



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES ST
GREAT LAKES IL 60088-5000

NSTCINST 3120.1C CH-1
N04
8 Jun 2026

NSTC INSTRUCTION 3210.1C CHANGE TRANSMITTAL-1

From: Commander, Naval Service Training Command

Subj: NEW STUDENT INDOCTRINATION STANDARD OPERATING PROCEDURES

Encl: (1) Revised page 1 and enclosure (1) pages: 1-2, 1-4, 1-7, 2-1, 2-5, 2-11, 4-1, 4-2, 4-3, 5-1, 5-2, 7-10, 7-12, 8-2, 9-5, B-3, B-4 and B-5.

1. Purpose. To transmit new guidelines and standards for all military and civilian personnel assigned to Naval Service Training Command (NSTC) headquarters and subordinate commands involved in the preparations and training of Midshipman Candidates at NSI.
2. Action. Remove page 1 and enclosure (1) pages: 1-2, 1-4, 1-7, 2-1, 2-5, 2-11, 4-1, 4-2, 4-3, 5-1, 5-2, 7-10, 7-12, 8-2, 9-5, B-3, B-4 and B-5. of the basic instruction and replace with enclosure (1) of this change transmittal.
3. Records Management. Records created as a result of this instruction (or notice, as applicable), regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.



M. T. POTTENBURGH

Releasability and distribution:

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Ref: (a) NSTC M-1533.2F of February 2025
(b) NAVCRUITRACOM M-1552.1C of March 2026
(c) NAVCRUITRACOMINST 1552.3D
(d) NAVCRUITRACOMINST 1600.3B
(e) NAVCRUITRACOMINST 3140.1A
(f) NAVCRUITRACOM M-6100.2C of March 2023
(g) OPNAVINST 1530.8B
(h) OPNAVINST 6110.1L
(i) OPNAVINST 5370.2E
(j) NSTCINST 1500.13E
(k) NSTCINST 5214.1C
(l) CNSTC ltr 1520 Ser N00/1911 of 17 Nov 25
(m) Under Secretary of Defense memo dtd 16 February 2024

Encl: (1) New Student Indoctrination Standard Operating Procedures

1. Purpose. To publish standard operating procedures and guidance for the conduct of New Student Indoctrination (NSI) using enclosure (1). Significant changes include removing land navigation from the NSI curriculum, the addition of a requirement for Cardiovascular Pulmonary Resuscitation certified staff while conducting the physical readiness test, and changes to the medical claims and compensation process. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. NSTCINST 3120.1B

3. Scope and Applicability. This instruction applies to all military and civilian personnel assigned to Naval Service Training Command (NSTC) headquarters and subordinate commands involved in the preparations, and training of Midshipman Candidates at NSI.

4. Records Management. Records created as a result of this instruction (or notice, as applicable), regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

5. Review and Effective Date. Per OPNAVINST 5215.17A, the Director of Officer Development will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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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 166 postsecondary educational institutions with a mission to develop future officers morally, mentally, 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 toward fulfilling NROTC's 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 (MIDN) who enrolled in NROTC during the previous academic year). Reference (g), formally establishes five goals for NSI:

- a. To prepare candidate MIDN for successful integration within NROTC.
- b. To provide standardized militarization across the NROTC domain.
- c. To build proficiency in basic customs and courtesies, watchstanding, swimming, firefighting and marksmanship.
- d. To build a sense of unity and confidence within the candidates, preparing them for further integration into respective NROTC units.
- e. To teach candidates general military and naval knowledge.

3. Per reference (a), all NROTC Navy and Marine Corps Scholarship selectees must complete or have been waived from NSI in order to be eligible to activate their scholarship, with the exception of Commanding Officer On-the-Spot Side Load Nomination Expedited Scholarship (OTSSN) selectees.

- a. This requirement includes all NROTC National Scholarship selectees who are enrolled at NROTC associated institutions, all 3 or 2-year side load scholarship selectees, and 2-year Advanced Standing selectees. OTSSN selectees may activate their scholarship without having attended NSI but are required to attend NSI the following summer.

- b.

- c. The requirement for Marine-Option 2-year Side Load Scholarship or Advanced Standing selectees to attend NSI in order to activate their scholarship or contract will generally be waived by Naval Service Training Command (NSTC) in favor of Fleet Marine Force cruise attendance, upon request.

d. In order to have the NSI requirement waived, submit official memo request from the NROTC Unit Commanding Officer to NSTC Director of Officer Development N04, via NSTC N92.

102. COMMANDER'S INTENT

1. NSI will be conducted onboard Recruit Training Command (RTC) and will align with RTC training policies and procedures in references (b) through (l). 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 MIDN and set a foundation for success in the NROTC program and provide leadership growth opportunities for MIs to continue their development as future Naval and Marine Corps Officers.

4. NSI Method: Training will focus on the five warfighting competencies of 1) firefighting, 2) damage control, 3) seamanship/navigation, 4) watch standing and 5) small arms handling and marksmanship, as well as water survival 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 End State: Leadership Development Objective.

a. To transition MCs from being a civilian into a MIDN 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 Standard Operating Procedures (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 MIDN. 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 UNIFORM CODE OF MILITARY JUSTICE (UCMJ)

1. The vast majority of 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 Naval Criminal Investigative Service (on basis of occurring on federal property) and local law enforcement as appropriate.

2. Those very few MCs 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 MCs are likewise not subject to the UCMJ and fall outside of many Navy administrative programs, such as CMEQ, SAPR, Drug and Alcohol Program Advisor (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. MIs 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 Officer in Charge (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.

105. STAFF ORIENTATION TRAINING

1. The staff will conduct staff orientation training prior to the arrival of MCs. The training will include all staff members involved in instruction of MCs to ensure alignment with this instruction and relevant policies and procedures.

2. Recruit Division Commander (RDC)/Assistant Marine Officer Instruction (AMOI) Familiarization Course. The following training shall be conducted as part of the RDC/AMOI Familiarization Course. The structure by days is a potential path to completion but does not have to be followed in exact order. All actions, however, are mandatory.

a. Day 1 - Led by the RTC Leading Chief Petty Officer (LCPO). This is not an all-encompassing list but is the minimum required touch points to be reviewed during the three days of familiarization for RDC/AMOs. NSI OIC has final authority on the specifics of the familiarization requirements.

(1) NSI OIC/ Senior Enlisted Advisor (SEA) address RDCs/AMOs on NSI expectations.

(2) RDC/AMOs will establish a company watch bill that covers the entirety of NSI; RTC LCPO review and submit a finalized watch bill to the NSI SEA at the completion of the familiarization course (day three).

(3) Tour recruit training command for familiarization tour led by the RDC operations chief.

(4) Discuss galley procedures.

(5) Go over NSI compartment procedures in accordance with (IAW) reference (b); all compartment procedures will be IAW RTC standards. This event will be led by the lead Chief RDC within each company.

b. Day 2

(1) All RDC/AMOI will be briefed by medical for sick call and other areas of relevance. RDCs and AMOIs will learn how to conduct foot checks to properly evaluate MCs.

(2) RDCs will train AMOIs on strict intensive training exercises (ITE) procedures and NSI specific hazing policy.

(3) RDC/AMOI will both discuss MIs' training schedule and Special Operational Equipment (SOE). Training prep for MIs' arrival will be discussed/rehearsed.

(4) RDC/AMOI will rehearse pick-up day for the MCs.

(5) AMOIs will train RDCs on close order drill and marching.

c. Day 3

(1) RDC/AMOI will run through all compartment procedures with RTC LCPO to ensure consistency amongst all companies.

(2) As a collective group, all AMOIs will demonstrate knowledge of the ITE procedures to the NSI OIC.

(3) RDCs and AMOIs will go over basic first aid and emergency procedures IAW RTC policy.

(4) RDCs/AMOI will meet with the NSI SEA to discuss Drop on Request (DOR) process and final thoughts prior to the execution of NSI.

3. MI Familiarization Course

a. Day 1

(1) NSI OIC/SEA address MIs on NSI expectations.

(2) RDC/AMOI discuss company watch bill during NSI with MIs.

(3) Familiarization tour of recruit training command led by company RDC/AMOI.

(4) Discuss Galley procedures with MIs.

(5) Go over NSI compartment procedures IAW reference (b); all compartment procedures will be IAW RTC standards. This event will be led by the lead Chief RDC and AMOI within each company.

b. Day 2

(1) All MIs will be briefed by the company RDC/AMOI on medical procedures for sick call and other areas of relevance.

(2) RDCs and AMOIs will discuss the strict adherence to ITE procedures and NSI specific hazing policy with an emphasis that MIs will never oversee physical discipline.

(3) Company RDC/AMOIs will discuss the MC training schedule and SOE. Training prep for MC arrival will be discussed/rehearsed with MIs.

(4) RDC and AMOIs will discuss pick-up day for the MC's and what role MIs will play during the evolution.

(5) AMOIs will train MIs on close order drill and marching.

c. Day 3

(1) Company RDC and AMOI will run through all compartment procedures with MIs to ensure consistency amongst all company trainers.

(2) RDCs and AMOIs will go over basic first aid and emergency procedures with MIs IAW RTC policy.

(3) MIs will be briefed by their company RDC and AMOI on MC DOR process.

(4) MIs will review applicable policies and procedures to be utilized in company down time with MCs.

106. NSI TRAINING PHASES (I, II, & III)

1. Phase I (Breakdown)

a. During the first week of NSI, all RDC/AMOIs will be on-deck for reveille and taps.

b. Physical training will be conducted every other day.

c. RDC/AMOI will give instruction to MCs. MIs will assist in movements, marching, morning and evening routine, and all small tasks while being closely monitored in the presence of an RDC/AMOI. At no time will MIs be alone with MCs.

d. Warrior toughness class one.

2. Phase II (Structure & Discipline)

a. MI led with the supervision of an RDC/AMOI.

b. Physical training will be conducted every other day and will be led by both RDC/AMOI.

c. Warrior toughness class two.

d. Introducing Navy and Marine Corps classes to MCs.

3. Phase III (Team Building)

a. MIs take on more leadership opportunities during this phase with RDC/AMOI oversight and focus on mentoring those that need additional guidance.

b. Physical training will be conducted every other day, culminating with the final Physical Readiness Test (PRT)/Physical Fitness Test (PFT).

c. AMOIs will go over daily life at an NROTC university.

d. Warrior toughness class three.

CHAPTER 2 – ORGANIZATION OF MIDSHIPMAN INSTRUCTORS AND STAFF

201. STAFF ORGANIZATION

An example of an organizational chart for the New Student Indoctrination Staff is provided in Figure 2.1.

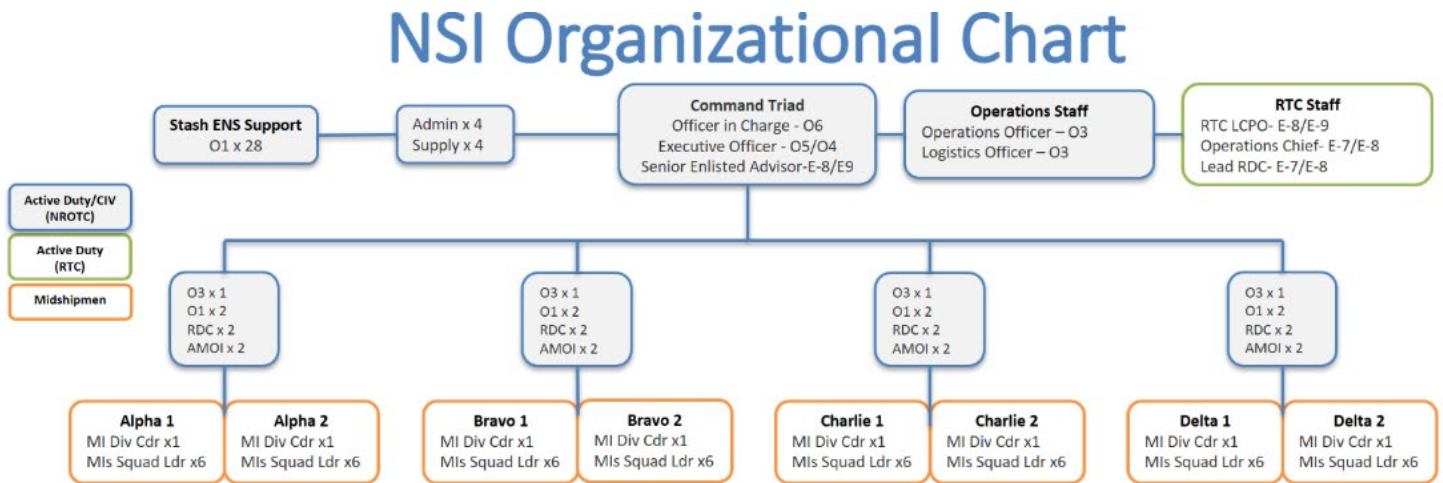


Figure 2-1

202. STAFF ORGANIZATION DESCRIPTION

1. NSI will be led by an O-6 OIC. Other members of the leadership team include an O-4 or O-5 Assistant Officer in Charge (AOIC) and an E-8 or E-9 SEA. They will be supported by an Operations Staff which includes an Operations Officer (OPSO), an O-3 Logistics Officer (LOGO), and RTC staff which includes an RTC LCPO, Operations Chief, and a Lead RDC.

2. Additional members of the NSI staff normally include: (Numbers are approximate and may be adjusted, per OIC discretion.)

- a. Human Resource Assistants (HRAs) x 4
- b. Supply Technicians x 4
- c. O-3 Company Officers x 4

- d. O-1s x 28
- e. E5-E-8 RDCs x 8 (minimum)
- f. E6-E7 AMOI x 8
Two of these will be 0911 Augments.
- g. MI x 79
Three MIs will be designated for Echo Division for MCs who DOR.

203. NSI LOADING

1. Per reference (1), it is projected that up to approximately 2,268 MCs and NROTC Preparatory Program (NPP) Selectees will be trained, between three summer NSI iterations. NSTC anticipates assigning between 680 and 832 MCs to each of three NSI iterations.

2. The Candidate Midshipman Guidance Office (CMGO) shall create division rosters for each NSI iteration using the *MC Performance Matrix* provided by NSTC and shall forward the division rosters to the NSI Operations Officer for each iteration on the Monday prior to the start of NSI by 1200.

3. All MC NSI Packages that have been medically cleared to participate shall be turned over to the NSI Operations HRAs by the CMGO at 1200 on the Monday prior to the start of each NSI iteration. During the turnover, the HRAs shall inventory and sign for all records they receive. Any student who is assigned to an NSI iteration and is not medically cleared to participate in NSI 96 hours prior to the start of NSI shall be reassigned to a later NSI by the CMGO.

4. Based on expected MC loading, each NSI iteration will be comprised of four companies (Alpha through Delta), with two divisions each, for a total of eight possible divisions per NSI iteration. Each division will normally consist of no more than 96 students with six squads each. Proposed company structure:

- a. Company Officer x 1
- b. Ensigns (ENS) x 2 (PT ENS and Admin ENS)
- c. RDCs x 2 (minimum)
- d. AMOI x 2
- e. MI x 19
- f. Lead MI x 1
- g. MI Division Commander x 2
- h. MI Section Leader x 16

204. DUTIES OF THE MI STAFF

1. MI Billets. Each division has a MI Division Commander, an MI Division Chief Petty Officer (CPO) and six MI Squad Leaders.

2. Roles of MIs.

a. MI augment the staff's capability to affect the rapid militarization of MCs that have a basic understanding of military service. However, MIs are also considered to be a training objective for the staff. They must be instructed, mentored, and supervised in their development. The focus for MIs is mentorship and leadership; we are not training them to be drill instructors.

b. MI will familiarize themselves with the NSI Instructor Handbook. All training evolutions will be conducted with an RDC or AMOI present.

3. 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 MCs 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.

a. MIDN Division Commander.

(1) Overall responsible for everything the MIDN division does or fails to do.

(2) Responsible to the Division Officer for the overall performance of the MIDN Division.

(3) Synergizes Midshipmen division instructor staff to ensure adherence to the training schedule is met.

(4) Maintains personnel accountability for the division via MIDN Division Operations Officer (MCs and MIs) and reports division muster to the Division Officer each morning and evening via the RDC/AMOI

(5) Performs additional duties as required.

b. MIDN Divisional CPO.

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

c. MIDN Squad Leader.

- (1) Responsible to the MIDN Division Commander for the overall performance of the MIDN squad.
- (2) Supervise division movements and ensure execution of the plan of the day.
- (3) Reports squad accountability to the MIDN 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.

4. 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 the chain of command.

205. DUTIES OF THE ACTIVE DUTY NSI STAFF

1. 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.

- (1) Approve the MIDN Instructor welcome aboard letters.
- (2) Be familiar with and ensure compliance with policy in this instruction and included references.
- (3) Ensure CCIR reporting in accordance with reference (k).
- (4) Tracks all MC training and reports training results to NSTC N94 upon completion of training. Completion shall be tracked via the matrix provided by NSTC.

(5) The format is not subject to change. (Company Officers)

(6) All Classroom lectures, MIDN Instructor Handbooks, MIDN Candidate Handbooks, and Knowledge Exams are reviewed, are up to date, and are provided to the MCs. (Company officers)

2. AOIC.

a. Basic function. The AOIC 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. SEA.

a. Basic function. The SEA advises the OIC and AOIC 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 established and approved procedures as well as the schedule. Responsible for personnel accountability.

b. Specific duties and responsibilities.

(1) Advises the OIC/AOIC 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 ITE procedures are properly utilized, and watches are properly executed to maintain accountability and ensure safety of MCs.

4. Operations Officer (OPSO).

a. Basic function. The Operations Officer (OPSO) is the primary scheduler and liaison with Naval Station Great Lakes and with RTC Operations Officer. Manages the master training roster and tracks attendance and pass/fail events for all MCs through the Division 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 (POA&M).

- (2) Coordinate and lead planning meetings leading up to the execution of NSI.
- (3) Coordinate completion of the MIDN Instructor welcome aboard letters.
- (4) Work with Logistics Officer for gear and packing lists for Staff, MIs, and MCs.

(5) Tracks all MC training and report training results to NSTC N94 upon completion of training. Completion shall be tracked via the matrix provided by NSTC. The format is not subject to change.

(6) Coordinate all classroom lectures and updates to or development of MIDN Instructor Handbooks, MIDN Candidate Handbooks, and Knowledge Exams.

(7) Coordinate the development PT plans in conjunction with the Lead AMOI and SEA.

(8) Execute the daily staff sync.

(9) Coordinating trainer schedule.

(10) Coordinate the weekly outlook.

(11) Provides recommendation on honor graduates based on training data.

5. Logistics Officer (LOGO).

a. Basic function. The Logistics Officer (LOGO) is responsible for material resources throughout training and works alongside OPSO and Supply Technicians to resource and support training operations. The LOGO oversees intra-training transportation plans, chow plans, and re-supply plans and coordinates with NSTC, RTC, Navy Exchange (NEX), Navy Lodge/NGIS and Civilian Supply Techs.

b. Specific duties and responsibilities

(1) Coordinate mealtimes 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) Coordinate transportation of staff during training including the confirmation of rental vehicles with Supply Technicians.

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(7) Work with Operations Officer for gear and packing lists for Staff, MIs, and MCs.

(8) Coordinate 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) Review and forward all NSI Graduation guest information to RTC base security upon student arrival for training.

(b) Confirm receipt of NSI Graduation guest information with MCs' families upon student arrival for training.

(9) Coordinate with Supply Technicians for the procurement of supplies for training.

(10) Work with NSTC and RTC to ensure ammunition is procured for training.

(11) Coordinate with the NEX Burkey Mall Transportation Maintenance Supervisor for parking during MC drop-off, including the confirmation of rental vehicles.

6. 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 Master Training Schedule (MTS) and Plan of the Day (POD) 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.

7. AMO/RDC.

a. Basic function. The AMO/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 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.

8. HRA. 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. 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. HRA's are responsible for obtaining, evaluating, and processing all NSI medical program and medical examination forms/documents required for submission as required by appropriate medical agencies (DoDMERB, BUMED, etc.) and MC associated units.

9. 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.

10. 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.

11. Division Officer. The Division Officer is responsible to the Operations Officer for ensuring that all training is properly documented on the MIDN hard cards and that division rosters are brought to training events to accurately account for all hands participating in training. To meet their responsibilities, the Division Officer shall:

- a. Have in their possession, at all times, a copy of the days POD and MTS.
- b. Provide hard cards, two current division rosters, and a muster report to the Combat Pool staff upon check-in.
- c. Bring one copy of the current division roster and muster report to the Basic Seamanship class.
- d. Bring one copy of the current division roster, hard cards, and muster report to the Marlinspike Lab.
- e. Bring a copy of the current division roster, hard cards and a muster report to all Firefighting events.
- f. Bring a copy of the current division roster, hard cards and a muster report to Weapons Fundamental training, Small Arms Marksmanship Training (SAMT) and Weapons Live Fire.

206. ROLES OF THE RTC STAFF

1. RTC LCPO.

a. The RTC LCPO advises the NSI OIC, AOIC, and SEA on logistics, military discipline, well-being of MC's, MI's, staff, and morale of the Training Group. Reports to the SEA on all AMOI and RDCs matters and will ensure strict adherence to the schedule. Moreover, the RTC LCPO is responsible for personnel RDC accountability.

b. Select the Operations Chief to cover all three iterations of NSI.

c. Inspects all ship spaces for cleanliness and material condition.

d. Develops a watchbill between RDCs, AMOIs, and MIs to ensure proper execution of training, execution of the POD and supervision of morning and evening routines.

e. Provide oversight of RDCs, AMOIs and MIs to ensure ITE procedures are properly utilized IAW reference (b). ITE can be conducted outside with the permission of the NSI OIC. Watches are properly executed to maintain accountability and ensure the safety of MCs.

f. Ensure all RDC's and AMOI's are conducting compartment procedures and base movements RTC policy IAW reference (b).

g. Oversee Operations Chief to ensure deconflictions with all RTC evolutions and NSI planned evolutions (i.e., galley, uniform issue, trainers, etc.)

2. RTC Operations Chief.

a. The Operations Chief is the primary scheduler for all RTC functions in coordination with the NSI Operations Officer.

b. Execute in conjunction with the NSI Operations Officer a daily operations sync.

c. Provide NSI Operations Officer a weekly outlook of all RTC evolutions that may conflict with NSI schedule.

d. Assist RTC LCPO with the RDC/AMOI watchbill; submission to the NSI Command Senior Chief will be prior to MC's reporting for training.

3. LEAD RDC CPO/AMOI:

a. Facilitate a plan of action to train all MIDN instructors upon arrival and throughout the duration of NSI. RDC's/AMOI's will monitor and continually train MIDN instructors throughout NSI as their professional development is as critical as training MIDN candidates.

b. Assist the company officer in all matters pertaining to personnel and RTC policy/operations.

c. Develops a watchbill between RDC's, AMOIs, and MIs. Submit the completed watchbill for the duration of NSI to the RDC LCPO prior to the arrival of MIDN candidates.

- d. Coordinate with the Operations Chief in the execution of the POD.
- e. Provide oversight of junior RDCs (E-6 & below) and to ensure ITE procedures are properly utilized, and watches are properly executed by Mis to maintain accountability while ensuring the safety of MCs.
- f. Inspect all compartment spaces for cleanliness and material condition.
- g. Provide oversight to train and mentor Mis during all phases of training.
- h. Teach close order drill and squad bay procedures to all MC/MI's.
- i. Use the approved ITE card for emphasis on training requirements for MCs.
- j. Train on structure, military discipline, customs, and courtesies.
- k. Teach Navy and Marine Corps curriculum when required for professional development. The balance of lessons between the two services should be equal.

(l) An RDC or AMOI will be present anytime that a MC is on-deck (per division), no exceptions.

207. MI 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 free 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 compartment within the Ship separated by sex. 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. MIs 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

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6. 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.

7. Uniforms. MIs 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.

8. Sick Call. Sick call is held each morning. Triage hours in the assigned Ship will be from 0500-0900 daily. USS Tranquility posted sick call hours are 1230-1400 on weekdays.

9. Religious Services. MIs may attend worship services with MCs.

10. Transportation. Transportation on and off base must be via a government vehicle which includes long term rentals provided to the active duty staff. Transportation is arranged via the logistics cell. MIs are not authorized to drive government vehicles.

11. Base Services and Facilities (NEX, etc.). Base services and facilities are available for use throughout NSI.

12. 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.

13. Military Identification Cards. All MIs must bring Military Common Access Card (CAC), as they are required for base and trainer facility access.

CHAPTER 3 - WATCHSTANDING RESPONSIBILITIES

301. MC 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, watchstanding 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 MIDN, 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, MC (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, impartiality, and timeliness. Company Officers will monitor and review the watchbill 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 watchbill 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.
- h. Figure 3-1 is an example of a watchbill. Figure 3-2 is a blank MC 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 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 (SDO) 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 storeroom 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 SDO 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/Junior OOD (JOOD). How may I help you?".

g. The 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. SDO

1. The SDO is one of the staff O-3s. The operations officer will draft and submit the SDO watchbill for AOIC approval. All changes must be approved by the AOIC. The SDO will always keep a duty phone on their person. Upon assuming the SDO watch, the SDO will conduct a comms check with the RTC CDO (847-372-8154).

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. Ensure the OOD is 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/AOIC/SEA, in the event of any emergency or a CCIR event in accordance with reference (j) and reference (k).

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

d. Prior to leaving the ship, the SDO will verify that the Rover or Officer of the Deck (OOD) 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.

**MIDSHIPMAN
CANDIDATE
WATCHBILL**

MIDSHIPMAN CANDIDATE WATCHBILL		Ship 3	Division A/1	Date 15JUN25
Watch Assignment	Roving Security Watch	Watch Assignment	Security Watch	
	NAME		NAME	
2030-2130	BURMEISTER	0800-1200	ANDERSON	
2130-2230	MAYER	1200-1600	MCGHEE	
2230-2330	ADAMS	1600-1800	KAUFFMAN	
2330-0030	BREWER	1800-2000	POTTENBURGH	
0030-0130	FREEMAN	2000-2200	SCHOLZ	
0130-0230	LAING	2200-2400	PANIZO.	
0230-0330	WRAY	0000-0200	MINNICH	
0330-0430	REAVES	0200-0400	DEGARMO	

Remarks

Submitted By:	MARK J. GOUGH	, MIDN 2/C	DATE 14JUN25
Approved By:	DAVID J. LATTA	, AMCS(AW/SW)	DATE 14JUN25

“Midshipman Candidate Watchbill”
Figure 3-1

**MIDSHIPMAN
CANDIDATE
WATCHBILL**

MIDSHIPMAN CANDIDATE WATCHBILL		Ship	Division	Date
Watch Assignment	Roving Security Watch	Watch Assignment	Security Watch	
	NAME		NAME	

Remarks

Submitted By:	,	DATE
Approved By:	,	DATE

**“Blank Midshipman Candidate Watchbill”
Figure 3-2**

CHAPTER 4 – STANDARDS OF CONDUCT FOR NSI STAFF

401. GUIDELINES TO PREVENT HAZING

1. Hazing of anyone is prohibited.

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. While MCs do not hold status as a Service Member or DON civilian employee, this definition is applicable to MCs during their time at NSI.

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 to ensure that the allegation is addressed and to prevent any retaliation or reprisal against the MC.

2. Physical Contact. Physical contact with trainees is forbidden, except in the circumstances listed below. When required, physical contact will be to the minimum extent 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. Notify the MC of the uniform or equipment deficiency and allow the MC an opportunity to correct the error. If necessary, ask the MC before making the correction.

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 be advised that any contact between individuals under instruction, even for support or comfort, may 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. Fraternization with any MC is prohibited per reference (i).
2. MIs and active duty staff must refrain from using profanity during NSI 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 require 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.

405. PHYSICAL TRAINING AND AUTHORIZED EVOLUTIONS

1. The following are guidelines for physical training and authorized evolutions.

- a. All physical training (PT) activities will be led by RDC CPOs and AMOIs.
- b. All PT evolutions will be approved by the NSI OIC and must have training intent.
- c. RDCs/AMOIs are authorized to use the following training tactics as they have training value but are outside the normal training standards of RTC. These tactics are not all inclusive; all other training tactics must be approved by the NSI OIC and documented for future reference.
 - (1) While conducting drill, double time is authorized when attention to detail is not being met by MCs.
 - (a) When left-right-left marching is not effective, AMOIs may double time MCs using “U-turns” for short periods of time to gain MC attention. Intent will be to start double timing and return MCs back to the original spot where double time began.
 - (b) This evolution will be used to not interfere with arrival times during training and weather flag conditions will be adhered to during training.
 - (2) RDCs/AMOIs are authorized to have MCs hold study books at an arm's length while studying material. RDCs/AMOIs will give rest periods to not overexert MCs. Also, this tactic won't be used 30 minutes prior to ITE session due to the arm circle evolution.
 - (3) RDCs/AMOIs are authorized to conduct “wall chairs” in passageway, not to exceed three minutes between breaks, and no more than three sessions per day.

CHAPTER 5 – NSI RULES AND REGULATIONS

501. LIBERTY POLICY

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

a. Liberty for MIs: Liberty expiration is 2300, unless authorized by the OIC. No off-base liberty before training day five (5). Use of buddy system is mandatory, two persons at a minimum unless authorized by the OIC. 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 SEA and AOIC will monitor and track for coverage and impartiality of applicability.

b. 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.

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

d. 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 POV to and from NSI will park their vehicles on Naval Station (NAVSTA) Great Lakes. POVs are not authorized on RTC. MIs shall park their vehicles on NAVSTA Great Lakes when arriving to NSI. Upon arrival, a designated O-1 will pick-up all MIs at the NAVSTA Great Lakes parking lot *4in a government vehicle and take them to the ship. NSI OICs may authorize senior staff (E-8/9 or O-3 and above) to utilize POVs in lieu of Government provided vehicles on a case-by-case basis.

a. For parking aboard NAVSTA 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 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.

3. Rental Vehicles.

a. The Logistics Officer will coordinate with the NAVFAC Transportation Maintenance Supervisor located at 2415 Spaulding Street, B-1506, for the allotment of government vehicles. NSI Cycle 1 Logistics Officer will check out these government vehicles from NAVFAC. Government vehicles will only be driven by active duty staff members. Government 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, AOIC, and SEA. The operations section should also be given a rental vehicle, preferably a SUV. The supply chiefs should be given one government 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. 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. Government vehicles are to be used for official use. Rental vehicles must be used to and from lodging, meals and for liberty on approval from the NSI AOIC.

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 sex.

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.

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 MIDN berthing at NSI will meet the highest standards of cleanliness. The Support OIs are responsible for assigning berthing cleaners and inspecting the cleanliness of MI berthing daily.
- b. The AOIC and SEA will conduct unannounced inspections of MI berthing.

CHAPTER 6 – TRAINING GUIDELINES AND TRAINING CONTINUUM

601. MC 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:

MIDSHIPMAN INSTRUCTOR INTRODUCTION

“I AM MIDSHIPMAN INSTRUCTOR ___, YOUR NEW STUDENT INDOCTRINATION DIVISION COMMANDER/DIVISIONAL CHIEF PETTY OFFICER/SQUAD LEADER (AS APPROPRIATE).

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 MIDN.

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 hours 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

1. 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

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

604. TRAINING CONTINUUM DURING NSI

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 MC pick-up. During this time, staff should be firm, but this is not the time for training. The goal of this time is to expeditiously check-in candidates, complete medical and administrative in-processing, and uniform issue.

b. The break down phase begins with MC 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.

d. Training Curriculum/Events. The Professional Core Competency (PCC) standards and the NSI academic core curriculum training topics are in Appendix B.

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, NSI OPS will provide NSTC N94 with the performance data of each MC (i.e. PRT scores, 3rd class swim qualification results, completion of small arms Professional Core Competencies (PCCs), etc.), using the *MC Performance Matrix* provided by NSTC. The format of this matrix ***shall not*** be modified. All submissions ***shall*** be in Microsoft Excel, all other formats (i.e. Google Docs) are unacceptable and will be rejected by N94.
2. NSTC will forward MC performance data to the respective NROTC units for update in NETFOCUS OPMIS and student records via Official Mail Message (OMM).
3. All NROTC units are responsible for entering the information 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 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. 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 the 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 prevent illness, hospitalization, and lost training time. 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 Weight</u>	<u>Recommended daily hydration minimum*</u>	<u>Recommended daily hydration minimum**</u>
90 pounds	45-90 ounces	1.5-3.5 water bottles/day
100 pounds	50-100 ounces	
110 pounds	55-110 ounces	
120 pounds	60-120 ounces	2-4.5 water bottles/day
130 pounds	65-130 ounces	
140 pounds	70-140 ounces	
150 pounds	75-150 ounces	2.5-5.5 water bottles/day
160 pounds	80-160 ounces	
170 pounds	85-170 ounces	
180 pounds	90-180 ounces	3-6.5 water bottles/day
190 pounds	95-190 ounces	
200 pounds	100-200 ounces	
210 pounds	105-210 ounces	3.5-7.5 water bottles/day
220 pounds	110-220 ounces	
230 pounds	115-230 ounces	
240 pounds	120-240 ounces	4-8.5 water bottles/day
250 pounds	125-250 ounces	
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 of water.

702. SICKLE CELL TRAIT POSITIVE (SCTP) AND HEAT INJURY SAFETY 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. MCs that have been identified as SCTP are more susceptible to dehydration. Staff will closely monitor identified MCs 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. An 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).

c. 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 (ECAS), 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>.

a. 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.), 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) 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.

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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/pillowcases 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 halfway 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 dry.
- l. Rinse water bottle by filling the empty water bottle $\frac{1}{4}$ 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 EYEGLASSES

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 posted sick call hours are 1230-1400 on weekdays. Phone: **(847) 688-6755**.
 - c. Captain James A. Lovell Federal Health Care Center, for after-hours/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 MIDN 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 the Medical 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 number 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. For assistance in determining the best course of action for a MC displaying signs of distress or concerning psychological behavior, seek assistance from medical personnel and/or the military treatment facility.

709. MEDICAL EMERGENCIES

1. In the event of a casualty, initiate the Emergency Action Plan (EAP) by calling an ambulance, 911 will go through City of North Chicago initially. **All staff are responsible for knowing the Emergency Action Plan, provided as Appendix A.** MIs/RDCs/AMOIs 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, sex, and age.

(2) General nature of the injury (**Respect Privacy Act information; additionally sensitive psychological information should not be shared.**)

(3) Time, location and activity in which injury occurred.

(4) Name/contact information of 2nd Lt/ENS escorting the injured person.

(5) Where the injured MIDN 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 AOIC 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 AOIC 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 Ensign 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 (encrypting the email and being mindful of an absolute need to know psychological information) 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 rental vehicle then a duty vehicle. Ensure that all MCs are accompanied by an Ensign.

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 AOIC shall ensure next of kin are notified if an MC suffers a significant injury or is required to remain hospitalized, unless the MC is 18 or older and expressly desires for them not to be informed.** The preferred method is to provide the opportunity for the MC to make the call personally. The AOIC 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 AOIC should follow-up with additional information as required.

710. PHYSICAL TRAINING SAFETY MEASURES

1. Operating Procedures.

a. Anyone who has not completed a sickle cell test will not participate in PT.

b. During physical training or when conducting the PRT or PFT, running is prohibited on the rectangle field directly behind USS Hopper (ship 3), due to the uneven surface of the field and risk to injury. (However, other types of physical training, such as in-place calisthenics, may be done on the field, and running may be conducted on the asphalt, with care to direct runners away from uneven surfaces.)

c. 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.

d. In accordance with reference (h) and reference (j), one Cardiopulmonary Resuscitation (CPR)-certified staff monitor (safety observer), in addition to the Command Fitness Leader (CFL) or Assistant CFL (ACFL), shall be present for every 25 members participating in the PRT, with a minimum of two monitors for every PRT. Monitors cannot be test participants. CPR-qualified monitors may be, but do not need to be, members of the medical staff.

e. 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.

f. 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.

g. Corpsmen Support: If Corpsmen/RN support is required for a particular training event, coordination will be conducted between NSI-medical OPSO and NSI S-3 Operations to determine support profile, requests, and manning.

h. Standard Medical Support Package: Medical would request (1) van, (2) stocked “jump” bags, and (4) radios. Medical would support with establishment of a casualty collection point with (2) Corpsmen, provide (2) Corpsmen on the PT field, and (1) safety vehicle driver.

i. PFT/PRT Medical Support Package: Medical would request (3) vans, (2) stocked “jump” bags, and (4) radios. Medical would support with establishment of a casualty collection point with (2) Corpsmen, provide (2) Corpsmen on the PT field, (2) Corpsmen in a van at the start point, (2) Corpsmen in a van at the halfway point, and (1) RN/Corpsmen roving safety vehicle.

2. Staff Responsibilities:

- a. Ensure the communication plan is understood and radios are distributed.
- b. Strategically place road guards to monitor traffic while the MC 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.

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.

a. When an MC or MI requires evaluation or treatment at an MTF or civilian medical facility, an active duty staff member should accompany them and help ensure appropriate registration.

b. The OIC should assign a Line of Duty (LOD) investigation for all cases when an MC or MI is admitted to or treated at a hospital or MTF due to an injury and for any injury that may require follow-up treatment or could possibly impact the MC’s or MI’s medical or physical readiness status.

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. The FHCC Billing POC shall be notified of this service either the same day of visit to the emergency room or the next business day via email. All bills and documentation for initial treatment shall be kept, and a copy placed in their NSI file and the original to the member. In cases where the MC suffers an injury that requires follow on care back at their unit, they need to submit a claim electronically to the Department of Labor, Office of Workers’ Compensation Programs (OWCP) for payment through the Employees’ Compensation Operations & Management Portal (ECOMP) <https://www.ecomp.dol.gov/#/>.

- a. Please follow NSTC guidance in reference (a) for the completion and submission process

- b. For MCs or MIs who submit OWCP claims for medical-related bills, line of duty documentation is required.
3. For any MC over age 18, notification of injury/illness to next of kin is restricted to those individuals designated on the Naval Reserve Officers' Training Corps Standard Release Form (NSTC Form 1533/173).
4. A safety report utilizing the attached injury reporting template should be completed and submitted to NSTC Safety Officer, Mr. Robert Schultz (robert.w.schultz18.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.

712. INJURY REPORTING TEMPLATE

1. The following template shall be used when reporting injuries to the NSTC Safety Manager.

INJURY REPORTING TEMPLATE - MIDN

Injured Individuals UIC/CMD/Unit:

Name (Full Name):

Individuals contact number:

Date of Injury:

Time of Injury:

How was the individual transported to medical?

**What type of medical facility provided treatment?
(Military Clinic or Hospital, Civilian Hospital)**

**General Location of mishap:
(Name of base, City and State)**

**Specific Location of mishap:
(Field, road, O-Course, etc.)**

**Was there property damage? Yes or No
(Circle One)**

Amount: \$

Describe Property Damage:

Rate/Rank:

**Description of mishap:
(Detailed as possible)**

Body Part affected:

**Job Activity at time of mishap:
(Climbing a rope, moving a desk, etc.)**

**Were Drugs or Alcohol involved: Yes or No, if yes explain.
(Circle One)**

**Were there any environmental issues that contributed to the mishap?
(Low lighting, rain, wet surfaces, cold, etc.)**

If Personal Protective Equipment (PPE) was used explain what type:

If chemicals were involved explain what type:

**Suspected cause of injury:
(Lack of knowledge, Training, Individual inability, etc.)**

Number of lost workdays or limited duty:

**Remarks Section (Who What, Where, When and Why):
(Be as detailed as possible)**

**Medical Diagnosis:
(Fracture, sprain, laceration, etc.)**

Medical Follow-up location/s and date/s:

Supervisors contact number:

**Injury reports will be sent to the NSTC Safety Manager (Mr. Robert Schultz) at
robert.w.schultz18.civ@us.navy.mil. Work cell is (224) 545-3575. Work cell is (224) 545-3575.**

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. **MI 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) ITE WILL NOT take place 15 minutes prior to, or 1 hour after any meal
- (7) Within 24 hours after administration of any vaccine or blood draw.
- (8) ITE WILL NOT take place one 1 hour prior to, and after, Physical Training (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 RTC and the NSTC Safety Officer and approved by the NSI OIC. 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 Drop on Request (DOR) 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 MIDN 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 AOIC.

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

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 the 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. MC DOR AND NMQ PROCEDURES

1. Upon being notified that a MC intends to DOR, 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 SEA.
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 SEA will interview the MC to verify the MC remains committed to resignation. The NSI AOIC will then interview the MC to verify the MC remains committed to resignation. For DORs the NSI SEA or AOIC 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 AOIC 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. For students found NMQ, the HRAs will inform the appropriate entities (associated MC's unit, DoDMERB, BUMED, etc.) as required.

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 Ensign will create a file on each MC transferred into Echo Division that includes Figure 9.1, the Drop on Request Letter of Resignation, Figure 9.2, Aptitude Drop Acknowledgement Letter, or Figure 9.3, NMQ Letter; Figure 9.4, the 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; and 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:

(a) Conduct an initial interview using Figure 9.4, Initial Counseling and Guidance Form.

(b) Brief the MC on Figure 9.6, Echo Division Rules and Regulations. Have the MC sign.

(c) 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 MIDN Administrative Office. The MIDN 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 AOIC tracks all Echo Division statistics to include date, number of candidates, sex, 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 Chicago O'Hare International Airport (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 AOIC 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 sessions and upon the recommendation of the MC's chain of command the MC shall be referred to the OIC for adjudication.
4. The OIC should conduct the appropriate level of investigation into the matter utilizing the senior staff (such as a Fleet DRB using SEA and RDCs/AMOs), and upon completion personally interview the MC and make final recommendation to separate the MC from training. The actions should be documented and the OIC shall provide a letter to the host unit CO/PNS for further adjudication and decision via PRB at the host unit.
5. Aptitude failures will complete Figure 9.2, the Aptitude Drop Acknowledgement Letter, following the OIC decision to remove a MC for aptitude.

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 Officers' 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?

3. The contents of Department of Defense Instruction 1215.08, Senior Reserve Officers' Training Corps (ROTC) Programs and Naval Service Training Command Manual 1533.2 (series), 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: _____

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: _____

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			

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 by MIDN (MIDN signature) _____ 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.
1. 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.
2. 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.
3. Berthing standards are maintained and room inspections are held accordingly.
4. 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.
5. The Division Officer has the authority to impose further restrictions as appropriate.

I have read and understand the above information.

Signature/ Printed Name

Date

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 ROUTINE

WEEKDAYS

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

APPENDIX A: EMERGENCY ACTION PLAN

<u>EMERGENCY NUMBERS</u>	<u>EMERGENCY GEAR</u>
Base Police/Emergency/Ambulance: 847-688-3333 (dial 3333 from base landline) Base Fire Department: (847)-688-2135 On-Base Emergency: 9-911 Off-Base Emergency/Ambulance: 911 RTC CDO: 847-372-8154 NSTC CDO: 847-772-2309	AED, Oxygen tanks, Sterile Gloves, 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 _____

Assistant Officer in Charge _____

Senior Enlisted Advisor _____

Cycle II Chain of Command

Officer in Charge _____

Assistant Officer in Charge _____

Senior Enlisted Advisor _____

Cycle III Chain of Command

Officer in Charge _____

Assistant Officer in Charge _____

Senior Enlisted Advisor _____

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:

- Check for SCT – if positive for SCT, direct someone to call Emergency Medical Services (EMS) (847) 688-3333 via Cell Phone, state you are calling from MC Training Command Great Lakes, IL.
- 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 e, 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, 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, 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.
- 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.

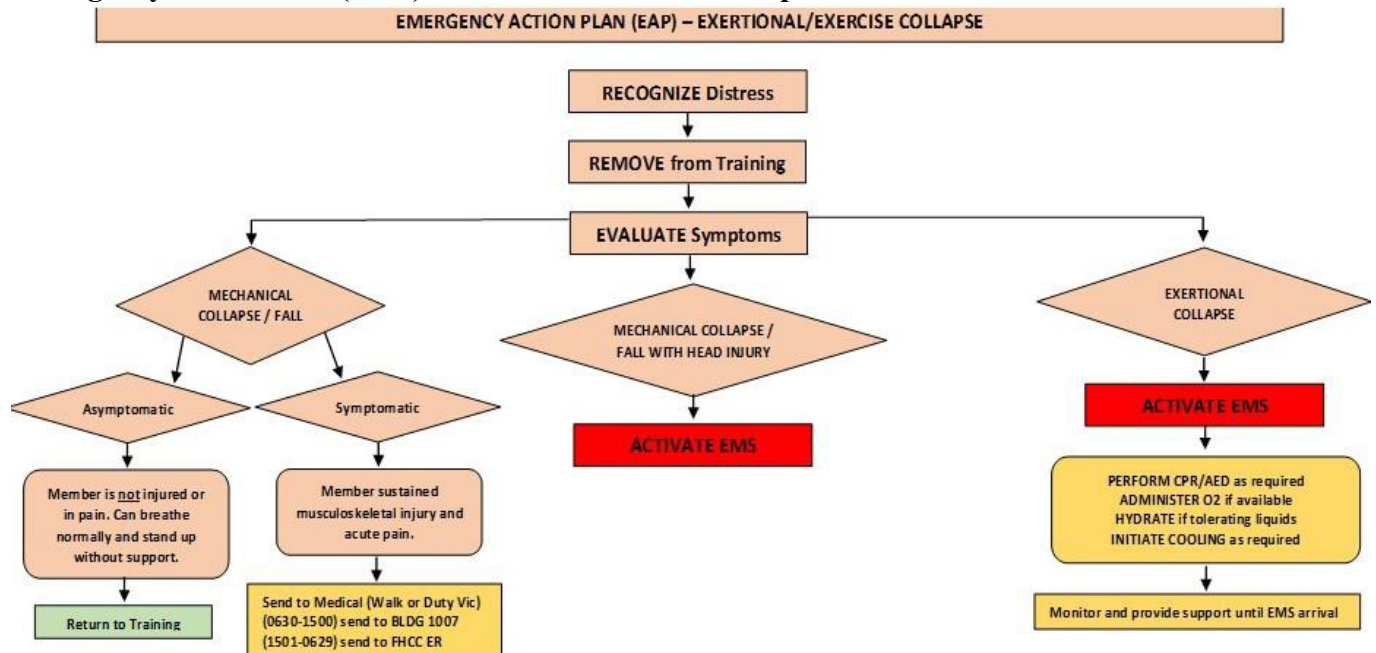
Sever weather, lightning, black flag conditions:

- 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.
- In the event of lightning strikes in the area, RTC CDO will contact NSI SDO. NSI SDO will immediately inform all NSI Staff to secure outdoor activity and proceed immediately with MCs into the nearest building until the lightning warning is lifted and outdoor traffic may resume.

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) 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.);

(3) 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.).

2. NSI Core Curriculum.

a. NSI academic classes will follow the following core curriculum which has been developed for NSI.

Academic Core Competencies:

Academic Core Competencies				
1. NSI UNIT 0: P-DAY TOPICS				
Topic	Presenter (rec.)	Duration (hrs)	PCC	Notes
a. Medical Check-in	RDC	0.5	N/A	Handled by admin on check-in day.
b. Hazing/Fraternization Policy/DOR/Fire Drill & TTO	RDC	3	N/A	
c. Fire Watch Procedures and General Orders	RDC	1	N/A	
d. Community Briefs (All Communities)	Company Officers	2	N/A	Reserve chapel; conduct once for all hands. Cover Navy (SWO, Aviation, Nuke) and USMC overview.
2. NSI UNIT 1: NAVY PROGRAMS & POLICIES				
Topic	Presenter (rec.)	Duration (hrs)	PCC	Notes

a. SAPR Initial Training	SARC	1	IV.H / IV.H.1 / IV.H.1.b	Schedule Sexual Assault Response Coordinator through NSGL Fleet & Family Support Center, Ms. Hanner (amanda.j.hanner2.naf@u.s.navy.mil).
b. Navy Harassment Prevention (NHP) & Military Equal Opportunity (MEO)	RDC	1.5	IV.H.1.a/IV.H.1.d	
c. Healthy Lifestyles (includes NADAP content)	ENS	1.5	IV.H.1.g/IV.E	Alcohol and drug abuse prevention content integrated.
d. Security, OPSEC & PII	Company Officers	1	IV.B / IV.B.1 / IV.B.2 / IV.B.3	
3. NSI UNIT 2: NAVAL OFFICERSHIP				
Topic	Presenter (rec.)	Duration (hrs)	PCC	Notes
a. Ranks, Communities & Warfare Insignias	ENS	0.5	I.G / I.G.2 / I.G.3 / I.G.4	Basic recognition focus.
b. The Commissioned Officer & Navy Values	Company Officers	1.5	I.A / I.A.1 / I.A.2 / II.A / II.A.3 / II.C.2	Includes U.S. Constitution foundation and role of the commissioned officer.
Topic	Presenter (rec.)	Duration (hrs)	PCC	Notes
a. UCMJ Articles	RDC / AMOI	1	I.D / I.D.1 / I.D.2	Awareness level.
b. LOAC & Code of Conduct	Company Officers	1	II.C.3	Awareness level.
5. NSI UNIT 4: NAVAL LEADERSHIP				
Topic	Presenter (rec.)	Duration (hrs)	PCC	Notes
a. Foundations of Naval Leadership	CO	2	II.B / II.B.1 / II.B.2 / II.C / II.D.2 / II.D.3	Covers ethical behavior and elements of effective leadership. Focus on practical application and leading by example.
6. NSI Unit 5: MILITARIZATION				
Topic	Presenter (rec.)	Duration (hrs)	PCC	Notes
a. Basic Drill	AMOI	1	I.C.1	Not a classroom block. AMOIs conduct drill with MCs during "RDC/AMOI time."
b. Grooming Standards & PTU	ENS	1	I.B	
c. Ceremonies, Customs & Traditions	Company Officers	0.5	I.F / I.F.4 / I.F.5	Essentials focus.
d. Watch Standing	RDC	1	I.E	Core warfighting competency
7. NSI UNIT 6: WARRIOR TOUGHNESS				
Topic	Presenter (rec.)	Duration (hrs)	PCC	Notes

a. Introduction to Warrior Toughness	CHAPS	1	VI.A / VI.A.1 / VI.A.2	Foundation for mental resilience
b. Toughness & The Warrior Mindset	CHAPS	1	VII.B / VII.B.1 / VII.B.2 / VII.B.3	
c. Integrity (includes suicide prevention content)	CHAPS	1	IV.H.1.E / VII.C.1	Meets DoD suicide prevention requirement.
CURRICULUM TOTALS				
Unit	Hours			
Unit 0: P-Day Topics	6.5			
Unit 1: Navy Programs & Policies	5			
Unit 2: Naval Officership	2			
Unit 3: Naval Orientation & Organization	2			
Unit 4: Naval Leadership	2			
Unit 5: Militarization	3.5			
Unit 6: Warrior Toughness	3			
TOTAL CLASSROOM HOURS	24			
PRACTICAL TRAINING REQUIREMENTS				
Event	Requirement	Notes		
Swim Qualification	3rd Class Swim Qual Card		Coordinate with RTC.	
M9/M17 Pistol	Full Pistol Qualification		Coordinate with RTC.	
Firefighting/Damage Control	Per trainer schedule		Core warfighting competency	
Marlinspike	Per trainer schedule			
PRT/PFT	Initial and Final		Per OPNAVINST 6110.1L	

NOTE: All lectures should be given by an RDC, AMOI, or a commissioned officer. Lectures should NOT be given by midshipman instructors.

b. An sample of a performance metric hard card for tracking completion requirements is provided below.

Sample of Performance Metric Hard Card:

NEW STUDENT INDOCTRINATION HARD CARD (DATA COMPLETION RECORD)

NAME		DOD ID		DIV	COMPANY	AGE	BIRTH DATE	CELL PHONE NUMBER	
SEX (M/F/U)		UNIT			HOME OF RECORD				
* MUST COMPLETE 80% OF ALL TRAINING TO GRADUTE NEW STUDENT INDOCTRINATION (NSI). IF UNABLE, ANNOTATE IN THE REMARKS. *									
PHYSICAL TRAINING									
PT 1 (SPRINT)		PT 2 (MUSCULAR ENDURANCE)		PT 3 (TABATA WORKOUT)			PT 4 (FULL BODY)		
Complete		Complete		Complete		Complete		Complete	
Incomplete		Incomplete		Incomplete		Incomplete		Incomplete	
NOTES:		NOTES:		NOTES:			NOTES:		
FIRE FIGHTING		PFA		WEAPONS			MARLINE SPIKE		
DAMAGE CONTROL		BCA		HANDLING	SAMT				
FIRE FIGHTING 1		INVENTORY PFA		LIVE FIRE					
FIRE FIGHTING 2									
TEAM TRAINER		OFFICIAL PFA		UNIFORM INSPECTION 1	UNIFORM INSPECTION 2				
CONFIDENCE CHAMBER									
<p>PRIVACY ACT STATEMENT: Authority to request this information is contained in 5 USC 301, Departmental Regulations. The principal purpose of the information on this form is to provide the training activity with certain information relative to your training needs and your location. Additionally, it may be used by employees of the Dept. of the Navy in the performance of their official duties related to the management, supervision, and administration of Navy military personnel affairs and functions. Completion of this form is mandatory. Failure to provide required information may result in denial of your requests for training or duty assignments or in other administrative action being taken.</p>									
Score	Knowledge Exam (>75% to pass)	Score	Make-Up Exam 1	Score	Make-Up Exam 2	Score	Make-Up Exam 3		
N.O.K.:		RELATIONSHIP:			PHONE#:				
ADDRESS:									
MIDSHIPMAN CANDIDATE SIGNATURE:						DATE:			

NEW STUDENT INDOCTRINATION BRIEFS / LECTURES

DATE	TIME	BRIEFS / LECTURES	COMPLETE	INCOMPLETE	INITIALS
	*	Medical Check-In			
	3	Hazing/Fraternization/Policy/DOR/ Fire Drill/Training Time Out (TTO)			
	1	Fire Watch Procedures and General Orders			
	4	Community Briefs			
	1	Sexual Assault Prevention & Response (SAPR) Initial training			
	1.5	Navy Harassment Prevention (NHP) & Military Equal Opportunity (MEO)			
	1	Suicide Prevention			
	1	Navy Alcohol & Drug Abuse Prevention			
	1	Security, (OPSEC), & Personally Identifiable Information (PII)			
	1	Healthy Lifestyles			
	1	Ranks, Communities & Warfare Insignias			
	1	U.S. Constitution & Navy Values			
	1	Role of a Commissioned Officer			
	1.5	Uniform Code of Military Justice (UCMJ) Articles			
	1.5	Law of Armed Conflict (LOAC) & Code of Conduct			
	1.5	Ethical Behavior of Leaders			
	1.5	Elements of Effective Naval Leadership			
	1	Leadership Styles			
	1	Basic Drill			
	1	Grooming Standards & Physical Training Uniform (PTU)			
	1	Ceremonies, Customs, & Traditions			
	1	Watch Standing			
	1	Introduction to Naval History			
		WARRIOR TOUGHNESS			
	1	Introduction to Warrior Toughness			
	1	Performance Psychology			
	1	Toughness & The Warrior Mindset			
	1	Mindfulness & Emotions			
	1	Initiative & Accountability			
	1	Integrity			
	1	TBD			
REMARKS					
STAFF SIGNATURE OF COMPLETION:			DATE:		

c. The NSI staff will track performance metrics for each NSI MC, document the results in a standardized manner, and provide the results to NSTC N9. 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.

d. 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: MC REQUIRED FORMS AND MEDICAL INFORMATION

1. To be medically eligible to participate in NSI, an applicant must complete a Pre-participation Physical (Sports Physical) signed by a primary care provider and be medically eligible for all sports without restriction during the current school year. If the applicant suffered an injury that required surgery or physical therapy, a new sports physical is required.

2. In order to be assigned to an NSI cycle, an applicant must submit a complete NSI Mandatory Information Package to the Naval Service Training Command (NSTC) Candidate Midshipman Guidance Office (CMGO). The following forms and spreadsheets shall be used by the CMGO and the NSI Operations Staff to screen applicants for NSI. All forms and requirements can be obtained from the CMGO and are located on the NROTC website at <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NROTC/Current-and-Incoming-Midshipmen/New-Student-Indoctrination/>

a. In order to be assigned to an NSI cycle, an applicant must submit a complete NSI Mandatory Information Package to the CMGO. This consists of the following forms in this appendix:

- (1) NSI Package Checklist (NSTC Form 1533/171)
- (2) NSI New Student Information Sheet (NSTC Form 1533/174)
- (3) NROTC Standard Release Form and Privacy Act Notification (NSTC Form 1533/173)
- (4) American Academy of Family Physicians Pre-participation (Sports) Physical Evaluation History Form and Physical Examination Forms
- (5) American Academy of Family Physicians Medical Eligibility Form

b. All Midshipman Candidates are required to provide a copy of their immunization record as proof that they have received all mandatory vaccinations listed on the NSI Package Checklist. Medical documentation of the four (4) following vaccines:

- (1) One Dose of ACWY Meningococcal Vaccine (for example MCV vaccine) on or after 16th birthday.
- (2) Two Doses of Mumps, Measles, Rubella (MMR) Vaccine at least 28 days apart.
- (3) Two Doses of Varicella (Chicken Pox) Vaccine, at least 28 days apart, or Titer Test from Lab documenting immunity.
- (4) One Dose of TDaP Vaccine within the last 10 years.

c. Newborn Sickle Cell Blood Test.

- (1) All MCs are required to have a Sickle Cell Test (SCT) and submit the results.

(2) Provider notes stating a student's Sickle Cell Trait status WILL NOT be accepted; only lab results.

(3) If your Sickle Cell Test (SCT) is positive, MCs are instructed to contact the CMGO for further guidance.

Links to the most updated forms, NSI package examples and frequently asked questions can be found on the NSI Home Page: <https://www.netc.navy.mil/commands/Naval-Service-Training-Command/NROTC/Current-and-Incoming-Midshipmen/New-Student-Indoctrination/>.

d. This list of paperwork is required to be mailed to the CMGO for all NSI candidates at the below address:

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

e. The following form will be required for in-processing:

(1) NSI Completion Requirements Statement of Understanding (SOU) (NSTC Form 1533/172). This will be provided onsite at NSI.