



# Naval ROTC Student Hand Book

VISIT OUR WEBSITE FOR FURTHER INFORMATION ON NAVY AND MARINE CORPS POLICIES AND NROTC REGULATIONS NOT CONTAINED IN THIS HAND BOOK:

<http://web.usf.edu/nrotc/nrotc/index.html>



## Mission Statement

The mission of the Naval Reserve Officers Training Corps Unit at the University of South Florida is to develop Midshipmen, Officer Candidates, and Marines mentally, morally and physically, and to imbue them with the highest ideals of duty, honor, and loyalty in order to commission University of South Florida and our cross town college affiliates' graduates as Navy and Marine Corps officers. The Navy Ensigns and Marine Corps Second Lieutenants commissioned through the Naval ROTC Program at the University of South Florida possess a basic professional background, are motivated toward careers in the military service, and have a potential for future development in mind and character so as to assume the highest responsibilities of command, citizenship and government.



## NROTC Honor Code

A Midshipman does not lie, cheat, or steal.

## Midshipman Oath

I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic: that I will bear true faith and allegiance to the same: and that I take this obligation freely, without any mental reservation or purpose of evasion. So help me God.

## About the Unit

The Naval Reserve Officers Training Corps (NROTC) at USF is a multi-year program that runs concurrently with a student's normal college or university educational course of study. In addition to a normal academic workload to a Baccalaureate degree, NROTC students attend classes in Naval Science, participate in close order drill, physical training, and other activities and are generally taught the leadership principles and high ideals of a military officer. USF's Naval ROTC program is designed for Marine and Navy-Option Midshipmen who attend the University of South Florida, University of Tampa or Clearwater Christian College. The unit is also comprised of active duty Marines accepted to the Marine Enlisted Commissioning Education Program (MECEP) or Meritorious Commissioning Program (MCP) and active duty Sailors accepted to the STA-21 program. During the 2012-2013 academic year the Buccaneer Battalion consisted of 55 Navy-Option Midshipmen, 3 active duty STA-21 Sailors, 22 Marine-Option Midshipmen and 9 active duty Marines.

During the summer break between school years, NROTC students participate in a variety of training activities. These sessions' help students understand various career options as well as familiarize them with the military lifestyle.

## **14 Leadership Traits**

Judgment  
Justice  
Decisiveness  
Initiative  
Dependability  
Tact  
Integrity  
Endurance  
Bearing  
Unselfishness  
Courage  
Knowledge  
Loyalty  
Enthusiasm

## **11 Leadership Principles**

- Know your people and look out for their welfare.
- Keep your people informed.
- Know yourself and seek self-improvement.
- Be technically and tactically proficient.
- Seek responsibility and take responsibility for your actions.
- Make sound and timely decisions.
- Set the example.
- Develop a sense of responsibility in your subordinates.
- Ensure that the task is understood, supervised, and accomplished.
- Train your people as a team.
- Employ your unit in accordance with its capabilities.

## **General Orders to the Sentry (Marine Corps)**

1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight and hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the guard house than my own.
5. To quit my post only when properly relieved.
6. To receive, obey, and pass on to the sentry who relieves me, all orders from the commanding officer, officer of the deck, and all officers and noncommissioned officers of the guard only.
7. To talk to no one except in the line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the officer of the deck in any case not covered by instructions.
10. To salute all officers, all colors and all standards not cased.
11. To be especially watchful at night, and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without the proper authority.

## General Orders to the Sentry (Navy)

1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight and hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the guard house or the quarterdeck than my own.
5. To quit my post only when properly relieved.
6. To receive, obey, and pass on to the sentry who relieves me, all orders from the commanding officer, command duty officer, officer of the day, officer of the deck, and all officers and petty officers of the watch only.
7. To talk to no one except in the line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the officer of the deck in any case not covered by instructions.
10. To salute all officers, all colors and all standards not cased.
11. To be especially watchful at night, and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without the proper authority.

## Naval Terminology

**Aft:** Toward the stern

**Aye Aye:** Aye is old English for “yes,” probably taken from Latin verb “*aio*”— to affirm.

**Blue Jacket:** The first uniform that was ever officially sanctioned for sailors in the Royal Navy was a short blue jacket open at the front. There were no definite uniform regulations for U.S. enlisted men in the War of 1812, but many wore short blue jackets.

**Bow:** The forward end of a ship or boat.

**Bridge:** Area in the superstructure from which the ship is operated.

**Bulkhead:** A vertical partition, never called a wall.

**Chow:** Food

**Chit:** (Hindu word Chitti) Letter, note, bill, voucher, or receipt. It came from the old East India Company.

**Deck:** 1. Shipboard floor, horizontal plating which divides a ship into layers.  
2. Shipboard floors from Main deck and below numbered 1, 2, 3.

**Fantail:** The after end of the main deck.

**Fathom:** From Anglo-Saxon *faebom*; Dutch *vadem*; latin *patene*, act of stretching two arms wide as rough measurement of six feet.

**Flag Officer:** An officer of the Navy above the grade of Captain.

**Forecastle (Foc'sle):** Forward section of the deck on which the anchor handling equipment is located.

**Galley:** Space where food is prepared. Never called a kitchen.

**Gangway:** From Anglo-Saxon *gang*, to go; make a passage in, or cut out, or through.

**Hatch:** A square or rectangular access in a deck. Never called a door.

**Island:** Superstructure on the starboard side of the flight deck on an aircraft carrier.

**Ladder:** A shipboard flight of steps. Never called stairs.

**Main Deck:** Highest watertight (complete) deck aboard ship. On aircraft carriers, the hangar deck is the main deck.

**Mess:** 1. Place where meals are eaten, such as Mess Decks, Captain's Mess, etc.  
2. A group who takes meals together, such as officer's mess or chief's mess.

**Midshipman:** Men or boys originally stationed amidships to carry messages, to bring up ammunition, and to relay message from aft to the gun decks. It was in 1815 that midshipmen became a naval rank in the British service. It is now used as a term for those training to be officers.

**OOD:** Officer of the Deck

**Overhead:** The underside of a deck from the overhead of the compartment next below. Never called a ceiling.

**Passageway:** A corridor used for interior horizontal movement aboard ship.

**Port:** To the left of the centerline when facing forward.

**Scuttle:** Round, watertight opening in a hatch.

**Scuttlebutt:** 1. Drinking fountain.  
2. A rumor.

**Secure:** 1. To make fast, as to secure a line to a cleat.  
2. To cease, as to secure from a fire drill.

**Square away:** To put in proper place, to make things shipshape.

**Starboard:** Right of centerline when facing forward.

**Stateroom:** A living compartment for an officer.

**Stern:** The aftermost part of a vessel.

**Topside:** General term referring to a weather deck.

**Wardroom:** Officer's messing compartment.

**Weather Deck:** Any deck exposed to the elements; a deck outside the skin of the ship.

### Uniforms

As Midshipmen preparing to be officers, your uniform should be worn with pride and professionalism. Uniforms are expected to look outstanding at all times. They should be clean, neat, and pressed, with insignia properly aligned, shoes shined, and the cover worn properly. Additionally, Midshipmen must have a proper shave and haircut, whether in military uniform or civilian attire. Uniforms are to be worn throughout the semester during lab days. During lab days, the uniform must be worn throughout the day during work hours.

### Civilian Attire

Proper civilian attire is categorized as Dress Code Alpha, Bravo, or Charlie, and will be directed by the Plan of the Week (POW) for wear during class, leadership lab, and when in the NROTC building or at NROTC events.

Whenever not in military uniform or PT gear, but in public (i.e. outside of the dorm), Midshipmen are expected to dress appropriately. When in civilian attire, hats (of note, a gentleman never wears a hat indoors) and sunglasses will be removed while indoors. Remember, that as a Midshipman, you should at all times present a neat, professional appearance. Even when out of uniform, you represent more than just yourself, but the country you serve and all the men and women before you who have served this nation in uniform.

The University of South Florida Naval ROTC Civilian Dress Code is as follows:

#### **Dress Code Charlie:**

- When Required: NROTC building and meetings with advisors
- Male Standards:
  - Tops: Collared shirts (tucked in), fleeces, sweater, Henley shirt, sweatshirt/ jacket (as cover for other appropriate tops in colder weather)
  - Bottoms: Trousers, khaki or dress shorts, nice jeans with a belt
  - Shoes: Conservative sandals (no rubber shower shoes), closed-toe shoes (sneakers, boat shoes, etc.)
- Female Standards:
  - Tops: Collared shirts, short or long-sleeve blouse, sweater, jacket
    - Tops may be untucked as long as it looks presentable and they are not meant to be tucked in
  - Bottoms: Skirts, shorts no shorter than mid-thigh, capris, slacks, nice jeans with belt
  - Shoes: Conservative sandals, heels, peep-toe or closed-toe shoes
- What is NOT allowed:
  - T-shirts of any type

- Frayed or distressed pants
- Shorts/dresses/skirts any shorter than mid-thigh

### **Dress Code Bravo:**

- When Required: Some NROTC classes, Some NROTC events, as directed by POW
- Male Standards
  - Tops: Collared shirts (tucked in), fleeces, sweater, jacket, Henley shirt
  - Bottoms: Trousers, khaki pants with belt
  - Shoes: Conservative closed-toe shoes (boat shoes, mules, etc.)
- Female Standards
  - Tops: Conservative collared shirts, short or long-sleeve blouse, sweater, jacket
    - Tops may be untucked as long as it looks presentable and they are not meant to be tucked in
  - Bottoms: Skirts no higher than mid-thigh, capris/crops, slacks, dresses, belts with pants with belt loops
  - Shoes: Conservative heels, peep-toe shoes, flats, closed-toe shoes (no sandals)
- Upgrades from Dress Code Charlie:
  - No Jeans
  - No Sandals
  - No Gym Shoes
  - No Shorts

### **Dress Code Alpha:**

- When Required: Some NROTC classes, Some NROTC events, as directed by POW
- Male Standards:
  - Tops: Dress shirt; tie and jacket are optional
  - Pants: Dress pants, trousers
  - Shoes: Dress shoes and socks
- Female Standards:
  - Tops: Short to long-sleeve blouse; jacket optional
  - Dresses: Must have sleeves or worn with cardigan/jacket and be of appropriate length
  - Bottoms: Dress pants, skirts no higher than mid-thigh (Pencil skirts and slim-cut pants are OK but should not be skin tight)
  - Shoes: Conservative peep-toes, heels, dress shoes, flats
- Upgrades from Dress Code Bravo:
  - Dress shirts instead of Polo shirts
  - No Cargo khakis
  - No Capris/cropped pants (female)

### **What is ALWAYS required for NROTC Civilian Attire:**

- **Grooming** in accordance with Navy/Marine Corps uniform regulations, to include hair, nails, shaving, etc.
- **Shoes** must be conservative (no 5" leopard print heels), no shower shoes or rubber flip-flops
- **Bottoms** may not be distressed or frayed, shorter than mid-thigh, nor skin-tight (jeggings, body-hugging skirts or dresses).
- **Tops** should be of appropriate length, never showing midriff or cleavage. Shoulders should be covered (no tank tops or cap-sleeve tops), and shirts should be free of wrinkles, distressing, and fraying.

- **Belts**, when worn, must be threaded through all belt loops in a neat fashion. Belts must always be worn with pants/shorts with belt loops.

### Academic Requirements

<u>Course Number</u>	<u>Title</u>	<u>Hours</u>	<u>Year Taken</u>
NSC 1110	Introduction to Naval Science	3	Freshman
NSC 1140	Sea Power and Maritime Affairs	3	Freshman
NSC 2221	Evolution of Warfare (Marines)	3	Sophomore
NSC 2231	Principles of Naval Management I	3	Sophomore
NSC 2221C	Navigation I (Navy)	3	Sophomore
NSC 2121	Naval Ships Systems I (Navy)	3	Junior
NSC 3123	Naval Ships Systems II (Navy)	3	Junior
NSC 3214C	Navigation/Naval Operations II (Navy)	3	Senior
NSC 4224	Amphibious Warfare (Marines)	3	Senior
NSC 4232	Principles of Naval Management II: Leadership/Ethics	3	Senior

Midshipmen whose semester grade point average (GPA) is below **2.5** will be placed on **Academic Warning** and required to meet with their Advisor on a weekly basis.

Midshipmen, who **fail to pass** a required degree course, prerequisite course, or NROTC course AND/OR have a cumulative GPA of at least **2.0**, will be placed on **Academic Probation**. Students on Academic Probation will meet with their advisors on a weekly basis.

Consecutive Academic deficiencies may lead to loss of benefits and/or loss of scholarship.

All 4/C Midshipmen are required to complete **20 study hours** each week.

**Non-Nursing Navy Scholarship** students are required to complete **Calculus I and II** by the completion of their Sophomore year and **Physics I and II** by completion of their Junior year. Failure to do so may result in loss of scholarship.

**Naval Science Lab (NSC 1101L)** - All members of Buccaneer Battalion participate in Naval Science Lab on Tuesday and Thursday from 1230 until 1345. The Naval Science Lab is designed to cover professional military topics that are not covered in other areas of the NROTC program. Some of these topics include: close order drill, uniform inspections, ceremonies, classes on general military subjects, guided discussion groups, guest speakers, and more.

**\*Semper Fidelis Society** - During Naval Science Lab students who are pursuing a Marine commission will participate in this additional lab period. "Semper Fidelis," Latin for "Always Faithful," seeks to strengthen the core values of Honor, Courage and Commitment, that the nation expects of men and women who aspire to be Marine Officers. Topics include: OSC prep classes, Marine-oriented classes, land navigation, discussion groups, and more.

**\*Blue and Gold Society** - During Naval Science Lab students who are pursuing a Navy commission will participate in this society. Blue and Gold society is designated to familiarize Midshipmen with the various career fields within the Naval Officer community. The classes are broken down into 5 groups; Aviation, Surface Warfare, Nuclear Power (Submarine Warfare), Nursing, and Special Operations.

## Battalion Physical Training (PT)

A professional officer must maintain high standards of physical fitness. Military duties demand this level of physical fitness to ensure efficiency and safety of the Navy and Marine Corps. Physical fitness is also an essential part of achieving success in college. A healthy and physically fit student is better able to cope with the stress and strain of being in a demanding academic environment. As such, a program of physical fitness is demanded by the NROTC program. All members of the Buccaneer Battalion participate in regular (2-3 times per week) PT sessions, normally held on Mondays, Tuesdays, and Thursdays. Training as a unit on a regular basis helps the motivation level of the battalion remain high, and builds the camaraderie and cohesion amongst our Midshipmen, Sailors and Marines. Incoming students should understand the high level of physical fitness that will be demanded of them from day one.

***\*Do not show up to orientation overweight or out of shape!***

**Marine Physical Training (PT)** - All Marines and Marine-option Midshipmen are required to pass the Marine Corps Physical Fitness Test (PFT), which consists of pull-ups, crunches, and a three mile run, and conform to the standards of the Body Composition Program (BCP). A minimal overall PFT score of 250 out of 300 is required prior to going to Officer Candidates School (OCS), and minimal standards for individual events include at least 8 pull-ups, 70 crunches in 2 minutes, and a 3 mile run in less than 24 minutes. Marines and Marine-option Midshipmen also take the Marine Corps Combat Fitness Test (CFT), which includes movement to contact (880 yard run), ammunition lift, and maneuver under fire course.

All Marines and Marine-Option Midshipmen participate in Marine PT on Monday, Tuesday, and Thursday from 0550 to 0700. Our PT program is progressive and ranges from a 3-mile run and calisthenics, to running up to 6 miles in combat boots and utility trousers with a rubber rifle and other combat gear. The goal of our PT program is to introduce our Midshipmen to a lifestyle of physical fitness and to prepare our students for OCS and The Basic School (TBS).

**Navy PT and FEP** – Navy-Option Midshipmen are required to achieve a minimum of **Good Low** as a Freshman, **Good Medium** as a Sophomore, **Good High** as a Junior, and **Excellent Low** as a Senior on the semi-annual Physical Readiness test (PRT), which includes 2 separate portions: height and weight standards (or body composition assessment) and the physical portion consisting of a toe touch, curl-ups, push-ups, and a 1.5 mile run. Students who achieve less than the minimum score will be placed on Fitness Enhancement Program (FEP), which meets two additional days each week and requires additional logged workouts. Several interim physical fitness assessments will be performed to chart students’ progress and to help set attainable goals. The official PRT is taken near the end of each semester, usually in November and April, respectively.

### Typical Week in the Life of a NROTC Student

The schedule below shows the program requirements for a typical Buccaneer Battalion student. Add to this schedule your academic schedule and any personal hobbies or commitments you may have. We recommend that incoming freshmen limit their first semester to 15 credit hours in order to adjust to the requirements of the program. \*Students generally take one Naval Science class & Lab per semester.

Monday	Tuesday	Wednesday	Thursday	Friday
0550-0700 Marine PT, Navy FEP	0550-0700 Battalion PT	University Classes	0550-0700 Company PT	University Classes
University Classes	0800, 0930, or 1100 Naval Science Classes	University Classes	0800, 0930, or 1100 Naval Science Classes	University Classes
University Classes	University Classes	University Classes	University Classes	University Classes
University Classes	1230-1345 Naval Science Lab	University Classes	1230-1345 Naval Science Lab	University Classes



## Course Scheduling Information PRIOR to Arrival

Don't forget to sign up for your two NROTC required courses:

NSC 1110	Introduction to Naval Science	Tues, Thurs	1100 - 1215
NSC 1101L	Naval Science Lab	Tues, Thurs	1230 - 1345

Both the Naval Science Class and Naval Science Lab are requirements for your participation in NROTC. If you have a conflict with these courses, work to shift around your schedule. You can search for courses using the "Class Schedule Search" on the USF Academics site.

Also keep in mind that Physical Training (PT) sessions are required two to three times each week: Monday, Tuesday, and Thursday. In other words, scheduling a late night course the night before PT is probably not in your best interest.

You should be taking 15 credit hours (including NROTC courses) at the VERY minimum. Navy option (non-Nursing) midshipmen must also keep in mind that you must complete Calculus I and II by the end of your sophomore year. This may mean you need to take Algebra and Pre-calculus during your first year.

For UT and CCC students, your advisors will also help you schedule your courses and are aware of the NROTC requirements. If you or your advisor has any questions, please contact your NROTC advisor throughout the year.

You are STRONGLY recommended to submit your proposed Fall schedule to LT Durst at [sdurst@usf.edu](mailto:sdurst@usf.edu) prior to arrival to ensure you are meeting the above standards and have no conflicts with "Fall 2012 Schedule (Last, First Name)" in the subject line. In years past, our staff has been able to assist several students achieve a more reasonable and constructive schedule than they are sometimes originally advised at orientation.

### Department of Defense Drug Abuse Policy

It is the Department of Defense (DoD) policy to use drug testing to deter Military Service members, including Naval ROTC midshipmen, from abusing drugs (including illegal drugs and other illicit substances). Because the DoD mission is to protect and defend the United States, DoD employees must be free from the influence of drugs and be able to work in a drug-free environment.

Drug testing may be used as a basis to take action, adverse or otherwise (including referral for treatment), against a member based on a positive test result. Urine specimens collected as part of the drug abuse testing program are supported by a proper chain of custody procedure at the collection site, during transport, and at the drug testing laboratory. These screenings are tested by random selection, except upon arrival to duty station or as mandated by the Command.

Please be advised that in addition to signing a Drug and Alcohol Abuse Statement, you will also be required to participate in a urinalysis screening for illegal drug use.

### Midshipman Correspondence Etiquette

As future midshipmen, you are also expected to adhere to the following etiquette:

When addressing any staff member in person or on the phone, address them as "Sir", "Ma'am", or their appropriate title (using title for officers and "Mr." or "Ms." for civilians: "LT Durst" or "Mr. McIver").

If you come into the main office, you should introduce yourself to Ms. Christine (our secretary) and state your business. (ex. “Hello, Ms. Christine. My name is Joe Schmoe. I’m an incoming student in the NROTC program and have a scheduled meeting with Captain Hawkins at 1230.”)

Responses to all staff members should be “Yes, sir” or “Yes, ma’am” and not “Yeah,” “Roger,” “Cool,” or a similar response.

If any staff member wants to have you call them by a different name (ex. If our supply tech would rather go by “Ben” than “Mr. Palmer”), he or she will let you know. Do not assume the informal address.

If you call the office, always offer a greeting, introduce yourself, and state your business. (Ex. “Hello, ma’am. This is Jill Schmill. I’m an incoming Navy option midshipman and have a question about my course schedule.”)

When you address an email, you should address it just as you would address someone in person: “Good morning, LT Hayes,” or “Sir.”

When concluding emails to a higher ranking individual, always sign off “Very Respectfully, Your Name.” Those signing off to lower ranking individuals will say “Respectfully, Their Name.”

*You will be expected to exhibit such courtesies upon arrival, so you’re better off to start practicing them now!*

### **Facebook**

For those who have Facebook, the staff recommends “liking” the “USF Buccaneer Battalion NROTC” and “NROTC.” Notices and updates will be posted via the USF Buccaneer Battalion NROTC page as a supplement to our website.

Consider what is public on your Facebook profile, as well. Staff members can see any information, photos, wall posts, and notifications that you leave public to everyone.