

NAVAL TECHNICAL TRAINING CENTER
MERIDIAN



Student Handbook

ALL HANDS are responsible for knowing the contents of this Student Handbook

Information in this guide constitutes a lawful order from the Commanding Officer of Naval Technical Training Center Meridian, Mississippi. Failure to follow the rules and regulations set forth in this guide may result in disciplinary action in accordance with the Uniform Code of Military Justice (UCMJ).

Revision Date: 15 November 2024



United States Navy Biography

COMMANDER LYNN M. WALL

Commander Wall assumed command of Naval Technical Training Center Meridian in December 2025.

A native of Alton, New Hampshire, she is a graduate of Pembroke Academy High School and holds a Bachelor of Science degree in Nutrition Science from Kaplan University, as well as an Associate of Arts degree in Supervisory Leadership from Hawaii Pacific University.

She enlisted in the Navy in 1992 as an Undesignated Seaman Recruit, before striking Yeoman in 1994. During her 14 years as an enlisted Sailor, she completed several fleet and staff tours in Norfolk, Virginia, and served on the staffs of both Commander, U.S. Indo-Pacific Command and Commander, U.S. Pacific Fleet in Hawaii.



In 2006, she was selected for commissioning via the Navy's Limited Duty Officer program. CDR Wall's first officer assignment was as the Educational Services Officer, Personnel Officer, and Ship's Secretary onboard USS JOHN C. STENNIS (CVN 74) in Bremerton, WA, where she also earned her Surface Warfare Officer qualification. In 2009, she reported as the Executive Officer, Staff Enlisted Personnel, Administrative Officer, and Assistant Flag Secretary for Commander, U.S. Pacific Fleet. Following this assignment, she reported as the Administrative Officer for Enlisted Distribution Division (PERS-40). During this tour, she deployed as an Individual Augmentee to Isa Air Base in Bahrain where she served for a year, providing administrative support to hundreds of Sailors, Marines, Airmen, and Soldiers forward-deployed to the Middle East. Upon her return, she served as the Enlisted Shore Special Programs Branch Head (PERS-4010). In 2015, she transitioned to the staff of Commander, Navy Region Northwest where she served as the Manning Officer and later as the Flag Secretary and Executive Officer, Staff Personnel. In April 2018, she was assigned to the Deputy Chief of Naval Operations (Military Personnel Plans and Policy) (OPNAV N13) and was by-name-requested to serve as the Flag Secretary and Staff Executive Officer to the Chief of Naval Personnel. In November 2020, CDR Wall reported as the Administration Officer onboard USS GEORGE WASHINGTON (CVN 73) in Newport News, VA until September 2022 when she transitioned to serve as the Director of Administration for the Secretary of the Navy.

She reported to Naval Technical Training Center Meridian as commanding officer in December 2025.

Her personal awards include the Meritorious Service Medal (four awards), the Joint Service Commendation Medal, Navy & Marine Corps Commendation medal (six awards), the Joint Service Achievement Medal (two awards), and the Navy & Marine Corps Achievement medal.



NAVAL TECHNICAL TRAINING CENTER MERIDIAN



STUDENT EXPECTATIONS - "BE GREAT"

At NTTC Meridian, students are Sailors first and students second. Your time here is not only about learning a rate, it is about learning how to serve with professionalism, discipline, and pride. Every student is expected to **Be GREAT**. GREAT reflects the Navy Core Values of Honor, Courage, and Commitment.

G - Govern Yourself with Integrity

You are expected to act honestly and responsibly at all times. Academic integrity, compliance with orders, and accountability for personal behavior are non-negotiable. Excuses do not replace responsibility.

R - Respect Standards, Instructors, and Shipmates

Standards exist for a reason. Be on time, in the correct uniform, and prepared to learn. Treat instructors, staff, and fellow students with dignity and respect. Your conduct, on and off base, reflects on the Navy.

E - Excel in Your Studies

Your primary mission is to learn. Prepare for class, participate actively, and seek help early when needed. Strive to master your rate, not simply meet minimum requirements.

A - Act with Courage and Accountability

Have the courage to ask questions, accept correction, and make the right decisions, even when they are difficult. Own your actions and your performance.

T - Take Pride in Being a Sailor

Wear the uniform properly. Maintain personal discipline. Conduct yourself professionally at all times. **You are building habits and a reputation that will follow you throughout your career and life.**

A handwritten signature in red ink that reads "Lynn M. Wall".

Lynn M. Wall
Commanding Officer
Naval Technical Training Center Meridian

History of NTTC Meridian

Naval Technical Training Center (NTTC), Meridian, Mississippi was dedicated in April 1973 and commissioned



on April 17, 1974. However, the first aviation schools began arriving from Naval Aviation Technical Training Command, Memphis, Tennessee in August 1972. The Aviation Maintenance Administration students enrolled and commenced training on September 5, 1972 and graduated on October 22, 1972. Shortly after NTTC Meridian's dedication, the Aviation Storekeeper School convened its first class, beginning the school's transition from Memphis. In addition, two Marine clerical schools, the Marine Aviation Supply Mechanized School, and the Marine Aviation Operations Specialist School moved to Meridian from Memphis.

Upon commissioning, the Stennis Center (named for U.S. Senator John C. Stennis of Mississippi) was officially tasked with the mission of providing training to

Navy and Marine Corps enlisted personnel in the technical phases of Naval Administration and other related subjects as directed by the Chief of Naval Operations.

On May 1, 1974, Marine Aviation Training Support Squadron-903 (MATSS-903) was commissioned. The primary mission of MATSS-903 was to provide administrative, logistic, and personnel support to the Marine Corps students at NTTC Meridian. The title for the MATSS-903 was subsequently changed to the Marine Aviation Training Support Group (MATSG), and the squadron was officially renamed Marine Aviation Training Support Squadron One (MATSS-1) in August 1999.

In September 1974, the Storekeeper, Disbursing Clerk, Yeoman, and Personnelman schools were consolidated at NTTC Meridian from San Diego, California and Orlando, Florida. Construction of the 9 million dollar Stennis Center paralleled the schools' consolidation and was completed in May 1975. The Stennis Center consists of two school buildings, an administrative building, and seven bachelor enlisted quarters, occupying approximately 50 acres on the Naval Air Station and accommodating a maximum of 900 students.

In April 1988, the Religious Program Specialist School was transferred to NTTC Meridian from NTTC Treasure Island, San Francisco, California. The Yeoman Flag Writer Class "C1" Course (canceled October 1996, reinstated in the Fall of 1999) relocated from Memphis, and moved to Meridian in September 2001. In October 2002, the Aviation Storekeeper and Storekeeper schools were merged and taught as one course. In October 2009, the Storekeeper and Postal Clerk schools were merged into the Logistics Specialist school taught at NTTC Meridian. In 2018, Culinary Specialist "A" School located in Fort Gregg-Adams, Virginia and Navy Military Training support functions for the Mass Communication Specialists located in Fort George G. Meade, Maryland were placed under the charge of NTTC Meridian, thereby consolidating all administrative and supply enlisted ratings.

NTTC Meridian started at the forefront of naval education through pioneering and implementing new and innovative methods to train Sailors to support Fleet warfighting requirements. From the "Revolution in Training," to supporting the Chief of Naval Operation's SAILOR 2025 initiatives, through "Ready Relevant Learning," the Sailors, civilians and contractors remain the backbone of the command and stand ready to support the needs of the Navy.

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Important Information

Commanding Officer’s Suggestion Box.

The Commanding Officer of NTTC Meridian appreciates hearing your feedback, comments, questions and concerns. This virtual CO’s Suggestion Box utilizing the Quick Response (QR) code is an avenue for any member or student to reach out directly to the CO confidentially, and if you so choose, anonymously.



The CO is always interested in receiving input with new ideas about how we can improve our training, operations and suggestions on how to better support you and the team overall.

There are physical CO suggestion boxes located in BLDG 362 and the admin and supply school house as well.

We are all a team. The command triad is committed to creating and supporting the best training environment for all members of the command so let your voice be heard with the ease of using the **QR code**.

Phone Numbers of Interest.

NTTC Quarterdeck	(601) 679-3442	Fleet and Family Service Center	(601) 679-2360
NTTC Command Duty Officer	(601) 479-0000	SAPR Victim Advocate	(601) 604-3037
Base Police / Fire Department	911 / (601) 604-2973	Sexual Assault Hotline	(800) 656-4673
Visitor Center (Pass and Security)	(601) 679-3679 / 2366	Sexual Harassment Hotline	(601) 679-2514
Chaplain (Office / Duty)	(601) 679-2139/3635	Safe Talk Helpline	(800) 273-8255
American Red Cross	(877) 272-7337	Suicide Crisis Hotline	988 / (800) 995-5247
Navy Marine Corps Relief Society	(601) 604-2206 / 2504	Military One Source	(800) 342-9647
		https://www.militaryonesource.mil/	

Emergency: 911. When dialing 911 for emergencies, make sure that you specify you are on NAS Meridian at NTTC Meridian located on 740 Fletcher Rd, and give the specific building number for your physical location.

Mailing Address.

Instructors will pick up all letter mail and distribute it to students accordingly. Students may pick up their packages in building 362 Admin Office, Monday through Friday during posted hours, generally 0645-1300.

RATE Last Name, First Name
 _____ “A” School
 NTTC Meridian
 740 Fletcher Road, Suite 100
 Meridian MS 39309-5040

Navy References.

All SECNAV and OPNAV instructions may be found on the DoN Issuances Website: <https://www.secnav.navy.mil/doni>

All personnel related programs, policies, NAVADMINs, ALNAVs can be found on the MyNavy HR website: <https://www.mynavyhr.navy.mil>

- Drug and Alcohol Deterrence Website: <https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/>
- Physical Readiness Site: <https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Physical-Readiness/>
- Sexual Assault Prevention and Response (SAPR) Site: <https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Sexual-Assault/>
- Navy Uniforms Matters Site: <https://www.mynavyhr.navy.mil/References/US-Navy-Uniforms/>

Marine Corps Order 5060.20 Drill and Ceremonies Manual:

https://www.marines.mil/portals/1/Publications/MCO%205060.20_signed_EDD.pdf?ver=2019-06-05-103257-473

Student Chain of Command.

President		
Secretary of Defense		
Secretary of the Navy		
Chief of Naval Operations		
Commander, Naval Education and Training Command		
Commander, Center for Service Support		Commander, Center for Naval Aviation Technical Training
Commanding Officer, Naval Technical Training Center Meridian		Commanding Officer, Naval Air Technical Training Center
Executive Officer		Executive Officer
Command Master Chief		Command Master Chief
THU Students	Students Under Instruction	NATTC Detachment Meridian
Training Support Officer	Training Officer	Officer In Charge
Deputy Training Support Officer	Deputy Training Officer	Senior Enlisted Advisor
Military Standards Division (MSD) Leading Chief Petty Officer	Training Department Leading Chief Petty Officer	Leading Chief Petty Officer
MSD Leading Petty Officer	Admin / Supply Leading Chief Petty Officer	Leading Petty Officer
MSD Staff Member	Course Supervisor	Course Supervisor
	Assigned Course Instructor	Assigned Course Instructor

Emergency Services.

The safety and security of all Service Members and civilians is paramount. All personnel are responsible for knowing the proper steps in case of an emergency. The command has established a series of Pre-Planned Responses in order to provide clear guidance and ensure emergency response is coordinated efficiently. Students are not trained to fight fires, investigate crimes, conduct searches, handle weapons, etc. Staff personnel are available to assist you - ASK FOR HELP!

NAS Meridian does not have an emergency room. All on-base medical emergencies will result in the patient's immediate transport to a local emergency room in Meridian. For Non-Emergencies, the Tricare Nurse Advice Line is available 24/7 at <https://tricare.mil/NAL> or 1-800-TRICARE (874-2273), option 1 and they can give health care advice, receive recommendations for most appropriate level of care, schedule appointments, refer to a nearby urgent care or ER, or get an online Sick-in-Quarters (SIQ) chit when medically appropriate. Transportation requirements for Non-Emergency medical care will be coordinated by NTTC CDO.

A medical emergency is defined as "a sudden medical condition endangering life, limb, or eye sight."

For off-base and civilian ambulance services, call 911 from any telephone with off-base access.

Local civilian medical facilities include:

Anderson Regional Medical Center
2124 14th Street
Meridian, MS 39301
(601) 483-8811

Ochsner Rush Health
1314 19th Avenue
Meridian, MS 39301
(601) 483-0011

Once medical services are received, you are required to follow up with Navy Medicine on the next business day and provide a copy of all medical documentation for inclusion in your medical record.

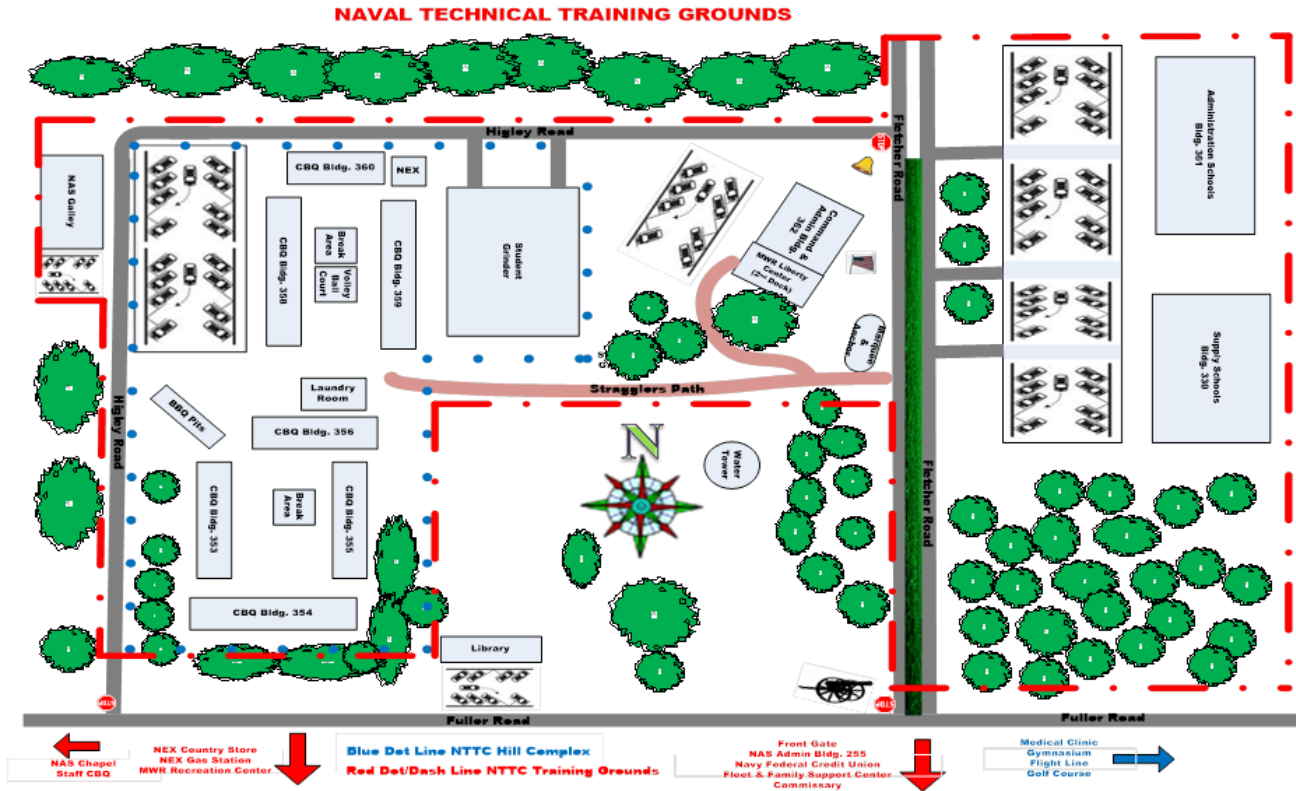
Taxi and Shuttles.

An updated list of available taxi and shuttle providers will be maintained on the student Quarterdeck. Some of these providers service the greater Meridian area and city of Jackson.

NTTC Meridian Complex.

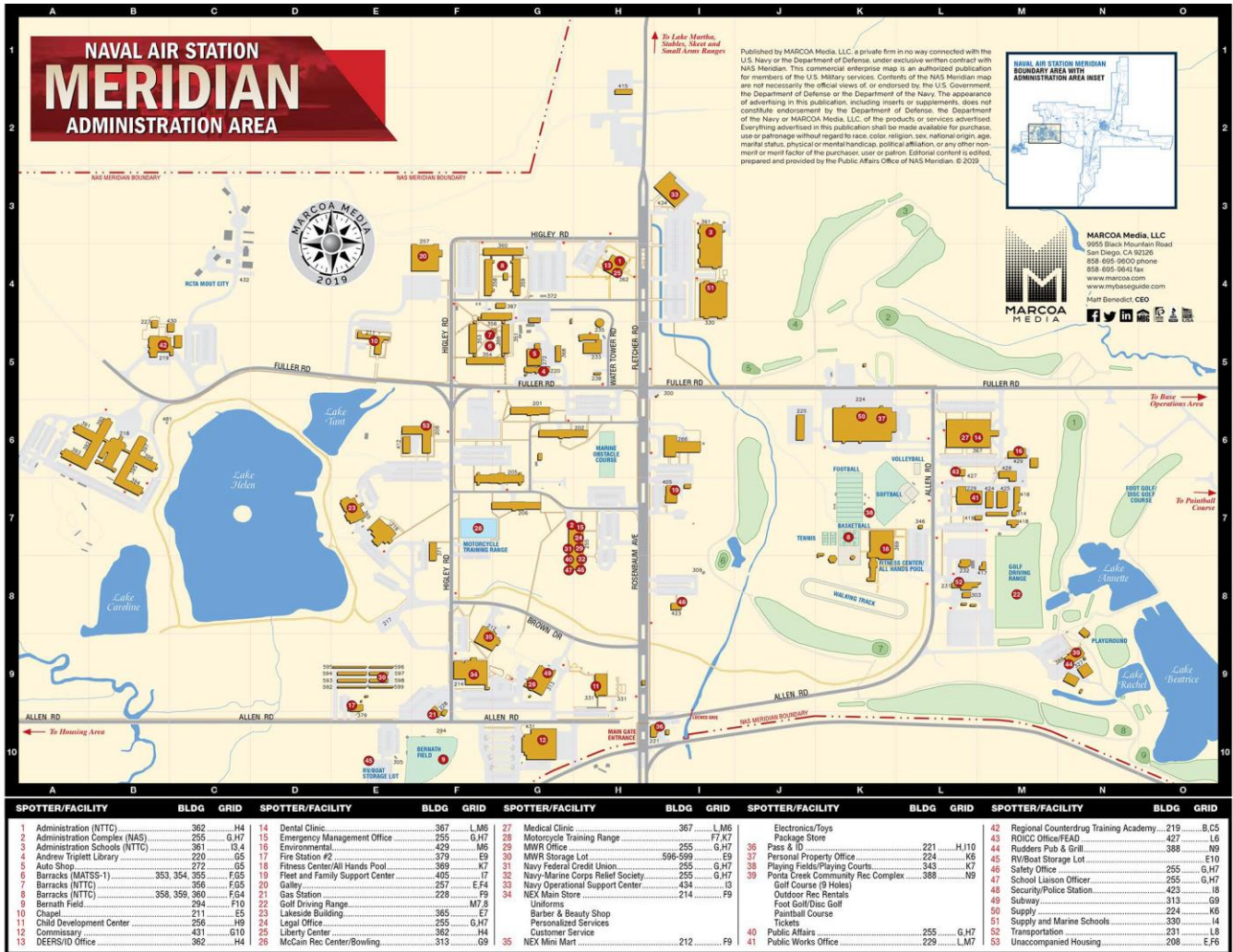
The NTTC Complex consists of the following:

- BLDG 361 Administrative Schoolhouse
- BLDG 330 Supply Schoolhouse
- BLDG 362 Administrative Building, to include the MWR Liberty Center
- BLDG 356, 358, 359, and 360 NTTC/NATTC Barracks
- NAS Roy M. Wheat Galley
- Laundry Room
- Adjacent Parking Lots, Stragglers Path, and Student Grinder



NAS Meridian.

NAS Meridian is a very large installation. The below insert represents the Administration Area of the installation. No student is to venture outside of the Administration Area without permission from the Commanding Officer.



Within the Administration Area, the following is off limits to students without permission of the CO/CDO:

- All areas North of the Navy Reserve Center along Fletcher Road with the exception of Lake Martha and campgrounds if engaged in MWR related activities and comply with NAS Meridian instructions.
- All areas West of Lake Helen lakeside trail along Fuller Road, to include Regional Counterdrug Training Academy (RCTA) and the former Navy gateway Inn and Suites (NGIS).
- All areas East of Medical/Dental along Fuller Road towards the Base Operating Area.
- The former USMC Barracks south of the NTTC Meridian Complex, BLDG 201, 202, 205, and 206, including the land around them. Students are to transit to the NEX, Commissary, and McCain Recreation Center (Bowling Alley) along the roads.
- Base housing and BLDG 208 Unaccompanied Housing. This housing is for staff only.
- All wooded areas outside NAS Meridian Administrative Area. Occasionally hunting and clearing is authorized in these areas and students need to remain clear.

All lakes located on NAS Meridian, Mississippi are off limits after evening colors. These locations have been identified as hazardous areas due to various safety concerns, i.e., alligators, snakes and other wildlife.

Students may only visit BLDG 255 NAS Administration Complex in uniform and for official business only. This also includes the buildings in and around BLDG 224 Supply and BLDG 229 NAVFAC.

Chapter 1: Standards of Conduct

1.1 Purpose and Scope.

The Student Handbook publishes policy and procedures reasonably necessary for the Commanding Officer (CO) to execute the command mission, safeguard and promote student morale, and maintain good order and discipline. Students have a duty to obey this handbook. Become familiar with and adhere to its contents, which outline basic differences in permissible and impermissible behavior or activities. Prohibited behavior and activities are punishable under the Uniform Code of Military Justice (UCMJ). Violations can be willful or through neglect, recklessness, or culpable inefficiency. If a situation arises that is not covered in this handbook, bring it to the attention of a class or duty section leader, who will seek resolution from the Training Staff or Command Duty Officer (CDO).

1.2 Standards of Conduct.

Sailors must place the Constitution, laws, and ethical principles above private gain: Exemplify the highest standards of ethical conduct; engage in socially responsible behavior; model exceptional conduct, character, and citizenship; and, treat others with the dignity and respect that every person desires and deserves. Take an active role in upholding our ethical principles and moral values, reporting behavior and conduct not meeting standards. There is no room for behavior or conduct such as alcohol or drug abuse, fraternization, hazing, sexual harassment or discrimination, and sexual assault. Remember, most problems can be avoided by being forthright and honest with everyone—in every situation, every time.

Warrior Toughness.

The warfighter who stands at the intersection of strong body, mind and soul is the Tough Warrior. They, the trained warrior, have the toughness to thrive in all challenges of military service, whether those challenges are abroad or at home. **The trained warrior is tough enough to excel in the daily grind, keeps fighting after taking a hit, and performs under pressure.**

Warrior Mindset.

A continuous cycle of Commitment, Preparation, Execution, and Reflection. By completing this cycle repeatedly, one is building and sustaining toughness while progressing toward peak performance. Everything that we do can be viewed through the lens of the Warrior Mindset.

Commitment. The first step in the Warrior Mindset – identifying our sense of purpose. It consists of our personal and professional goals as well as our individual and organizational values (Honor, Courage, and Commitment along with the four core attributes of Toughness, Integrity, Accountability, and Initiative). This step also includes establishing a personal philosophy to facilitate a deeper understanding and commitment to all of these values which guides our actions.

Preparation. The second step in the Warrior Mindset. Preparation and training should be rigorous enough to fall back on during combat or high-stakes situations. It also must be holistic preparation: body (physical fitness, realistic training scenarios), mind (performance psychology, mindfulness), and soul (personal philosophy, personal connections). “We never rise to the occasion, but fail to the level of our training.”

Execution. The third step of the Warrior Mindset. This phase is where we demonstrate peak performance, built on the previous steps of Commitment and Preparation. Proper execution includes a mindful response instead of an emotional reaction. We must maintain our situational awareness, agility, and focus on the task without losing control. We ensure our actions align with our commitments.

Reflection. The final step in the Warrior Mindset. Reflection occurs at the organizational level (After Action Reports, lessons learned, etc.) and individual level. At both levels it is vital that both successes and mistakes are not dwelled upon, but acknowledged. Information gleaned from this step feeds back into the first step: Commitment, thus creating a cycle.

Character.

Character is the adherence to the Navy Core Values as demonstrated by the Navy Core Attributes. We know that a Sailor is a person of character because they act in ways consistent with our core attributes of toughness, integrity, initiative and accountability. Character is integral to each of these four attributes, and character is found rooted in the soul.

Through the soul we produce the conviction that drives our actions. We must intentionally develop a personal philosophy based on personal values that are consistent and aligned with our Navy Core Values. We exercise and strengthen those values by putting them into practice daily through our decisions and actions. These “reps and sets” for the soul strengthen the core of who we are and help us define for ourselves the “why” for what we do. Developing and strengthening personal and professional connections will strengthen our values and resolve.

Core Attributes.

Toughness. We can take a hit and keep going, tapping all sources of strength and resilience. Through rigorous training for operations and combat, the fighting spirit of our people, and the steadfast support of our families, we maintain a culture of warfighting excellence and hone our warfighting ethos. We don’t give up the ship, we never give up on our shipmates, and we never give up on ourselves. We are never out of the fight. Concisely, toughness in the Navy is seen in three ways: 1) the ability to take a hit and keep going, 2) perform under pressure, and 3) excel in the day-in and day-out grind.

Accountability. We are a mission-focused force. We achieve and maintain high standards. Our actions support our strategy. We clearly define the problem we are trying to solve and the outcomes to which we will hold ourselves accountable. In execution, we honestly assess our progress and adjust as required. We are our own toughest critic. Leaders at all levels from E1 to those who assume command recognize the unique trust and confidence placed in them to operate independently. This is a profound responsibility. Concisely, accountability is aligning our behaviors with the mission.

Initiative. We strive to accomplish what needs to be done, even in the absence of direct orders. Leaders at all levels take ownership and act to the limit of their authorities. We foster a questioning attitude, and we encourage everyone to look at new ideas with an open mind. Our most junior teammate may have the best idea; we must be open to capturing and implementing that idea. Concisely, initiative is not waiting for a direct order when you know the right thing to do.

Integrity. Our conduct must always be upright and honorable. Our behaviors as individuals, as teams, and as an organization must align with our values as a profession. We will actively strengthen our resolve to act consistently with our values. Concisely, integrity is aligning our behaviors with our values.

1.3 Customs and Courtesies.

Military service is unlike any civilian occupation. An enlistment is a commitment to the United States, to the Service, and to fellow citizens and service members. As a result, military life has situations, which are not found in civilian life, that require special behavior known as customs and courtesies.

A *custom* is a usual way of acting in a given circumstance—a regular, expected action. It is a practice so long established that it has the force of law. An act or condition acquires the status of a custom under the following circumstances:

- (1) When it is continued consistently over a long period;
- (2) When it is well defined and uniformly followed;
- (3) When it is generally accepted so as to seem almost compulsory; and,
- (4) When it is not in opposition to the terms and provisions of a statute, lawful regulation, or order.

The most honored military custom is the salute which is a courtesy that has been observed for centuries by military personnel of every nationality. While in uniform salute the National Ensign, any commissioned and warrant officers regardless of Service or Nationality. Be aware of your surroundings. When in doubt, simply salute! Salute the National Ensign before requesting permission to come aboard and after requesting permission to go ashore.

A *courtesy* is an act or expression of consideration or respect—polite behavior and excellence of manners. Military courtesy is important to the Navy. For example, when addressing the Commanding Officer as *Captain*, even if holding the rank of commander, Sailors use a time-honored custom of respect for the person in command. When a person acts with courtesy toward another, the courtesy should be returned. Personnel should be courteous to senior members because of their greater responsibilities and authority. Personnel should be courteous to junior members because of their important contributions to the Navy’s mission. Acts of respect and courtesy are required of all members of the Naval

Service; the junior member takes the initiative, and the senior member returns the courtesy. Knowing and practicing military courtesies often make favorable impressions that will be remembered in difficult situations.

1.4 Zero Tolerance and Destructive Behavior Policies.

The full range of administrative and punitive disciplinary actions are available to address any member found to commit acts against the following policies.

Alcohol and Drug Abuse.

A safe, caring, and well-informed community fosters innovation and is a catalyst for growth. Our community shares the responsibility of promoting healthy behaviors. We must understand the risks and minimize the harm of unhealthy behaviors, such as the misuse or abuse of alcohol or drugs. For more information, please review Reference (g).

Alcohol. Legal alcohol consumption is a personal decision and shall be consumed lawfully, responsibly, and in compliance with Navy and local requirements. Responsible use is the application of self-imposed limitations of time, place and quantity when consuming alcoholic beverages. Sailors misuse and abuse alcohol due to stress, boredom, loneliness, and a lack of recreational activities. Workplace culture is also a risk factor for alcohol abuse. However, in the military environment, excessive drinking, public intoxication, and drunken driving will not be tolerated. **Personnel must understand that alcohol cannot interfere with the proper performance of military duties, and it must not reflect poorly on the command or Naval Service.**

Minimum Drinking Age. In order to consume alcohol, students must be 21 years or older and be in phase II /III liberty status; which is typically 2 weeks after arriving onboard NTTC Meridian. Per NTTC policy, students may not purchase alcohol at the Navy Exchange nor possess alcohol onboard NAS Meridian (e.g., berthing, parking lot, smoke decks, etc.) with the exception of Rudders, McCain Recreation Center, and any approved base sponsored events. Alcohol will not be consumed after 2200 prior to a training or duty day.

Alcohol Misuse. Alcohol consumption is never an acceptable excuse for misconduct or poor judgment. Any misconduct or questionable behavior when alcohol use is involved must be addressed immediately and effectively. An Alcohol Incident (AI) is an offense, punishable under Uniform Code of Military Justice (UCMJ) or civilian authority, committed by a member where, in the judgment of the CO, the consumption of alcohol was a contributing factor.

All students are highly encouraged to review the Own your Limits campaign (<https://www.ownyourlimits.org/>) website and the National Institute on Alcohol Abuse and Alcoholism’s (NIAAA) 0-0-1-3 program. <https://www.niaaa.nih.gov/>

- | | |
|-----------------------|-----------------------------------|
| 0 – Underage Drinking | 0 – Drinking and Driving |
| 1 – Drink per hour | 3 – Drinks per evening / occasion |

The 1st two numbers are reflected by law. One drink per hour is approximately the amount of alcohol the body can generally metabolize and the 3 drinks per night was selected as a target below the amounts recognized by NIAAA as binge drinking (4 drinks for women and 5 drinks per men). National research shows that rates of injuries, assaults, criminal behavior and other problems increase dramatically with binge drinking.

A standard drink is 12 ounces of beer, 10 ounces malt beer, 5 ounces of red wine, 4 ounces white wine, or 1.25 ounces of 80-proof liquor.

Referral. Self-referral and Command Referral are two forms of early intervention available to Service Members to help overcoming substance use disorders. The Navy Drug and Alcohol Program Advisor (DAPA) is the best individual to discuss your referral options with. Other resources include your chain of command, Navy Drug and Alcohol Counselor, DoD medical personnel, Chaplain, Fleet and Family Support Center counselor, or Substance Abuse Rehabilitation Program (SARP) Coordinator.

Drug Abuse. Drug misuse by Navy personnel adversely impacts mission readiness. The Navy has “zero tolerance” for drug misuse. This policy is dependent on a vigorous and thorough urinalysis testing. All service members are subject to urinalysis. All collections must be directly observed. The Navy’s drug misuse policy is not subordinate to any foreign, state or local ordinance, which may permit the use, possession, distribution or prescription of a

controlled substance. The only appropriate drug use is by prescription or over the counter, and only in the dosage and time frame specified by the prescription.

The use, possession or distribution of drug paraphernalia is prohibited. Although not illegal to possess, using chemicals (e.g., rubbing alcohol, ethanol) and propellants and inhalants (e.g., canned air, nitrous oxide) illicitly for purposes other than what they are intended with the intent to induce or enable intoxication, excitement or stupefaction of the central nervous system is prohibited.

Sailors are prohibited from knowingly using products made or derived from hemp, including Cannabidiol, regardless of the product's THC concentration, claimed or actual and regardless of whether such product may lawfully be bought, sold and used under the law applicable to civilians. "Use" means to inject, ingest, inhale or otherwise introduce into the human body. "Use" includes the knowing use of hemp products designed to penetrate through the skin layer, including but not limited to transdermal patches. This prohibition also applies to the use of topical products such as shampoos, conditioners, lotions or soaps.

Any intentional act to avoid providing a urine sample or to tamper with a sample, when lawfully directed, is prohibited. Personnel violating this prohibition or withholding direct knowledge of others violating this prohibition may be subjected to punitive action, adverse administrative action or both.

Fraternization.

Personal relationships between officer and enlisted members that are unduly familiar and do not respect differences in rank and grade are prohibited and violate long-standing customs and traditions of the U.S. Navy. Relationships that are unduly familiar between officers or between enlisted members of different rank or grade may also be prejudicial to good order and discipline, and are also prohibited. Personal relationships or socializing which are unduly familiar are detrimental to good order and discipline. For more information, please review Reference (j).

Per reference (a), relationships between staff and students must remain at a professional level at all times whether on or off duty. Personal relationships with staff are PROHIBITED. If any of the following occur, notify your Chain of Command immediately:

- Develop, or attempt to develop, a personal, intimate, or sexual relationship with staff personnel. This includes contact via social media, texts, calls, or visitations of an unofficial nature.
- Give or receive personal gifts from staff.
- Ride in the privately owned vehicles of staff personnel.

Personnel who witness sexual harassment, harassment, or unlawful discrimination must act responsibly, immediately intervening or reporting prohibited acts or behaviors to an appropriate authority. Victims and witnesses can consult the Command Managed Equal Opportunity (CMEO) Manager or the Sexual Harassment Advice Line (1-800-253-0931) without fear of retaliation. Victims and witnesses will be fairly treated and reasonably protected from offenders.

Harassment Prevention and Military Equal Opportunity Policies.

Each member of the Navy is entitled to be treated with dignity and respect and to work in an environment free of harassment and prohibited discrimination. Additionally, each member is expected to abide by the Navy core values of honor, courage and commitment, which are exhibited through signature behaviors.

Reference (h), lists in details the following destructive behaviors and shall be read in its entirety. Below is a summary.

Harassment. Behavior that is unwelcome or offensive to a reasonable person, whether oral, written or physical, that creates an intimidating, hostile or offensive working environment. Harassment may include, but is not limited to, unwanted physical contact, offensive jokes, epithets or name calling, ridicule or mockery, insults or put-downs, displays of offensive objects or imagery, non-verbal gestures, stereotyping, intimidating acts, veiled threats of violence, threatening or provoking remarks, racial or other slurs, derogatory remarks about a person's accent or displays of racially offensive symbols. Harassment can occur through electronic communications, including social media; other forms of communication and in person. Types of harassment include, but are not limited to, discriminatory harassment, sexual harassment, hazing, bullying and stalking.

Discriminatory Harassment. Unwelcome conduct based on race, color, religion, sex (including pregnancy), gender identity, national origin, or sexual orientation. Discriminatory harassment occurs when the conduct is severe or

pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile or abusive.

Sexual Harassment. Sexual harassment is conduct that involves unwelcome sexual advances, requests for sexual favors, and deliberate or repeated offensive comments or gestures of a sexual nature and is so severe or pervasive that a reasonable person would perceive, and the victim does perceive, the environment as hostile or offensive. Any use or condonation, by any person in a supervisory or command position, of any form of sexual behavior to control, influence, or affect the career, pay, or job of a member of the armed forces or a civilian employee of the Department of Defense (DoD). Any deliberate or repeated unwelcome verbal comment or gesture of a sexual nature by any member of the Military Services or civilian employee of the DoD. There is no requirement for concrete psychological harm to the complainant for behavior to constitute sexual harassment. Behavior is sufficient to constitute sexual harassment if it is so severe or pervasive that a reasonable person would perceive, and the complainant does perceive the environment as hostile or offensive.

Hazing. A form of harassment that includes conduct through which Service member(s), without a proper military or other governmental purpose, physically or psychologically injure or create a risk of physical or psychological injury to Service Members for the purpose of: initiation into, admission into, affiliation with, change in status or position within or continued membership in any military or DoD civilian organization. Service members may be responsible for an act of hazing even if there was actual or implied consent from the victim and regardless of the grade, rank, status or Service of the victim.

Bullying. A form of harassment that includes acts of aggression by Service member(s) with the intent of harming a Service Member either physically or psychologically, without a proper military or other governmental purpose. Bullying may involve the singling out of an individual from his or her coworkers or unit, for ridicule because he or she is considered different or weak. It often involves an imbalance of power between the aggressor and the victim. Service members may be responsible for an act of hazing even if there was actual or implied consent from the victim and regardless of the grade, rank, status or Service of the victim.

Stalking. A wrongful course of conduct directed at a specific person that would cause a reasonable person to fear death or bodily harm, including sexual assault, to himself or herself, to a member of his or her immediate family or to his or her intimate partner; Carried out by someone who has knowledge or should have knowledge, that the specific person will be placed in reasonable fear of death or bodily harm, including sexual assault, to himself or herself, a member of his or her immediate family or to his or her intimate partner; and when the conduct induces reasonable fear in the specific person of death or bodily harm, including sexual assault, to himself or herself, to a member of his or her immediate family or to his or her intimate partner.

Prohibited Discrimination. Discrimination, including disparate treatment, or an individual or group on the basis of race, color, religion, sex (including pregnancy), gender identity, national origin, or sexual orientation that is not otherwise authorized by law or regulation and detracts from military readiness.

Wrongful Broadcast or Distribution of Intimate Visual Images. Service Members that perpetrate the actions outlined in subparagraphs below are guilty of wrongful distribution of intimate visual images or visual images of sexually explicit conduct.

1. Who knowingly and wrongfully broadcasts or distributes an intimate visual image of another person or a visual image of sexually explicit conduct, is identifiable from the intimate visual image or visual image of sexually explicit conduct itself or from information displayed in connection with the intimate visual image or visual image of sexually explicit conduct; and does not explicitly consent to the broadcast or distribution of the intimate visual image or visual image of sexually explicit conduct.
2. Who knows or reasonably should have known that the intimate visual image or visual image of sexually explicit conduct was made under circumstances in which the person depicted in the intimate visual image or visual image of sexually explicit conduct retained a reasonable expectation of privacy regarding any broadcast or distribution of the intimate visual image or visual image of sexually explicit conduct.
3. Who knows or reasonably should have known that the broadcast or distribution of the intimate visual image or visual image of sexually explicit conduct is likely to cause harm, harassment, intimidation, emotional distress or financial loss for the person depicted in the intimate visual image or visual image of sexually explicit

conduct; or to harm substantially the depicted person with respect to that person's health, safety, business, calling, career, financial condition, reputation or personal relationships.

Sexual Assault.

Sexual assault is a criminal act incompatible with Navy core values, high standards of professionalism, and personal discipline. 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. As used in this handbook, the term includes a broad category of sexual offenses consisting of the following specific UCMJ offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy (forced oral or anal sex), or attempts to commit these offenses. For more information, view reference (c).

Consent. A freely given agreement to the conduct at issue by a competent person. An expression of lack of consent through words or conduct means there is no consent. Lack of verbal or physical resistance or submission resulting from the use of force, threat of force, or placing another person in fear does not constitute consent. A current or previous dating or social or sexual relationship by itself or the manner of dress of the person involved with the accused in the conduct at issue must not constitute consent. A sleeping, unconscious, or incompetent person cannot consent.

Collateral Misconduct. Victim misconduct that might be in time, place, or circumstance associated with the victim's sexual assault incident. Collateral misconduct by the victim of a sexual assault is one of the most significant barriers to reporting assault because of the victim's fear of punishment. Some reported sexual assaults involve circumstances where the victim may have engaged in some form of misconduct (e.g., underage drinking or other related alcohol offenses, adultery, fraternization, or other violations of certain regulations or orders). The Department of the Navy Safe-to-Report policy states no member may discipline a Service Member victim of an alleged sexual assault for minor collateral misconduct.

DoD Safe Helpline. A crisis support service for victims of sexual assault in the DoD. The DoD Safe Helpline is available 24/7 worldwide with "click, call, or text" user options for anonymous and confidential support. It can be accessed by logging on to <http://www.safehelpline.org> or by calling 1-877-995-5247, but does not replace local base and installation Sexual Assault Response Coordinator (SARC) or SAPR Victim Advocate (VA) contact information.

Restricted Reporting. Reporting option that allows sexual assault victims to confidentially disclose the assault to specified individuals (i.e., SARC, SAPR VA, or healthcare personnel) and receive medical treatment, including emergency care, counseling, and assignment of a SARC and SAPR VA.

Unrestricted Reporting. A process that an individual covered by this policy uses to disclose, without requesting confidentiality or restricted reporting, that he or she is the victim of a sexual assault. Under these circumstances, the victim's report provided to healthcare personnel, the SARC, a SAPR VA, command authorities, or other persons is reported to law enforcement and may be used to initiate the official investigative process.

Catch a Serial Offender (CATCH) Program. The CATCH program allows victims of sexual assault the opportunity to anonymously submit suspect information to military criminal investigators to help the DoD identify alleged serial offenders. To make a CATCH entry, victims of sexual assault can contact a Sexual Assault Response Coordinator (SARC) or Sexual Assault Prevention and Response (SAPR) Victim Advocate (VA). Participation in the CATCH program is anonymous and voluntary. Participants may decline to participate at any point in the process, even after being notified that there was a potential match. The DoD will take any information provided by someone making an entry; however, the top five most helpful pieces of information are: suspect's name, suspect's phone number, suspect's social media username(s) and platforms, suspect's rank, and date and location of the offense. For more information, visit <https://www.sapr.mil/CATCH>

Sexual Conduct.

Any sexual activity in the barracks or on NAS Meridian, including those sexual acts proscribed in UCMJ Articles 120 and 134, are PROHIBITED. This includes actual or simulated genital-genital contact, oral-genital contact, anal-genital contact or oral-anal contact, whether between persons of the same or opposite sex. Additionally, this includes intimate kissing, sitting on someone's lap, touching of private areas, groping, fondling, or sexually suggestive gestures.

Social Media.

Social Media presents an incredible opportunity to share stories in an authentic, transparent, and rapid manner while building richer, more substantive relationships with persons who might not be reached through traditional communication methods. As members of the Armed Forces, you may not post material that is prejudicial to good order and discipline or of a nature to bring discredit upon the armed forces. In an effort to minimize cyberbullying, harassment, and cybersecurity concerns, carefully consider the following:

- (1) Do not publish personally identifiable information in open forums to include email addresses or phone numbers in blogs or profile pages and pay close attention to privacy settings since they determine to whom and how much personal and personally identifiable information is revealed. This includes taking photos with or of your CAC.
- (2) Consider the information and its context before posting on social media.
- (3) Before adding a widget or plugin to a profile page, determine if its creators will gain access to otherwise personal and private information. Social networks generally maintain no control over such widgets and plugins, so exercise discretion in using them.
- (4) Report abuses of a website's terms of service (i.e., terms of use, terms and conditions) to its administrators. Reputable websites will have a way to report abuses.

Tobacco Policy.

Regular cigarettes, Vapes, E-Cigarettes, chewing tobacco, and tobacco pouches are authorized only in designated smoking areas by those 21 years and older and must not be sold, shared, or provided to anyone less than 21 years of age.

As reported by the Centers for Disease Control and Prevention (CDC), tobacco product use is the leading cause of preventable disease, disability, and death in the U.S. The negative impact to Service Members includes reduced physical performance capability, impaired night vision, increased risk of respiratory illnesses and surgical complications, delayed wound healing, accelerated age-related hearing loss, and negative impacts on oral health. Tobacco product cessation resources, programs, and treatment are accessible and available at Branch Medical Clinic Meridian. For more information, please review Reference (d).

All indoor areas, to include but not limited to, the Barracks, School Houses, and Office Spaces are designated as "tobacco product-free" and tobacco product use is restricted to the Student Smoke Pits. Students are not authorized to be on Staff Smoke Pits.

1.5 Public Displays of Affection (PDA).

PDA is the physical demonstration of affection for another person while in the view of others. With few exceptions, PDA is prohibited while in uniform as it is contrary to good order and discipline. Due to the nature of the training environment and mission of NTTC, the CO has prohibited PDA, with the exception of a simple greeting, on board NAS Meridian.

Chapter 2: General Student Policies

2.1 Bicycles, Skates, Roller Blades, Skate Boards, and Scooters.

Bicyclists shall wear approved bicycle helmets, wear light colored and reflected clothing and use headlights and/or reflective vest/belts as required after dark. Always ride with the traffic, in single file, and obey all traffic rules. Do not ride on the sidewalk. For safety reasons, bicycles may not be stored in rooms, stairwells, passageways, or walkways. Bike storage racks are available near the galley and library. For more information, please see reference (r).

If skating, using any means, approved helmets, kneepads and wrist guards will be worn at all times in an approved designated area. The Grinder is the only designated area on NTTC Meridian during day hours.

2.2 Cell Phones and Electronic Devices.

Cell phones may be worn and used while walking in uniform providing it is in compliance with U.S. Navy Uniforms Regulations. Only one cell phone, conservative in color and design, is authorized for wear and can only be worn on the belt of Working and Service Uniforms aft of the elbow. Cell phones will not be visible from the front and worn in such a manner as to impede the normal wear and appearance of the uniform (e.g. sagging, bunching, bulging, protruding etc.). For more information, please see reference (b) and for use while in a motor vehicle, reference (r).

The use of cell phones shall not interfere with the rendering of military courtesies and honors nor violate local, state and federal laws. While in use, cell phones will be placed at the side of the leg and in the appropriate hand when rendering salutes, greetings and other military courtesies/honors.

The use of an earpiece, blue tooth technology, headsets or hands-free device while in Uniform is prohibited unless specifically authorized for the execution of official duties. Recording is not authorized without the approval of all parties.

Students Under Instruction. Students may not have any cellular devices on their person in the classroom, regardless if a class is in session or not. During exam periods, possession of any cellular device or smart watch will automatically be considered as cheating. Students are authorized to carry their cell phones and will turn them off or place them on airplane mode and store them either in their backpacks or designated area per instructor guidance prior to the start of class. Cell phones placed on silent or do not disturb may still send notifications, so they must be turned off or placed on airplane mode to ensure they do not cause a distraction. Cell phones will only be used in designated areas when on an authorized break such as the student lounge and smoke pit.

Students Assigned to Temporary Holding Unit (THU). Students will only carry or use their personal cell phones in an official capacity during working hours or when on an authorized break unless otherwise authorized by the MSD staff.

Watchstanders. While on watch and/or on the Quarterdeck personal use of cell phones is PROHIBITED unless specifically authorized by the CDO or ACDO.

Violations. All violations will be recorded on the student's Track Card. Students will be afforded one verbal warning regarding this policy. Following the second offense student will receive a formal counseling and be required to keep their cell phone in the barracks.

Personal electronic devices. All electronics must be stored and locked up when not in use. Ear buds, portable speakers, laptops, video games, etc., are strictly forbidden in or around the schoolhouses, on watch, at duty section musters, completing extra duty, organized PT sessions, or at the galley. Drones are not authorized onboard NAS Meridian.

Wearing portable headphones, earphones, cellular hands-free devices, radios, recording devices, or other portable listening devices while running, jogging, walking, bicycling, skating, or skateboarding in roadways and streets impairs recognition of emergency signals, alarms, announcements, and the approach of emergency vehicles. Use of these devices while performing the noted activities within the roadways is prohibited per reference (r). This restriction does not apply while on a sidewalk or designated walking or running path.

2.3 Cheating.

Cheating will not be tolerated and is punishable under the UCMJ. Any cellphone or smart watch seen in a student's possession while a test is being administered will be automatically considered as cheating. Students found guilty of cheating may be dropped from their rating or administratively separated.

2.4 Civilian Clothes Policy.

Military Standards Division (MSD) staff will provide training to all students during Indoctrination on proper wear of civilian clothes. All students shall ensure they are dressed anytime outside the privacy of their TAC. Their dress and personal appearance are appropriate for the occasion and will not discredit the Navy. Current styles and fashions which are conservative are authorized. Tank-top shirts, cut-off shorts, and shower shoes are not acceptable within the confines of a military installation. This includes civilian clothing that is excessively tight, clearly reveals undergarment linings and reveals/defines a member's private areas, or clothing that is excessively worn, frayed, torn, soiled or has an unkempt appearance. For more information, please see reference (b).

NTTC Meridian is authorized per Uniform Regulation to suspend the wear of civilian clothing for individuals who fail to wear civilian clothing as prescribed. Civilian clothes privilege may also be suspended for those whose appearance may bring discredit upon the Navy, or who fail to maintain adequate uniforms or seabag requirements properly. Strict adherence to the civilian clothes policy is mandated.

Drug Advocation Prohibited. Wearing or displaying clothing, jewelry, tattoos, etc., depicting marijuana or any other controlled substance or advocating drug abuse is prohibited at all times on any military installation or under any circumstance which is likely to discredit the Navy.

Body Piercing. No articles, other than earrings (one earring per earlobe) for women, shall be attached to or through the ear, nose, or any other body part. Males may wear earrings with civilian clothing while in a leave or liberty status on or off military installation. Additionally, body piercing is not authorized in civilian attire when in a duty status, on military property, or while participating in any organized military activities.

Wearing Uniform Articles with Civilian Clothes. Military personnel may wear military uniform articles with civilian clothing when the item cannot be identified as a navy uniform component. Navy uniform articles worn with civilian clothing will not include military accoutrements that identify affiliation with the Navy, including but not limited to nametags, rank insignia, buttons or other military insignia. This restriction does not preclude the wear of Command Logo/Navy Pride shirts. Physical training uniforms may be worn with civilian clothing at the member's discretion, unless otherwise prohibited by proper authority. Examples of military articles that may be worn with civilian clothing in accordance with Uniform Regulations include the All-Weather Coat, Cold Weather Parka, Black Fleece Liner, Peacoat, Service and Dress shoes, Boots, V-Neck Sweater, socks, under garments, etc.

Sunbathing is PROHIBITED within NTTC Meridian complex.

All violations will be recorded on student track card either as a counseling, personnel inspection failure, and/or both.

2.5 Common Access Card (CAC).

CACs/Military IDs contain information specific only to the Service Member to which it has been issued. Loss of a CAC/Military ID may result in Extra Military Instruction (EMI). Additionally, loss of a CAC/Military ID card requires the student to route a Special Request/Authorization NAVPERS 1336/3 and file a missing CAC report at NASMER Security. Final approval by the MSD Leading Chief Petty officer (LCPO) is required in order to go to CAC/ID Lab in order to obtain a new card.

All students must have their CAC/Military ID in their possession at all times.

2.6 General Prohibitions.

- Gambling. Gambling is prohibited by all personnel while on government property or while on-duty.
- Off Duty Employment. Students are not authorized off-duty employment while attached to NTTC Meridian.
- Pets. Ownership of pets, of any kind, or introduction of any wildlife in the barracks, is prohibited.
- Weapons. Per NTTC policy, all Weapons, to include any firearm, knife, stun gun, bow and arrow or object readily capable of lethal use or of inflicting serious bodily injury are PROHIBITED onboard NAS Meridian and NTTC Meridian. Firearms, even though not loaded or lacking a magazine or other component that renders them inoperable, are still prohibited. For more information, please see reference (b).

Exception: A pocket knife with a blade less than two and one-half (2 1/2) inches in length is a common pocket knife and is not considered a weapon, unless there is evidence that the pocket knife is possessed or carried for use as a weapon. They shall not be carried or brought to any classrooms.

2.7 Inclement Weather.

In situations of inclement weather, NTTC staff will report weather conditions, adjust training, and adjust liberty schedules as directed by the Command leadership. NTTC staff will adhere to command guidance and Emergency Response Plans to avoid exposure and ensure student safety.

In the event of a tornado warning on base, the tornado siren will sound one 3-5 minute blast; take immediate cover and remain indoors. Students will remain in an interior room and stay away from windows. The tornado siren will sound three 15 second blasts to signal the all clear. The CDO/ACDO will give further direction if required.

2.8 Marching.

The purpose of marching is to move units from one place to another in a standard, orderly manner. Marching is required for all "A" school students when four or more students proceeding to/from the Barracks, School Houses, and Galley or when otherwise directed. NTTC Meridian will adhere to Marine Corps Order 5060.20 Drill and Ceremonies Manual, reference (x).

Exceptions. During inclement weather and during heightened force protection measures, students may be authorized by staff to straggle via stragglers path. During Black Flag conditions, students will March at Ease. At Ease March allows the formation to walk in a formation without the requirement to follow cadence. Talking is not permitted.

Stragglers and Students in possession of a valid Light/Limited Duty Chit will use the Stragglers path.

Formation Leaders. The formation leader is the senior Sailor responsible for good order and discipline, rendering proper military courtesies, and the safety of the formation at all times. Formation Leaders will post road guards at intersections where vehicular traffic crosses the path of the formation. Formation leaders should make every effort to not impede the flow of traffic for extended periods of time. When travelling in large or multiple successive formations, formation crossings should be paused to allow for the safe flow of traffic.

Road Guards. Road guards may wear reflective vests while in marching formation and should not carry anything during the performance of their duties. They shall NOT be called out while moving to and from the intersection regardless of the time of day, unless conditions present an unsafe situation. Road guards will take their position in the center of the traffic lane, just outside the crosswalk, halt momentarily, and then come to parade rest extending the right arm with the palm open. They will return to their original positions in the formation when the formation leader calls them back after the formation has crossed the intersection.

Students will halt at all intersections or other vehicular traffic areas, and wait at attention until safe to proceed, as determined by the formation leader.

Pedestrians will use sidewalks and crosswalks at all times, staying off the grass or parking lots unless participating in athletic activities.

2.9 Medical Services.

All students requiring medical and dental appointments will schedule via the student medical liaison in Student Control. Students will provide at least 24 hour notice for all medical or dental appointments to their staff chain of command. Students who miss medical or dental appointments are required to report to Student Control for rescheduling of appointment as well as reporting to their "A" School instructor if under instruction.

Students must arrive 15 minutes prior to appointment time and bring Physical Training Uniform (PTU) shorts to the appointment for any leg or lower body issues. After the appointment, students are required to report immediately back to their supervisor and/or instructor and provide any follow-up appointments to Student Control as well as their "A" School instructor if under instruction.

After receiving medical attention off base, students must follow up with Navy provider and provide a copy of all medical documentation for inclusion in your medical record.

Personnel assigned Sick In Quarters (SIQ) are the only personnel excused from muster once the MSD staff or student's Course Supervisor (if under instruction) has a copy of the SIQ chit. SIQ means you must remain in quarters unless transiting to medical. You are advised that two missed instruction days may result in a set back and removal from current class. ACDO/CDO/MSD Staff will provide meals for SIQ Sailors.

2.10 Physical Readiness.

The Navy's physical readiness program is to set the foundation to instill a Culture of Fitness that assists Sailors in developing their ability to complete tasks that supports the command mission and Navy operational readiness. All students must maintain physical readiness standards per OPNAVINST 6110K. This includes passing Body Composition Assessment (BCA) spotchecks or unofficial (mock) Physical Fitness Assessments (PFA) and attending Fitness Enhancement Program (FEP), if required. For more information, see reference (k) or MyNavyHR website, <https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Physical-Readiness/>

2.11 Reflective Belts / Vests.

Reflective belts are issued with uniform items at Recruit Training. Students shall maintain reflective belts to be worn between sunset and sunrise, and in inclement weather (i.e. rain, snow, fog, etc) to provide the highest possible visibility. Reflective belts or vests will be worn by all rovers and otherwise as prescribed.

2.12 Safety.

Nothing is more important at this command than the safety and security of both staff and students. Exercise caution at all times to ensure the safety of all personnel. Report all safety violations to a military staff member immediately.

All injuries that occur at any time day or night must be reported to the Chain of Command. Your assistance helps provide a safe and supportive command environment. Read the Pre-mishap Plan along with required readings posted outside the student Quarterdeck upon arrival. Direct any questions to a staff member.

If you see an unsafe act, call a safety time-out. Training will be suspended until the problem is corrected. If you are unsure whether an act is safe or not, call for a safety time-out and notify a staff member.

Respond immediately to all fire alarms. Follow all fire plans and evacuate to the designated area for muster. Fire drills are routinely conducted.

In the case of an Active Shooter when unable to flee to a safe location: shelter, lock doors and turn out the light. Remain in lockdown until "all clear" is passed by the Chain of Command, or as directed by appropriate first responders.

2.13 Status Changes.

MSD shall be notified immediately whenever any change in student status occurs, including medical or legal status, graduation, setback in training, interruption of instruction/training, drop from school, etc.

2.14 Student Leadership.

Students in good standing may be assigned student class leadership positions. Class leader, Assistant Class Leader, and Master-At-Arms may be appointed by course instructors at their discretion. Class leaders will be identified by green aiguillette.

MSD Staff will appoint Student watchstanding leadership positions that will be identified by the following title/aiguillettes: Student Duty Section Leader (Blue); and, Student Assistant Duty Section Leader (Blue/Gold) for each duty section. Student leadership will complete command Job Qualification Requirements (JQR) and be screened by the MSD staff prior to holding the leadership position.

The NMTI staff has oversight and authority to remove anyone who fails to uphold the requirements for leadership positions, and will annotate deficiencies on track cards, accordingly. Student leaders will avoid favoritism and are not authorized to approve or deny requests, impose or supervise disciplinary actions, conduct student indoctrination, perform personal errands, administer Extra Military Instruction (EMI), control/possess master keys, or conduct formal inspections (unless pre-inspection while in a mentorship role).

2.15 Student Recognition Programs.

The student recognition program at NTTC Meridian is designed to reward military and academic excellence for a Sailor's time on board. This recognition highlights a Sailor's aptitude to follow the rules, demonstrate outstanding military bearing, navigate adversity and showcase academic excellence, which are all core to Navy's Warrior Toughness. Sailor's being recognized will be ready to embark on successful follow-on tours supporting the Fleet's warfighters. For more information, please see reference (s).

Accelerated Advancement Program (AAP). AAP permits qualified Sailors in paygrades E-1 through E-3 to be advanced to E-4 within 4-10 months of reporting to their first Fleet assignment following successful completion of "A" School. In general, in order to be eligible, the following applies:

- Must demonstrate the qualities of a Third Class Petty Officer.
- Top 10 percent of class academic standing, 85 percent grade point average (GPA) or above, and no test failures.
- No record of disciplinary action and maintain proper military bearing.
- Perform satisfactorily in all phases of training with no set-backs in phased liberty program.
- Pass all personnel and room inspections (1 Mod failure is allowed).

Any student violating any section of the Student Guide or any Unauthorized Absence (UA) from any appointed place of duty, including physical training sessions, will be ineligible for AAP.

Accelerated advancement to E4 may be authorized whether or not having served in the paygrade of E3.

Honor Graduate (HG). The HG Program authorizes COs to automatically advance E-1 and E-2 student personnel that are the top graduate from each class to the next higher paygrade (not to exceed E-3). All honor Graduates have to meet AAP requirements in addition to having the highest GPA in class and a 95 percent or above.

Stennis Center of Excellence Award Program. The Stennis Award was founded in collaboration with the Mississippi Council of the Navy League to recognize Sailors of all rates who have proven outstanding scholastic aptitude and a demonstrated spirit of community service. To be eligible, the student must:

- Meet all requirements for HG candidacy;
- Graduate with the top GPA when compared with all graduates in their rate in the past 12 months;
- Complete one or more sanctioned SHIPMATES volunteer projects comprising 5 or more total hours;
- Have the recommendation and endorsement of the Course Supervisor and Course Instructor.

In addition to the above recognition categories, students may be recognized for the following:

Class Leader / Assistant Class Leader. The student receiving this award will have shown exceptional leadership and dedication to duty. Professional duties include mustering, marching the class to and from the schoolhouse and maintaining proper military bearing across the class. The designated student may receive a Certificate of Appreciation from the Command Master Chief.

Hard Charger. This award is presented to the student who demonstrates selfless efforts to encourage and motivate fellow students throughout the academic curriculum. The designated student may receive a Certificate for excellence in academic and military bearing from the Course Supervisor and Course Instructor.

Master at Arms. This award is presented to the student that maintained good order and discipline in the classroom. The designated student may receive a Certificate of Appreciation from the Command Master Chief.

Student Duty Section Leader / Student Assistant Duty Section Leader. The students receiving this award will have shown exceptional leadership and dedication to duty. Professional duties include mustering, and maintaining proper military bearing across the duty section. The designated student may receive a Certificate of Appreciation from the Command Master Chief.

Personal Awards, to include Letters of Commendation, Letters of Appreciation, and Commander's Coin for Excellence may be awarded at any time by the Commanding Officer based on the recommendations of the Chain of Command.

2.16 Student Support Programs.

All support service programs are available to students. Please coordinate with your chain of command to ensure your availability during working hours and the staff will ensure you can make your appointments.

American Red Cross. Red Cross provides Emergency assistance, training programs, health and safety related courses, referral service, and disaster and social service assistance. They can be reached at 877-272-7337 and are open 0830-1700 Monday thru Friday at 1820 23rd Ave, Meridian.

Chaplain. The Chaplain is assisted by Religious Program Specialists (RPs) to provide for and facilitate the religious needs of authorized personnel. They offer pastoral counseling and spiritual family enrichment to individuals, couples, and families. The Chapel can schedule appointments at (601) 679-2139.

Students should refer to a Chaplain for guidance regarding religious accommodation. Religious accommodation requests will be processed in accordance with BUPERINST 1730.11.

Command Managed Equal Opportunity (CMEO). The CMEO is here to assist you 24/7 any time you feel you may have a sexual harassment or an equal opportunity issue. Contact the CMEO, any military staff member or the Sexual Harassment Hotline, (601) 679-2514.

Drug and Alcohol Program Advisor. The Drug and Alcohol Program Advisor (DAPA) is here to assist you 24/7 any time you feel you may have a problem with substance abuse. Contact your leadership or the CDO to make an appointment.

Fleet and Family Support Center (Bldg 405). The mission of the Fleet and Family Support Center (FFSC) is to improve Fleet readiness by providing quality of life programs that satisfy the needs of our Navy Sailors and their families. Appointments can be scheduled at (601) 679-2360.

Legal Services. Students who require legal assistance or desire legal advice in a personal or professional matter are encouraged to seek help from NTTC Meridian's Legal Office located in building 362, room 114 during the hours 0830-1630 Monday through Friday.

The base legal office operates by appointment only. All students wishing to use these services must first see NTTC's Meridian Legal Office to schedule an appointment.

Navy and Marine Corps Relief Society. Navy and Marine Corps Relief Society is available to assist with emergency needs by providing interest-free loans or grants for emergency transportation, medical bills, personal needs when there is a verifiable pay problem, budget counseling, visiting nurse, layettes for new babies, etc. Contact your leadership or the CDO to make an appointment.

Sexual Assault Prevention and Response Victim Advocate (SAPR VA). The NAS Meridian on duty Victim Advocate can be reached 24/7 at (601) 604-3037. SAPR VA's are also on NTTC Staff and are available to assist in person with any questions or assistance you may need. SAPR posters are posted throughout with contact information.

Suicide Prevention Program (SPP). SSP supports a healthy force and readiness through early intervention by training students to detect students in distress. "Suicide Ideation" is stating suicide intentions either verbally or written to another individual which causes concern. In the event you or a student may have suicidal intentions, notify a staff member immediately and never leave them alone while help arrives. If a staff member is not available, call 911. The National Suicide and Crisis Lifeline can be reached by calling 988. For non-emergencies, the Chaplain's Office, Fleet and Family Support Center, and Military One Source, and Suicide Crisis hotlines (1-800-995-5247) are available. *Resources are here to assist you 24 hours a day, 7 days a week if you have any thoughts of suicide or hopelessness.*

2.17 Uniform and Grooming Standards.

Personnel Inspection/Military Appearance.

Students must be inspection ready at all times. Formal inspections may be announced or unannounced. Any student who fails formal personnel inspection will not be eligible for Accelerated Advancement or Honor Graduate.

Uniform Regulations.

NAVPERS 15665J United States Navy Uniform Regulations, reference (b) and all associated NAVADMINS are the governing instruction for all Uniform Matters and tattoos. Below are just a few highlighted regulations. Students may download the Navy Uniform Application via Apple Store, Google Play Store or via <https://www.applocker.navy.mil>.

Grooming Standards. The primary consideration is to have a neatly groomed appearance while wearing a naval uniform and to ensure that personal appearance contributes to a favorable military image. Grooming standards are not intended to promote masculine, feminine or fashionable images. See Chapter 2 NAVPERS 15665J, United States Navy Uniform Regulations and all associated NAVADMINS for further guidance.

Uniform Standards. Students must adhere to the Uniform of the Day as posted in the Plan of the Week. Uniforms must present a professional appearance that will reflect positively on the individual, the Navy, and the United States.

Military Bearing and Smartness. Students will exhibit proper military bearing at all times, both in and out of uniform, with regards to customs, courtesies, and traditions, as well as personal conduct and appearance. Smoking, eating, and/or drinking beverages by personnel in uniform while transiting is not authorized. Uniform pockets are for versatility and should never have items protruding from them.

Navy Physical Training Uniform (PTU). When the Navy PTU and fitness suit, shirt or sweatshirt and shorts or sweatpants are worn together, or in any combination thereof, the individual will be considered to be dressed in the official Navy PTU. The PTU is authorized for wear in the barracks and while conducting PT, both outside or in a designated fitness center. The Navy PTU will be worn to, during, and from conducting physical training (PT). Special medical circumstances may require the wear of the PTU, such as physical therapy, if directed. The PTU will be clean and neat, free of stains, dirt, and foul odors when conducting official military business, i.e., indoctrination/medical appointments (as applicable). While on liberty, individual components of the fitness suit and PTU may be worn, but not with any combination which creates the official Navy PTU. Students are not authorized to wear the PTU at Rudders.

Bags and backpacks may be worn on the left shoulder, fore and aft, with the bag hanging on the same side of the body or both shoulder(s) of service and working uniforms to facilitate saluting. All bags/backpacks worn with the uniform must conceal the contents and be either solid black, blue, or coyote brown in color, or Navy Working Uniform (NWU) pattern. Personal ornamentation is not authorized in uniform.

Tattoo Policy. Personal tattoo kits onboard NAS Meridian are prohibited. Tattoos/body art/brands located anywhere on the body that are prejudicial to good order, discipline, and morale or are of a nature to bring discredit upon the naval service are prohibited. See Chapter 2 NAVPERS 15665J, United States Navy Uniform Regulations and all associated NAVADMINS for further guidance. Intentional mutilation of any part of the body or use of dental ornamentation is prohibited.

2.18 Vehicle Policy / Driving Privileges.

Authorization to drive on a federal installation is a privilege, not a right. Failure to follow established rules and regulations could lead to loss of driving privileges. Students are not authorized to ride any Motorcycles and mopeds or to have alcohol in any form in their vehicle. Driving privileges are only allowed during your authorized liberty hours.

All student vehicles, to include rental vehicles, must be registered with NTTC Meridian Quarterdeck via NTTC Student Parking Permit. Personal vehicles must have current registration and insurance (or rental agreement). If the vehicle is not registered in your name, a notarized letter signed by the owner giving you permission to use the vehicle is required. Students may park in designated student parking only; DO NOT park in galley or any other designated parking areas.

The use of radar detection devices, mounted dashboard cameras, non-hands free cellular phones, or wearing of any other portable headphones, earphones, or other listening devices while operating a motor vehicle is prohibited onboard NAS Meridian. Music or broadcasts will not emit from a car stereo to be heard greater than 50 feet. Bumper stickers, license plates and accoutrements, visual messages, words, art, or flags attached to or displayed on any motor vehicle considered vulgar, obscene, racist, or sexist in nature, regardless of the location on the vehicle, are strictly prohibited. For more information, please see reference (r).

During colors (0800 and sunset) vehicles within sight or hearing of the ceremony will stop and apply emergency four-way flashers to alert additional traffic. Persons riding in vehicle will remain seated at attention per reference (r), Part 1.

Vehicle maintenance is not authorized in any parking lots onboard NAS Meridian. An auto hobby shop, located behind the library is available for appointments.

2.19 Volunteer Service / SHIPMATES.

Students are encouraged to volunteer and give back to the community. NTTC Meridian provides many volunteer opportunities supporting the local community through our SHIPMATES program. SHIPMATES is *Sailors Helping Interested People of the Meridian Area Through Enthusiastic Service*. If interested, please see our SHIPMATES coordinator and see how you can get involved.

Chapter 3: Barracks Policies

3.1 General Prohibitions.

Students are NOT authorized to be in any TAC (room) or rack, regardless of gender, other than the one ASSIGNED.

Students may only enter a TAC they are assigned to. No opposite genders are allowed in any module (MOD) or TAC and all students must be in their assigned TAC following "TAPS". During school hours, students are not permitted in their TAC unless SIQ or authorized by MSD. Restricted MOD/TACs are off limits to all students unless assigned or given specific permission for official duties.

All students in the privacy of their TAC, must wear, at a minimum, a t-shirt and shorts that appropriately cover them anytime they are seen by staff or students in their MOD or outside.

Students are not to hang or connect items to fire sprinklers, damage, damage structures or walls, or smoke/vape in MOD/TAC. MOD/TACs are to be inspection-ready during all working hours.

Curtains or blinds shall be opened or closed while the MOD/TAC is unoccupied during the training day. MSD Staff will direct based on seasons as open curtains help reduce possibility of mold growth and closed curtains support the A/C.

Excessive noise levels from loud music, televisions, gatherings in common areas or outside gatherings is not tolerated. Please respect staff and fellow students. Silence is to be maintained between Taps and Reveille.

3.2 Bulletin Boards.

Students are responsible for reviewing the student required reading board located outside the Quarterdeck (Bldg 360). Pertinent information from the command is posted there. Read it each day, including weekends.

Daily Routine: Daily routine will vary depending on student class schedule and command commitments may require adjustment to this routine as necessary. Students are required to maintain awareness of routine changes via the Plan of the Week (POW) and barracks announcements/bulletin boards.

Plan of the Week (POW). All students are responsible for reading the POW, in its entirety, and charged with knowing the information contained. The command POW will be posted on the quarterdeck of Building 360.

3.3 Check-in / Check-out.

All students upon arriving are to be provided an indoctrination of basic rules, MOD/TAC assignments, and a liberty brief, prior to liberty call.

Check-in: Upon assignment to permanent quarters, the new student will inspect their quarters and report any discrepancies to the MSD staff on the next business day.

Check-out: Room will be clean and free of all personal property to include food/drinks. To check out of barracks, student will report to the Quarterdeck for inspection by the CDO/ACDO or MSD staff during work hours. Students may be held accountable for any damages discovered.

3.4 Common Areas (Module Lounges & Laundry).

Students must maintain good order and discipline within the common areas, which are located throughout the barracks. These areas are subject to routine observation by the barracks staff and duty section. Common Areas may be secured at LCPO discretion to enforce good order and discipline. These areas include:

Module Lounges (MOD). Lounges are secured immediately following TAPS and remain secured until 0500. Students assigned Sick in Quarters (SIQ) are not allowed to rest in the lounge.

Laundry Rooms. Personnel are permitted to operate machines during their off duty time from 0500-2145, not to interfere with training requirements. Laundry room is for students conducting laundry or performing field day. No loitering is authorized. Students should avoid starting a load of laundry after 1930 as the Laundry room secures at 2145. Laundry should not be left unattended or sitting overnight.

Sailors are encouraged to keep a close eye on their belongings to minimize theft. Be considerate of you shipmates and complete your laundry as soon as the cycle is complete. Any unattended laundry will be collected, and/or disposed of, by the MSD staff. Loitering in the laundry room is not authorized. The Laundry Room light shall remain on at all times.

3.5 Daily Living Standards.

Daily living standards are established to ensure the health and safety of all residents. The cleanliness of each MOD/TAC is the shared responsibility of each resident. MOD/TACs are to be inspection ready during all working hours. Racks are to be made daily. Dereliction of personal hygiene will not be tolerated. Dirty laundry shall not be stowed in any locker.

Trash will be removed daily, to include after lunch as needed, from MODs, TACs, lounges and heads prior to the morning muster ensuring a liner remains in trash cans at all times. Students shall take all trash to the dumpsters located in the parking lot adjacent to the grinder. Dumping of trash in the smoke pit, laundry, quarterdeck, or staff areas is not authorized. Food waste will not be disposed of in sinks, showers, or toilet fixtures.

The cutting of hair, or barber-related activities, is prohibited in the barracks.

Students may keep food in their TAC. Dry goods should be stored above the refrigerator with all opened food stored in a ziplock or storage container. All bread bags should be sealed with a twist ties or tying a knot. All perishable food must be sealed and inside the refrigerator. All containers must be sealed and ownership labeled due to the transient nature of roommates.

All personal electrical items shall be unplugged when not in use or the MOD/TAC is unoccupied.

3.6 Damage of Government Property.

All residents are required to report any damage or acts of vandalism to their MOD/TAC or furniture to MSD or CDO/ACDO. No person will throw inappropriate rubbish to include Swifer Wipes, flushable wipes, feminine hygiene products, or other solid matter into toilet bowls or urinals. Flushing these items has cause damage and flooding in the TAC/MODs. Deliberate damage or misuse of government property may subject the member to disciplinary action and/or reimbursement to the government for damages incurred.

3.7 Electronics / Valuables and Security of Possessions.

All electronics and valuables are to be secured while not in use or during academic/working hours unless exempted by MSD staff. It is recommended all students take a photo or record model and serial numbers of all high valuable equipment for insurance purposes.

Report all thefts, no matter how small, to the MSD Staff or CDO. The security of lockers, TACS, and personal possessions is each student's responsibility. Safety and security requirements require MOD/TAC doors to be fully closed at all times; DO NOT prop open or leave entry doors ajar.

3.8 Energy Conservation.

No doors should be propped open. The HVAC is set to 78 during summer months and 68 in winter months. Turn off or unplug all portable and personal electronics while not in use. Extension Cords are not authorized.

3.9 Fire Safety.

Fire safety is the responsibility of ALL HANDS. Periodic, unannounced fire drills will be held. In case of fire, take the following steps:

- (1) Activate the fire alarm.
- (2) Notify the NASMER Fire Department by calling 911. Know your building number.
- (3) Evacuate from nearest available exit from the building (using the evacuation route posted in your MOD/TAC) in a rapid and orderly manner.
- (4) Muster in the designated areas outside the barracks with staff and standby for further instructions.

Fire exits are to be used during drills and emergencies only. Do not tamper with fire extinguishers or fire detectors. Report any damaged or missing equipment to the MSD staff immediately.

3.10 Field Day.

Field day will be conducted weekly on Wednesday for all hands from 1830 until 2000. On Wednesday, on base liberty regardless of Phase Status will be granted until 1830, civilian clothes are not authorized. All curtains and blinds will be opened and Sailors will clean and sanitize both personal and community spaces within the MOD. Music may be played

with personal devices and not impede the process of field day. Dressing down to Navy PTU is authorized during field day. The CDO may extend the hours of Field Day as necessary and prudent.

Field Day will consist of a thorough deep cleaning top to bottom of all spaces within the TAC and MOD to include behind, around, on top of, and under all moveable furniture. This includes cleaning all fixtures, appliances, and vents, as well as sanitizing all surfaces and organizing all belongings.

3.11 Inspections.

Uniform, personnel, room, and seabag inspections are part of a student's daily life and occur on a regular basis. Students are expected to maintain standards. All outstanding and unsatisfactory room inspection results are documented in the student's record. All room inspections will be conducted in accordance with NAVTECHTRACENMERINST 1510.2 (series) and utilize the NTTC Barracks Room Inspection Check Sheet.

Room Inspections. Room inspections are conducted during working hours to ensure the highest standards of military cleanliness are maintained. Room inspections promote good health and comfort, and assist in preparing Sailors for shipboard life. All failures will be re-inspected in accordance with the barracks daily routine.

Daily Room Standards: Racks shall be made neatly. Linens shall be washed, at a minimum, once per week. Footwear shall be stored neatly under the rack. A maximum of three personal photos, in good taste, are authorized to be neatly displayed on the desk. Personal reading material may be stowed neatly on the desk. Towels shall be uniformly hung on provided towel racks or hooks.

Appliances: Only those appliances, which are provided in the room upon arrival, are authorized in the barracks rooms, with the exception of a single service coffee maker.

Food in Rooms: Food in barracks rooms is strictly controlled for health reasons. Storage of unopened, nonperishable food (canned, bottled, bagged, boxed, or otherwise securely packaged) is authorized in the barracks as long as products are stored in such a manner to permit routine inspection. Perishable food items shall be stored in sealed containers inside the refrigerator. Persons consuming food in the barracks are accountable for cleanup and proper disposal of trash. Individuals may be financially liable for damage to government property associated with food, trash, or pest control. All containers must be sealed and ownership labeled.

Personnel Inspections: Personnel must be inspection ready at all times. A formal personal inspection shall be conducted weekly and any failure will result in liberty phase down. Uniform inspections will also be conducted as appropriate during daily student and duty section musters.

Seabag Inspections: Formal seabag inspections shall be conducted by an NMTI prior to transfer to next duty station in order to verify each Sailor reports to the fleet with a complete seabag. Additional seabag inspections may be conducted as required. Ownership markings, serviceability, and item quantity shall be maintained at 100 percent.

Health and Comfort inspections and lawful searches may be conducted in personal spaces at any time with CO's authorization.

3.12 Mustering.

Personal accountability is the responsibility of every Sailor in the U.S. Navy. It is the students' responsibility to muster with their designated schoolhouse or barracks every training day at the designated time. To be early, is to be on-time!

Students should refer to the required reading bulletin boards for muster times, watch qualification/uniform inspection times, and watch qualification test times. If students are not able to attend a muster, they shall notify their chain of command or staff member. Tardiness or missing muster will be recorded on the student track card and repeat occurrences may result in administrative or disciplinary action.

3.13 Navy Exchange Micro Mart (Building 360).

The Navy Exchange Micro Market is a self-service, self-checkout store that offers a broad array of fresh food, healthy and traditional snacks, and beverage products conveniently located across from the NTTC Quarterdeck.

The Micro Market operates under a self-checkout retail environment with an automated kiosk with credit or debit payment options and 24-hour camera surveillance. In order to ensure the effective, safe, and continued operation of the

Micro Market, students will not wear any headgear or clothing that obscures their faces, to include, but not limited to, hoodies with the hood up, masks, sunglasses, scarves, or ball caps covering foreheads or faces.

Stealing will not be tolerated. Every item removed from the market must be purchased and failure to adhere to these restrictions may lead to administrative or disciplinary measures, which could include being barred from the Micro Market and/or all Navy Exchange facilities.

3.14 Pornographic Materials.

DoD policy prohibits public display of pornographic material on all military installations, to include in barracks. Members should be cognizant of their surroundings, keep it secured, respect their roommates, and refrain from creating an uncomfortable environment for others. Accessing pornography on Navy Information Technology resources is prohibited.

3.15 Quarterdeck.

The quarterdeck is designated by the Commanding Officer to serve as the focal point for official and ceremonial functions. It should be treated with respect. All personnel shall maintain professionalism on or in the vicinity of the quarterdeck. Reasonable noise levels shall be maintained. Lounging or conducting personal business on or around the quarterdeck is prohibited. Civilian headgear will NOT be worn while on the quarterdeck. Do not cross the quarterdeck unless necessary.

The Quarterdeck phones are FOR OFFICIAL USE ONLY. Visitors and callers will not be given furnished room numbers or personal information.

Quarterdeck Entry Procedures.

In Uniform: Face the National Ensign and render a proper salute then face the Petty Officer of the Watch (POOW), render a salute and display your CAC and liberty card (if on liberty) so the POOW can read all appropriate information including name, expiration date, and picture and state, "I request permission to come aboard." The POOW will then grant or deny permission.

In Civilian Clothes: Stand at attention facing the National Ensign (no salute is required in civilian clothes) then face the POOW (at attention) and display your CAC and liberty card (if on liberty) so the POOW can read all appropriate information including name, expiration date, and picture and state, "I request permission to come aboard." The POOW will then grant or deny permission.

Quarterdeck Exit Procedures. For exiting the quarterdeck, the entry procedure is reversed. You will request permission from the POOW by stating, "I request permission to go ashore" and render proper honors to the National Ensign as stated above, then depart.

3.16 Reveille and Taps.

Reveille signals the beginning of the day and is at 0500 daily. Taps signals the end of the day and is held on training days at 2200. All hands will be in their assigned TACs. Between Taps and Reveille, the smoke deck is secured and no food deliveries are authorized. Silence shall be maintained on all decks between Taps and Reveille.

3.17 Room Assignments and Room Keys.

Room assignments shall be approved by the MSD LCPO.

Each room is furnished with a prescribed amount of government furnishings. These furnishings (furniture) are not to be removed from rooms. Racks will be made up using two sheets, pillow cover, blanket, and/or bedspread. Personal bed linen is authorized.

Personnel will only sleep in assigned rack and are not authorized in others rooms. Uniforms, liberty attire (such as jeans, slacks, skirts, etc.) and shoes of all descriptions are inappropriate for sleeping and will not be worn while lying in or upon the rack.

If you lose or break your room key card, notify the MSD staff immediately to receive proof of residency. Broken, damaged, or lost room key cards are issued by building managers. If after hours, see roommate or CDO/ACDO for room entry. The Building Manager hours are 0730 to 1530, BLDG 353 Monday through Friday

3.18 Trouble Calls.

Submit all routine work requests utilizing the QR code on the back of the door to your MOD. When filling out work order information: professionally place your name, date, building, MOD and TAC (if needed), and a detailed description per issue. You are able to upload pictures with your online trouble ticket. If the situation has not been corrected within three days, notify the building manager first then MSD Staff.

For emergencies during working hours, submit QR code to report issue, then directly notify the building manager office at bldg. 353. After hours, Submit QR code to report issue, then directly notify the ACDO.

3.19 Unclaimed Gear / Surrendered Uniforms.

Students are responsible for the security of their own items, any lost and found items will be maintained by MSD Staff for a period of 10 business days. Disposal will be at MSD discretion. Surrendered Uniforms will be transported to Navy and Marine Corps Relief Society Uniform Locker as required. More information can be found at <https://www.nmcrcs.org/locations/meridian>.

3.20 Visitors.

NTTC Meridian is a transient command and does not have the proper housing or support facilities for dependents. Please see a staff member with any questions.

Any student with visiting family members or dependents on the NTTC Meridian Complex must ensure that they check in with a staff member. Visitors are authorized in the exterior common areas between 0800 and 2000 during liberty hours. Any students desiring to provide their family and friends a tour of the facilities must have permission from a staff member.

In order to get visitors on base, if you are phase II or III, you may drive your visitors on base; however, if your visitors do not have base access you should declare this to the security guard, and acknowledge that you will escort them during their entire time on base. Alternatively, you can fill out a visitor request form at the Pass and ID office with their personal information. This is normally required 2 weeks in advance to the visit as security will perform a background check.

Chapter 4: Leave and Liberty Policy

4.1 Leave and Liberty.

Students shall not leave (or fail to return to) the NTTC Meridian complex without permission. Liberty Call commences at the discretion of the CDO. For more information, please see reference (m).

4.2 Leave.

Students are not authorized leave while attached to NTTC Meridian. Leave may be granted when there is evidence of deteriorating health or morale or when a student or family member has been personally affected by a natural disaster or emergency. Depending upon the circumstances, leave may be appropriate. **Exceptions may be made during holiday periods. XO approval is required.**

Leave chits must contain the following statement: “I UNDERSTAND THAT THIS LEAVE MAY IMPACT THE AMOUNT OF LEAVE I AM ABLE TO TAKE AFTER GRADUATION.” Leave chits will be submitted 10 working days prior to the desired 1st day of leave. It is highly recommended to not make any financial commitments prior to the approval of leave.

4.3 Regular Liberty.

Naval Education and Training Command “A” schools are tasked with emphasizing the balance between personal and professional life while stressing that liberty in the Fleet is always dependent upon mission requirements. Liberty is ordinarily from the end of normal duty hours on the first day to the beginning of normal duty hours on the following work day. For example, regular liberty extends from the end of normal duty hours on Friday until the beginning of normal duty hours on the following Monday on 2-day weekends. NTTC Meridian’s has a 3-phase liberty program.

<u>Liberty Hours</u>	<u>PHASE 1</u>	<u>PHASE 2</u>	<u>PHASE 3</u>
Training Days	1630-2100	1630-2100	1630-2100
Non-Training Days	0800-2200	0730-2300	0630-2345

Liberty Buddy.

The buddy system program is in place to help ensure the safety of our Sailors while in a liberty status and to indoctrinate Sailors with existing Fleet liberty expectations away from homeport. Ultimately, your safety is the primary focus. A Liberty Buddy is at least one student who is part of NTTC Meridian, NATTC, or a family member approved by the CDO. Checking out with a family member does not relieve you from the rules and regulations of your phase of liberty.

Regardless of phase, all students leaving NAS Meridian are required to sign out and in from the Personal Accountability System for Common Access Card (PASCAC) or liberty log, as prescribed by the CDO.

Liberty buddies are co-responsible for each other: Their actions are your actions; their choices are your choices. Represent our Navy proudly—all of the time—with Honor, Courage, and Commitment. Sailors serve 24-hours a day, seven days a week.

Phase I–Honor.

Students enter Phase I liberty upon reporting from Recruit Training Command or another ‘A’ school. Phase I is typically 14 days and is represented by the issuance of a **red** phased-liberty card.

- (1) Liberty expires at 2100 prior to training days; 2200 before non-training days.
- (2) Civilian attire is not authorized.
- (3) On-base liberty is authorized. Liberty Log and Liberty buddies are required outside NTTC Meridian complex.
- (4) Off-base liberty is **NOT** authorized during the training week. After completing Indoctrination, off-base liberty on weekends and holidays is authorized in Navy Service Uniform or Service Dress Uniform with at least one liberty buddy. Liberty Log is required.
- (5) Overnight liberty is **NOT** authorized.
- (6) Consumption of alcohol is **NOT** authorized (even if 21 or older).
- (7) Use of or riding in privately owned vehicles (POVs) and rental cars is **NOT** authorized.

Phase II–Courage.

Students are eligible for Phase II Liberty after two weeks in Phase I and completed the following requirements:

- Satisfactory uniform appearance, academic standards, military performance.
- Completion of AAA/Driving Improvement Program
- Completed JQR and are a Qualified watchstander
- Within BCA standards or making significant progress
- Complete all Phase I requirements

Phase II is represented by the issuance of a **yellow** phased-liberty card.

- (1) Liberty expires at 2100 prior to training days; 2300 before non-training days.
- (2) Appropriate civilian attire is authorized during liberty.
- (3) On-base liberty is authorized. Liberty log and liberty buddies are not required unless visiting Rudders or the McCain Recreation Center, or any special event on base that is serving alcohol.
- (4) Off-base liberty is authorized during the training week, weekends, and holidays with a liberty buddy. Liberty Log is required.
- (5) Overnight liberty is **NOT** authorized.
- (6) Responsible and lawful consumption of alcohol is allowed until 2200 prior to a training or duty day. One member of the party shall abstain from consuming alcohol and is at least 21 years of age and has the duty to protect the safety, security, welfare, and appropriate behavior of their liberty buddies. Students may not possess or purchase alcohol onboard NAS Meridian except within authorized drinking establishments. Purchasing alcohol at the Navy Exchange or Commissary or possession within their vehicles is prohibited.

A guideline for safe, responsible use of alcohol is Right Place / Right Time / Right Quantity.

Phase III–Commitment.

Students are eligible for Phase III Liberty after three weeks in Phase II and maintained all phase 1 and 2 requirements.

- (1) Liberty expires at 2100 prior to training days; 2345 before non-training days.
- (2) Liberty Log is required for off base. Liberty Buddy is required if consuming alcohol on or off base.
- (3) Responsible and lawful consumption of alcohol is allowed until 2200 prior to a training or duty day. One member of the party shall abstain from consuming alcohol and is at least 21 years of age and has the duty to protect the safety, security, welfare, and appropriate behavior of their liberty buddies. Students may not possess or purchase alcohol onboard NAS Meridian except within authorized drinking establishments. Purchasing alcohol at the Navy Exchange or Commissary or possession within their vehicles is prohibited.
- (4) Overnight liberty is authorized. Liberty plan is required to be submitted to MSD staff 72 hours prior. If consuming alcohol, member must sign out with a Phase III liberty buddy or immediate family member (e.g., spouse, parent, or grandparent).

Phase III is represented by the issuance of a **green** phased-liberty card.

Accelerated Phase III

The following students can achieve phase III earlier providing they have never been set-back in phased liberty.

- (1) Previous “A” School Students with no record of misconduct and who meet all phase requirements, may request phase up to phase II or III following INDOC to MSD LCPO.
- (2) Fleet returnees will automatically be placed into phase III and be exempt from liberty buddies providing they assume/maintain a leadership position and satisfy all Phase requirements. Transferring from another school command does NOT constitute Fleet returnee status

Fleet returnees, E4 from an operational unit or E5 and above, in Phase III will be classified as “Phase III/Fleet Returnee” and are exempt from evening liberty expirations and may retain their liberty card on their persons providing they maintain all Phase requirements. Any tardiness or UAs will result in fleet returnee being reclassified to Phase III. The MSD Staff and CDO will maintain a list of all Phase III/Fleet Returnees with recall information.

- (3) Phase II students may be meritoriously accelerated to Phase III following completion of a minimum of 7 days in Phase II, achieve 1 outstanding uniform inspection, 2 hours of community service with SHIPMATES, no TAC

room failures, no more than 1 Mod failure, no uniform failures, no EMI/NJP, and if classed up has a minimum of 90 percent class average.

- (4) Phase II students upon graduation from “A” school with an 85 percent GPA, no TAC or uniform failures in last 2 weeks, and no EMI/NJP.

Approval authority is the TSO or MSD LCPO. Disapproval is delegated to the XO.

Phase Set Back.

The COC may recommend that Sailors be set back to a previous liberty phase as an administrative measure to correct a training deficiency. Examples of training deficiencies include a Sailor's failure to maintain fitness standards, unacceptable uniform standards, unacceptable berthing standards, or failing an exam. The setback process and corrective actions taken for the Sailor to regain earlier liberty status will be appropriately documented. This is an administrative corrective measure, phase liberty setbacks are not to be used as a disciplinary measure if a Sailor violates the Uniform Code of Military Justice (UCMJ) or the liberty policy itself. However, Sailors may be set back in liberty phase due to substandard military performance/bearing to ensure proper decision-making skills are being exhibited during liberty.

Personnel authorized to approve setbacks are the TSO, MSD LCPO and individuals designated by the CO.

The time required to phase up following a phase set-back will generally be a period of 1 week following the correction of the training deficiency. Any individual issued EMI at DRB or XOI or a punishment at NJP will have to satisfactorily repeat the current phase in order to phase up.

Special Liberty.

May be granted by the XO for special recognition of exceptional performance, compassionate reasons (such as allowing a student to attend the funeral of a family member or assist a family member with a serious illness or injury), and other special occasions or circumstances as determined by the CO. Special liberty, which is authorized by Special Request, cannot exceed 4 days (including weekends and holidays). If a student requests an extension of authorized liberty and the time (liberty and extension) exceeds 4 days, the whole or portion exceeding regular liberty will be charged as leave per regulations. Chits must be submitted ten days prior to start.

Liberty Boundaries.

Regular liberty is restricted to a **120-mile radius** around NTTC Meridian. Travel beyond a 120-mile radius may be approved by Special Request for students with a proven track record of good performance or Leave Authorization. These chits will be routed three working days prior to the requested out-of-bounds date and will be approved by the XO. Travel by car requires a Travel Risk Planning System (TRiPS) report. See <https://trips.safety.army.mil/navy/Home>.

4.4 Off-Limits Areas.

Onboard NAS Meridian, students shall not venture outside of the Administration Area, as depicted on page 6. As a reminder, the following areas are off limits to students without permission of the CO/CDO.

- All areas North of the Navy Reserve Center along Fletcher Road with the exception of Lake Martha and campgrounds if engaged in MWR related activities and comply with NAS Meridian instructions.
- All areas West of Lake Helen along Fuller Road, to include RCTA and the former NGIS.
- All areas East of Medical/Dental along Fuller Road towards the Base Operating Area.
- The buildings south of the NTTC Meridian Complex, BLDG 201, 202, 205, and 206, including the land around them. Students are to transit to the NEX, Commissary, and McCain Recreation Center along the roads.
- BLDG 208 Unaccompanied Housing. This housing is for unaccompanied staff only.

All lakes located on NAS Meridian, Mississippi are off limits after evening colors. These locations have been identified as hazardous areas due to various safety concerns, i.e., alligators, snakes and other wildlife.

Meridian has one of the highest crime rates per capita in the state of Mississippi. In order to be safe, the following areas are **STRONGLY** encouraged to be **AVOIDED** to prevent becoming victim of heinous crimes or gang activity.

- All numbered streets (1st, 2nd... 34th, etc.) and North Hills area after dark.
- The Sun Nightclub - 1908 B St, Meridian, MS
- Club Flame Throwers - 276 23rd St, Meridian, MS
- Bonita Wine and Liquors - 93 S. Frontage Road #300, Meridian, MS

Chapter 5: Student Watchstations

Student participation in watchstanding is required and all student personnel are eligible watchstanders unless specifically excused by MSD leadership. All watches shall be performed per the 11 general orders of a sentry.

While on duty, personnel must maintain constant alertness and vigilance to guard persons and property within the NTTC Meridian Complex. The Navy places great trust and responsibility in the time-honored tradition of “Standing the Watch.” Active participation within the duty section should introduce the leadership, judgment, and technical knowledge necessary to successfully join our Navy Warfighting team, further enabling and enhancing our lethality and national security strategies.

Students are responsible for their watch and must remain on post until properly relieved. Prior to relieving the watch, oncoming personnel must become thoroughly acquainted with all matters required for the proper performance of their duties.

Students will conduct themselves in a smart and military manner and require the same of other duty section personnel. Ensure they are attentive, alert, and ready for duty. Instruct them in the proper performance of their duties as necessary. Report violations of law, regulation, and policy (e.g., breaches of good order and discipline).

Students on duty may not leave the NTTC Meridian Complex without authorization of the CDO

Students must obtain MSD or CDO approval before driving government owned or leased vehicles and must report to MSD or CDO upon return.

- Personnel operating a government vehicle must have a valid state driver’s license.
- Aggressive driving behaviors are prohibited. Personnel must drive safely and defensively while complying with local, state, and federal laws and regulations.
- Students must perform basic pre-trip inspections prior to operating a government vehicle. Inspections must include oil and coolant levels, tire pressure and wear, and visual inspections for damage. Failing to perform comprehensive checks (e.g., mirrors, horn, windshield wipers, seatbelts, and vehicle lights) might lead to serious safety problems and result in avoidable damages.

Duty personnel wear the assigned Uniform of the Day. Unless specified otherwise, the Quarterdeck watch-standers will wear NSU’s. Rovers and Access Control will wear NWUs with reflective belt or vest and remain covered indoors. Duty Drivers will wear NWU’s. Any uniform discrepancies while on watch will be considered a personnel inspection failure. Duty section personnel are not authorized to wear civilian clothes.

Following graduation day with approved transfer within 24 hours, students having completed out-doc requirements but not on duty may commence liberty at the discretion of MSD staff or CDO, provided student still follows all phase requirements and satisfies all military requirements to detach from NTTC Meridian on time.

Chapter 6: Key Terms

Awaiting Instruction (AI) Students: Students who have reported for school but have not yet "classed up." AI students can assist with daily barracks working parties, general maintenance, cleaning, and assistance around base as needed until reporting for assigned instruction.

Awaiting Transfer (AT) Students: Students who have completed training and are awaiting Permanent Change of Station (PCS) orders. AT students can be assigned to assist Barracks Staff manning positions in the barracks or around the base, (i.e., working parties). AT students are expected to take on more challenging tasks and are assigned to leadership roles where appropriate.

Hold Student: Students currently not in Under Instruction (UI) status or students who have been released from class prior to the barracks chain of command putting down liberty call. These students will report to Holds Leadership for general work requirements, to include but not limited to Barracks Watches, barracks cleanliness, schoolhouse cleanliness, working parties, etc.

Interrupted Instruction (II) Students: Students who have been removed from class for administrative, medical, legal or other reasons. Student has not completed the full course of instruction but will be placed back into current pipeline when authorized.

Legal Hold: Students awaiting disciplinary action, administrative board action, or administrative separation, will be assigned to a Legal Hold status. Students on Legal Hold will be restricted from transferring but may request leave for emergencies.

Malingering: Defined by the UCMJ, Article 83, malingering is any person "with the intent to avoid work, duty or service feigns illness, physical disablement, mental lapse, or mental derangement; or, intentionally inflicts self-injury". This will result in disciplinary action.

Medical Hold: Only medical staff may place a student in a "medical hold" status. Most students can continue with school/training unless directed otherwise by medical. Medical hold may prevent students from transferring until cleared by medical personnel.

Status Changes: Students are required to notify the barracks staff immediately whenever any change in their status occurs, including medical or legal status, graduation, setback in training, interruption of instruction/training, drop from school, etc.

Under Instruction (UI) Students: Students who have been enrolled in class. They will muster with lead instructors

Under Investigation: A student may be placed in an "Under Investigation" status while awaiting disciplinary action or awaiting other legal action (Administrative Board or Administrative Separation).

Chapter 7: Acronyms

AAP	Accelerated Advancement Program	PASCAC	Personal Accountability System for Common Access Card
AI	Awaiting Instruction	PCS	Permanent Change of Station
AMCROSS	American Red Cross	PFA	Physical Fitness Assessment
AT	Awaiting Transfer	POW	Plan of the Week
ATFP	Anti-Terrorism / Force Protection	PQS	Personal Qualification Standards
BCA	Body Composition Assessment	PT	Physical Training
CAC	Common Access Card	RLSO	Region Legal Services Office
CACO	Casualty Assistance Calls Officer	RTC	Recruit Training Command
CFL	Command Fitness Leader	SAPR	Sexual Assault Prevention and Response Program
CMC	Command Master Chief	SARC	Sexual Assault Resource Coordinator
CMEO	Command Managed Equal Opportunity	SARP	Substance Abuse Rehabilitation Program
CNIC	Commander, Navy Installations Command	SECNAV	Secretary of the Navy
CO	Commanding Officer	SDU	Service Dress Uniform
CoC	Chain of Command	SHIPMATES	Sailors Helping Interested People of the Meridian Area Through Enthusiastic Service.
CPO	Chief Petty Officer	SIQ	Sick in Quarters
CPPA	Command Pay/Personnel Administrator	TSO	Training Support Officer
CSADD	Coalition of Sailors Against Destructive Decisions	UCMJ	Uniform Code of Military Justice
CSS	Center for Service Support	UOD	Uniform of the Day
DAPA	Drug and Alcohol Program Advisor	USO	United Services Organization
DLCPO	Department Leading Chief Petty Officer	XO	Executive Officer
DOD	Department of Defense	XOI	Executive Officer's Inquiry
DRB	Disciplinary Review Board		
DS	Duty Section		
EMH	Enterprise Military Housing		
EMI	Extra Military Instruction		
EEO	Equal Employment Opportunity		
EO	Equal Opportunity		
FAP	Family Advocacy Program		
FEP	Fitness Enhancement Program		
FFSC	Fleet and Family Support Center		
FPCON	Force Protection Condition		
HG	Honor Graduate		
HPCON	Health Protection Condition		
II	Interrupted Instruction		
IRS	Informal Resolution System		
JQR	Job Qualification Requirements		
LCPO	Leading Chief Petty Officer		
LPO	Leading Petty Officer		
MNS	Mandatory Night Study		
MWR	Morale, Welfare, and Recreation		
MSD	Military Standards Division		
NCIS	Navy Criminal Investigation Service		
NET	No Earlier Than		
NETC	Naval Education and Training Command		
NEX	Navy Exchange		
NJP	Non-Judicial Punishment		
NLT	No Later Than		
NMT	Navy Military Training		
NMTI	Navy Military Training Instructor		
NRC	Navy Recruiting Command		
NSU	Navy Service Uniform		
ORM	Operational Risk Management		



Sailor's Creed

"I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with honor, courage, and commitment.

I am committed to excellence and the fair treatment of all."

Semper Fortis
"Always Courageous"

Naval Technical Training Center Meridian Student leave and Liberty Quick Reference Guide

NET= No Earlier Than / NLT= No Later Than		Phase I HONOR	Phase II COURAGE	Phase III COMMITMENT
On-Base Liberty		Permitted		
Off-Base Liberty		Permitted Weekends and Holidays following Completion of INDOC	Permitted	
Overnight Liberty		Not authorized		Authorized with submitted liberty plan. Liberty Buddy in Phase III required if plan to consume alcohol.
Duty Section Hours		Duty Section Muster 0600-0630. Duty day is 0630 to 0630. Liberty not authorized on Duty Day; Duty Section is restricted to NTTC Complex, Galley, and Chapel (With CDO Approval).		
Training Day Morning (0500 to NLT 0700)		Students may attend the Gym or run on base Monday to Friday after 0500, but must sign out of the log book, due to being outside normal liberty hours.		
Training Day Lunch (NET 1030 to NLT 1300)		Students may attend the Gym or run on base, visit NEX, Commissary, or Subway as schedule allows, but must sign out of the log book, due to being outside normal liberty hours.		
Liberty Hours	Training Days	NET 1630 to 2100 (Complex); 2200 (Taps)		
	Wednesday	NET 1630 to 1830 (Complex); CDO Authorized to Approve Liberty Upon completion of Field Day to 2100 (Complex) 2200 (Taps)		
	Non-Training Days	NET 0800 to 2200 (Complex); 2400 (Taps)	NET 0700 to 2300 (Complex); 2400 (Taps)	NET 0630 to 2345 (Complex); 2400 (Taps)
Liberty START times are subject to change based on training schedule, training requirements, and authorized early-releases by the Commanding Officer. Must remain in Mods from Taps to 0500. Quiet Hours are from 2200 to 0600.				
Liberty Buddy		Required	Required at Rudders and McCain Center and off base liberty.	Required ONLY IF consuming alcohol on or off base.
Liberty buddies will monitor the whereabouts of, and maintain contact with, all members of their liberty party			Recommended for all locations for safety purposes	
Liberty Log Must be signed in by Liberty Expirataion to Complex		Required	Required Onbase for Rudder's and McCain Center Required for off-Base	Required for off-Base
Alcohol		Not authorized	Authorized for Ages 21+ with responsible use and in a liberty status. Not authorized 8 hours prior to a training or duty day.	
			If consuming alcohol, Liberty Buddy required. 1 member of the assigned liberty party, in the same phase, shall abstain from the use of alcohol and has the duty to protect the safety, security, welfare and appropriate behavior of their liberty buddies.	
Civilian Clothing		Not authorized NSU required for off-base liberty PTU authorized on liberty when not in duty-status	Authorized. PTU is required for Field Day	Authorized. PTU is required for Field Day
Drive POV or Rental Car		Not authorized	Authorized with valid driver's license, registration, insurance, and completion of AAA/DIP.	Authorized with valid driver's license, registration, insurance, and completion of AAA/DIP.
Drive Motorcycle or MOPED		Not authorized		

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Naval Technical Training Center (NTTC) Meridian.

CHECK-IN PROCEDURES FOR NEW ARRIVALS

Welcome aboard! The following information is to assist you before you begin Indoctrination. Read and review. The Command Duty Officer (CDO) and the Assistant Command Duty Officer (ACDO) are here to answer your questions.

1. Check-ins will report to the Quarterdeck at 0630 the following work/academic day.

2. You are highly encouraged to eat breakfast prior to muster. The Galley Hours are

Monday – Friday	Saturday – Sunday (Holidays)
Breakfast 0530-0730	Brunch 0900-1200
Lunch 1030-1230	
Dinner 1630-1830	Dinner 1630-1830

3. The Uniform of the Day is clean, inspection ready NWU's. **Bring the following mandatory items with you: The all black backpack, hydration tool, Military ID & PIN #, Medical/Dental records, and any applicable travel receipts.**

4. After completion of Indoctrination, you will have the knowledge and tools needed to ensure you understand your expectations, and the responsibilities as Sailor's on-board NTTC.

5. The student guide, NAVTECHTRACENMERINST 1500.1N, is available as an electronic file. Please keep an electronic copy and understand the contents. Ignorance of this instruction is not an excuse. A few examples of the student guide are the following:

- You are currently in a Phase 1 status.
- Civilian clothes are not authorized.
- Off-base liberty is not authorized.
- Consumption of alcohol is not authorized regardless of age.
- Any type of ear-phones/Bluetooth devices are not authorized while in uniform.
- The use or riding in a Privately Owned Motor Vehicle (POV) is not authorized.
- The Navy Physical Training Uniform (PTU) will only be used for PT. It is not considered civilian clothing and will not be worn under any circumstances as civilian clothing. Additionally, PTUs are not authorized in the following facilities: (Rudders, Medical, Dental, ID Card/DEERS Office/Lab or while conducting any other form of official business, unless otherwise directed. *Clean PTUs may be worn to the Galley to eat chow.

6. Tobacco (cigarettes, cigars or dip), E-Cigarettes, and Vaping is only authorized in designated smoking areas.

7. Important Phone Numbers: **Quarterdeck:** (601) 679-3442 **CDO:** (601) 479-0000
For emergencies, dial 911 and let the operator know you are located at NAS Meridian MS.

8. You will be issued the following upon check-in at the Quarterdeck.

- 1 Bedroll, 1 blanket, 1 pillow case and 2 sheets.
- Room assignment with key card (BLDG#_____ MOD#_____ TAC#_____)
- 4 Name tags (tape on your: door, rack, locker, and desk)

Example:

Name (Last, First): <u>Sailor, Joe</u> Rate: <u>AZAR / LSSR / LSSSR / PSSR / RSSR / YNSR</u> School: <u>AZ/LS/PS/RS/YN</u>

9. Mailroom is open 0645-1300 Monday to Friday. Mailing address while at NTTC Meridian:

RATE Last Name, First Name
____ "A" School
NTTC Meridian
740 Fletcher Road, Suite 100
Meridian MS 39309-5040

Military Bearing, Customs, and Courtesies

- Greet all Staff/Instructor with appropriate salutation, address all Staff/Instructor by Rank or Rate, and Salute all officers.
- Call Attention on Deck when CO walks in any room/passageway and stand at attention
- Public Display of Affection in uniform other than greetings to include official functions like a SHIPMATES event is prohibited.
- Marching is required for transiting between the Barracks and School Houses and to/from the Galley.
 - o "At Ease" marching is only authorized during "Black Flag" heat conditions.
- Use straggler's path during academic hours when not in formation. Do not walk on the grass or through parking lots.
- Required to report the date of arrest/criminal charges, the arresting/charging authority and the offense arrested/charged.
- Violation of rules and failure to report violations may result in separation, loss of rate/orders, reduction in rank, and more

Barracks Rules:

- Students may only enter a room they are assigned to. No opposite genders allowed in any MOD/TAC.
- All students must be in their assigned MOD/TAC following liberty expiration.
- During school hours, students are not permitted in their TAC unless SIQ, lunch or authorized by MSD.
- Restricted MOD/TACs are off limits unless assigned.
- Anytime visible by someone outside of room, students must wear, at a minimum, a t-shirt and shorts that appropriately cover.
- DO NOT hang or connect items to fire sprinklers, damage any furniture or walls, or smoke/vape in MOD/TAC.
- Ensure your room is inspection-ready at all times. Do not remove or rearrange any furniture in MOD/TAC.
- Keep all linen clean, serviceable, and wash sheets/pillow cases at least once per week.
- Don't store personal items under pillow or mattress.
- Ensure laundry bag is stowed correctly; dirty laundry not stowed in any locker; laundry is less than ¾ full.
- Personal photographs (appropriate) are allowed to be displayed on the top shelf of desk.
- Store dry goods above refrigerator, and opened must be stored in a ziplock or storage container. Secure bread bags with twist ties or tying a knot. Store all perishable food inside refrigerator. Label/seal all open containers.
- Unplug all personal electrical items when not in use or room is unoccupied.
- Discard all trash daily in the dumpsters adjacent to the grinder.
- Laundry room secures at 2145 with last load in by 2000. Do not leave laundry unattended or overnight.
- Leave curtains or blinds open or closed while the TAC or MOD is occupied (MSD Staff will direct based on seasons).
- In the case of an Active Shooter when unable to flee to a safe location: shelter, lock doors and turn out the light. Remain in lockdown until "all clear" is passed by the Chain of Command, or as directed by appropriate first responders.
- In the case of a fire alarm, muster in designated areas.

Personnel Inspection and Uniform Regulations

Personnel must be inspection ready at all times. Formal inspections may be announced or unannounced. Any student who fails a formal personnel inspection will not be eligible for Accelerated Advancement or Honor Graduate programs. A formal personal inspection failure will result in liberty phase down. The following guidelines apply. If in doubt, review Uniform Regulations.

- CAC and room key will be carried on person at all times. Report lost or damaged CAC immediately to the CDO.
- Male should be clean shaven while in a duty status or Phase 1, unless authorized no-shave from medical.
- Hairstyles and haircuts will present a balanced professional military appearance and must conform with Uniform regulations
- Fingernails: Maintain clean, authorized length, authorized polish
- All uniforms must be laundered and scrupulously clean. NSU/Dress Uniform pressed correctly
- Boots/Dress shoes must be blackened.
- Cellphones may be carried. No cell phones on person or used in classrooms or on watch. May be used in designated areas on authorized breaks. No Earbuds/Headphones authorized while in uniform.
- Must wear cover when outdoors; and backpack must be worn with bag straps over left shoulder or both shoulders. Nothing is authorized to protrude from backpacks or pockets.
- Tattoos must meet Uniform Regulations Ch 2 Section 2 requirements
- All uniforms jackets (including fitness suit) must be zipped up 3/4 of the way up. Black knit watch cap is only worn when authorized by the CDO.
- PTU is required for Command PT with water bottle and CAC. Shirt tucked in with solid white, grey, or black athletic socks. Black or navy-blue leggings/tights are authorized with PTU.
- PTU is not authorized in medical, dental, ID Card/DEERS Office/Lab unless otherwise directed. When worn as a uniform, the fitness suit jacket and pants will be worn together.
- Components of the PTU are authorized to wear individually or collectively when on liberty only.
- All students shall ensure they are dressed anytime outside the privacy of their TAC. Their dress and personal appearance are appropriate for the occasion and will not discredit the Navy. Current styles and fashions which are conservative are authorized.

This is not all-inclusive. Please refer to Student Guide and governing policies for more information.

**ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (REV. 10-2024)**

SUPPORTING DIRECTIVE MILPERSMAN 1070-32

SHIP OR STATION:

NAVAL TECHNICAL TRAINING CENTER, 740 FLETCHER RD. SUITE 100, MERIDIAN, MS 39309

SUBJECT:
NTTC COMMAND INDOCTRINATION

PERMANENT TEMPORARY
AUTHORITY (IF PERMANENT):

INITIALS: _____ I have attended NTTC Command Indoctrination. The following topics were received:

- | | | |
|---|--|--|
| <input type="checkbox"/> Standards of Conduct | <input type="checkbox"/> Pride & Professionalism | <input type="checkbox"/> Customs and Courtesies |
| <input type="checkbox"/> DAPA | <input type="checkbox"/> CMEO | <input type="checkbox"/> SAPR |
| <input type="checkbox"/> PDA | <input type="checkbox"/> Sexual Conduct | <input type="checkbox"/> Tobacco use |
| <input type="checkbox"/> Student Support Programs | <input type="checkbox"/> Uniform Regulations | <input type="checkbox"/> Barracks Policies |
| <input type="checkbox"/> Trouble Ticket Process | <input type="checkbox"/> Room Inspections | <input type="checkbox"/> Personnel Inspections |
| <input type="checkbox"/> Electronics & Valuables | <input type="checkbox"/> Visitors | <input type="checkbox"/> Liberty Policy |
| <input type="checkbox"/> Buddy System | <input type="checkbox"/> Driving Privileges | <input type="checkbox"/> Civilian Clothes Policy |
| <input type="checkbox"/> Medical Services | <input type="checkbox"/> Physical Readiness | |
| <input type="checkbox"/> Student Duty Section and Watches | | |

I have read and understand the NAVTECHTRACENMERINST 1500.1N, Student Handbook

If under the age of 21, I will not consume, possess, or purchase tobacco or alcoholic beverages

If 21 or older, I will not provide through means of purchase or any other manner, alcoholic beverages or tobacco to anyone under the age of 21. I will not introduce, possess alcoholic beverages anywhere onboard the NTTC Meridian complex. I will not consume alcohol within 10 hrs before duty status.

I understand I am prohibited from using products derived from hemp to include cannabidiol (CBD), regardless of the products THC concentration, claimed or actual, and regardless of whether such product may lawfully be purchased and used under civil law. This is to include controlled substances such as analogues, anabolic steroids, natural substances such as Kratom, salvia divinorum, spice, mushrooms etc. The misuse of over-the-counter medications.

I understand that failure to follow the rules and regulations at NTTC Meridian may result in disciplinary action IAW the Uniformed Code of Military Justice (UCMJ)

Student Signature: _____

VERIFYING OFFICIAL (RANK/RATE)

DATE:

SIGNATURE OF VERIFYING OFFICIAL:

NAME (LAST, FIRST, MIDDLE):

SSN:

BRANCH AND CLASS:

On file

USN

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PRIVACY SENSITIVE**