

APPENDIX C

INFORMATION TO BE INCLUDED IN MIDSHIPMAN PRE-CRUISE BRIEFING

1. A comprehensive pre-cruise briefing of all midshipmen is mandatory. Additional information is provided in paragraph 600. Many units have found it useful to have the upperclassmen brief the lower class destined for cruise. Informal question and answer periods have also proved successful.

Briefings should emphasize the following as a minimum:

a. Drug abuse is viewed as a serious infraction in the fleet--midshipmen can expect disenrollment for use or possession of marijuana or other drugs. If in a foreign nation, severe jail sentences are the usual punishment with no hope of intervention by the U.S. Government. Midshipmen may be subjected to urinalysis during their training.

b. Fleet grooming standards, especially policy on haircuts and facial hair must be emphasized.

c. **FRATERNIZATION IS PROHIBITED.** Fraternization is defined as any personal relationship between a midshipman and an officer or enlisted member which is unduly familiar and does not respect differences in rank and grade, resulting in favoritism, preferential treatment, personal gain, or involves actions that otherwise may reasonably be expected to undermine good order, discipline, authority, or high unit morale. Examples include, but are not limited to: dating, sexual intimacy, and private business partnerships. It is the midshipman's responsibility to maintain thoroughly professional relationships at all times. Social interaction with officers and enlisted personnel is expected and necessary for midshipmen to complete prescribed training goals. Midshipmen and their running mates may go on liberty together, but should remain in groups so as to avoid one-on-one situations. Instances of fraternization should be reported immediately.

d. Midshipmen are to report in Summer Whites unless traveling overseas. If Summer Whites are not issued, the unit Commanding Officer may authorize travel in Summer Khaki.

e. Midshipmen should be instructed to properly mark their cruise clothing as outlined in Chapter 2 of the U.S. Navy Uniform Regulations before embark. Clothing sent in with ship's laundry can only be sorted and returned if properly marked.

f. Long-sleeved shirts and steel-toed safety shoes must be worn in engineering spaces aboard ship and during fire fighting training. Corfam shoes and 100 percent polyester clothing items are not permitted in certain spaces aboard ships, as those materials will melt when exposed to flame or intense heat.

g. In certain parts of the Mediterranean and the Western Pacific, civilian clothes must be worn on liberty and travel. Civilian attire appropriate for wear by midshipmen will correspond to that worn on liberty by officers.

h. Mandatory pre-deployment Anti-Terrorism Brief.

- i. Details on ship type and ship operations and mission of assigned ships.
- j. Basics of shipboard organization, routines, living conditions at sea, and the duties and obligations of junior officers.
- k. Ship protocol: Instruct midshipmen on the proper quarterdeck procedures for reporting aboard and leaving ship; procedures for colors, and normal watch rotation procedures (time, etc.).
- l. Wardroom etiquette.
- m. Shipboard storage space is limited. Emphasize that the bare minimum of personal gear should be taken. There is no room for such items as guitars, hair dryers, golf clubs, or excessively large suitcases.
- n. Private automobiles should be strongly discouraged as a means of travel to cruise ports. There is no secure parking provided on piers and the debark port may not be the same as the port of embarkation.
- o. Impress upon midshipmen that their summer training program is brief and must be a concentrated learning experience. The major responsibility for making the cruise productive lies with them and will require initiative. The midshipmen must be made aware of summer training goals and objectives.
- p. Explain to midshipmen that the ship's decreased operational tempo may result in limited at-sea time in some cases. Conversely, midshipmen who have participated in returning deployers with extensive underway time should expect to pursue in-port qualifications.
- q. Second class midshipmen must have their cruise status put in proper perspective. They will live, work, and be treated essentially as enlisted sailors and must clearly understand this prior to departure on cruise. Second class midshipmen are expected to interact socially with enlisted personnel. It is acceptable for midshipmen to accompany ship's personnel on liberty or other social events. However, it is the midshipman's responsibility to maintain thoroughly professional relationships at all times.
- r. Impress upon midshipmen that classified notes or other such material is not to be removed from their summer cruise ship.
- s. Ensure midshipmen are thoroughly briefed on the financial aspects of cruise (travel claims, pay procedures, mess billings, etc.).
- t. Units must brief first class and second class midshipmen concerning their handbooks. Emphasis should be put on taking advantage of any unique training opportunities that arise. The handbook is meant to be used as a guide to systems and is not to be treated as PQS.
- u. Warn midshipmen that excessive travel delays to and from cruise may occur during WESTPACTRAMID and MEDTRAMID cruises. Parents and friends should bear this in mind

when planning to meet midshipmen at debarkation ports. This is particularly important in a time of "non-refundable" airline tickets.

v. Emphasize the need to carefully plan personal finances throughout the cruise. Midshipmen should be sure to carry enough money to cover the entire cruise period. Travelers checks or a major credit card are encouraged.

w. Midshipmen slated to be in the Seattle area who may contemplate a trip into Canada must have sufficient funds in hand to get back into the U.S. The Canadians define sufficient as \$30.00. Personnel may be turned back at the border because of insufficient cash.

x. Procedures for overseas leave as contained in paragraph 204 of this manual must be followed to the letter and as far in advance as possible. In particular, ships must have proof of authorization for taking overseas leave. Return travel from overseas leave is to be at the midshipman's own expense.

y. Ensure midshipmen have in their possession a valid and correct ID card picture.

z. Ensure that midshipmen are thoroughly briefed on the contents of Chapter 6 of this manual.

aa. Review use of standard helm commands.

bb. Advise midshipmen to be patient, flexible and mature. Last minute changes are bound to occur.

cc. NROTC computer-read cruise critiques are to be returned to the unit for tabulation.

2. NROTC unit administrative reminders:

a. Ensure proper preparation of orders:

(1) Signed

(2) Security clearance and basis provided on orders

(3) Total accuracy of accounting data

(4) Destination and date for return transportation (if not arranged by NROTC unit)

(5) Identify if pre-commissioning physical requirements and include type (i.e., nuclear, aviation, etc.). Ensure MEDCs/MEDTs are advised prior to embarkation if a pre-commissioning physical is required.

b. To facilitate the preparation of travel orders use NSTC ltr 1320/OD811 of 03 Oct 03 in conjunction with NROTC NAM (CNET P1533/3).

c. NROTC units will provide round trip tickets for FOREXTRAMID and all summer training conducted at fixed sites in CONUS (i.e. CORTRAMID, etc.). One way transportation will be provided for all midshipmen embarking fleet units. Ships/Squadrons are required to make return transportation arrangements.

d. For nuclear cruises, NACs must be completed and Secret clearances (submarines) or Confidential clearances (surface ships) granted by CO, NROTC unit. Clearances must be certified by message to reporting commands to arrive at least two weeks prior to reporting dates and also certified on orders. The sources the clearances are based on must be included.

e. NROTC midshipmen must have their shot card in their possession. This is not their health record inoculation sheet, but the International Certificate of Vaccination. COMNAVMEDCOMINST 6230.1A is the reference for required shots.

f. Many midshipmen participate in cruises where they are not processed through a MEDT. These include nuclear submarine cruises and FOREXTRAMID. In these cases, it is essential that the command providing training or the appropriate Defense Attaché be provided the exact travel itinerary in complete detail, well in advance of the actual travel. Direct liaison in these circumstances is highly encouraged and recommended.

g. A copy of DDS account information is required for training units to liquidate travel claims.

3. If midshipmen are to embark in ships in ports without MEDTs, the unit is to make direct liaison with the ship or squadron concerning travel plans, special uniform requirements, etc. However, the nearest MEDT should be advised of embarkation date and personnel involved. Furthermore, units should provide local POC phone numbers to midshipmen in the event of travel difficulties.

4. All other midshipmen are to report directly to the MEDT, on time.