



DEPARTMENT OF THE NAVY

OFFICER TRAINING COMMAND NEWPORT
1356 MEYERKORD AVENUE
NEWPORT, RHODE ISLAND 02841-1644

IN REPLY REFER TO:
OTCNINST 1530.7C

05 FEB 2015

OTCN INSTRUCTION 1530.7C

From: Commanding Officer, Officer Training Command Newport

Subj: SEAMAN-TO-ADMIRAL-21 (STA-21) NAVAL SCIENCE INSTITUTE
(NSI) REGULATIONS

Ref: (a) OPNAVINST 1420.1B
(b) OPNAVINST 6110.1J
(c) NSTC M-1533.2
(d) Uniform Code of Military Justice
(e) OPNAVINST 5350.4D
(f) OTCNINST 6110.4C
(g) OTCNINST 5350.5
(h) OPNAVINST 5370.2C
(i) OTCNINST 1601.1G

Encl: (1) Appointing of Senior Member of Performance
Review Board Sample Letter
(2) Notification of Performance Review Board Sample
Letter
(3) Performance Review Board Acknowledgement
(4) NSI Performance Review Board Guide
(5) Performance Review Board Results to Commanding
Officer Sample Letter
(6) Results of Performance Review Board to Member Sample
Letter
(7) Commanding Officer Recommendations Sample Letter

1. Purpose. To provide NSI Students detailed regulations pertaining to their training while assigned to Seaman-to-Admiral-21 (STA-21) Naval Science Institute (NSI) per references (a) through (i) and enclosures (1) through (7).

2. Cancellation. OTCNINST 1530.7B.

3. Scope. Since this instruction is limited to matters of internal organization, it shall in no way be construed as contradicting, altering or amending the provisions of higher directives.

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4. Action. All NSI Students and Staff members are required to have a detailed knowledge of and comply with these regulations.

5. Responsibility. The OCS Director has overall responsibility for issuance and maintenance of this instruction. All proposed changes shall be submitted to the OCS Director for review.



K. M. McGOWAN

Distribution (OTCNINST 5218.1D):
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SECTION 1: MISSION, ORGANIZATION, AND ADMINISTRATION

101. Mission. Seaman to Admiral-21 (STA-21) NSI training program prepares active duty enlisted personnel as Officer Candidates both academically and professionally for continued training and commissioning through Naval Reserve Officers Training Corps (NROTC).

102. Objectives. To provide NSI students with:

a. An understanding of the fundamental concepts and principles of Naval Science.

b. A basic understanding of associated professional knowledge.

c. A strong sense of personal integrity, honor, and individual responsibility.

d. An educational background which will allow students to be successful in their NROTC programs.

e. A high state of physical readiness.

103. General. NSI students are active duty enlisted personnel in the United States Navy. As such, they are required to meet basic military requirements and follow all direction within this regulation. Every student is responsible for reading, understanding, and complying with the provisions outlined herein.

104. Chain of Command. Students will adhere to the established chain of command and report to their academic instructors while in class. Class Instructors/Class Officers/Class Chief Petty Officers (CPO) are authorized to remove a student from class and refer infractions for appropriate action to the Class Team and chain of command.

105. NSI Student Chain of Command

President of the United States
Secretary of Defense
Secretary of the Navy
Chief of Naval Operations
Naval Education and Training Command
Naval Service Training Command (NSTC)
Officer Training Command Newport (OTCN) Commanding Officer
(CO)

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OTCN Executive Officer
OCS/NSI Director
OCS/NSI Deputy Director
NSI Course Supervisor
Class Officer
Class Chief Petty Officer

106. Staff Responsibilities

a. Class Officer. The Class Officer is responsible for the administration, and operation of the student organization to include military training, indoctrination, appearance, discipline, military courtesy, and the general welfare of all staff and students assigned to NSI.

b. Class Chief Petty officer (CPO). Is responsible for the overall daily dissemination of information pertinent to NSI operations.

107. Student Organization. The Class Officer/Class CPO will appoint students to manage the routine functioning of NSI operations. Positions may rotate and students may be removed from their positions at any time by the NSI Staff.

108. Leave and Liberty

a. Leave. Leave while assigned to OTCN as a student is discouraged and only authorized for emergencies. Each case will be considered based upon its own circumstances and weighed against the impact of missed training.

b. Emergency Leave. Students are advised that a Red Cross message may be required for emergency leave requests involving medical issues for family members.

c. Convalescent Leave. Convalescent leave will be approved as necessary, when recommended by a physician and approved by the CO, OTCN.

d. Liberty

(1) Liberty is granted in accordance with the promulgated training schedule and at the discretion of the Class Officer.

(2) Students who are not able to return by the prescribed muster time will notify the chain of command as soon

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as possible. If unable to contact the chain of command, the student will contact the OTCN Command Duty Officer (CDO) at (401) 862-4321 to report status.

(3) Liberty is a privilege and NSI students are expected to conduct themselves as naval officers at all times during liberty. The Class Officer will promulgate a liberty letter prior to each liberty period. Each student will review the liberty letter and sign out on liberty accordingly.

(4) NSI Liberty Policy:

Mon-Thur (End of Training)-2100, on base liberty, Uniform of the Day.

Fri 1700-Sun 2000, off base liberty, appropriate civilian attire.

NOTE: Alcohol use as per paragraph 307 of this instruction.

e. Special Request. When non-routine situations arise, students may submit a special request authorization (NAVPERS 1336/3). Chits will be routed through the chain of command.

f. Planning for leave and liberty. Authorization is required for all liberty and leave taken outside a 100 mile radius of Naval Station (NAVSTA) Newport, Rhode Island.

(1) In case of delay in reporting back to OTCN, students must report the cause of the delay and probable time of arrival. Statements from public carriers will be obtained when reservations or scheduled flights are unavoidably delayed or cancelled. Calling the chain of command does not absolve students from their responsibility to return on time.

(2) Students will not compromise safety in an attempt to return on time. Students will use prudent judgment in evaluating weather and travel conditions. Travel advisories and road conditions should be checked and risk management should be used to ensure safe travel.

(3) NSI is a rigorous academic curriculum and leave will be granted only under special circumstances. Students will not purchase tickets until their leave has been approved by the chain of command. Accordingly, students will not be excused from scheduled classes to depart early or return late from leave.

109. Counseling

a. Any staff member in positional authority is authorized to conduct individual counseling on any matter.

b. Family Service Center Representatives, Chaplains, and medical personnel are available for direct contact and consultation. Students are encouraged to use these services.

110. Operational Risk Management (ORM)

a. ORM is a critical component to the planning and execution of all aspects of training at OTCN.

b. All staff members and students will properly apply ORM to ensure that all training evolutions, liberty, and leave are conducted safely and prudently.

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SECTION 2: CORE VALUES, HONOR CODE AND CONDUCT

201. General. The STA-21 program is highly competitive and ultimately results in a commission as an Officer in the United States Navy. STA-21 students are held to a higher standard than other enlisted personnel.

202. Navy Core Values

a. HONOR. "I will bear true faith and allegiance..."

I am accountable for my professional and personal behavior. I will be mindful of the privilege I have to serve my fellow Americans. I will:

- Abide by an uncompromising code of integrity, taking full responsibility for my actions and keeping my word.
- Conduct myself in the highest ethical manner in relationships with seniors, peers and subordinates.
- Be honest and truthful in my dealings within and outside the Department of the Navy.
- Make honest recommendations to my seniors and peers and seek honest recommendations from junior personnel.
- Encourage new ideas and deliver bad news forthrightly.
- Fulfill my legal and ethical responsibilities in my public and personal life.

b. COURAGE: "I will support and defend..."

Courage is the value that gives me the moral and mental strength to do what is right, with confidence and resolution, even in the face of temptation or adversity. I will:

- Have the courage to meet the demands of my profession.
- Make decisions and act in the best interest of the Department of the Navy and the nation, without regard to personal consequences.
- Overcome all challenges while adhering to the highest standards of personal conduct and decency.

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- Be loyal to my nation by ensuring the resources entrusted to me are used in an honest, careful and efficient way.

c. COMMITMENT: "I will well and faithfully discharge the duties..."

The day-to-day duty of every man and woman in the Department of the Navy is to join together as a team to improve the quality of our work, our people and ourselves. I will:

- Foster respect up and down the chain of command.
- Care for the personal and spiritual well-being of my people.
- Show respect toward all people without regard to race, religion or gender.
- Always strive for positive change and personal improvement.
- Exhibit the highest degree of moral character, professional excellence, quality, and competence in all that I do.

d. Navy Ethos:

- We are the United States Navy, our nation's sea power - ready guardians of peace, victorious in war.
- We are professional sailors and civilians - a diverse and agile force exemplifying the highest standards of service to our nation, at home and abroad, at sea and ashore.
- Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.
- We are a team, disciplined and well-prepared, committed to mission accomplishment. We do not waver in our dedication and accountability to our shipmates and families.
- We are patriots, forged by the Navy's Core Values of honor, courage and commitment. In times of war and peace, our actions reflect our proud heritage and tradition.
- We defend our nation and prevail in the face of adversity with strength, determination, and dignity.
- We are the United States Navy.

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203. Seaman-to-Admiral-21 (STA-21) Naval Science Institute (NSI) Honor Code. Military systems, which often operate under extreme duress, are built on a foundation of absolute trust and fidelity. STA-21 NSI students must exhibit honor and integrity at all times and ensure that these are carried into the fleet service. A future officer does not lie, cheat or steal nor tolerate those who do.

204. Definitions. The following definitions are pertinent to the STA-21 NSI Student Honor Code.

a. Integrity. The absolute adherence to moral and ethical principles. Absolute honesty is the key to sound moral character. Integrity is doing what is right because it is right and not for fear of punishment.

b. Lying. Lying is to knowingly state an oral or written untruth. A lie may be either a declarative statement or a false response to a question. It is also a lie to knowingly misrepresent the true situation or to withhold, omit or subtly word information in such a way as to leave an erroneous or false impression of the known situation. The misrepresentation may be either by word or by deed.

c. Cheating. Cheating is any attempt to deceive by misleading or misrepresenting the truth.

(1) Plagiarism: Plagiarism is the submission of another person's work, whether published or unpublished, or ideas by claiming them as one's own and not giving proper reference to that work.

(2) Assistance: Receiving assistance on individual assignments other than homework is permitted only when a student's instructor specifically allows it. Receiving assistance on homework assignments is permissible and encouraged unless specifically prohibited by the instructor. However, students in academic difficulty are urged not to rely solely on assistance from other students. Other students cannot always recognize fundamental weaknesses. An experienced instructor can more readily identify problems and institute corrective procedures.

(3) Unauthorized possession of instructional material: Acquiring, copying, distributing, or compromising tests, quizzes, or other instructional materials (homework, essays, etc.) without authorization to do so; possessing or referring to notes,

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worksheets, study guides, or any other material during quizzes, tests or at any other time that the possession or use of such materials is not permitted.

d. Stealing. Stealing is to wrongfully take, obtain or withhold property or anything of value from the possession of the true owner with the intention of permanently or temporarily depriving the owner of its use or possession.

e. Reporting. All Navy personnel who witness another service member commit an offense shall report the violation to the proper authority.

f. Hazing.

(1) Definition. Hazing is defined as any conduct whereby a military member or members, regardless of service or rank, without proper authority cause another military member or members, regardless of service or rank to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to perpetrate any such activity is also considered hazing. Hazing need not involve physical contact among or between military members; it can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator.

(2) Policy. It is DON policy that:

(a) Hazing is prohibited and will not be tolerated.

(b) No service member in the DON may engage in hazing or consent to acts of hazing being committed upon them.

(c) No commander or supervisor may, by act, word, deed, or omission, condone or ignore hazing if they know or reasonably should have known that hazing may have or did occur.

(d) It is the responsibility of every service member to ensure that hazing does not occur in any form at any level. Every service member has the responsibility to make the appropriate authorities aware of each violation of this policy.

(e) Commanders or individuals in supervisory positions are responsible for ensuring that all ceremonies and initiations conducted within their organizations or commands

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comply with policy and participants are treated with dignity and respect during these events.

(f) Reprisal actions against any victim or witness of hazing incidents are strictly prohibited.

g. Sexual Assault.

(1) Definition. Sexual Assault is defined as intentional sexual contact characterized by the use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. Sexual assault includes rape, forcible sodomy (oral or anal sex), and other unwanted sexual contact that is aggravated, abusive or wrongful (including unwanted and inappropriate sexual contact), or attempts to commit these acts. Sexual Assault crimes strike at the health, welfare and dignity of our service members and undermine the readiness of our force.

(2) Policy. The goal of the Department of Defense (DoD) is a culture free of sexual assault through an environment of prevention, education and training, response capability, victim support, reporting procedures, and appropriate accountability that enhances the safety and well-being of all persons.

(a) OTCN recognizes the fundamental need to provide a confidential disclosure process for students to have access to the Restricted Reporting option throughout their training. Therefore, students will not be required to give an explanation or disclose a reason to request access to medical or see a chaplain, if they so choose.

(b) In addition, the DoD Safe Helpline is a crisis support service for victims of sexual assault providing one-on-one support by trained professionals. Candidates will have 24/7 access to this confidential and anonymous helpline through the use of a Sexual Assault Prevention and Response (SAPR) hotline phone located in the prayer/mediation room. The focus is to provide support and resources to service members as well as reinforce a culture where sexual assault is not tolerated.

(3) Reporting. The Navy's SAPR Program is designed to meet the needs of the victim. There are two types of reporting options: unrestricted and restricted.

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(a) Unrestricted Reporting. Allows a person who is sexually assaulted to access medical treatment and counseling, command involvement and request an official investigation of the allegation.

(b) Restricted Reporting: Allows sexual assault victims to confidentially disclose the assault to specified individuals and receive medical treatment, including emergency care, counseling, and victim advocacy, *without* triggering an official investigation or command notification. The following individuals can maintain a Restricted Report of sexual assault: Sexual Assault Response Coordinator, Victim Advocate, Medical, or Chaplain. Additionally, a close personal confidant may also maintain a restricted report as long as they are not a member of the victim's chain of command. If individuals not listed above are told about the sexual assault, restricted reporting option cannot be guaranteed.

h. Sexual Harassment. All military and civilian personnel in the Department of the Navy (DON) have a responsibility to maintain high standards of honesty, integrity, and conduct to assure proper performance of business and to maintain public trust. Sexual harassment violates those standards, especially with regard to principles of equal opportunity. Sexual harassment is unacceptable conduct; it debilitates morale, interferes with work productivity and causes serious psychological stress to victims.

(1) Definition. Sexual Harassment is a form of sexual discrimination that involves unwelcome sexual advances, requested sexual favors and any other verbal or physical conduct of a sexual nature, when:

(a) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay or career.

(b) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting this person.

(c) Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile or offensive environment.

(2) Supervisors. Any person in a supervisory or command position who uses or condones implicit or explicit

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sexual behavior to control, influence or affect the career, pay or work of a military member or civilian employee is engaging in sexual harassment. Similarly, any military member or civilian who makes deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature is also engaging in sexual harassment.

(3) Acceptable Behavior. Acceptable behavior includes non-sexual touching (shaking hands, pat on the shoulder); counseling on military appearance; showing concern or encouragement; or a polite compliment or friendly conversation.

(4) Unacceptable Behavior. Examples of unacceptable behavior are violating personal space; whistling; questions about personal life; repeated requests for dates; sexual favors in return for workplace rewards; threats if sexual favors are not provided; sexually explicit pictures or remarks; using status to request dates; obscene letters, jokes, or comments; lewd or suggestive comments, touching or gestures, leering and staring; and offensive language.

(5) Blatant Instances of Sexual Harassment. Blatant instances of sexual harassment, such as grabbing or threats, need not be repeated before a formal complaint can be lodged. Failure to report such behavior is a violation of the UCMJ, Article 92.

(6) Reporting Requirements. Suspected incidents of sexual harassment will be immediately reported to the Class Officer, DPOCS, DOCS or any OTCN Staff Member. Substantiated incidents of sexual harassment must be reported via Operational Report to the Chief of Naval Operations or the Commandant of the Marine Corps.

i. Fraternization: The term traditionally used to identify personal relationships which contravene the customary bounds of acceptable senior-subordinate relationships. Although it has most commonly been applied to officer-enlisted relationships, fraternization also includes improper relationships and social interaction between officer members as well as between enlisted members, regardless of the service affiliation of the other officer or enlisted member, including members of foreign military services.

(1) Fraternization also can occur between staff members and students.

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(2) Fraternalization is punishable under UCMJ Article 134. All members, both senior and subordinate, are accountable for their conduct.

(3) Reporting Requirements. Suspected incidents of fraternalization will be immediately reported to the Class Officer, DPOCS, DOCS or any OTCN Staff Member.

205. Principles. The STA-21 Student Honor Code establishes broad principles rather than detailed offenses. It is predicated on the belief that STA-21 students must learn to make their own decisions based on guidelines or principles concerning their actions in any situation. Honor Code principles are:

a. STA-21 students do not lie, cheat or steal; nor do they intentionally deceive anyone as to the known facts. STA-21 students will be truthful, trustworthy, honest, and forthright at all times and under all circumstances.

b. Every STA-21 student is presumed to be honorable and will be treated accordingly, unless proven otherwise by words or actions.

206. Intent. In lying, cheating, or stealing, the state of mind of the perpetrator is an integral part of the violation. Therefore any actions taken with the intent to commit an honor violation but do not result in its culmination (e.g. being interrupted while attempting to steal) shall be treated as if the violation did occur. Conversely, if an honor violation occurs and a lack of intent can be demonstrated by the perpetrator that may be considered as a mitigating factor during the review process.

207. Applicability. The foregoing guidelines should be the basis for an NSI student's conduct in all places and under all conditions whether professional or personal in nature. They apply when on leave, liberty, and during training at OTCN.

208. Conduct Deficiency. Conduct which is contrary to the STA-21 NSI Student Honor Code or any other violation of this instruction will be considered a conduct deficiency. Conduct deficiencies will normally be corrected with appropriate verbal or written counseling or Extra Military Instruction (EMI). The NSI Course Supervisor may recommend to the CO, a Performance Review Board (PRB) when a student displays discipline or academic deficiencies that cannot be remedied through the methods above.

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a. A student may not be recommended for disenrollment without a PRB conducted in accordance with section 9 of this instruction.

b. Violations of the Uniform Code of Military Justice (UCMJ) will be investigated by a staff member appointed by the CO, OTCN. The student may be removed from training and will be referred to the Navy Legal Services Office for legal counsel.

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SECTION 3: GENERAL REGULATIONS301. Material Condition

a. The policing and maintenance of OTCN facilities is the responsibility of all NSI students. Maintenance discrepancies will be reported to the NSI Chain of Command as soon as they are discovered.

b. Ladder wells, passageways, laundry rooms, heads, and the outside area of King Hall should present a neat, military appearance at all times. Cleanliness of these spaces is the responsibility of all students assigned to OTCN.

302. Roomsa. Material Condition and Stowage:

(1) Room cleanliness is the responsibility of students assigned to each room.

(2) When students are absent from their rooms during the day, rooms will be left ready for inspection. At all other times, including weekends, rooms shall be in a neat and orderly condition with no excess trash or laundry.

(3) Periodic room inspections will be conducted as determined by the NSI class team.

(4) When rooms are not occupied, doors will remain open, valuables will be secured, lights will be turned off, blinds open, and wall lockers locked. At no time will window screens be removed. Windows and window tracks will be clean at all times. Nothing will be in window tracks, hung from windows, or thrown out of windows.

(5) When males and females are in the same room, the door must remain fully open with all occupants in plain view.

(6) Wastebaskets will be emptied and kept clean on a daily basis.

(7) Wall lockers will be locked and secured with combination locks.

(8) Racks will be made using issued linens at all times. Rack linen will be changed on designated days.

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(9) Decks shall be clean and dust-free.

(10) All surfaces will be dusted.

(11) Desk/carrel stowage will be neat and clean.

(12) The area behind the door must be kept clear at all times to allow the door to open freely.

(13) Clean, dry athletic gear will be stowed in lockers. Wet/damp athletic gear will be hung on the hangars behind the door.

(14) Towels and wash cloths will be neatly folded and hung on the door towel rack.

(15) Soiled laundry will be placed in laundry bags, hung on the wall locker, and shall not be kept more than half full prior to cleaning.

b. Behavior/Conduct in Rooms:

(1) Between 2200 and 0630 males and females will not occupy the same room. Closed door meetings between any two candidates that are not already roommates are prohibited.

(2) While dressing or undressing, curtains or blinds will be closed.

(3) When a student leaves a room to transit to the head, lounge, or study area, they will wear proper attire.

(4) Shoes or uniforms will not be worn while lying on a rack.

(5) Smoking and chewing of tobacco products are prohibited.

(6) Meals/delivered food will not be eaten in rooms, except as medical cases warrant.

c. Authorized Items Displayed in Rooms. All personal gear will be stowed properly in the student's locker/desk drawers/rack drawers in a neat, orderly fashion. Property such as luggage will be stored in a separate locked room designated and controlled by OTCN staff.

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(1) One alarm clock displayed on the desk is authorized.

(2) Flammable materials are prohibited.

(3) Food or drink of any kind is prohibited, with the exception of one water bottle.

(4) Weapons, firearms, and fireworks, including but not limited to: hunting knives, switchblades, air/carbon dioxide guns, brass knuckles, and martial arts training devices are not authorized. If found in your room, these items will be confiscated and appropriate administrative and/or disciplinary action will be taken.

d. Conditionally Authorized Items. The following items are authorized provided the designated conditions are met.

(1) Air fresheners are permitted provided they are not of the candle or plug-in types.

(2) Personal blankets. (Will be stowed when not in use).

(3) Portable electric and electronic devices, such as computers, cell phones, hair dryers, or razors are authorized upon receipt of approval from the NSI Class Team. (Items will be stowed when not in use).

(4) Cell Phones. Cell phones are authorized for use during liberty hours as defined in Chapter 2 of this instruction.

(a) Students are not authorized to carry cell phones on their body to and from class and are not authorized to use cell phones in classrooms unless explicitly authorized by the Class Team.

(b) Cell phones will be stowed when not in use.

e. Room Identification

(1) Nametags shall be affixed to the outside of the door.

(2) Nametags shall consist of a white card bearing the student's name (last, first, mi), rank, gender, and company.

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303. Baggage. Extremely limited storage space is provided for students. The government is not responsible for articles left in storage. Students are encouraged to leave excess items in their locked privately owned vehicle.

304. Fire Bill

a. NSI students will understand and comply with the OTCN Fire Bill posted in OTCN facilities.

b. Military order will be maintained during any evacuation of OTCN facilities. The senior military member present will assume charge of all personnel and maintain order and discipline. All personnel will immediately evacuate any building that experiences a fire alarm.

c. Firefighting equipment will not be used, except in the event of an actual fire.

d. Disabling or damaging fire alarm and smoke detector equipment is dangerous and punishable under the UCMJ.

305. Smoking. Smoking and the use of chewing tobacco is vigorously discouraged as it does not support or promote medical and physical readiness. Students will only smoke or chew tobacco products in designated areas located outside buildings, after normal training hours. Smoking/chewing tobacco is prohibited for NSI students during normal training hours (0500-1730).

306. Cleaning Gear. Cleaning gear will be kept in authorized gear lockers only. Cleaning gear lockers should be clearly labeled and kept in an orderly state. Requests for additional cleaning equipment and materials should be made via the OTCN Facilities department and the NSI Class Team.

307. Alcoholic Beverages

a. Alcoholic beverages are not permitted in OTCN facilities. This includes, but is not limited to, Nimitz Hall, King Hall, Perry Hall, Ney Hall, Callaghan Hall, and Building 1112.

b. The legal age for consumption of alcoholic beverages is 21. It is illegal for a minor to be in possession of an

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alcoholic beverage. It is illegal to knowingly furnish a minor with an alcoholic beverage. Both offenses are punishable under the UCMJ.

c. Consumption of alcohol is discouraged, as it does not promote the physical or mental well-being expected of a NSI student. However, provided the student is of age, the consumption of alcohol is permitted while in a leave or liberty status. Students remain fully accountable for their actions at all times.

d. The command's Student Alcohol Policy is set forth in reference (g). All NSI students shall be fully aware of the contents of this instruction. Students shall follow the "0-0-1-3" policy for responsible use of alcohol while they are assigned to OTCN. The "0-0-1-3" policy means; 0 drinks for persons under the age of 21, 0 drinks if you are driving, maximum of 1 drink per hour, maximum of 3 drinks per night. A standard alcoholic drink consists of 12 ounces of beer, 5 ounces of wine or 1.25 ounces of 80-proof liquor.

308. Laundry

a. Laundry rooms are provided for student use in King Hall for the sole purpose of washing clothes. These facilities are not lounges. Students will occupy laundry rooms while inserting/retrieving items and folding, then depart the space. These areas will be kept clean and neat at all times.

b. Students are responsible for having an adequate supply of clean uniforms at all times.

c. Students are exclusively responsible for monitoring their laundry. Laundry should not be left unattended once the cleaning/drying cycle is complete.

309. Quarterdeck

a. The quarterdeck is the ceremonial center on all Navy vessels, installations, and individual units. Conduct on the quarterdeck will reflect the decorum, dignity, and professional pride of the unit.

b. Students will present identification and execute proper quarterdeck procedures.

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310. Vehicles

a. Students operating vehicles on the base must ensure they are properly registered and must possess a valid driver's license, military identification (ID), current registration and proof of insurance.

b. Vehicles will be parked in an area designated by OTCN and regularly patrolled by NAVSTA Newport security. Students will not park in the parking lots located behind Nimitz Hall, King Hall, Kay Hall, Ney Hall, Callaghan Hall, or adjacent to Perry Hall or the Senior Enlisted Academy without specific authorization from the NSI Class Team. Additionally, vehicles will not park in front of King Hall.

c. Vehicles entering or leaving NAVSTA Newport are subject to search at all times. Instructions from Base Police, Security Force personnel, or sentries constitute lawful orders that must be obeyed.

d. Failure to comply with NAVSTA Newport traffic regulations may result in the loss of base driving privileges and disciplinary action. Operating an automobile on base is a privilege, which may be revoked by the CO, NAVSTA Newport.

311. Commercial Agents. Students should not act as agents or employees for any firm or individual or engage in any activity involving members of STA-21 from which a personal benefit may be derived.

312. Guests. Guests are not authorized beyond the King Hall quarterdeck except as specifically permitted by the NSI Chain of Command (e.g. parents may visit briefly during check-in/out). Guests must enter King Hall by the quarterdeck and remain in the quarterdeck lounge to await the arrival of the student.

313. Drugs and Medicines. Students will not have prescription or controlled drugs or medicine in their possession unless a medical or dental officer prescribed them. Prescription drugs obtained from sources outside the Navy medical services must be authorized by a King Hall Medical representative prior to consumption or storage. Drugs or medicines will not be kept past the prescription expiration date.

314. Gambling. Gambling aboard NAVSTA Newport is prohibited.

315. Hitchhiking. Military personnel are prohibited from hitchhiking. Students stranded without funds should contact the

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OTCN CDO (401-862-4321) immediately. The nearest naval, armed forces, or local law enforcement agency may also subsequently be contacted for assistance.

316. Armed Forces Identification Cards (ID)

a. Students will carry their military ID at all times, except while engaged in on-base athletics.

b. ID cards are a controlled item and must be safeguarded. Altering an identification card or possessing a card belonging to another is prohibited and punishable under the UCMJ.

c. Students must report any loss, theft, or damage of ID cards to their Class Officer immediately; a special request chit must be submitted in order to obtain a replacement ID card. ID card loss is a disciplinary offense and will be dealt with as follows:

(1) The initial loss of an ID card could demonstrate a military deficiency that may be corrected by counseling, assignment of Extra Military Instruction (EMI), a page 13 entry in the Enlisted Service Record, or other appropriate measures.

(2) Subsequent loss of additional ID cards may result in disciplinary action for violation of Article 108 of the UCMJ.

d. ID cards will not be surrendered, except to competent military authority (i.e., Military Police, Base Security, CDO, etc.). ID cards will be used for identification purposes only (i.e. picture verification, age, proof of military service, etc.).

317. Marching in Formation. Students will display proper military demeanor at all times. The individual in charge of the unit will ensure correct marching of the formation. Students transiting anywhere on base will march as a unit, except during liberty or inclement weather as briefed by the NSI Class CPO.

318. Conduct in OTCN Spaces. Students are not permitted in any staff space unless a staff member is present or has previously approved the entry.

a. When entering staff offices, students should knock before entering and render the appropriate courtesy to the staff member occupying that space.

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b. Students will be dismissed after the staff member has concluded all business; the student will answer, "Aye Aye Sir/Ma'am", or "Aye Aye Chief/Senior Chief" as appropriate, execute the proper facing movement and exit the space.

c. When a Commissioned Officer (O-5 and above) enters an occupied space "attention on deck" shall be called. The only exceptions are after taps, prior to reveille, and during study hours or religious services.

319. Professionalism. These regulations serve as minimum expected standards of behavior. Rules and regulations can never cover every situation. Students will use common sense and good judgment when faced with situations not specifically addressed, and should always consult with the NSI Class Team when in doubt. Failure to do so could bring discredit to the United States Navy, OTCN, STA-21 NSI, and the student.

320. OTCN Gift Policy. Students are discouraged from giving gifts to any staff member assigned to OTCN. The only authorized gifts are limited to the following items:

- a. Class T-Shirt/PTU outer-gear.
- b. Class coin.

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SECTION 4: UNIFORM/GROOMING REGULATION

401. General Uniform Guidance. Students are required to have and maintain a complete uniform. All uniform items will be in serviceable condition and meet Navy specifications as described in the Navy Uniform Regulations.

a. Uniform of the Day. The NSI Chain of Command will prescribe the uniform of the day according to the season, prevailing weather conditions, daily schedule, and local directive. Students will wear the uniform of the day during working hours and at all times while on watch.

b. NSI students will be in the uniform of the day in all academic spaces during the academic day (to include EI).

402. Grooming Standards. Students shall comply with grooming standards as contained in Navy Uniform Regulations.

403. Athletic Gear. Athletic wear will consist of the Navy Physical Training Uniform (PTU). The PTU will be worn during physical training and may be worn during the evening routine, field day, or otherwise as authorized by OTCN Instruction and the NSI Class Team.

404. Civilian Clothes. The wearing of civilian clothes at OTCN is a privilege and at the discretion of the NSI Class Team.

a. The wear of civilian clothing at NSI is an element of training. Civilian clothing will be appropriate for a Naval Officer, to include collared shirts, pants with a belt, closed toed shoes, etc. The NSI Class CPO will inspect civilian clothes for appropriateness and provide training, as required.

b. Clothing which is excessively worn, frayed, soiled, wrinkled, or which in any way brings discredit upon the military service or OTCN (e.g. hats or shirts with inappropriate logos) is prohibited. Bandanas are prohibited.

c. Distinctive parts of the uniform may not be worn with civilian clothing. Uniform articles that may be worn with civilian attire are shoes, socks, gloves, and raincoats.

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SECTION 5: WATCH ORGANIZATION

501. General Information. The CO, OTCN establishes policy for the security of the school. The duties of the Watch Organization include, but are not limited to, the three basic functions of a watch: enforcing regulations, protecting property, and preserving order. Additionally, the watch section will ensure the safety and policing of OTCN areas of responsibility. Specific guidelines for student watch standers are set forth in reference (i) and by the CDO. Time management and balancing academics with professional and personal responsibilities is a skill that will be required during NROTC training and throughout one's career as a Naval officer. Accordingly, STA-21 NSI students should expect to be assigned to the below watch stations, with the exception of CDO.

502. Watch Section Organization. The following watches comprise the OTCN watch section:

a. CDO. Is a member of the OTCN Staff, E-7 or above, who is the direct representative of the CO. The CDO exercises authority over the OTCN Watch Organization. The CDO is responsible to the CO for the operation and security of the school after normal working hours.

b. Duty Section Leader. The senior student watchstander who supervises the duty section will be assigned as the Duty Section Leader. The Section Leader is responsible to the CDO for the coordination and performance of the duty section, particularly the posted watchstanders. The Section Leader assists the CDO in maintaining good order and discipline.

c. Officer of the Deck (OOD). The OOD is a student who maintains continuity and standards of the quarterdeck and roving watches. The OOD will stand watch on the quarterdeck at all times. The OOD reports to the CDO.

d. Roving Watch. Reports to the OOD. The Roving Watch is posted on the quarterdeck and tours OTCN spaces to monitor facilities and ensure safety and security.

e. Duty Driver. Assigned to provide vehicle support to the CDO. Only students with a valid driver's license can be assigned as Duty Driver. The Duty Driver is directly supervised by the CDO.

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f. Color Guard Detail. The Color Guard is comprised of members of the duty section and consists of three or more students responsible for the proper conduct of morning and evening colors. The senior member of the Color Guard Detail is responsible to the CDO for the proper conduct of morning and evening colors.

503. General Regulations

a. The commonly understood concept of being "on duty" applies to those students assigned to the duty section. Students who are listed on the watchbill will remain in King Hall and must check-out with the OOD if they depart the immediate area of King Hall.

b. The consumption of alcohol within eight hours of being in a duty status or while in a duty status is forbidden. Further, reporting for duty while under the influence of alcohol renders a student unfit for duty. Administrative or disciplinary action will follow.

c. Watchstanders will report for duty in the Uniform of the Day and are required to maintain a sharp military appearance at all times.

504. Logs

a. Deck Log. The deck log is a chronological documentation of the events occurring during the Quarterdeck watch. Detailed procedures and examples for completing the deck log are outlined in the watchstanders binder maintained on the King Hall Quarterdeck. For any entry, details of the problem or event should be included, as well as details of corrective action taken and notification of superiors. Examples of required entries include but are not limited to:

- (1) Assumption of the watch.
- (2) Details of any report made to the CDO.
- (3) Details of any emergency, accident or mishap, such as a fire or an injury to a student (however slight).
- (4) Completion of rounds by the Roving Watch, including any discrepancies discovered.

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(5) Violations of regulations observed during the watch.

(6) Relief of the Watch.

b. Additional Logs. A liberty accountability log will be kept in the NSI spaces in which students will record their departure and return from individual activities, liberty, etc.

SECTION 6: ACADEMIC REGULATIONS601. Academic Responsibility

a. Students are responsible for developing a commitment to achieve academic excellence and for demonstrating initiative and perseverance in carrying it out. Intellectual growth and mental self-discipline acquired through this educational process directly support future success in college and as a commissioned officer.

b. Students are responsible for seeking Extra Instruction (EI) from NSI instructors. Students must properly prepare for class by reading all pertinent assignments, completing assigned homework, analyzing where personal shortcomings exist, and preparing specific questions for the instructor in class and during EI.

c. Students are responsible for adhering to software and intellectual property rights.

(1) Respect for intellectual labor and creativity is vital to academic speech, writing, and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to determine the form, manner, and terms of publication and distribution.

(2) Because electronic information is easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations including plagiarism, invasion of privacy, unauthorized access, trade secrets and copyright violations, may be grounds for referral to a PRB or disciplinary action.

602. Standards of Conduct

a. All students assigned to STA-21 NSI are expected to abide by the STA-21 NSI Honor Code and the following standards.

b. The students will treat OTCN Staff and each other with dignity, courtesy and respect. If anyone feels that he or she has been treated in a discourteous manner, he or she should first attempt to resolve the conflict with the individual. If the issue cannot be resolved informally, he or she may report the incident through the Command Managed Equal Opportunity Advisor. The Class CPO/Officer can be a valuable resource in resolving matters brought to their attention.

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603. Academic Graduation Standard. Students must attain a final cumulative grade of 80 percent in each of the six academic units in order to graduate.

604. Academic Deficiency. The NSI Course Supervisor may convene an Academic Review Board (ARB) for students experiencing significant academic deficiencies. The purpose of this board is to determine the cause of, and to correct, academic deficiencies. The ARB cannot recommend a student for disenrollment.

605. Study Hours

a. Study hours for all students are from 1800 to 2200, Sunday through Thursday.

b. If a student desires to listen to a radio or use a computer program that generates sound, that student will use headphones to minimize the noise caused by use of the electronic gear. Students will not be permitted to watch television or use the telephones during quiet hours.

606. Academic Course Work. The term "academic course work" as used herein encompasses examinations, tests, quizzes, laboratory reports, term papers, routine homework assignments, assigned reports, and all related assignments directed by the instructor.

607. Responsibility in Class

a. NSI students are responsible for assigned and previously covered material. This includes material missed because of duty, illness, or any other authorized absence. Academic instructors will make themselves available for assistance (i.e., Extra Instruction) after other efforts by the student have been exhausted (e.g., classmates, student guides/textbooks).

b. Proper decorum and military courtesy must always be maintained in the classroom toward instructors and fellow students.

608. Conduct in Class. The basis for a positive learning environment is good order and discipline.

a. Student will be prepared by bringing all required material and completed assignments to class.

b. King Hall, Callaghan Hall and Perry Hall are for official business only and students will not sleep or lounge in empty classrooms or linger in the passageways for any reason.

c. While in class students will not:

(1) Sleep

(2) Chew gum

(3) Eat

(4) Smoke, dip or chew tobacco

(5) Use inappropriate language (i.e. profanity)

(6) Behave in a disruptive manner

609. Absence from Class

a. Students will attend all scheduled instruction. Medical appointments, personal appointments, counseling sessions, extra instruction, or extracurricular meetings will not take precedence over classroom instruction and will not be scheduled during periods when a student has an assigned class. Students are responsible for ensuring that all personal and official business is scheduled during their free period, lunch, or after the academic day. If a bona fide conflict exists, the student must inform the NSI Class Team and NSI academics instructor (if applicable) prior to missing any classes or evolutions. In cases of emergencies, the student must inform their Class Officer/CPO as soon as possible. See Section 8 (Medical Administration) for student responsibilities with regard to medical appointments.

b. Except for extended absences, students who miss a class for any reason will report to the Class Officer and provide an explanation for their absence.

610. Textbooks and Materials

a. Textbooks will be provided. However, students will be required to purchase other materials such as calculators, writing materials, and paper/notebooks.

b. Students are financially liable for maintaining textbooks issued to them. This responsibility includes loss,

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damage, theft, or any other negligence that causes the textbook(s) to be unserviceable.

c. Portable voice recorders are not authorized in the classroom.

611. Academic Information

a. Academic units of instruction will occur simultaneously, similar to a typical collegiate setting. Students will normally be in classes throughout the day and are expected to study materials at night.

b. Courses. Course work consists of six major units that are equivalent to approximately 18 hours of college credit in Naval Science (each college/university has its own course credit policies). The academic courses at NSI include:

(1) Introduction to Naval Science. This course is a general introduction to the military and the naval service. Instruction places particular emphasis on the officer's perspective of the mission, organization, regulations and warfare components of the Navy. Included is an overview of officer and enlisted rank and rating structures, career opportunities, promotion and advancement, and retirement policies. This course also covers the basic tenets of naval courtesy, customs, discipline, naval leadership, and ship nomenclature. The candidate is made cognizant of the major challenges facing today's naval officer, including the areas of equal opportunity, fraternization, sexual harassment, and drug/alcohol abuse.

(2) Sea Power and Maritime Affairs. This course is a survey of American Naval History from the American Revolution to present. In addition, the course discusses the general concept of Sea Power, the roles of various warfare components of the U.S. Navy, and the evolution of U.S. Naval strategy.

(3) Naval Ships Systems I (Engineering). This course is designed to familiarize candidates with the types, structure, and purpose of naval ships. Ship's propulsion systems, auxiliary power systems, interior communications, and ship control are included. Elements of ship design to achieve safe operations and ship stability characteristics are examined.

(4) Naval Ships Systems II (Weapons). This course offers an introduction to the theory and principles of the

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operation of naval weapons systems. The course includes coverage of types of weapons and fire control systems, radar and sonar fundamentals, theory of target acquisition and tracking, trajectory principles, and basics of naval ordnance.

(5) Navigation. This course provides an in depth study of the theory, principles, procedures and application of plotting, piloting, and navigation techniques. Students learn piloting techniques, the use of charts, visual and electronic aids, and theory of operation of magnetic/gyro compasses. Other topics include tides, currents, effects of wind/weather, voyage planning, and the application and understanding of international/inland rules of navigation.

(6) Naval Operations and Seamanship. This course is designed to introduce maneuvering board applications in conjunction with the study of relative motion, vector-analysis theory, formation tactics, and ship employment. Also included is an introduction to naval operations, operations analysis, ship maneuvering characteristics, applied aspects of ship handling, communications, and command/control.

612. Extra Instruction (EI). Students will not normally be required to attend EI unless subject to mandatory academic remediation. However, participation in EI is a critical component of the success of all students. If a student determines EI is needed, they will contact the NSI academics instructor or if the instructor is unavailable, the Class Officer to arrange an EI session. Participation will be tracked by instructors and will be weighed heavily at PRB's and special remediation to determine whether a student meets the minimum requirements to continue in the STA-21 NSI program.

613. Grading Policy. The following grading scale will be used to measure student performance in NSI courses:

Percent	Grade Point
90-100	4.0
85-89	3.5
80-84	3.0
75-79	2.5
70-74	2.0
65-69	1.5
60-64	1.0
0 -59	0.0

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SECTION 7: ATHLETICS/PHYSICAL FITNESS

701. Policy. The Navy emphasizes the necessity for maintaining a high standard of physical readiness to promote health and peak duty performance. Students are encouraged to establish an individual program beyond the mandatory Physical Training (PT) sessions to maximize the benefit of the NSI PT program. PT sessions are aimed at maintaining high levels of endurance and general physical fitness. Failure to meet the minimum physical fitness standards will result in involuntary disenrollment. The ultimate goal of the NSI PT program is to inculcate a culture of fitness.

702. Physical Performance Standards. As a measure of individual fitness, height/weight measurements and the Physical Fitness Assessment (PFA) will be administered within 48 hours of NSI convening. Per the STA-21 sections of reference (c), the following will be adhered to:

a. In-PFA. Any student who scores less than "satisfactory" will be recommended for disenrollment from the STA-21 NSI program.

b. Out-PFA. A score of "good" must be attained by graduation from NSI or the student will be recommended for disenrollment from the STA-21 NSI program.

c. Body fat Standards

(1) If a student is under the maximum weight for their height they are considered within standards.

(2) If the student does not meet height/weight requirements, a percent body fat calculation will be taken by the OTCN Command Fitness Leader or Assistant Command Fitness Leader per reference (b).

(3) A student is considered within standards as long as they meet one of the two requirements: height/weight or body fat percentage.

(4) Students who fail a body composition assessment and are found to be out of the body fat standards may be disenrolled from the STA-21 NSI program, resulting in processing back to the fleet.

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703. Fitness Program Goals. The STA-21 NSI Fitness Program is designed to meet or exceed the basic requirements set forth in reference (c). Overall, responsibility for meeting the standards rests with each student.

704. Physical Fitness Safety. Safety rules and guidelines are instrumental in the development of a sound physical fitness program. They are designed to help minimize potential injuries and maximize the enjoyment of physical conditioning.

a. General Guidelines

(1) Wear light, reflective PT clothing to include a reflective belt. Exercising outdoors on base before 0500 or after 2200 is prohibited.

(2) When running alone or in small groups, run single file, on sidewalks or running trails only. Students will not run on the street.

(3) Listening to headphones is prohibited for any organized PT activity and for running on-base.

(4) Warm up and stretch thoroughly before participating in any PT activity. Cool down and stretch afterward to minimize potential injury.

(5) Wear proper running shoes.

b. Training Time Out (TTO). TTO provides a means for a student to express concern for personal safety in a training situation or to indicate that a need for clarification of procedures or requirements exists.

(1) A student is to call "Training Time Out" if:

(a) There is a concern for personal safety (i.e., undue pain, heat stress, other physical discomfort).

(b) There is a need for clarification of procedures or requirements. Following TTO, the training situation will be discussed. Additional explanation and instruction will be provided as necessary, to allow safe resumption of training.

(2) The following TTO signals shall be used:

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(a) Verbal: "Training Time Out" or "Time Out"

(b) Nonverbal: Raised hand or both hands raised with one forming a "T" across the other.

705. Physical Training Schedule.

a. The PT schedule will be distributed by the Class Team to the class prior to the beginning of the week.

b. PT sessions will occur in the afternoons following class Monday through Friday unless otherwise directed by the Class Officer.

c. Any absences from PT, to include sick in quarters (SIQ) or light limited duty chits, must immediately be reported to the Class Team.

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SECTION 8: MEDICAL ADMINISTRATION

801. Medical and Dental Appointment. All medical and dental appointments will be scheduled and/or cancelled by the OTCN medical liaison. Students are to make all requests for appointments through the medical liaison either in person or in writing, using the designated appointment request form. All students are responsible for tracking and keeping their medical and dental appointments. Appointments that need to be cancelled must be cancelled at least 24 hours in advance by direct communication with the OTCN medical liaison. Missed/failed appointments will not be tolerated and students will be reported to the Class Team for potential disciplinary action.

802. Student Responsibility. Each Navy student is required to have a qualifying Department of Defense Medical Examination Review Board (DODMERB) physical prior to graduation and receipt of NROTC scholarship. Students are responsible for maintaining all paperwork associated with their DODMERB physical. DODMERB will send any paperwork or requirements directly to the student. Students are not to contact DODMERB or Bureau of Medicine and Surgery (BUMED) about medical issues without first speaking with the OTCN medical liaison.

803. Emergency Care. Active duty military in need of emergency medical care (after normal working hours, leave/liberty status) should go to the nearest medical emergency room. Members are required to use their military identification card upon check in. Immediately following receipt of care, call 1-888-999-5195 to inform Tricare. Upon return to OTCN students shall immediately turn in all emergency paperwork to the OTCN Medical Liaison to assist in filing a claim. Active duty military are NOT required to pay up front for medical care. However, you may be held liable for payment if a claim is not filed and sent to Tricare.

804. Sick Call. Student sick call is held weekdays at King Hall medical from 0630 to 0830. Students are not to go to sick call at any other time without prior approval from the NSI class team. Students must inform their chain of command before and after going to medical. If placed in an SIQ status, students will inform their Class Team and submit appropriate paperwork. Student shall report to the OTCN medical liaison if a referral to an outside doctor is received.

805. Authorized Absence. No student will be absent from their appointed place of duty without prior authorization from the Class Officer/Class CPO.

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SECTION 9: DISENROLLMENT OF STA-21 NSI STUDENTS

901. Voluntary Disenrollment. Students may voluntarily disenroll from STA-21 NSI at any time. A student who is considering voluntary disenrollment will be counseled by their Class Officer, who will ensure that the student understands the seriousness of the issue and its impact. The student will have an interview with the NSI Course Supervisor, Deputy Director of NSI, Director of NSI, Executive Officer, and the CO to explain their reasons. Following this interview, the student will provide a signed, written statement explaining their desire to voluntarily disenroll. Once removed from training, the student will be made available for orders to return to the Fleet.

902. Involuntary Disenrollment. Commander, NSTC is the disenrollment authority for all matters listed in this section. Students may be involuntarily disenrolled from the STA-21 NSI for the reasons listed below.

a. Academic Failure. A failure to meet academic standards as set forth in Section 6 of this instruction.

b. Physical Readiness Failure. A failure to meet the prescribed physical readiness training standards as set forth in Section 7 of this instruction.

c. Medical Disqualification. A failure to meet the medical examination standards required to satisfy NROTC Scholarship requirements set forth in reference (c). A student may request a waiver of the disqualifying factor(s) from Naval Education and Training Command via the BUMED. Waivers are considered on a case-by-case basis.

d. Military Standards Failure. The CO, OTCN, may recommend students for disenrollment for failure to comply with military standards set forth in this instruction or reference (d). If a violation of reference (d) has occurred, the CO, OTCN may appoint a Preliminary Inquiry Officer to investigate the matter further.

e. Drug Abuse. Per reference (e), zero tolerance applies to all instances of drug abuse. CO, OTCN, shall convene a PRB for students suspected of using, possessing, promoting, manufacturing, or distributing drugs and/or drug paraphernalia.

(1) Drug paraphernalia includes, but is not limited to, rolling papers, roach clips, pipes, and hypodermic syringes.

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(2) Drug abuse is defined in enclosure (2) of reference (e) and includes the wrongful use, possession, manufacture, or distribution of a controlled substance. This also includes the wrongful use of controlled substance analogues and the illicit use of steroids, over-the-counter drugs, or prescription drugs.

(3) Pursuant to reference (e), violations of the Navy's drug policy will lead to mandatory processing for Administrative Separation.

f. Special Reasons. In special cases, (e.g. unusual hardship) the CO, OTCN, may recommend to NSTC, the disenrollment of a student in good standing. Disenrollments of this type will be approved only after a thorough investigation of the circumstances.

903. Performance Review and Disenrollment. A student being considered for disenrollment for academic failure, physical readiness failure, military standards failure, or drug abuse will be subject to a PRB.

a. PRB Composition. The PRB will be comprised of three voting members. All voting members must be OTCN staff officers. The Senior Member of the PRB will be a LCDR or above. One officer will serve as Recorder. Neither the NSI Class Officer nor the NSI Course Supervisor will serve as voting members of the PRB. Any OTCN staff member may attend the PRB.

(1) To avoid conflicts of interest, only persons who have no involvement with the matters before the PRB may be appointed as voting members.

(2) The CO, OTCN, will utilize enclosure (1) to appoint the officers serving on the PRB.

b. PRB Notification. The student will be notified of the PRB in writing, using enclosure (2), at least two business days prior to the convening of the PRB. The student may waive this two-day requirement, but the waiver must be submitted in writing. The Recorder will also provide the student with:

(1) Any documents that may be presented in the case against the student; and

(2) A list of witnesses who may be called in the case against the student.

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c. Student's Rights. Prior to the PRB, the student will complete enclosure (3) and acknowledge the rights available at the PRB. Those rights are as follows:

(1) To appear before the board. If the student is in civilian or military custody or unable to appear based on circumstances outside of the control of the command, the PRB may proceed in absentia.

(2) To submit a written statement to the PRB.

(3) To present documents or witnesses (at the student's expense).

(4) To review, prior to the PRB, their record and all documents submitted for the board's consideration.

(5) To review a list of witnesses expected to be called at the PRB.

(6) To written notification, at least two business days prior to the convening of the PRB.

(7) To consult, at student's expense, with qualified counsel.

(8) To challenge any members of the board for cause. The Senior Member will determine the member's suitability to serve on the board. If the Senior Member is challenged, CO, OTCN, will determine the Senior Member's suitability.

d. No Right to Counsel. A PRB is an administrative hearing, and as such, the student is not entitled to free legal counsel. The student may retain counsel at the student's own expense. However, counsel may not attend or participate in the PRB proceedings without CO, OTCN approval. Counsel participation is also limited to opening or closing statements only (e.g., counsel may NOT call witnesses, examine witnesses, etc.).

e. PRB Procedures. A detailed description and guide for the PRB is provided in enclosure (4).

(1) The Senior Member will call the PRB to order and explain the basis for the PRB. The student will be advised of

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the possible outcomes of the board. The Senior Member will also review the students' rights and ensure the student has been provided the required forms.

(2) The Recorder will present the facts, to include any witness testimony or documentary evidence. Unless unavoidable (e.g., the CO, OTCN, is the only eyewitness to an incident), the CO or XO, OTCN, should not testify.

(3) The student, and/or the student's counsel, will be afforded an opportunity to make a statement to the PRB. At the discretion of the Senior Member, any board members may ask the student clarifying questions.

(4) The student may object to specific board actions or proceedings. Any objections will be considered and ruled on by the Senior Member. The Senior Member's ruling is final, but is subject to review by higher authority.

(5) The board is not limited to considering only those performance shortcomings listed as reasons for the PRB. Rather, the board may consider any additional matters that are presented. The student, however, has the right to request an adjournment for a reasonable period to prepare a response to any additional matters not previously addressed.

(6) After all of the evidence and statements are presented all persons will leave the room except the voting members. Following deliberations, the voting members will cast their votes using a secret ballot. The PRB outcome is determined by majority vote. The Senior member's vote carries the same weight as other voting members. Once a decision is reached, the Senior Member will reconvene the PRB and announce the recommendation. The PRB may recommend: no action; a warning; extra military instruction; or disenrollment from the STA-21 NSI.

f. PRB Report. Following the PRB, the Recorder must prepare a report of the proceedings, enclosure (5). The Senior Member will review the report and all voting members must sign it before the report is forwarded to CO, OTCN. Any voting member may append a dissenting opinion to the report. The report must include: 1) the appointing memorandum; 2) the PRB notification letter; 3) PRB acknowledgment form; 4) all documents the board considered; 5) a summary of the testimony presented; and 6) the results of the final vote. A copy of the PRB report must be given to the student using enclosure (6).

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The student shall have three business days to provide a written response to CO, OTCN.

g. CO's Endorsement. The CO, OTCN, will consider the entire PRB report, including any response from the student, and provide an endorsement either concurring or not concurring with the board's recommendation. The student will receive notification of the CO's decision using enclosure (7). The student shall have three business days to provide a response to the CO's endorsement.

904. Effecting Disenrollments. If the CO's recommendation is to disenroll the student, the entire PRB report, CO's endorsement, and any student responses should be forwarded to CNSTC for a final decision.

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APPOINTMENT OF SENIOR MEMBER OF PERFORMANCE REVIEW BOARD SAMPLE LETTER

1616

NSI

MEMORANDUM

From: Commanding Officer, Officer Training Command Newport
To: [Senior Member's Name]

Subj: APPOINTING OF PERFORMANCE REVIEW BOARD ICO OFFICER
CANDIDATE _____, XXX-XX-XXX, USN

Ref: (a) OTCNINST 1530.7B

1. Pursuant to reference (a), you are appointed as the Senior Member of a Performance Review Board (PRB) in the case of Office Candidate _____.

2. Additional members of the board will be:

_____, USN

_____, USN

_____, USN

3. The PRB will be convened at [TIME, DATE, and LOCATION].

4. Prior to the PRB, ensure that all board members are familiar with the applicable portions of reference (a).

5. Upon completion, submit the report of the PRB to me for endorsement.

[CO, OTCN]

Copy to:
[Student]
[Members]

Enclosure (1)

NOTIFICATION OF PERFORMANCE REVIEW BOARD SAMPLE LETTER

1616
NSI
DD MMM YY

From: Commanding Officer, Officer Training Command Newport
To: Officer Candidate [Last Name]

Subj: NOTIFICATION OF PERFORMANCE REVIEW BOARD

Ref: (a) OTCNINST 1530.7B

1. Pursuant to reference (a), a Performance Review Board (PRB) will be convened at [Time], [Date] in [place] to investigate and make recommendations on your unsatisfactory performance.

2. You may request to waive your right to a PRB if the reason for your board is Drop on Request or physical disqualification as documented by BUMED.

3. You have the following rights with regard to these proceedings:

a. The right to appear before the board.

b. You may challenge a member of this panel for cause. The Senior Member will make the final determination of the board member's suitability to serve on the board. If you wish to challenge for cause the Senior Member, I will determine the Senior Member's suitability.

c. The right to submit a statement on your behalf.

d. The right to present documents or witnesses on your behalf.

e. The right to review, with your class officer, your performance record.

4. The PRB may recommend that any of the following actions be taken.

a. No action;

b. Warning;

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Subj: NOTIFICATION OF PERFORMANCE REVIEW BOARD

- c. Extra Military Instruction; or
 - d. Disenrollment from the STA-21 program.
5. Contact your Class Officer for a required counseling session prior to the board.
6. The uniform for the hearing is [uniform].
7. You will be provided with a copy of the PRB report with an endorsement. If you choose to dispute or respond to the findings of the PRB, you must do so within three business days of receipt of the PRB report.

[CO, OTCN]

Copy to:
File

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PERFORMANCE REVIEW BOARD (PRB) ACKNOWLEDGEMENT				DATE:	
FROM: Commanding Officer, Officer Training Command Newport					
TO: Officer Candidate					
Date of Board:		Time of Board:		Location of Board:	
REASON(S) FOR PERFORMANCE REVIEW BOARD					
(1)					
(2)					
(3)					
The PRB is not limited to only considering those performance shortcomings listed above. However, if additional issues are presented, you have the right to an adjournment for a reasonable period to prepare a response.					
The PRB may recommend any of the following: (1) No action; (2) Warning; (3) Extra Military Instruction; (4) Disenrollment from STA-21 Program					
YOU ARE ENTITLED TO THE BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)				ELECT	WAIVE
To review your record and any documents that will be presented at the PRB.					
To review a list of witnesses who are expected to be called at the PRB.					
To appear before the PRB.					
To submit a written statement for the PRB to consider.					
To present, at your own expense, documents or witnesses to the PRB.					
To consult, at your own expense, with qualified counsel.					
To written notification at least two business days prior to the convening of the PRB.					
To challenge any members of the PRB for cause.					
MEMBER CERTIFICATION:					
	NAME	SIGNATURE			DATE
PRIVACY ACT STATEMENT					
Under the authority of 5 U.S.C.A. § 301, 10 U.S.C.A. § 6011, U.S. Navy Regulations (Articles 0802 and 0819), OTCNINST 1530.7, information regarding your personal background may be requested in order to provide the Performance Review Board (PRB) in your case with additional information upon which to recommend your retention or disenrollment from the STA-21 Naval Science Institute. Such information may also be requested in order to evaluate your credibility as a witness. The information provided by you will become a permanent part of the record of proceedings of the PRB and may be used by officials of the Department of the Navy in making recommendations or decisions in your case and by employees and officials of the Department of Defense, the Veterans' Administration, and other Federal or State agencies in the performance of their official duties. You are not required to provide this information; however, failure to do so could result in the PRB's discounting or giving little weight to any testimony which you may give and could deprive the board of valuable information in your behalf which it might otherwise consider in making a recommendation in your case.					
PRIVACY ACT CERTIFICATION:					
	NAME	SIGNATURE			DATE

NSI PERFORMANCE REVIEW BOARD GUIDE

Note: A Performance Review Board (PRB) is not a judicial proceeding, but rather an informal administrative hearing. However, a PRB shall be conducted with formality and decorum. Testimony under oath is not necessary. The recorder should take sufficient notes in order to prepare a summary of the proceedings. A verbatim transcript is not required.

The following abbreviations will be used throughout this guide.

SM: Senior Member of the Board

REC: Recorder

STU: Student

WIT: Witness

SM: The board will come to order. The recorder shall record the time, date, and place of hearing.

Note: The recorder should record the time and date of the opening and closing of each session of the board and the presence (or absence) of all parties (board members, recorder, and student).

SM: The board is convened by an order of the appointing authority, Commanding Officer, OTCN, dated _____.

The following persons named in the appointing order are present:

Senior Board Member: _____

Member: _____

Member: _____

Non-Voting Member: _____ (if applicable)

Recorder: _____

Student: _____

SM: This board has been convened for the purpose of considering the pertinent facts relating to the case of (**student's name, rank and unit**), who is being reviewed by this board on the following basis: _____.

(Note: The SM shall only provide statements of fact pertaining to the nature of the board.)

SM: The possible outcomes of this board include recommendations to the Commanding Officer of: (1) no action, (2) warning, (3)

Extra Military Instruction, or (4) recommendation for disenrollment from the STA-21 program.

SM: (**Student's name**), If you elect, I shall now review with you your rights in connection with this hearing. If you have any questions about any of these rights, do not hesitate to ask me. You have been previously informed of these rights by letter dated _____. Do you wish me to review your rights again?

- a. You may appear in person before this board.
- b. You may submit a written statement on your own behalf to this board.
- c. You may present documents or witnesses on your own behalf, at your own expense.
- d. You may review a list of witnesses expected to be called at the board.
- e. You may review all documents or evidence that will be presented at the board.
- f. You may challenge any member of the board for cause.
- g. You may consult, at your own expense, with qualified counsel.
- h. You may have at least two business days prior to the convening of this board.

SM: (**Student's name**), do you have any questions concerning your rights or procedures before this board?

STU: (No, Sir/Ma'am.) or (_____)

SM: Is the recorder ready to present the case on behalf of the command?

REC: The recorder is ready to proceed.

COMMAND'S CASE

REC: The following documents are presented for the board's consideration in this matter:

Exhibit 1: Copy of the Appointment Order for the PRB.

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Exhibit 2: Privacy Act Statement signed by the student.

Exhibit 3: Copy of the Notification Letter to the student regarding the PRB.

Exhibit 4: PRB Acknowledgment Form.

Exhibit 5: Note: *The recorder must present documentary evidence, which documents the student's deficiencies, e.g., counseling sheets, witness statements, preliminary inquiry (if applicable), etc.*

REC: The recorder intends to call the following witnesses:

REC: The first witness is (**full name, grade, and duty station**).

REC: Would you state your name, rank, unit, and armed force? (If civilian, state name and mailing address.)

WIT: _____

Note: *The recorder will now be afforded a full opportunity to question the witness. At the senior member's discretion, any board member and the student may question the witness.*

SM: You may be excused.

REC: (After all witnesses have testified.) I have nothing further to present.

SM: (**Student's name**), you have already indicated an understanding of your rights at these proceedings. Do you have any documents or witnesses you would like to present to this board?

STU: (No, Sir/Ma'am.) or (Yes, Sir/Ma'am.)

STUDENT'S CASE

SM: (**Student's name**), do you wish to make an opening statement?

SM: (**Student's name**), please present your documents to the board at this time.

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Note: *At this point in the proceedings, the student may present documentary evidence. If documents are presented in the student's behalf, the exhibits should be marked as **Exhibits A, B, C**, etc.*

SM: (**Student's name**), please present your witnesses at this time.

Note: *At this point in the proceedings, the student may present witnesses. If witnesses are presented, the following procedure should be used.*

REC: Would you state your name, rank, unit, and armed force? (If civilian, state name and mailing address.)

WIT: _____

Note: *The student will now be afforded a full opportunity to question the witness. At the senior member's discretion, any board member and the recorder may question the witness.*

SM: You may be excused.

Note: *After the student's witnesses have testified, the student is afforded an opportunity to make a statement.*

STUDENT'S CLOSING STATEMENT

SM: (**Student's name**), this is the time for you to submit a written statement. You may also make an oral statement on your own behalf at this time. You are not required to make a written statement or an oral statement.

SM: (**Student's name**), do you want to submit a written statement?

STU: (No, Sir/Ma'am.) or (Yes, Sir/Ma'am.)

Note: *The student may have already presented his/her written statement with his/her documentary evidence. If so, the senior member should confirm that the student intends such document as his/her written statement on his/her own behalf.*

SM: (**Student's name**), do you want to make a closing statement?

STU: (No, Sir/Ma'am.) or (Yes, Sir/Ma'am.)

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Note: *At the senior member's discretion, any board member may ask the student to clarify any testimony or statements brought before the board.*

SM: This board will close for deliberations.

Note: *When the board deliberates, only the voting members will be present. Secret ballot is required. A simple majority will determine the outcome. Members may only vote for one of the following options: no action, a warning, EMI, or disenrollment from STA-21 NSI. Upon reaching a decision, the senior member will reconvene the board (to include the recorder, the student and any witnesses the student desires).*

SM: This board will come to order. This board has concluded its deliberations. The board makes the following findings and recommendations:

SM: The board is adjourned at (time and date).

BOARD PROCEEDINGS:

a. Any objections may be considered and ruled on by the senior member if necessary to the fairness of the proceedings. If, in the senior member's judgment, the conduct of any person interferes with the orderly conduct of the board, the hearing will be adjourned until order is restored. The rulings of the senior member are final with respect to the proceedings, but are subject to review by higher authority.

b. The board shall not be limited to only considering those performance shortcomings listed as reasons for the PRB specified in the student notification letter. Rather, the board will be allowed to consider and make its findings and recommendations on any additional grounds that are discovered during the hearing. However, the student shall be afforded the right to an adjournment for a reasonable period to prepare a response to any additional grounds not previously addressed.

5 Feb 15

Performance Review Board Results to Commanding Officer Sample
Letter

MEMORANDUM

From: [Senior Member's Name]
To: Commanding Officer, Officer Training Command Newport

Subj: PERFORMANCE REVIEW BOARD ICO OFFICER CANDIDATE
_____, XXX-XX-XXX, USN

Ref: (a) OTCNINST 1530.7B

- Encl: (1) Appointing Memorandum
(2) Notification Letter
(3) PRB Acknowledgment Form
(4) All documents considered by the board
(5) Summary of Testimony

1. In accordance with reference (a), the Performance Review Board (PRB) directed by enclosure (1) convened on [DATE].

2. Board members present:

_____, USN
_____, USN
_____, USN

3. Officer Candidate _____ was present.

4. Reason(s) for the PRB:

5. Disciplinary Problems:

6. Board Findings:

7. Board Recommendations:

[SENIOR MEMBER]

[Voting Member]

[Voting Member]

[Recorder]

5 Feb 15

Results of Performance Review Board to Member

MEMORANDUM

From: [Senior Member of PRB]

To: Officer Candidate _____

Subj: RESULTS OF PERFORMANCE REVIEW BOARD ICO OFFICER CANDIDATE
_____, XXX-XX-XXX, USN

Ref: (a) OTCNINST 1530.7B

Encl: (1) Performance Review Board Report ICO OC _____

1. Pursuant to reference (a), a Performance Review Board (PRB) was held on _____. The Board recommendation is _____.

2. Enclosure (1) details the PRB proceedings and includes all of the evidence that was presented to the Board. The Board's determination is only a recommendation to the Commanding Officer, Officer Training Command Newport (CO, OTCN). If you wish to provide a written response to the CO, OTCN, you have three business days from the receipt of this notification.

[NAME & SIGNATURE]

From: Officer Candidate _____

To: Commanding Officer, Officer Training Command Newport

1. I have received the PRB Report dated _____.

2. I understand that I have three (3) business days to submit a written response to the PNS.

_____ I wish to submit a written response to the CO, OTCN.

_____ I do not wish to submit a written response to the CO, OTCN.

SIGNATURE_____
DATE

Enclosure (6)

5 Feb 15

Commanding Officer Recommendations Sample Letter

1616

NSI

From: Commanding Officer, Officer Training Command Newport

To: Officer Candidate _____

Subj: PERFORMANCE REVIEW BOARD ICO OFFICER CANDIDATE_____

Ref: (a) Performance Review Board Report ICO OC _____

(b) OTCNINST 1530.7A

1. I have reviewed reference (a) and all related documentation.
2. Pursuant to reference (b), I [concur/do not concur] with the recommendation of the Board. You have three business days from receipt of this letter to submit a written response to this recommendation.

[NAME & SIGNATURE]

From: Officer Candidate _____

To: Commanding Officer, Officer Training Command Newport

1. I have received your recommendation dated _____.
2. I understand that I have three (3) business days to submit a written response.

____ I wish to submit a written response.

____ I do not wish to submit a written.

SIGNATURE

DATE

Enclosure (7)