND  
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GREAT LAKES, ILLINOIS 60088-2845

Canc: Apr 16

NSTCNOTE 1530  
N00  
17 Feb 17

NSTC NOTICE 1530

From: Commander, Naval Service Training Command

Subj: 2017 NROTC MIDSHIPMAN SUMMER TRAINING PROGRAM

Ref: (a) SECNAVINST 1530.2  
(b) OPNAVINST 6420.1A  
(c) OPNAVNOTE 1530  
(d) NSTC M-1533.2A  
(e) NSTC M-1533.5 (Series), Midshipman Summer Training Manual  
(f) NSTC M-1533.6 (Series), Midshipman Summer Training Handbook  
(g) NAVEDTRA 37302 (Series), USMC OCS, NROTC Field Training Manual  
(h) FY17 NROTC Summer Training Financial Guidance and Procedures

Encl: (1) [General Information for NROTC Midshipman Summer Training](#)  
(2) [NROTC Training Plan for 2017](#)  
(3) [Career Orientation and Training for Midshipmen \(CORTRAMID\) Administrative and Instructional Guidelines](#)  
(4) [Important Contacts Card](#)

1. Purpose. To provide information concerning the 2017 Naval Reserve Officers Training Corps (NROTC) Midshipman (MIDN) summer training programs for the Navy and U.S. Marine Corps (USMC), including Career Orientation Training of Midshipmen (CORTRAMID) and Atlantic, Pacific, Western Pacific, and Mediterranean Training of Midshipmen (LANTRAMID, PACTRAMID, WESTPACTRAMID, MEDTRAMID).

2. References (a) through (h) are the primary source documents for subject training, and enclosures (1) through (4) provide specific information for the summer training program.

3. Discussion. CORTRAMID is conducted for 4-year scholarship third class MIDN and second class scholarship MIDN who have not previously attended CORTRAMID. LANTRAMID, PACTRAMID, WESTPACTRAMID, and MEDTRAMID are conducted for second and first class MIDN.

  
S. C. EVANS

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N615, N64, N7, N76, N769, N77, N779, N78, N789, N79, N8, N85, N09B, N095, and N92 only)

## **General Information For NROTC MIDN Summer Training**

1. Publications. Units shall issue references (e) and (f) to NROTC MIDN, as applicable, prior to their departure for training. These publications are available on the following website:  
[http://www.nrotc.navy.mil/training\\_info.html](http://www.nrotc.navy.mil/training_info.html).

### 2. Officers in Charge (OICs) of MIDN Summer Training

a. CAPT L. Reed, USN, NROTC Unit, Hampton Roads Consortium, Atlantic Midshipmen Embarkation/Debarcation Coordinator (LANTMEDC).

b. CAPT M. Johnson, USN, NROTC Unit, San Diego Consortium, Pacific MEDC (PACMEDC).

c. Col K. Detreux, USN, NROTC Unit, Philadelphia Consortium, Aviation MEDC (AIRMEDC).

d. CAPT M. Edwards, USN, NROTC Unit, College of the Holy Cross, OIC, CORTRAMID EAST, Norfolk, VA.

e. Col D. Coggins, USMC, NROTC Unit, Virginia Military Institute, OIC, CORTRAMID EAST, Marine Phase, Camp Lejeune, NC.

f. CAPT W. Graddock, USN, NROTC Unit, Yale University, OIC, CORTRAMID EAST, Submarine Phase, Kings Bay, GA.

g. CAPT M. Riley, USN, NROTC Unit, University of New Mexico, OIC, CORTRAMID WEST, San Diego, CA.

h. Col B. Close, USMC, NROTC Unit, Florida A&M University, OIC, CORTRAMID WEST, Marine Phase, Camp Pendleton, CA.

i. Maj S. Culbertson, USMC, NROTC Unit, George Washington University, OIC, Mountain Warfare, Bridgeport, CA.

j. Maj D. Murphy, USMC, NROTC Unit, Auburn University, OIC, OCS I and II, Quantico, VA.

3. Establishment of Midshipmen Embarkation/Debarcation Coordinators (MEDCs), Midshipmen Embarkation/Debarcation Team (MEDT) Offices, and Ashore Training Headquarters. OICs of summer training programs will establish offices or headquarters per the following schedule:

a. LANTMEDC at NROTC Unit, Hampton Roads Consortium shall be established on or about 11 April 2017. In addition, as directed by OIC, LANTMEDC, MEDT offices shall be established as follows:

(1) MEDT Mayport, FL: To be established by Commanding Officer (CO), NROTC Unit, Jacksonville University, as required.

(2) MEDT Norfolk, VA: To be established by CO, NROTC Unit, Hampton Roads Consortium, as required; and

(3) MEDT Washington, DC: To be established by CO, NROTC Unit, George Washington University, as required, during MEDTRAMID embark and debark processing.

b. PACMEDC at NROTC Unit, San Diego Consortium shall be established on or about 11 April 2017. In addition, as directed by OIC, PACMEDC, MEDT offices shall be established as follows:

(1) MEDT San Diego, CA: To be established by CO, NROTC Unit, San Diego Consortium, as required; and

(2) MEDT Seattle, WA: To be established by CO, NROTC Unit, University of Washington, as required.

c. AIRMEDC at NROTC Unit, Philadelphia Consortium shall be established on or about 11 April 2017.

d. OIC, CORTRAMID EAST, Norfolk shall be established on or about 5 July 2017 at Building B30, Naval Operations Base, Norfolk, VA.

e. OIC, CORTRAMID EAST, Submarine Phase, Kings Bay shall be established on or about 5 July 2017 at Submarine Base, Kings Bay, GA.

f. OIC, CORTRAMID EAST, Marine Phase, Norfolk shall be established on or about 5 July 2017 at Camp Lejeune, NC.

g. OIC, CORTRAMID WEST, San Diego shall be established on or about 9 May 2017 at Copp Hall, Naval Station, San Diego, CA.

h. OIC, CORTRAMID WEST, Marine Phase, Camp Pendleton shall be established on or about 9 May 2017 at Camp San Onofre, Marine Corps Base, Camp Pendleton, CA.

i. OIC, USMC OCS I & II shall be established on or about 5 May 2017 at Base Personnel Office, Building 1006, Marine Corps Combat Development Center, Quantico, VA.

j. OIC, Mountain Warfare shall be established on or about 5 July 2017 at USMC Mountain Warfare Training Center, Bridgeport, CA.

4. Logistics Support to MEDTs and OICs. Commands near embarkation or where training detachments are established are requested to provide the OIC with logistical support as required. OICs of these embarkation or training detachments shall advise the commands concerned, as far in advance as possible, of logistical support they will require. Government vehicles shall be used for the local transportation of MIDN in connection with summer training, if at all possible. In accordance with reference (h), Naval Service Training Command (NSTC) Comptroller (N8) will issue work requests to the activities providing/procuring MIDN bus transportation at each of the MEDT and training sites.

5. Submarine Cruise & Surface Nuclear Billets. Billets will be assigned by NSTC OD1. Units are to enter proper clearance status in accordance with policy promulgated by COMNAVSUBFOR/COMNAVSUBPAC.

6. Foreign Exchange Training of Midshipmen (FOREXTRAMID) and Japanese Maritime Self-Defense Force (JMSDF) Exchanges. First class summer training quotas have been adjusted for NROTC units with FOREXTRAMID and JMSDF selectees.

7. Air Mobility Command (AMC) Transportation. MEDCs will promulgate AMC flight information for MEDTRAMID or WESTPACTRAMID. Other group travel requirements must be coordinated through the NSTC Organization Defense Travel Agent (ODTA). Reference (h) pertains.

8. Immunization Requirements. NROTC unit COs shall ensure MIDN receive immunizations required by Section 210 of reference (e) prior to their departure for summer training.

9. Training Orders, Medical Records, Clearances, and Uniforms.

a. NROTC units are responsible for preparing travel authorizations and vouchers to support the summer training period. Vouchers shall be submitted within five working days following completion of travel.

b. MIDN first class who are requesting a pre-commissioning physical during summer cruise must have a statement in their orders indicating the type of physical requested. NROTC units, with approval from the appropriate MEDT OIC, may order MIDN to report two days early or extend training for two days in order to obtain pre-commissioning physicals. The NROTC unit COs are to ensure that all MIDN requiring pre-commissioning physicals receive them during the summer training period if unable to schedule physicals prior to summer training. MIDN to be embarked in submarines for cruises must have a valid physical and dental exam per reference (b) prior to reporting. These MIDN must meet Dental Class 1 or 2 to cruise for more than local operations. Pre-commissioning physicals cannot be conducted onboard submarines. MIDN participating in submarine cruises must report with their medical and dental records.

c. NROTC unit COs shall ensure that all MIDN, prior to their departure for summer training, have in their possession the following items:

(1) Health Record Folder (unless otherwise directed);

(2) Armed Forces Identification Card;

(3) Summer Training Handbook (reference (f));

(4) Travel package as described in reference (h);

(5) Important contacts card, enclosure (4); and

(6) CDC 731 International Certificate of Vaccination, a travel booklet with record of vaccinations. Units with the Public Health Services travel booklet (PHS-731) may use those on hand until the supply is depleted. The CDC 731 booklets are available on the U.S. Government Bookstore website: <http://bookstore.gpo.gov/catalog/health-benefits/immunization-vaccination/vaccination-forms>.

d. MIDN uniform requirements are contained in reference (d). Units are authorized to coordinate directly with Fleet units to determine required uniforms for that particular unit. Be advised, assigned units may change at the last moment. MIDN who report for summer training in the Continental U.S. (CONUS) or Hawaii, with the exception of CORTRAMID, will travel in summer whites. Unless

otherwise directed, summer whites are not part of the CORTRAMID seabag. MIDN who are embarking overseas will travel to the point of embarkation in appropriate civilian attire.

e. For complete travel guidance and procedures to support the summer training period, refer to reference (h).

f. All authorizations will include the highest security clearance for which the individual MIDN is eligible and applicable source data. All MIDN should have a satisfactorily completed National Agency Check and be granted a SECRET clearance with Nuclear Restricted Data prior to departing for summer training.

11. Advance Pay. NROTC scholarship and College Program MIDN will be authorized advance cruise pay. This policy allows Defense Finance and Accounting Service to provide 80 percent advance payment to all MIDN prior to commencement of their proposed training. Leave and Earnings Statements will not be submitted to disbursing offices for payment.

12. Pre-cruise Brief. Prior to the commencement of training, the NROTC unit will conduct an extensive pre-cruise brief for its assigned MIDN using the publications discussed in reference (e). In addition to hand-carrying the appropriate handbook to their training site, MIDN should thoroughly review the handbook and understand the scope of the training objectives. Units are responsible for ensuring that MIDN understand procedures for verifying authorization, validating training dates, advance pay recoupment, and travel voucher submission.

## **NROTC TRAINING PLAN FOR 2017**

1. Introduction. This enclosure provides general information about summer cruises and specific reporting instructions for each of the training programs. Quota allocations for each training program for each NROTC unit will be promulgated via Officer Programs Management Information System (OPMIS). Having determined that a unit has been assigned a quota via OPMIS, the unit staff will refer to the third section of this enclosure for reporting instructions. Specific information for each training site and actual ship assignment procedures will be provided in Letters of Instruction promulgated by the MEDCs. The MEDCs have ultimate and final authority to adjust or reassign NROTC unit quotas as necessary when changes in Fleet schedules modify available assets.

### 2. General Information

a. MIDN reporting to a MEDT are to report not earlier than 0800 and not later than 1600 on the date specified, unless otherwise directed in the MEDC Letter of Instruction. MIDN training orders shall indicate a stop enroute at the MEDT and specify a period of time for the stop (e.g., "...report via MEDT NORVA for a period not to exceed 8 hours for further transfer to USS JOHN PAUL JONES."). MIDN should report as soon after 0800 as possible. The reporting instructions listed in Section 3 will generally apply to all MIDN assigned to the specified training period. Some ships within each training period may require embarkation/debarkation earlier or later than the specified date; each affected unit will be advised of this deviation by the MEDC. NROTC units must ensure that MIDN understand that training periods may vary for a variety of reasons.

b. Due to limited parking and potential problems with base access, MIDN are discouraged from traveling via Privately Owned Vehicles (POVs). If MIDN desire to travel via POV, PNS approval is required. It is highly recommended that POV travel be limited to no more than 200 miles. All POV travel must be annotated in OPMIS and the respective COTRAMID or MEDT staff must be informed of the MIDN's POV travel plans. Consult with reference (h) for guidance and procedures for POV reimbursement.

c. Units that have billets assigned that cannot be filled by first class College Program or scholarship MIDN are to immediately notify the appropriate MEDC so that the unused billets may be reassigned.

d. NSTC OD will maintain quota control until 14 May 2017 for COTRAMID WEST and 9 July 2017 for COTRAMID EAST, at which time the applicable OICs will assume accountability for all assignment changes. COTRAMID changes required after 10 May 2017 (WEST)/5 July 2017(EAST) should be due to emergencies only.

e. Unused COTRAMID quotas should be identified to NSTC OD as soon as it is determined that they are not needed. The respective MEDCs will control all other training quotas. NROTC units should liaise directly with MEDC personnel regarding any changes to cruise assignments. Units shall emphasize to MIDN their responsibility to keep their parent NROTC units advised of any change in their plans that would jeopardize their ability to report for active duty for training.

f. COs of NROTC units are to remind MIDN that the port of embarkation will not necessarily be the same port of debarkation. With prior approval, MIDN may drive their cars to their scheduled embarkation port, but they must be prepared to incur the personal transportation expense back to the embarkation port to get their cars if the training terminates in another port or if ship embarkation ports change on short notice.



g. Grooming standards for summer training will be per Navy Fleet- wide grooming standards and Chapter 2, U.S. Navy Uniform Regulations. The MIDN's appearance must match that appearing on his or her Armed Forces Identification Card (e.g., hair color, wearing of mustache).

### 3. Reporting Instructions

a. Specific ports of embarkation are not indicated in this notice as Fleet schedules are not yet firm and specific ship assignments will be made by the appropriate OIC, MEDC. Exact port and ship assignments will be provided by LANTMEDC (CO, NROTC Hampton Roads Consortium) for LANTRAMID and MEDTRAMID cruises and by PACMEDC (CO, NROTC Unit San Diego Consortium) for PACTRAMID and WESTPACTRAMID cruises.

b. Nuclear Power. MIDN assigned to nuclear power training aboard Fast Attack Submarines and Ballistic Missile Submarines will receive specific reporting instructions from NSTC OD1. Once nuclear cruise selections are announced, NROTC units are requested to return any unused training quotas to NSTC OD1. In general, subsurface nuclear cruises will not be coordinated by a MEDC. MIDN assigned to nuclear surface cruises, however, will proceed via MEDTs when they are in close proximity to their assigned ship.

c. USMC OCS (I or II). Reporting instructions for first class Marine Option MIDN reporting to Headquarters, Officer Candidate School, Building 2189, Marine Corps Combat Development Center, Quantico, VA, will be promulgated via separate correspondence.

d. CORTRAMID. NROTC third class scholarship MIDN are assigned to this training. NROTC second class MIDN who did not complete CORTRAMID as third class MIDN are also assigned to this training in lieu of second class cruise. Training will consist of surface, submarine, aviation, and Marine Corps orientation training. Units must arrange round-trip transportation to and from the training site. Transportation between sites will be arranged by NSTC. Reporting instructions for each coast are as follows:

(1) EAST: Report to OIC, CORTRAMID EAST, Norfolk, VA. MIDN reporting to Norfolk by commercial air should go to the Military Information Desk located at the Norfolk airport. Transportation will be provided from the airport only. If reporting by POV or other means, report to Penn Hall, Bachelor Enlisted Quarters, Naval Station, Norfolk. MIDN should report between 0800 and 1600 on 12 July 2017 in appropriate civilian attire.

(2) WEST: Report to OIC, CORTRAMID WEST, San Diego, CA. MIDN reporting to San Diego by commercial air will report to the Military Information Desk in Terminal Two at the San Diego airport. Transportation will be provided from the airport only. If reporting by POV or other means, report to Building 302, Copp Hall, Naval Station San Diego (32nd Street). MIDN should report between 0800 and 1600 on 17 May 2017 in appropriate civilian attire.

e. Aviation Cruise. Selected MIDN first class will be ordered to report to an aviation squadron. Once ashore aviation option cruise selections are made, NROTC units are requested to return any unused training quotas to the appropriate MEDC.

## **CORTRAMID ADMINISTRATIVE AND INSTRUCTIONAL GUIDELINES**

### **1. General**

a. Objective. The objective of MIDN summer training is to further the professional development of MIDN through introduction to the operational Navy and USMC and to reinforce their academic year programs, thereby instilling a sense of pride in their identification with the Navy and USMC and inclining them toward careers in the Naval service.

b. Goals. The specific goals of CORTRAMID are:

- (1) To enable MIDN to make an informed decision about future career options;
- (2) To familiarize MIDN with the missions, tasks, and equipment within the various warfare areas: surface, subsurface, aviation, and USMC;
- (3) To introduce MIDN to the career development ladder within each warfare area;
- (4) To emphasize the importance of military courtesy, smartness, and discipline; and
- (5) To reinforce leadership training through practical application of basic leadership.

c. Concept

(1) To meet the described objective and goals during CORTRAMID, each participating MIDN will receive indoctrination in each of the four warfare areas listed above. Each warfare community will dedicate time to provide the MIDN with an overview of their community.

(2) CORTRAMID 2017 will be conducted 17 May to 17 June 2017 in the San Diego area, and 12 July to 12 August 2017 in the Norfolk area. The program will be conducted in one 4-week phase per coast.

(3) The content of the program is the responsibility of the host command for training in coordination with the OIC of the MIDN training detachment. The centrally located CORTRAMID office will be staffed full-time and will be responsible for all aspects of training and administration.

### **2. CORTRAMID 2017 Host Commands**

a. Commander, Naval Surface Force, U.S. Atlantic Fleet (COMNAVSURFLANT), Norfolk, VA and Commander, Regional Support Office (RSO), San Diego, CA, will act as coordinators for surface indoctrination.

b. Commander, Submarine Force, U.S. Atlantic Fleet (COMSUBLANT), Norfolk, VA and Commander, Submarine Squadron 11 (COMSUBRON ELEVEN), San Diego, CA, will act as coordinators for submarine indoctrination.

c. Commander, Naval Air Force, U.S. Atlantic Fleet (COMNAVAIRLANT), Norfolk, VA, and Commander, Naval Air Force, U.S. Pacific Fleet (COMNAVAIRPAC), San Diego, CA, will act as coordinators for aviation indoctrination.

d. Commanding General, Second Marine Expeditionary Force (CG, II MEF), Camp Lejeune, NC, and Commanding General, First Marine Expeditionary Force (CG, I MEF), Camp Pendleton, CA, will act as coordinators for Marine indoctrination.

### 3. Training Plan

a. Training will be conducted under the direction of the host commands.

b. Two groups of approximately 500 MIDN, consisting of eight companies of up to 70 MIDN per company, will be rotated through training over a four-week period.

### 4. Training Objectives

#### a. Aviation Phase

(1) To indoctrinate MIDN in the concepts, roles, and missions of Naval aviation;

(2) To provide MIDN with an appreciation of the duties of a junior officer in Naval aviation and the career patterns of Naval aviators; and

(3) To provide MIDN, as feasible, flight time in a Fleet or training command type aircraft.

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

#### b. Submarine Phase

(1) To indoctrinate MIDN in the roles and missions of the Fast Attack and Fleet Ballistic Missile submarines;

(2) To provide MIDN with an appreciation of the duties of a junior officer in submarines and the career pattern of submarine officers;

(3) To provide MIDN with an appreciation of the duties of a junior officer in submarines and the career pattern of submarine officers;

(4) To provide an introduction to shipboard damage control, as feasible; and

(5) To provide MIDN, as feasible, two days at-sea and one day of ashore training and orientation.

#### c. Surface Phase

(1) To indoctrinate MIDN in the missions of the surface forces of the Navy;

(2) To familiarize MIDN with the duties of a Surface Warfare junior officer and the career pattern of Surface Warfare Officers;

- (3) To provide an introduction to submarine damage control and firefighting, as feasible; and
- (4) To provide MIDN, as feasible, time at sea in a surface ship or ship's visits which should consist of maximum hands-on exposure.

d. Marine Corps Phase

- (1) To indoctrinate MIDN in the concepts, roles, and mission of the USMC;
- (2) The orientation will include demonstrations, field firing of weapons, practical application, classroom instruction, and field exercises. The goal is familiarization of MIDN with the highly mobile, flexible, and versatile nature of the USMC in both combat and peacetime environments. This orientation will involve the active participation of MIDN in small unit tactics, weapons firing, and amphibious assaults. Specific objectives include:
  - (a) To enable MIDN to identify and operate select individual and crew-served weapons of the USMC;
  - (b) To demonstrate to MIDN the tactical knowledge, military skills, and leadership qualities demanded of a junior Marine officer;
  - (c) To introduce MIDN to the various career opportunities available graduates commissioned into the USMC;
  - (d) To demonstrate the capabilities of Marine aviation, particularly in air assault operations;
  - (e) To introduce MIDN to the training environment and lifestyle of the junior Marine officer;and
  - (f) To maintain the physical fitness of MIDN.
- (3) The immediate supervision during training will be the responsibility of the detachment OICs, Marine Phase, assisted by officers and noncommissioned officers (NCOs) assigned temporary additional duty.

5. MIDN Organizational Plan

- a. Training Quotas. NSTC OD will provide each NROTC unit with EAST and WEST coast CORTRAMID billet allocations via the OPMIS system. COs will then fill the allotted billets, reporting any unused billets to NSTC OD.
- b. Status of MIDN. During CORTRAMID, MIDN will be berthed and messed in suitable spaces and facilities separate from enlisted personnel, except during training exercises requiring integration with Fleet or Fleet Marine Force units. MIDN should be:

- (1) Provided with lectures and demonstrations geared at the junior officer level; and
- (2) Assigned to observe officers and key petty officers and NCOs when embarked upon Naval ships or Naval aircraft or engaged in landing exercises.

6. Detachment OIC

a. Duties

- (1) Maintain administrative control of NROTC MIDN undergoing training per local directives, NETC and NSTC directives, and higher authority;
- (2) Make inspections as necessary to ensure proper administration of the training schedule and that training objectives are being met;
- (3) Ensure competent guidance is available to MIDN on all matters pertaining to the NROTC Program;
- (4) Ensure turnover files are completed prior to the disbanding of the staff and are forwarded to the next year's OIC or forwarded to NSTC OD;
- (5) Organize assigned personnel to perform training missions;
- (6) Submit required reports; and
- (7) Promulgate necessary directives to ensure proper command and administrative control of assigned personnel.

b. Reports

(1) Initial Training Report. As each group is formed, detachment OICs shall submit Initial Training Reports by email to LT Chaz Brown, NSTC OD, at [chaz.t.brown@navy.mil](mailto:chaz.t.brown@navy.mil). Reports shall include:

(a) A list of MIDN who did not report for training including name, last four of SSN, and parent unit. Parent units may have to be contacted to determine the reason a MIDN did not report for training as scheduled;

(b) Discrepancies noted by name, unit, and discrepancy.

(2) Final Training Report. Upon completion of the training, the CORTRAMID OIC shall submit a final training report to LT Brown at [chaz.t.brown@navy.mil](mailto:chaz.t.brown@navy.mil). Summarize the training with specific recommendations in the following subject areas:

(a) Effectiveness of pre-training planning by NSTC OD;

(b) Training organization;

(c) CORTRAMID staffing/recommendations;

(d) Reporting and departure of MIDN;

(e) Messing and berthing;

(f) Uniforms and equipment;

(g) Facilities; and

(h) Improvements for next year.

(3) Non-appropriated Fund Financial Report.

(a) Commands that are provided an allocation of non-appropriated funds directly from the Commander, Navy Installations Command (Code N252D) Central Fund for MIDN recreation purposes shall forward a consolidated financial report to BUPERS (PERS-652D) within 30 days following completion of the MIDN summer training period.

(b) This letter report shall include a listing, by dollar amounts, of the specific uses of the funds (e.g., Sightseeing Tour Expense, \$ ; Recreation Field Meet, \$ ), accompanied by a check or money order for any residual amount. A copy of each final financial report shall be provided to NSTC OD.

(4) MIDN End of Training Survey.

(a) Each MIDN shall complete an End of Training survey upon completion of cruise. Upon cruise completion, OPMIS will send each MIDN the link to the survey to be completed via email.

(b) MIDN will use their individual billet IDs to enter and complete the survey. A CORTRAMID Phase Critique may be completed by each MIDN as required by the host command for use by the host command. A summary of CORTRAMID Phase Critiques, if conducted, should be provided by each host command to NSTC OD by 25 August 2017 for use in the NROTC Summer Training Summary.

(5) Special Incident Reports. Incidents involving death or serious injury of a MIDN during training or while on liberty should be reported to the NSTC OD Director or Deputy Director. If neither member can be reached, contact the NSTC Staff Duty Officer (SDO) and provide an initial report per Operations Report/Situation Report reporting procedures. In addition, major incidents involving MIDN that have a potentially adverse public relations impact should be similarly reported. Less serious incidents involving misconduct, alcohol, or drugs should be reported no later than the next working day to NSTC OD, Head, NROTC Professional Development.

(a) NSTC OD Director, CAPT Richard Wood – (850) 452-4983 office, email: richard.k.wood@navy.mil, Cellphone: (850) 685-4906.

(b) NSTC OD Deputy Director, Mr. Mark Gough - (850) 452-4983 office, email: [mark.gough@navy.mil](mailto:mark.gough@navy.mil)

(c) NSTC OD3 – (850) 452-9554 (DSN 922-9554)

(d) NSTC SDO – (847) 772-2309 (Commercial only)

(e) NETC SDO – (850) 554-5312 (Commercial only)

(6) MIDN Evaluations. MIDN evaluations are optional. CORTRAMID OICs are encouraged to complete an Officer Fitness Report (BUPERS 1610-1), per reference (e), for particularly outstanding or deficient performance. MIDN receiving these reports will be evaluated by the officer and enlisted instructor in charge of each company, and the fitness reports will be signed by the CORTRAMID OIC.

(7) MIDN Travel Vouchers. MIDN authorizations shall be endorsed upon arrival by the CORTRAMID staff. Travel vouchers will be prepared and subsequently processed by the parent NROTC unit staff using DTS in accordance with reference (h).

IMPORTANT CONTACTS

Unit SCC | (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
Unit Travel/DTS Rep | (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
SATO (Working Hours) | (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
SATO (After Hours) | (888) 359-9999

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SATO (Working Hours) | (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
SATO (After Hours) | (888) 359-9999

IMPORTANT CONTACTS

MEDT | 1st Half 757-646-2762 (LT Hall)  
JAX | 2nd Half 251-533-0092 (LT Bell)  
MEDT | 1st Half 757-761-4760 (LT Kirby)  
WASHINGTON | 2nd Half 757-272-5225 (LT Irgens)  
MEDT | 1st Half 619-417-3348 (LT DellaVolpe)  
SAN DIEGO | 2nd Half 619-417-3348 (LT Wehle)  
MEDT DC | 1st Half 808-348-1521 (LT Arnest)  
| 2nd Half 757-339-9946 (LT Cordial)  
MEDT NORFOLK | 850-341-8718 (LT Barre)

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