

APRIL 2007

# MIDSHIPMAN SUMMER TRAINING HANDBOOK

NAVAL RESERVE OFFICERS TRAINING CORPS  
AND  
UNITED STATES NAVAL ACADEMY

MIDSHIPMAN \_\_\_\_\_

USS \_\_\_\_\_

## SUMMER CRUISE CHECKLIST

1. **Attend your pre-cruise briefs** to learn how to fill out and submit your travel claim among other things. **Ask questions at this brief.**
2. **Review your orders** with your NROTC unit or USNA **before you leave for home after the school year.**
3. **THE FOLLOWING DOCUMENTS/INFORMATION ARE ESSENTIAL TO YOUR SUMMER CRUISE.** Be absolutely sure **you have:**
  - a. orders
  - b. medical record
  - c. dental record
  - d. shot record (a yellow booklet labeled “International Certificate of Vaccination”, PHS-731)
  - e. your DDS account information
  - f. a large manila envelope preaddressed to your NROTC unit with postage affixed

**Note: Keep your orders, medical, dental, and shot records on your person when traveling.** They should not be packed away in luggage or left where they could be misplaced, lost or stolen.

4. When you leave home for cruise **have the phone number for your NROTC unit and any other important phone numbers available** for easy recall in case of an emergency. (IE: Midshipman Embark/Debarck Coordinators, Midshipman Liaison Officers (overseas cruises), Defense Attache Officers (FOREX cruises), Midshipman Training Officers/duty phone (at fleet units, ships, subs, squadrons) etc. If you are in doubt, contact your summer cruise coordinator.
5. Use the travel procedures attached to your orders. They contain reporting instructions, phone numbers, and points of contact.
6. Ask for and **KEEP** all lodging, restaurant, bus, rail, and airline **receipts** for your travel claim. **Without these receipts, you may not be reimbursed for some of your travel expenditures.**
7. **Get your orders endorsed upon both arrival and departure** at/from your cruise destination. Your orders should be turned into your ship/squadron Admin Officer to obtain the endorsement. Your **original orders will be required when you file your travel claim** at the end of the cruise. **Be sure your endorsed original orders are returned to you before you complete your summer training.**
8. **Start to fill out your travel claim**, making sure to **account for every day** from leaving your unit/the ship until reporting aboard the ship/your unit.
9. **FOR NROTC MIDSHIPMEN: IMMEDIATELY AFTER THE TERMINATION OF YOUR POST CRUISE TRAVEL YOU SHALL:**
  - a. **Complete your travel claim.**

b. **Make two copies** of the completed claim, your orders and your receipts (one copy for your personal records and one copy to send back to your NROTC Unit.)

c. **Fill out the course critique** online. (<https://www.nrotc.navy.mil>)

d. **Send the following back to your unit using the pre-addressed envelope:**

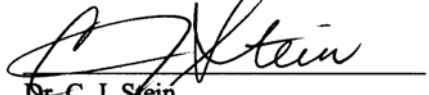
- (1). Your completed, signed travel claim with applicable receipts
- (2). Your original orders with arrival & departure endorsements
- (3). Your medical record
- (4). Your dental record
- (5). Your shot record
- (6). Your fitness report (if provided)

**FOR USNA MIDSHIPMEN, YOUR TRAVEL CLAIM WILL BE LIQUIDATED AND YOUR RECORDS, CRITIQUE, AND FITNESS REPORT WILL BE COLLECTED UPON YOUR RETURN TO THE ACADEMY.**

## PREFACE

This handbook is a guide for midshipmen and personnel concerned with the Midshipmen Summer Training Program.

REVIEWED ON 28 Mar 07

  
\_\_\_\_\_  
Dr. C. J. Stein  
Director, NSTC Officer Development



**MIDSHIPMAN SUMMER TRAINING CRUISE DEBRIEF SHEET**  
(TO BE USED AS A MEANS OF CRUISE FEEDBACK)  
SUBMIT TO YOUR SHIP'S MIDSHIPMAN TRAINING OFFICER

Name:

NROTC Unit/USNA Company:

1. Was the Midshipman Training Officer available, helpful, and able to provide solutions to problems encountered?
  
  
  
  
  
  
  
  
  
  
2. As a learning experience, was this cruise successful? That is, did you have an opportunity to become familiar with the topics discussed in your training booklet? Was the USNA/NROTC unit precruise briefing provided by your unit helpful and realistic? What did you find most helpful and least helpful from the brief?
  - a. Most helpful.
  
  
  
  
  
  
  
  
  
  
  - b. Least helpful.
  
  
  
  
  
  
  
  
  
  
3. Was there a sufficient emphasis on practical (hands-on) experience?
  
  
  
  
  
  
  
  
  
  
4. What, in your estimation, were the strongest and weakest points of your summer cruise?
  - a. Strongest.
  
  
  
  
  
  
  
  
  
  
  - b. Weakest.
  
  
  
  
  
  
  
  
  
  
5. Did the officers and petty officers assigned as running mates provide you with necessary information and assistance?

6. How would you rate the services aboard USS \_\_\_\_\_, such as food, berthing, and administrative office assistance?

1	2	3	4	5
Poor		Satisfactory		Outstanding

7. How would you modify the curriculum to improve the midshipman summer cruise program? (Please be as specific as possible.)

8. Other comments (use other side if necessary):

**SUBMIT TO YOUR SHIP'S MIDSHIPMAN TRAINING OFFICER**

## INTRODUCTION

1. PURPOSE. The purpose of this handbook is to provide key professional and administrative information to midshipmen preparing for summer training.
2. SCOPE AND ORGANIZATION. The summer training handbook is designed to thoroughly prepare midshipmen before cruise and to help them derive full benefit from the summer training program. Since no handbook can be all encompassing, individual initiative will be required of each midshipman to gain the utmost professional knowledge from cruise. A thorough understanding of the material in this handbook will contribute significantly to each midshipman's preparedness and performance during cruise.
3. APPLICABILITY. A large percentage of the professional training received by midshipmen in a 4-year curriculum is received during their summer training. The immediate professional expertise of the newly commissioned Ensigns reporting to the fleet depends largely upon the quality of the training program provided during cruise. Consequently, such training is a vital and integral part of each midshipman's professional education. This publication has been designed to complement and supplement the academic and professional training at the Naval Academy and NROTC units.
4. ACTION. Upon receipt of this handbook, midshipmen will read the entire contents and understand what is expected of them. In particular, Chapter 2 should be carefully reviewed so as to understand the scope of the summer training program. This will allow for more efficient use of training time and avoid oversights in completion of minimum training requirements.

SUMMER TRAINING HANDBOOK

**TABLE OF CONTENTS**

PREFACE ..... i  
REPORT OF CHANGES ..... ii  
MIDSHIPMAN DEBRIEF SHEET ..... iii  
INTRODUCTION ..... v  
TABLE OF CONTENTS ..... vi

CHAPTER 1  
**INFORMATION AND INSTRUCTIONS FOR MIDSHIPMEN**

100 General ..... 1  
101 General Reporting Instructions ..... 1  
    FIGURE 1-1 Supplementary CONUS and GTMO Embark Information for LANT Surface and  
    Aviation Cruises ..... 2  
    FIGURE 1-2 Supplementary OUTCONUS Embark Information for LANT/MED Surface and  
    Aviation Cruises ..... 4  
    FIGURE 1-3 Supplementary CONUS and Pearl Harbor Embark Information for PAC Surface and  
    Aviation Cruises. .... 5  
102 Uniforms ..... 7  
103 Civilian Clothes ..... 7  
104 Personal Baggage Allowance ..... 7  
105 Cameras ..... 8  
106 Bedding ..... 8  
107 Personal Funds ..... 8  
108 Shipboard Mailing Address ..... 8  
109 Immunizations ..... 9  
110 Transportation from Overseas to CONUS ..... 9  
111 Transportation Information for Various WESTPAC Ports ..... 9  
112 Midshipmen First Class FOREX Reports ..... 11  
    Table I - Uniform Table for Midshipmen First and Third Class Summer Training ..... 13  
    Table II - Uniform Table for Midshipmen Second Class Summer Training ..... 14  
    Table III - Uniform Table for Specialized Summer Training ..... 15

CHAPTER 2  
**TRAINING**

200 Objectives ..... 16  
201 Goals - Midshipmen First Class ..... 16  
202 General Training Concepts (1/C) ..... 16  
203 Training Tasks (1/C) ..... 17  
204 Conduct of Training (1/C) ..... 17  
205 Midshipmen Training Phase Description and Summary (1/C) ..... 17  
206 Goals - Midshipmen Second Class ..... 18  
207 General Training Concepts (2/C) ..... 19  
208 Training Tasks (2/C) ..... 19  
209 Conduct of Training (2/C) ..... 20  
210 On Board Training ..... 20  
211 Midshipmen Training Phase Description and Summary (2/C) ..... 20

212	Watchstanding on Nuclear Powered Ships .....	21
-----	--	----

**CHAPTER 3  
CORTRAMID**

300	General .....	22
301	Goals .....	22
302	Conduct of Training .....	22
303	Reporting Instructions .....	24
304	Midshipman Critiques .....	24
305	Midshipman Evaluations .....	24
306	Midshipman Travel Claims .....	24

**CHAPTER 4  
ADMINISTRATION**

400	General .....	25
401	Midshipmen Shipboard Musters .....	25
402	Conduct .....	25
403	Leave, Emergency Leave, and Liberty .....	25
404	Departure on Leave or Liberty .....	26
405	Missing Ship's Movement .....	26
406	Currency Exchange .....	26
407	Foreign Nations - Conduct In .....	26
408	Passports/Visas .....	26
409	Customs Regulations .....	27
410	Serious Illness While on Leave or Liberty .....	27
411	Classified Notes .....	28

**CHAPTER 5  
GENERAL SHIPBOARD GUIDANCE**

500	General .....	29
501	Morning and Evening Colors .....	29
502	Coming Aboard/Departing Ship .....	29
503	Boat Etiquette .....	29
504	Cleanliness of Midshipmen Spaces .....	29
505	Divine Services .....	30
506	Smoking Regulations .....	30
507	Traffic Rules Aboard Ship .....	30
508	Wardroom Etiquette .....	30
509	Midshipmen Grooming Standards .....	31
510	Fraternization .....	31
511	Midshipman Esprit de Corps .....	32
512	2/C Midshipmen Cruise Guidelines .....	32

**CHAPTER 6  
NROTC TRAVEL AND FINANCIAL INSTRUCTIONS**

600	General .....	34
601	Travel to and from Summer Training .....	34

602	Procedures for Arranging Travel .....	34
603	Routing of Individual Midshipmen.....	35
604	Pay Accounts and Payment Procedures .....	35
605	Rates of Pay for NROTC Midshipmen.....	36
606	Reimbursement for Travel .....	36
607	Messing and Berthing.....	37
608	Dependent Entitlements .....	37
609	Denied Boarding.....	37
610	Return Transportation Arrangements (Government) .....	37
611	Endorsements.....	38
612	Personal Itinerary Records .....	38

**CHAPTER 7**  
**USNA TRAVEL AND FINANCIAL INSTRUCTIONS**

700	Naval Academy Leave Policy .....	39
701	Transportation Requests (TRs) .....	39
702	Endorsements.....	39
703	Personal Itinerary Records .....	40
704	Midshipmen Finances.....	40
705	Special Notes .....	40
706	Travel Claims.....	40
707	BOQ Charges.....	40
708	USNA Midshipmen Transportation Entitlements .....	40
709	Wardroom/General Mess (1/C).....	41
710	Denied Boarding.....	41
711	Return Transportation Arrangements (Government) .....	42
712	Independent Travel.....	42

## CHAPTER 1

### INFORMATION AND INSTRUCTIONS FOR MIDSHIPMEN

**100. GENERAL.** This chapter summarizes information and instructions not found elsewhere in this handbook, but which are considered to be of immediate importance to midshipmen participating in summer training.

**101. GENERAL REPORTING INSTRUCTIONS.** Figures 1-1 through 1-3 shall be attached to midshipmen travel orders to provide them with important information while traveling to/from the training activity. Midshipmen are to arrive on the embarkation date specified on their orders.

a. All midshipmen assigned to afloat training except as noted below, will be ordered to a ship via a Midshipmen Embarkation/Debarcation Team (MEDT). The location and other pertinent information, including local transportation, will be furnished by the NROTC unit or USNA.

b. Midshipmen reporting to OUTCONUS locations not supported by a MEDT will be provided phone numbers by the NROTC unit/USNA for U.S. military activities in that location.

c. Midshipmen reporting to the San Francisco area are directed to fly into the Oakland International Airport. Midshipmen reporting to the Los Angeles area are directed to fly into the Los Angeles International Airport.

d. In the event midshipmen are to be transported to Mediterranean or Western Pacific afloat units utilizing Special Assignment Airlift Mission (SAAM) they will be issued orders directing them to AMC Terminal NAS Norfolk/Washington International Airport or Oakland International Airport, as appropriate. Midshipmen using AMC transportation will be directed to report to the appropriate AMC Aerial Port of Embarkation (APOE).

e. Midshipmen assigned to submarine cruises will normally report via the Submarine Squadron or Submarine Group Commander's office for all CONUS embarks.

f. Midshipmen assigned FOREXTRAMID, and other special training, will receive special reporting instructions.

g. Midshipmen reporting for CORTRAMID should read chapter 3 of this manual to find detailed reporting instructions.

h. Midshipmen will report to their respective embarkation points on time in the summer white and proper military appearance for INCONUS cruise. It is imperative that both males and females traveling OUTCONUS be dressed in appropriate officer-like civilian attire. For males this generally includes long pants with loops/belt and a collared shirt. For females this includes non-provocative, non-midriff, shoulder or thigh baring attire.

**Figure 1-1**  
**SUPPLEMENTARY CONUS AND GUANTANAMO (GTMO) EMBARK INFORMATION**  
**FOR CORTRAMID/ATLANTIC (LANT) SURFACE AND AVIATION CRUISES**

	MEDC LANT/MED	MEDT NORFOLK	MEDT JACKSONVILLE
PARENT UNIT	NROTCU Hampton Roads	NROTCU Hampton Roads	NROTCU Jax University
DATES OF OPERATION	All dates/times of <b>scheduled</b> embarkations.	All dates/times of <b>scheduled</b> embarkations.	All dates/times of scheduled embarkations.
MAILING ADDRESS	Commanding Officer NROTCU Hampton Roads 5215 Bluestone Ave. Norfolk, VA 23529-0120 ATTN: MEDC	Commanding Officer NROTCU Hampton Roads 5215 Bluestone Ave. Norfolk, VA 23529-0120 ATTN: MEDC	Commanding Officer NROTCU Jacksonville University 2800 University Blvd North Jacksonville, FL 32211-3394
MESSAGE PLAD	NROTCU HAMPTON ROADS NORFOLK VA//MEDC//	NROTCU HAMPTON ROADS NORFOLK VA//MEDC//	NROTCU JACKSONVILLE UNIV JACKSONVILLE FL//00//
TELEPHONE	COMM (757) 728-6938 (757) 544-1298 (757) 544-1300	COMM (757) 728-6938 (757) 544-1298 (757) 544-1300	COMM (904) 256-7488/7480 FAX (904) 256-7499
AFTER HOURS AND EMERGENCIES	(757) 544-1300 (MEDT Cell)	(757) 544-1300 (MEDT Cell)	(904) 891-1453 (Cell)

**For CORTRAMID:**

1. Transportation. Use of Privately Owned Vehicles (POVs) is discouraged due to limited parking and storage space. Commercial air travel to Norfolk International Airport is recommended. Midshipmen are not to exchange their airline ticket issued by Naval Personnel Transportation Office (NAVPTO) for alternate flights unless their original flight is canceled or severely delayed. Notify the CORTRAMID staff immediately in the event of flight cancellations (CORTRAMID telephone numbers will be provided by NROTC units). A CORTRAMID representative will meet all midshipmen at Norfolk International Airport.
2. Uniform. All midshipmen are to travel in summer whites for INCONUS embarks.

**For Norfolk embarks:**

1. Transportation. Use of Privately Owned Vehicles (POVs) is discouraged due to limited parking and storage space. Commercial air travel to Norfolk International Airport is recommended. Midshipmen are not to exchange their airline ticket issued by Naval Personnel Transportation Office (NAVPTO) for alternate flights unless their original flight is canceled or severely delayed. Notify MEDT Norfolk immediately in the event of flight cancellations.
  - a. Arriving during normal working hours: All midshipmen are to check in at the MEDT desk located in the main airport lobby at the top of the escalator to baggage claim.
  - b. Arriving after normal working hours: Every effort should be made to arrive during normal working hours. However, if an exceptional circumstance exists, midshipmen arriving after normal working hours will be responsible for their own transportation to their training unit and for contacting MEDT Norfolk's Duty Officer (via pager; (757) 456-6363) to notify of arrival. Location of the training unit can be found by calling ships' information at COMM (757) 444-0000, DSN 564-0000 or by asking at the USO desk in the main airport lobby.

2. Uniform. All midshipmen are to travel in summer whites for INCONUS embarks.
3. Lodging. Military/on base lodging is not normally available. Unauthorized early arrivals must provide overnight accommodations at their own expense.

**For Jacksonville embarks:**

1. Transportation. Use of Privately Owned Vehicles (POVs) is discouraged due to limited parking and storage space. Commercial air travel to Jacksonville International Airport is recommended. All midshipmen who travel via POV, bus, or train must inform MEDT Jax prior to commencing travel to Jacksonville. Midshipmen are not to exchange their airline ticket issued by Naval Personnel Transportation Office (NAVPTO) for alternate flights unless their original flight is canceled or severely delayed. Notify MEDT Jax immediately in the event of flight cancellations.

a. Arriving during normal working hours: A MEDT representative will meet midshipmen with scheduled arrivals in the baggage claim area of Jacksonville International Airport. MEDT Jax will provide transportation to the training site during the hours of 0800-1700.

b. Arriving after normal working hours: Every effort should be made to arrive during normal working hours. However, if an exceptional circumstance exists, midshipmen arriving after normal working hours will be responsible for their own transportation to their training unit and for contacting MEDT Jacksonville's Duty Officer (via pager) to notify of arrival. Location of the training unit can be found by calling ships' information/port services at COMM (904) 270-5179, DSN 960-5179.

2. Uniform. All midshipmen are to travel in summer whites for CONUS embarks.
3. Lodging. Military/on base lodging is not normally available. Unauthorized early arrivals must provide overnight accommodations at their own expense.

**For Guantanamo Bay(GTMO) embarks:**

1. Transportation. Midshipmen will normally travel to the Norfolk Naval Base area the day before U. S. military airlift from the Airlift Mobility Command (AMC) transports them to Guantanamo Bay. Use of Privately Owned Vehicles (POVs) to travel to Norfolk is discouraged due to limited parking and storage space. Commercial air travel to Norfolk International Airport is recommended. Midshipmen are not to exchange their airline ticket issued by Naval Personnel Transportation Office (NAVPTO) for alternate flights unless their original flight is canceled or severely delayed. Notify MEDT Norfolk immediately in the event of flight cancellations. AMC flights to GTMO leave Norfolk every Tuesday and Friday at 0800. All midshipmen shall arrive NLT 1500 on the day before the AMC flight. MEDT Norfolk will provide transportation to and from the AMC terminal.

a. Arriving during normal working hours: Check in at the MEDT desk located in the main airport lobby next to the USO desk

b. Arriving after normal working hours: Every effort should be made to arrive during normal working hours. However, if an exceptional circumstance exists, midshipmen arriving after normal working hours Should contact MEDT Norfolk's Duty Officer (via pager; 456-6363) to notify of arrival.

2. Uniform. Uniforms shall not be worn for OUTCONUS travel (See paragraph 101.h).

3. Lodging. Lodging for the night before the AMC flight to GTMO will be provided by MEDT Norfolk. Military/on base lodging for earlier arrivals is not normally available. Unauthorized early arrivals must provide overnight accommodations at their own expense.

**Figure 1-2  
SUPPLEMENTARY OUTCONUS EMBARK INFORMATION  
FOR MEDITERRANEAN/ARABIAN GULF SURFACE AND AVIATION CRUISES**

	MEDC LANT	MEDT WASHINGTON DC
PARENT UNIT	NROTCU Hampton Roads	NROTCU George Washington University
DATES OF OPERATION	All dates/times of <b>scheduled</b> embarkations.	MAY - AUG 0800-1600 Mon-Fri & all weekends with scheduled embarkations
MAILING ADDRESS	Commanding Officer NROTCU Hampton Roads 5215 Bluestone Ave. Norfolk, VA 23529-0120 ATTN: MEDC	Commanding Officer NROTCU George Washington University 2035 F Street Washington, DC 20052-0000 ATTN: MEDT WASHINGTON DC
MESSAGE PLAD	NROTCU HAMPTON ROADS NORFOLK VA//MEDC//	NROTCU GEORGE WASHINGTON UNIV WASHINGTON DC//MEDT//
TELEPHONE	COMM (757) 728-6938 (757) 544-1298 (757) 544-1300	COMM (202) 994-5880 (NROTC GWU) FAX (202) 994-0090
AFTER HOURS AND EMERGENCIES	(757) 544-1300 (MEDT Cell)	Norfolk Coordinator: (757) 823-8546 (757) 728-6932 Norfolk MAC Terminal: (757) 444-4118 (757) 444-4148 (Embark/debark days only)

1. Transportation

a. NROTCU/USNA must provide midshipmen with one-way commercial transportation to arrive at Norfolk International Airport (ORF) **three** hours prior to the Airlift Mobility Command (AMC) flight departure time on the day of embarkation. This will allow the MEDT ample time to transport midshipmen to the AMC Terminal at NAS Norfolk where they will board the AMC flight. Midshipmen shall check in with the MEDT Norfolk. Block 14 on the NROTC Training Order (CNET Gen 1320/2) should specify: "**Report to: Midshipman Embarkation/Debarkation Team (MEDT) at Norfolk International Airport (ORF) three hours prior to AMC flight departure on DD MM YY, for further transfer to USS SHIP via AMC CAT B Flight MC-(flight number).**"

b. Unless otherwise instructed by MEDC LANT/MED, NROTC units should request a reservation from their servicing NAVPTO on AMC flight to carry midshipmen from NAS Norfolk to Naples, regardless of their point of embarkation. Ensure the NAVPTO tells AMC to apply the reservation against the Reservation Identification Control (RIC) number. If the NAVPTO states the

flight is booked, call MEDC LANT/MED or MEDT Washington DC for assistance. CTF 63 and MEDC LANT/MED will assign and accomplish final routing instructions from Naples to the point of embarkation.

c. Do not "Interline" baggage to a final destination in the Mediterranean. Check baggage only as far as Norfolk.

d. The AMC flight manifest is frozen 90 minutes prior to departure. **Midshipmen who arrive late and miss the AMC flight will be returned to their NROTC unit.**

2. Uniforms. Uniforms shall not be worn for OUTCONUS travel (See paragraph 101.h).

3. Lodging. Military lodging is NOT available. Unauthorized early arrivals must provide overnight accommodations at their own expense. Midshipmen arriving before their embark date should contact the USO (Comm 410-859-4425) and/or the AMC Ticket Counter (Comm 410-859-4425) for information/assistance on local lodging. NROTC cruise coordinators should provide MEDT Washington DC with name and lodging information for any midshipmen scheduled to arrive prior to embark date.

**Figure 1-3  
SUPPLEMENTARY CONUS AND PEARL HARBOR EMBARK INFORMATION  
FOR PACIFIC (PAC) SURFACE AND AVIATION CRUISES**

	MEDC PAC	MEDT SAN DIEGO	MEDT/MLO PEARL HARBOR
PARENT UNIT	NROTCU USD/SDSU	NROTCU USD/SDSU	COMNAVSURFGRU MIDPAC
DATES OF OPERATION	NA	MAY - AUG 0800-1600 Mon-Fri at NAVSTA and all days of embarkation at USO location	May - Aug 0800-1600 Mon-Fri and all days of scheduled embarkation
MAILING ADDRESS	Commanding Officer NROTCU USD/SDSU 5998 Alcalá Park San Diego, CA 92110-2496 ATTN: PACMEDC	Commanding Officer NROTCU USD/SDSU 5998 Alcalá Park San Diego, CA 92110-2496 ATTN: MEDT San Diego	Commander, Naval Surface Group Middle Pacific Pearl Harbor, HI 96860-4460 ATTN: MIDSHIPMAN LIAISON OFFICER/N3
MESSAGE PLAD	NROTCU USD SDSU SAN DIEGO CA//MEDC//	NROTCU USD SDSU SAN DIEGO CA//MEDT//	COMNAVSURFGRU MIDPAC/N3 MLO
TELEPHONE	Before 26 May: COMM (619) 260-4811 FAX (619) 260-6821	COMM: (619) 260-4811 (NROTCU) DSN 524-5341 (NROTCU) COMM (619) 296-3192 (Lindbergh USO) Toll Free No. 887-863-5240	COMM (808) 473-0570/0569 FAX (808) 473-0568
AFTER HOURS AND EMERGENCIES	(619) 417-3348 (Cell)	(619) 556-1246 (NAVSTA OOD)	(808) 227-3016 (SDO Cell phone) (808) 577-2568 (SDO pager)

**For CORTRAMID:** Use of Privately Owned Vehicles (POVs) is discouraged due to limited parking and storage space. Commercial air travel to Lindbergh Field, San Diego is recommended. Midshipmen are not to exchange their airline ticket issued by NAVPTO for alternate flights unless their original flight is canceled or severely delayed. Notify the CORTRAMID staff immediately in the event of flight cancellations (CORTRAMID telephone numbers will be provided by NROTC units). A CORTRAMID representative will meet all midshipmen at Lindbergh Field. All midshipmen are to travel in summer whites unless otherwise directed by their NROTC unit.

**For San Diego embarks:**

1. Transportation. Use of Privately Owned Vehicles (POVs) is discouraged due to limited parking and storage space. Commercial air travel to Lindbergh Field, San Diego is recommended. Midshipmen are not to exchange their airline ticket issued by NAVPTO for alternate flights unless their original flight is canceled or severely delayed. Notify MEDT San Diego immediately in the event of flight cancellations.

a. Air travel: Midshipmen arriving at Lindbergh Field shall proceed to the USO office located near the baggage claim at the West Terminal. Every attempt should be made to schedule arrival between 0800 and 1600. Midshipmen arriving 0800-1600 will be transported to their ships at no cost. Midshipmen arriving after 1600 shall sign the MEDT logbook in the USO office (USO personnel will be there 24 hours a day). These midshipmen must then obtain private transportation at the USO. Westwind Shuttle runs until 2300 to NAVSTA San Diego, cost approx. \$8. After 2300, midshipmen must take a taxi, cost approx. \$18. Ship locations will be available from USO personnel.

b. POV, bus, and train travel: All midshipmen who travel via POV, bus, or train must inform MEDT San Diego prior to commencing travel to San Diego. Upon arrival, midshipmen must report to MEDT San Diego, BLDG 57, room 216, NAVSTA San Diego between 0800-1200. Temporary base passes can be obtained at the Naval Station Pass and Decal Office located just outside the main gate on Harbor Drive.

2. Uniforms. All midshipmen are to travel in summer whites for INCONUS embarks.

3. Lodging. Military/on base lodging is not normally available. Unauthorized early arrivals must provide overnight accommodations at their own expense.

**For Pearl Harbor embarks:**

1. Transportation. Commercial air travel to the Honolulu is recommended. Midshipmen are not to exchange their airline ticket issued by Navy Passenger Transportation Office (NAVPTO) for alternate flights unless their original flight is canceled or severely delayed. Notify MEDT Pearl Harbor in the event of flight cancellations. Midshipmen arriving at the Honolulu airport will be met in the baggage claim area by a MEDT representative. Every attempt should be made to schedule arrival between 1000 and 1800. Midshipmen arriving after 1800 should contact the CNSG quarterdeck.

2. Uniforms. Uniforms shall not be worn for OUTCONUS travel (see paragraph 101.h).

3. Lodging. Military/on base lodging is not normally available. Unauthorized early arrivals must provide overnight accommodations at their own expense. Civilian accommodations are extremely expensive.

The following telephone numbers will be helpful in assisting midshipmen arriving in areas without a MEDC/MEDT. NROTC Units and USNA should ensure these numbers are typed on orders of midshipmen who are joining training units in remote areas:

New Jersey, Pennsylvania, Maryland - U PENN (215) 898-7436/7  
Virginia, North Carolina - Hampton Roads (757) 444-2702  
Southern California, Los Angeles - UCLA (310) 825-9075/6/7  
Northern California, Oregon - U CAL BERKELEY (510) 642-3551/2  
Washington - UNIV WASH (206) 543-0170/1/2  
Northern Europe - PSA LONDON 011-44-1-207-499-9000 Ext 2764;  
LONDON 011-44-207-514-4080  
(24 hour FLEET CDO command center)  
Southern Europe - PSD NAPLES 011-39-081-568-5817  
Mediterranean - CTF-63 011-39-081-568-4870

j. Messing and Berthing

(1) The Navy is not required to provide messing and berthing for midshipmen who report earlier than the date designated in their orders. Midshipmen are advised to seek local low-cost lodging in the event they have arranged to arrive at the MEDT location prior to the reporting date designated on their training orders. Midshipmen should contact their unit at least one week prior to their departure to ensure no additional changes have been made to their travel itinerary. All midshipmen shall provide a phone number where they can be contacted at all times, and should bring their NROTC unit's phone number with them in case of an emergency.

(2) If midshipmen cannot be processed and transported to their assigned ships immediately after their scheduled arrival (as stipulated in their training orders), messing and berthing must be provided until they can be transported to the ship. These delays should be minimal and should generally occur only if the assigned ship is not immediately available as scheduled.

k. Midshipmen shall not use a Privately Owned Vehicles (POVs) to transit to the point of embarkation unless prior arrangements have been made to store it. Midshipmen should be aware that the port of embarkation will not necessarily be the port of debarkation rendering a POV used to embark unavailable at debark.

l. Midshipmen returning to CONUS (Continental United States) from overseas must ensure that their orders are endorsed at the CONUS port of debarkation to show date, time, and place of arrival. Without this endorsement, summer training pay cannot be accurately computed, and a delay could occur in balancing the midshipman's pay account prior to resuming normal subsistence payments (NROTC only).

h. All midshipmen must ensure that they have a copy of their original orders in hand when they debark at the conclusion of the training period.

## 102. UNIFORMS

a. Midshipmen will report to their embarkation points in summer white for INCONUS embarks. Midshipmen cruising OUTCONUS will travel in appropriate civilian attire (see paragraph 101.h).

b. The uniform of the day for midshipmen will be prescribed in the ship's/squadron's plan of the day. Aboard ship midshipmen first class will normally wear the khaki working uniform, and midshipmen second class will normally wear dungarees. Wearing of covers will be determined by ship's policy.

c. NROTC unit and local awards are not authorized for wear during summer training.

d. APPENDIX S LIST THE MINIMUM UNIFORM REQUIREMENTS (SEABAG) FOR MIDSHIPMEN TO HAVE IN THEIR POSSESSION WHEN THEY REPORT ON BOARD. **To avoid problems, a complete**

**seabag should be taken.** Adjustments to minimum uniform requirements required by peculiarities of specific ship's projected operations will be promulgated to the midshipmen involved prior to their departure for summer training.

**103. CIVILIAN CLOTHES.** Midshipmen are strongly encouraged to take civilian clothes on summer training and are authorized to wear civilian clothes while ashore during the summer training. In certain parts of the Mediterranean and the Western Pacific civilian clothes must be worn on liberty and for travel overseas (See paragraph 101.h). Wash and wear is highly recommended. If northern climates are included in the itinerary, heavier clothing should be included. Midshipmen are again cautioned that in most cases storage space aboard ship will be severely restricted. Only a limited amount of civilian clothing should be taken.

**104. PERSONAL BAGGAGE**

a. Each traveler on a commercial or Airlift Mobility Command (AMC) aircraft has a specific free authorization for checked and carry-on baggage. The exact definition of this free authorization varies, depending upon the carrier. Different U.S. flag commercial airlines have slightly different specifications regarding the weight and size limitations of the free baggage allowance and vary considerably in the charges for such oversize items. Generally, two pieces of checked baggage, each piece not exceeding 70 pounds, will be transported free of charge. Excess baggage will not be authorized unless specifically authorized in the travel order. The Personnel Support Detachment (PERSUPDET)/NAVY PASSENGER TRANSPORTATION OFFICER (NAVPTO) should be contacted when doubt exists as to the free authorization.

b. Previous experience dictates that midshipmen must not express ship baggage or tickets either to the port of embarkation or to the reporting MEDT. There have been many instances where delay in receipt of express shipped baggage resulted in midshipmen commencing training without uniforms, journals, or orders. In order to prevent these problems, midshipmen shall hand-carry their orders, medical, dental and shot records (if required), Summer Training Handbook, and a uniform with sufficient undergarments to the training activity.

c. Midshipmen are discouraged from taking hard sided suitcases and other non-collapsible baggage on board submarines, due to limited storage space.

**105. CAMERAS**

a. Cameras will be permitted onboard ship and will be stored and handled as specified in the ship's regulations.

b. Midshipmen are advised not to take valuable cameras on summer training because adequate and secure stowage space is not always available.

**106. BEDDING.** Necessary bed linen will be provided by the ship.

**107. PERSONAL FUNDS.** Midshipmen should embark with sufficient cash to cover costs related to travel and their time onboard ship. They are urged to carry excess funds in the form of money orders and/or travelers checks (see below). Commanding officers may authorize disbursing officers outside the continental United States to cash the below listed checks, provided that U.S. commercial banking facilities, U.S. Post Office facilities, and Navy mail clerks are not available or do not have adequate funds:

a. Travelers Checks issued by:

Bank of America  
American Express Company  
National Trust and Savings Association  
Mellon National Bank of Pittsburgh

First National Bank of Chicago  
National City Bank of New York  
Thomas Cook and Sons (Bankers) Ltd.

- b. Original U.S. Postal Money Orders.
- c. Money Orders issued by American Express.

**108. SHIPBOARD MAILING ADDRESS.** All midshipmen should furnish their summer training mailing and telegraphic addresses to their relatives and friends. The specific address for each ship can be found at the following website: [www.chinfo.navy.mil/navpalib/ships/lists/ship-fpo.html](http://www.chinfo.navy.mil/navpalib/ships/lists/ship-fpo.html). (FPO AE = New York, FPO AA = Miami, and FPO AP = San Francisco/Seattle)

- a. Mailing address:

Midshipman 1/C \_\_\_\_\_ (USN/USNR)

USS \_\_\_\_\_ (hull # \_\_\_\_\_)

FPO AE/AA/or AP ZIP

Individual midshipmen should verify the Fleet Post Office (FPO) and ZIP code at their assigned ship prior to departure.

- b. Telegraphic address:

Midshipman 1/C \_\_\_\_\_ (USN/USNR)

USS \_\_\_\_\_ (hull # \_\_\_\_\_)

c/o U.S. Naval Communications Station, San Francisco, Stockton, California 95203 for PAC/WESTPAC cruises or U.S. Naval Communications Unit, Washington, DC 20390 for LANT/MED cruises.

**109. IMMUNIZATIONS.** All midshipmen are to carry their International Certificate of Vaccination, Public Health Service Form (PHS-731) during summer training. If a midshipman reports aboard or to an embarkation point without the PHS-731, all shots required may have to be administered again. For OUTCONUS (out of the Continental United States) cruises, additional requirements may be necessary and can be administered aboard ship in most cases.

**110. TRANSPORTATION FROM OVERSEAS TO CONUS.** Transportation, both Airlift Mobility Command (AMC) and commercial, is subject to change at short notice. Therefore, midshipmen are advised that they should not make arrangements to be met by either parents or friends at the port of entry without advising them that changes in aircraft arrival times frequently occur; or, to make rigid plans or commercial reservations for onward travel. Because of the distances involved and the frequency of adverse weather during the summer months, travel delays of up to 72 hours from WESTPACTRAMID and MEDTRAMID cruises may be anticipated. Paragraph 101 should also be reviewed for additional transportation information.

**111. TRANSPORTATION INFORMATION FOR VARIOUS WESTPAC PORTS.** The information below is provided for those midshipmen flying to/from cruise, via commercial or military airlines, into Japan or Korea.

### **a. Japan.**

#### **1. Military Airlift: Arrival at Yokota Air Force Base via Air Mobility Command (AMC) flight:**

AMC flights arrive at Yokota Air Force Base several days a week. Navy buses are assigned to transport passengers the 2-3 hrs to Yokosuka Naval Base. Buses depart for Yokosuka about two hours after the arrival of an AMC flight. Departure will be adjusted if the flight arrives earlier or later than scheduled. The Army/Air Force liaison or Terminal Information Counter can assist you.

#### **2. Commercial Air: Arrival at Narita International Airport on commercial air:**

Most incoming personnel arrive at Narita International Airport, about 2 hours from Yokosuka. Navy buses for Yokosuka and Atsugi leave three times a day at 1500, 1700 & 1900. The DOD liaison will get you on the bus and is located in terminal 1 (directions below). If there is nobody at the DOD counter, a sign will tell you where to meet the bus. If you arrive at Narita after the last bus, the MLO or a representative will meet you at Narita airport as you exit customs.

##### **Locating the DOD Counter if flight arrives at Terminal 1**

From north wing: After departing customs (northern wing), turn left, the DOD counter is just before (next to) Meiji Milk and Café shop.

From south wing: After departing customs turn left and walk down corridor until you see DOD counter located on the right side just before (next to) Meiji Milk and Café shop.

##### **Locating the DOD Counter if flight arrives at Terminal 2**

Upon departing Customs, go outside to bus stop 8 or 18. Catch a free shuttle that runs every ten minutes to Terminal #1. At Terminal 1, get off at the second stop (street level). Enter the terminal and the DOD Counter will be located across from the flight arrival exit of Terminal 1 beside Meiji Milk and Café shop.

#### **(a) For transfer to Sasebo or Okinawa:**

A midshipman's flight itinerary may route him/her onto a Japanese domestic airline flying out of Haneda Domestic (Tokyo) Airport and then onto Fukuoka (Sasebo) or Okinawa. For transfer to Haneda from Narita, take the "airport limousine" (shuttle bus).

#### **(1) Airport Limousine:**

Upon exiting customs at Narita International, proceed to an Airport Limousine Company counter. The bus to Haneda costs approximately 3,000 Yen (about \$30) and takes 75 minutes, but can take longer in bad traffic. The Airport Limousine will drop you off at the Haneda departure level. Check in with your connecting airline.

#### **3. COMNAVFORJAPAN DUTY OFFICE (24hr)- DSN 315-243-7650/51/66/67 Commercial (fr Japan)-(0468) 16-7666/7246 (fr U.S.)-011-81-616-043-7650/7651**

**COMSEVENTHFLT DUTY OFFICER (24hr) DSN 315-243-7441 or 453-2143  
Commercial (fr Japan)-(0468)16-2899, (fr U.S.)808-653-2143**

### **b. Korea. Midshipmen traveling to Korea will ultimately be going to Chinhae Naval Base located near Pusan. The Kimhae International Airport services the Korean city of Pusan.**

**1. Military airlift.** After arriving via military airlift into Osan Air Base, midshipmen should clear customs then contact the Commander, Naval Forces Korea (CNFK) duty office. If continuing on via the Military Airlift Command (MAC) flight to Kimhae (Pusan), the CNFK duty officer will advise Commander, Fleet Activities Chinhae. For follow on commercial air travel to Kimhae (Pusan) from Kimpo International Airport (Seoul) catch the bus (\$5) from MAC terminal to the Yongsan bus terminal. The bus ride is 1-hour in length and leaves approximately every hour. Transportation from Yongsan to Kimpo International Airport (Seoul) is free.

2. Commercial flights may arrive in Incheon. Take a taxi to Kimpo (\$35 US).
3. Continuing from Kimpo. You will have to book a flight to Kimhae on Korean Airlines, approximately \$45 US. Seating is on a first come, first served basis. Midshipmen must check-in a minimum of 45 minutes prior to scheduled takeoff. The first flight to Kimhae from Kimpo leaves at 0730, the last flight leaves at 2030. Every effort should be made to book flights to arrive in Seoul as early in the day as possible so that same day connections can be made and to preclude remaining overnight in Seoul. If arriving in Seoul after 1800 is unavoidable, the CNFK duty officer will help locate a hotel room (approximately \$100-150), no government billeting is available in Seoul. If required to remain overnight, local taxis require WON (3000 = ~ \$4) for transportation from Kimpo airport to downtown Seoul. CNFK will notify Commander, Fleet Activities Chinhae (CFAC) of midshipman arrival and travel status so that ground transportation from Kimhae Airport to Chinhae can be arranged.
4. Commercial airline or Military Airlift Command flight into Kimhae International (Pusan). When arriving at Kimhae via Military flight or commercial air, a CFAC or ship representative will normally meet midshipman. In the event a representative is not present and CFAC or ship transportation is not available, midshipmen should call CNFK duty officer and be prepared to spend 25,000 Won (\$30) for cab fare to Chinhae Naval Base.
5. Phone Numbers: CNFK duty office (24 hr)- Within Korea: (02) 7913-6789 or 0505-723-6789 Outside Korea: (011-82-2) 7913-6789

## CHAPTER 2

### TRAINING

**200. OBJECTIVES.** The objective of summer training is to further the professional development of midshipmen by introducing them to the operational Navy and Marine Corps, reinforcing their academic year programs, instilling a sense of pride in their identification with the Navy and Marine Corps, and inclining them toward careers in the naval service.

**201. GOALS - MIDSHIPMEN FIRST CLASS**

a. General

(1) To prepare midshipmen for commissioned service through active participation in the duties and responsibilities of a junior officer.

(2) To enhance the development of officer qualities and leadership skills.

(3) To afford midshipmen additional time at sea for practical application of skills acquired in the classroom environment.

(4) To further familiarize midshipmen with warfare systems found in the operational Navy and Marine Corps.

(5) To reemphasize the importance of military courtesies, customs, and traditions as well as maintaining smartness and discipline as a commissioned officer.

b. Specific

(1) To familiarize each midshipman with the daily duties and responsibilities of a Division Officer onboard a ship, submarine, or in a squadron.

(2) To familiarize each midshipman with the inport/at sea watchstations/watchstanding duties of a Division Officer.

(3) On submarines, to qualify as Basic Submarine Officer, Battery Charging Lineup Officer, and Diving Officer of the Watch.

**202. GENERAL TRAINING CONCEPTS (1/C).** Midshipman First Class should:

a. Be embarked in fleet ships and fully integrated into the ship's or squadron's organization. Be trained in, and assume the duties and responsibilities of junior officers.

b. Be afforded essential wardroom indoctrination and training by berthing in officers' country and messing in the wardroom to the maximum extent practicable. In cases where berthing in officers' country is not available for all midshipmen first class embarked, berthing should be provided in CPO quarters or suitable enlisted men's spaces separated from the crew. However, under no circumstances should Chief Petty Officers be required to move out of CPO quarters in order to provide berthing for midshipmen.

c. Be evaluated in their ability to perform the duties and tasks of a junior officer.

**203. TRAINING TASKS (1/C).** The primary task of summer training for midshipmen first class is to provide the midshipmen opportunities:

a. At sea, obtain a full understanding of the basic evolutions necessary for battle readiness through taking part in General Quarters exercises and manning Condition Watch Stations in junior officer billets.

b. To gain an appreciation of the necessity for, and responsibilities of, junior officer watches by standing watch under the supervision of experienced fleet officers.

c. To develop leadership potential by supervising the daily routine and duties of assigned enlisted personnel.

d. To gain an appreciation of the training methods involved in attaining a high degree of battle readiness by maximum participation in standard Ship's Exercises and squadron training evolutions.

e. To develop a basic understanding of the ship or squadron's primary equipment.

**204. CONDUCT OF TRAINING (1/C)**

a. The assignment of midshipmen first class to a specific junior officer billet for the duration of summer training is encouraged. The immediate professional usefulness of the newly commissioned Ensigns reporting to the fleet depends largely on the quality of the training program provided them during their first class training. The Midshipmen Training Handbook was designed to concentrate on training goals which are afforded in a shipboard environment. Successful achievement of these goals will provide the experience and knowledge required to provide a fundamental professional base necessary for service as a junior officer and subsequent development in all branches of the naval service.

b. Training will be conducted under the direction of the ship's commanding officer. Midshipmen should be given every possible opportunity to work, stand watches, and perform duties under competent guidance. This guidance will enable the midshipmen to exercise initiative in fulfilling their duties. The profits that midshipmen realize from their training opportunities will be directly proportional to the skill, the individual interest, the imagination, and the enthusiasm displayed by each midshipman.

**205. MIDSHIPMEN TRAINING PHASE DESCRIPTION AND SUMMARY (1/C).** Although training remains the function and responsibility of the ship or squadron, a basic syllabus is suggested below:

a. Inport All Phases

(1) Assignment to duty section in accordance with regular unit policy.

(2) Assignment to SDO/JOOD watches or Boat Officer duties.

(3) Assignment to watches, responsibilities, tasks, and duties as OOD (inport) and with Damage Control Petty Officers in the execution of their duties.

(4) Assignment to duties with Shore Patrol Units in an under-instruction status. They should not be employed as members of the Shore Patrol or Beach Guard, either as officers or patrolmen, but they may be assigned administrative or liaison duties at Shore Patrol Headquarters, or as assistants to the Senior Shore Patrol or Beach Guard Officer.

b. Underway

(1) Assignment to junior officer watches. (During underway periods, midshipmen should stand a variety of watches each in main control, CIC, on the bridge, and as SDO if embarked on an aviation cruise.)

(2) In addition to these minimum recommended watch requirements, midshipmen should observe the following special evolutions (minimums stated), as permitted by unit's schedule.

(a) One light off and one securing watch in main control.

(b) One special sea and anchor detail on the forecastle and one sea detail on the bridge.

(c) One casualty control training period in main control.

(d) One GQ training period in CIC.

## **206. GOALS - MIDSHIPMEN SECOND CLASS**

### **a. General**

(1) To familiarize midshipmen with life at sea aboard a U.S. naval vessel.

(2) To familiarize midshipmen with shipboard organization and administration, ship systems, evolutions, and standard naval safety precautions at sea and inport.

(3) To develop an appreciation for the duties and responsibilities of enlisted personnel, as well as living and working conditions of enlisted personnel onboard ship.

(4) To gain a first hand experience in a ship's workcenter, so as to understand the function of a workcenter and the relationship between the division officer and his/her subordinates.

(5) To emphasize the importance of military courtesies, smartness, and discipline.

### **b. Specific**

(1) To familiarize each midshipman with the duties and responsibilities of an enlisted petty officer (E4-E5), including quarterdeck Petty Officer of the Watch Inport.

(2) To familiarize midshipmen with the duties and responsibilities of the Damage Control Center (DCC) watch/personnel, including qualification in basic damage control PQS.

(3) To familiarize each midshipman with the duties and responsibilities of the cold iron watch for the engineering plant inport and machinist's mate of the watch underway.

(4) To familiarize each midshipman with the duties and responsibilities of the boatswain's mate of the watch and other bridge watchstations.

(5) To familiarize each midshipman with the duties and responsibilities of the PMS supervisor/301 maintenance man.

(6) On submarines, to familiarize each midshipman as helmsman/planesman, messenger of the watch, lookout, and (if extended inport operations permit) Petty Officer of the Deck/Topside Security.

**207. GENERAL TRAINING CONCEPTS (2/C).** Midshipmen Second Class should:

- a. Be embarked in fleet ships and be indoctrinated and trained in shipboard evolutions and tasks required under normal and emergency conditions at sea and inport. Midshipmen second class normally will stand enlisted watches and perform duties as required to accomplish routine upkeep and maintenance of assigned spaces. Midshipmen 2/C should not be assigned duties such as mess cooking or chipping paint for extended periods of time. However, **they should become actively involved in work center tasks, including those requiring manual labor.** Work centers are encouraged to supply 2/C midshipmen with coveralls, so that they can perform/assist in the duties of a work center supervisor. It must be noted that a significant majority of 2/C midshipmen have no shipboard experience, and the only exposure to the shipboard life/organization has been through their naval science leadership classes. Running mates should function as teachers, showing midshipmen how things are run and when midshipmen have demonstrated proficiency in a particular area, turning over tasks for the midshipmen to accomplish. Midshipmen 2/C will wear dungarees throughout their training.
- b. Be berthed and messed in suitable enlisted personnel spaces and facilities for the entire training period.
- c. Be provided formal training in ship operations and familiarization with ship's equipment.
- d. Be fully integrated into the shipboard organization. They should be assigned specific, meaningful duties in support of each department into which they rotate. A special ship's organization for embarked second class midshipmen is not desired.

**208. TRAINING TASKS (2/C).** The primary task of summer training for midshipmen second class is to provide the midshipmen opportunities to:

- a. Obtain knowledge of basic evolutions necessary for battle readiness through taking part in General Quarters exercises and manning Condition Watch Stations.
- b. Gain an appreciation of the necessity for, and responsibilities of, representative watches at sea and inport through watchstanding under supervision of experienced fleet personnel.
- c. Gain understanding of junior officer leadership practices, as viewed from the junior enlisted perspective (E4/E5).
- d. Understand the duties, responsibilities, and daily routine of enlisted men by participating in the daily routine and performing representative duties of work center personnel.
- e. Gain an appreciation of the training methods involved in attaining a high degree of battle readiness by maximum participation in standard ship's exercises.
- f. Understand the functions and operations of the ship's machinery and equipment.

**209. CONDUCT OF TRAINING (2/C).** Second class midshipmen should be divided into at least two groups and assigned to phases of approximately equal length in Operations, Weapons/Deck, or Engineering. Rotation through departments gives midshipmen a good overall picture of how departments should interact.

**210. ON BOARD TRAINING.** It is not the intent of summer training to bring the classroom to sea. However, there are many phases of shipboard training which can be taught best through briefings and practical drills. The aim of summer training is to emphasize practical training. Briefings and drills will be conducted to further the professional knowledge of midshipmen through instruction by experienced officers and petty officers

and to allow them to become familiar with shipboard equipment through practical instruction on the equipment. To profit fully from drills and briefings, midshipmen must participate. To improve the value of the training, a maximum of "doing" and "hands-on" is desirable. Further, midshipmen must be encouraged to stay alert, ask questions when in doubt, and give full attention to the lecturer. Ultimately, what knowledge a midshipman obtains from the briefing and drill program will depend in large part on the effort put forth by the midshipman.

**211. MIDSHIPMEN TRAINING PHASE DESCRIPTION AND SUMMARY (2/C).** Although training remains the function and responsibility of the ship, a basic summary of training is suggested below:

a. Inport All Phases

- (1) Assignment to duty section in accordance with regular ship policy.
- (2) Assignment to various inport watches such as quarterdeck petty officer of the watch, boat crews, damage control central watch, cold iron watch, etc.
- (3) Performance of assigned ship's work within the department to which assigned, while remaining within the framework of the formal training program. All midshipmen are expected to become familiar with the duties and responsibilities associated with shipboard PMS, including PQS for 3-M maintenance man.
- (4) Participation in all types of inport drills, with particular emphasis on damage control.
- (5) Rotation through major line departments (optional).

b. Underway

- (1) Assignment to workcenters for training in departmental operations and maintenance activities.
  - (2) Assignment to various watches, rotating watches between stations to broaden experience.
- Formal training should continue during these watches.
- (3) Man assigned general quarters and condition watch stations.
  - (4) Rotation through major line departments (optional).

**212. WATCHSTANDING ON NUCLEAR POWERED SHIPS.** Midshipmen are encouraged to tour the engineering spaces on nuclear powered ships and to be familiar with the propulsion plant. However, they may not stand watches (including under-instruction) as this is contrary to NAVSEA directives.

## CHAPTER 3

### CAREER ORIENTATION AND TRAINING FOR MIDSHIPMEN (CORTRAMID)

**300. GENERAL.** The following chapter provides information for NROTC midshipmen attending CORTRAMID.

**301. GOALS.**

- a. To enable midshipmen to make an informed decision about future career options.
- b. To familiarize midshipmen with the mission, tasks, and equipment within the various warfare areas: surface, subsurface, aviation, and Marine Corps.
- c. To introduce midshipmen to the career development ladder within each warfare area.
- d. To emphasize the importance of military courtesy, smartness, and discipline.
- e. To reinforce leadership training through practical application of basic leadership.

**302. CONDUCT OF TRAINING.** CORTRAMID will be conducted over a four week period on both the east and west coast.

- a. Aviation Week Training Objectives
  - (1) To indoctrinate midshipmen in the concept, roles, and mission of naval aviation.
  - (2) To provide midshipmen with an appreciation of the duties of a junior officer in naval aviation and the career patterns of naval aviators.
  - (3) To provide midshipmen, as feasible, flight time in a fleet type aircraft.

**NOTE:** NROTC units are responsible for ensuring their midshipmen have completed blood typing, sickle cell, and hematocrit testing and are 3/C swim qualified before arriving at CORTRAMID. CORTRAMID swim testing is only performed to satisfy aviation water survival requirements and to determine type of aircraft for flights. Only those who successfully complete all portions of water survival training will be assigned to flights in ejection seat aircraft.

- b. Submarine Week Training Objectives
  - (1) To indoctrinate midshipmen in the roles and missions of the attack and fleet ballistic missile submarines.
  - (2) To provide midshipmen with an appreciation of the duties of a junior officer in submarines and the career pattern of submarine officers.
  - (3) To provide an introduction to shipboard damage control, as feasible.
  - (4) To provide midshipmen, as feasible, 2 days at sea and 1 day of ashore training and orientation.

c. Surface Week Training Objectives

- (1) To indoctrinate midshipmen in the missions of the surface forces of the Navy.
- (2) To familiarize midshipmen with the duties of a surface warfare junior officer and the career pattern of surface warfare officers.
- (3) To provide an introduction to shipboard damage control and firefighting, as feasible.
- (4) To provide midshipmen, as feasible, time at sea in a surface ship or ship's visits which should consist of maximum hands-on exposure.

d. Marine Corps Week Training Objectives

- (1) To enable the midshipmen to identify and operate select individual and crew-served weapons of the Marine Corps.
- (2) To demonstrate to midshipmen the tactical knowledge, military skills, and leadership qualities demanded of a junior Marine officer.
- (3) To introduce midshipmen to the various career opportunities available to the graduate commissioned into the Marine Corps.
- (4) To demonstrate the capabilities of Marine aviation, particularly in helicopter-borne operations.
- (5) To introduce midshipmen to the training environment and lifestyle of the junior Marine officer.
- (6) To maintain the physical fitness of midshipmen.

e. Midshipmen should keep in mind that, due to limited fleet assets and the large number of midshipmen attending CORTRAMID, a certain amount of "dead time" between scheduled events will be unavoidable. The CORTRAMID staff will ensure that dead time is minimized as much as possible.

f. Midshipmen Berthing/Organization. During CORTRAMID midshipmen will be berthed and messed in suitable spaces and facilities separate from enlisted personnel, except during training exercises requiring integration with fleet or Fleet Marine Force units. Midshipmen should be:

- (1) Provided with lectures and demonstrations geared at the junior officer level.
- (2) Assigned to observe officers and key petty officers/ NCOs when embarked upon naval ships or naval aircraft or engaged in landing exercises.

**303. REPORTING INSTRUCTIONS.** NROTC units will arrange round-trip transportation to and from the training site. Transportation between sites will be arranged by NSTC. Reporting instructions for each coast are as follows:

a. East: Report to Officer in Charge, CORTRAMID EAST, Norfolk. Midshipmen reporting to Norfolk by commercial air should go to the Military Information Desk located at the Norfolk airport. Transportation will be provided from the airport only. If reporting by POV or other means, report to the Penn

Hall, Naval Operations Base Norfolk BOQ, Norfolk, Virginia. Midshipmen should report between 0800 and 1600 on the day of embarkation in Summer Whites, unless otherwise directed by the NROTC Unit Commanding Officer.

b. West: Report to Officer in Charge, CORTRAMID WEST, San Diego. Midshipmen reporting to San Diego by commercial air will report to the USO at the San Diego airport. Transportation will be provided from the airport only. If reporting by POV or other means, report to Building 302, Copp Hall, Naval Station, San Diego, California. Midshipmen should report between 0800 and 1600 on the day of embarkation in Summer Whites, unless otherwise directed by the NROTC Unit Commanding Officer.

**304. MIDSHIPMAN CRITIQUES.** Midshipman Summer Training End of Cruise Survey. All midshipmen participating in a summer cruise shall complete a critique upon completion of training or upon return to their NROTC unit. The survey will be accessed via the NROTC website (<https://www.nrotc.navy.mil>). NROTC units will ensure all Midshipmen surveys are completed within two (2) weeks after the commencement of school. An annual completion date will be promulgated by OD3. Midshipmen attending CORTRAMID are also required to participate in the online survey.

**305. MIDSHIPMEN EVALUATIONS.** (Officer Fitness Report, Bupers 1610-1) Midshipmen fitness reports during summer training cruises are optional. CORTRAMID OICs are encouraged to submit fitness reports for particularly outstanding or deficient performance. If a fitness report is submitted on an individual midshipman forward per NAVEDTRA 37300 Ser (Midshipmen Summer Training Manual) Chapter 4. Midshipmen will be evaluated within each company by the officer and enlisted instructor in charge of each company and if fitness reports are required will be signed by the CORTRAMID OIC.

**306. MIDSHIPMEN TRAVEL CLAIMS.** Midshipmen orders shall be endorsed and travel claims forwarded by the CORTRAMID staff to the parent NROTC unit for liquidation.

## CHAPTER 4

### ADMINISTRATION

**400. GENERAL.** Midshipmen will be administered in accordance with U.S. Navy Regulations, directives issued by the Operational Commander, ship's organization and regulations, the Midshipmen Summer Training Manual (NAVEDTRA 37300 current series), and the U.S. Naval Academy Regulations (as applicable).

**401. MIDSHIPMEN SHIPBOARD MUSTERS.** Since midshipmen are to be fully integrated into the ship's organization, they will be mustered in accordance with the ship's daily routine in their respective divisions.

**402. CONDUCT.** A midshipman's obligation to serve encompasses assigned duties and every facet of private and public behavior, both afloat and ashore. In preparation for assumption of the status of a commissioned officer, it is the responsibility of each midshipman to adhere to a standard of conduct that is an object of admiration and respect. A midshipman shall display a good example of subordination, courage, zeal, sobriety, neatness and attention to duty, and shall conduct himself/herself with the propriety and decorum which characterizes an officer. Midshipmen are subject to the Uniform Code of Military Justice (UCMJ) while in an active duty for training status.

**403. LEAVE, EMERGENCY LEAVE, AND LIBERTY.** The liberty policy will be promulgated by the operational commander or the commanding officer, as appropriate. A conservative liberty policy is encouraged. Normally, only emergency leave should be granted to midshipmen.

a. If emergency leave is granted, it should be remembered that under most circumstances it is the individual midshipman's responsibility to provide personal funds for round-trip transportation once he/she is in CONUS.

b. Leave in a foreign nation for USNA midshipmen will be approved on an individual basis by the Superintendent prior to departure for summer training. Overseas leave request forms are available in Midshipmen Personnel. Late requests will not normally be approved. A copy of the approved overseas leave request must be given to the Training Office, prior to departure from USNA, so that proper notification of overseas embark/debark coordinators can be made in advance. No copy of the request means no authority for leave overseas. In all cases, USNA midshipmen on approved foreign leave will be responsible for their own return travel arrangements and expenses.

c. NROTC midshipmen may request permission to begin or terminate their active duty for training in an overseas port in conjunction with their summer training. NROTC midshipmen do not accrue leave nor do they have a leave balance. NROTC commanding officers are authorized to grant such requests. A copy of the approval of such requests will be forwarded to NSTC Code OD3 and the appropriate Midshipmen Embarkation/Debarkation Team at least 30 days prior to the embarkation date. In all cases, midshipmen must realize they will be in the same category as any other American tourist and are responsible for obtaining passports, visas and return travel arrangements at their own expense (not subject to reimbursement), including return to the United States from overseas points if that is where training was terminated. Midshipmen who choose to travel overseas early will be wholly responsible to maintain contact with the appropriate MEDT or their parent unit to keep abreast of ship schedule changes, and may not embark on the ship prior to the scheduled embarkation date.

**404. DEPARTURE ON LEAVE OR LIBERTY**

a. All midshipmen will request permission to leave the ship from their supervisor and will not assume this privilege to be granted by appearing before their supervisor in civilian clothes.

b. Midshipmen departing the local area for a weekend will ensure that a correct address and phone number are on file aboard the ship or station prior to departure.

**405. MISSING SHIP'S MOVEMENT**

a. In the event any midshipman should miss ship's movement, he/she should attempt to join any other unit of the task force. If this is not possible, the midshipman should report to the nearest U.S. naval activity, U.S. government activity or the nearest foreign activity, in that order.

b. In the event a midshipman misses ship's movement after a port visit, the ship's commanding officer will notify the local U.S. naval station/naval activity, NSTC, the appropriate Midshipmen Embarkation/Debarcation Coordinator (MEDC), and the midshipman's parent unit.

c. The personal effects of midshipmen who miss ship's movement will be packed and left with the local U.S. naval station/naval activity. If there are no U.S. facilities nearby, the effects are to be retained on board until instructions are received as to where to ship them. If no instructions are received by completion of the cruise, the effects will be shipped to the midshipman's parent unit.

**406. CURRENCY EXCHANGE.** Disbursing officers are authorized to exchange foreign currency back into U.S. currency but only in an amount equal to or less than the amount originally purchased from the disbursing officer. Therefore, midshipmen are cautioned not to purchase amounts in excess of their estimated expenditures ashore. It is also strongly recommended that only disbursing officers or other reliable currency changers be used to exchange money. The best exchange rate can usually be obtained from disbursing officers.

**407. FOREIGN NATIONS - CONDUCT IN.** Midshipmen visiting any foreign nation are invited guests. As such, and as official representatives of the United States, they are expected to act as exemplary Americans. No detail of manners, activities, dress, conduct, or observance of the customs of the nation visited will escape notice. Remember that standards of living and conduct vary not only with individuals, but within families and among nations, as well. Social and moral values differ, and it would be obviously unfair to consider our own values as a criterion for all. The customs, habits, and way of life of a people are not unusual to them and are often of reverent significance. Midshipmen should avoid controversial discussions and avail themselves of every opportunity to gain a balanced understanding of foreign people. There can be no substitute for courtesy and good manners on every occasion.

**408. PASSPORTS/VISAS.** For detailed information about passports/visas see the Midshipman Summer Training Manual. If the midshipman is proceeding to a nation requiring such documentation, parent USNA/NROTC units are responsible to ensure that midshipmen have in their possession a tourist passport or no-fee official passport and visa prior to departure from CONUS. The office of Passport Services, Department of State, will not issue a no-fee official passport without proper birth documentation. It is highly recommended, that all midshipmen cruising OUTCONUS have a valid (blue) tourist passport.

**409. CUSTOMS REGULATIONS**

a. The U.S. Customs Regulations are very specific in that exemption from payment of duty on articles purchased abroad covers only articles intended for personal use of the returning traveler. The term personal use is construed by the regulations to cover articles purchased with the traveler's own money for his/her own use. The importation of large quantities of material under any agreement which permits transfer of goods after importation is an evasion of the regulations and offenders are liable to heavy fines as well as imprisonment. An accurate record of purchases made abroad, either in the currency of the country where purchased or the

equivalent in United States currency, must be stated in the customs declaration. Fair values must be given for all articles obtained abroad other than by purchase, such as gifts.

b. Midshipmen must declare in writing anything acquired abroad which the midshipman (1) is bringing in for someone else at that person's request; (2) intends to sell or use in business; (3) is bringing home for personal or household use, or as a souvenir or curio; (4) may have shipped after the midshipman returns. The written declaration must be made at the first customs port the midshipman reaches upon returning to the United States. Special forms will be provided by the customs inspector for claiming articles which will be mailed to midshipmen at a later date.

c. The midshipman is allowed \$400 (\$800 for Virgin Islands) exemption if he/she has been outside of the country for a period of 48 hours or longer and has not previously claimed this exemption within 30 days prior to return from this trip.

d. There are certain brands of perfumes which cannot be brought into the United States.

e. No fresh fruits, plants in soil, pets, or canned meats of any kind procured outside the United States shall be brought into the United States.

f. It is highly recommended that midshipmen register all serialized foreign-produced goods that they intend to take outside the United States with the U.S. Customs Office prior to cruise (i.e., watches, cameras, etc.). This can be done at international airports or local customs offices. This will prevent midshipmen from having to pay duty when returning to the United States.

g. U.S. and foreign customs regulations limit the amount of tax-free tobacco that may be brought ashore at one time. It is the responsibility of each midshipman to determine what these limitations are.

h. It is illegal to place tax-free tobacco products in any mail system for mailing to any destination.

i. **BE SURE TO CHECK WITH YOUR SHIP CONCERNING THE LATEST EFFECTIVE CUSTOMS REGULATIONS. THEY MAY HAVE CHANGED SINCE THE WRITING OF THIS MANUAL.**

#### **410. SERIOUS ILLNESS WHILE ON LEAVE OR LIBERTY**

a. Midshipmen in a leave or liberty status who require emergency medical or dental attention should (if the emergency permits) apply for such treatment to (in order of priority):

(1) Nearest U.S. Naval Activity.

(2) Nearest U.S. Armed Forces Facility.

(3) Nearest U.S. Veteran's Administration Hospital/U.S. Public Health Service Facilities.

(4) Nearest Allied Foreign Government Activity.

(5) Civilian Medical Facility (if emergency warrants).

Report of emergency medical care and circumstances shall be reported by the midshipman immediately to the commanding officer of the ship or unit to which assigned.

b. Health records of most USNA midshipmen are retained at the Naval Academy and are available upon message request. All USNA midshipmen participating in nuclear and aviation cruises, and all NROTC midshipmen will hand carry their records (health and dental) to the training site.

**411. CLASSIFIED NOTES.** Policies concerning classified material note-taking during submarine/surface cruises will be issued by the commanding officers of those ships to which midshipmen are assigned. In any case, classified notes shall be destroyed at the conclusion of the cruise as directed by the ship's Security Manager. Unclassified qualification cards shall be retained. **Classified material of any kind is not to be removed from summer cruise ships.**

## CHAPTER 5

### GENERAL SHIPBOARD GUIDANCE

**500. GENERAL.** This chapter contains information which is basic to shipboard routine and military customs and courtesies.

**501. MORNING AND EVENING COLORS**

a. At morning colors (0800 daily), "Attention" is sounded on the bugle or one blast of a whistle, usually over the 1MC. All officers and enlisted personnel topside face the ensign and render the salute required. The salute terminates with the sounding of "Carry On," usually 3 short whistle blasts.

b. The same ceremonies are observed at sunset. "Retreat" is sounded on the bugle or other appropriate means.

**502. COMING ABOARD/DEPARTING SHIP.** All officers and enlisted personnel, whenever coming on board a ship, shall stop at the top of the accommodation ladder or gangway, face the colors, render a salute, after which the officer of the deck should be saluted. In leaving the quarterdeck to go ashore, the same salutes are rendered in the reverse order. When coming aboard, after saluting the officer of the deck, say, "I request permission to come aboard, sir." Before leaving, salute the officer of the deck and say, "I request permission to go ashore, sir."

**503. BOAT ETIQUETTE.** Customs and tradition dictate the following simple rules of boat etiquette:

a. The junior always embarks first and disembarks last.

b. When embarking, juniors always sit in the forward part of the boat.

**504. CLEANLINESS OF MIDSHIPMEN SPACES**

a. Stateroom Cleanliness (1/C). Mess Management personnel will not make up your bed. You will! They will clean the deck and washbasins, and empty trash cans. It is your responsibility to stow your gear. Personal effects should be put away, clothing hung in lockers, shoes placed in drawers, and desks kept cleared or neatly stowed. "Leadership by example" is very effective in this case. Since you will frequently use your stateroom as an office, you cannot expect your leading petty officers to keep your division's compartment clean if they observe that you do not keep your own stateroom "Smart, Shipshape, and Seamanlike."

b. Compartment Cleanliness (2/C). Midshipmen are responsible for the cleanliness and orderly arrangement of their own bunk and locker. Each person has the additional responsibility to the compartment cleaner to cooperate in keeping the entire space clean and orderly.

c. Spaces assigned for the specific and exclusive use of midshipmen will be maintained in a high state of cleanliness and good order by the midshipmen.

d. All stray or lost midshipmen articles will be processed through the ship's Lucky Bag.

**505. DIVINE SERVICES.** All midshipmen are encouraged to attend divine services.

**506. SMOKING REGULATIONS.** Smoking is forbidden in certain areas designated by the ship. Be sure to know where these spaces are.

**507. TRAFFIC RULES ABOARD SHIP.** For all general drills, traffic will keep moving quietly on the double. Traffic will move forward and up on the starboard side and down and aft on the port side.

**508. WARDROOM ETIQUETTE.** Ship's end-of-training reports from past years have indicated midshipmen often violate traditional rules of wardroom etiquette. In order to preclude such happenings, some guidelines are listed for information and guidance when invited to mess in the wardroom.

a. The wardroom is each officer's seagoing home - a home in which they should be proud to entertain family and friends. Whatever the event, it is a place where members should conduct themselves with the ordinary rules of propriety, common sense, and good manners, in addition to observing the rules of etiquette founded on customs and traditions.

b. Always remove your cover upon entering the wardroom. Never place it on a table; it should be stowed in an appropriate location. If unsure, ask.

c. Be punctual for all meals. All officers should remain standing until all guests and the senior member of the mess are seated. If an officer is late for a meal, an apology should be made to the senior officer at the table by stating "Request permission to join the mess, sir." Never choose a place at the wardroom table until you are sure of seating arrangements, i.e., which seats are reserved for department heads, etc.

d. Never appear in the wardroom out of uniform. (Civilian clothes may be worn in the wardroom only when passing through, i.e., commencing or returning from a liberty status.) Do not lounge around onboard in civilian clothes.

e. Do not be boisterous or noisy in the wardroom. It is the home of all officers, and their rights and privileges should be respected.

f. Consideration of others is one of the basic elements of a lady or gentleman. Show consideration for your fellow officer by:

(1) Moderating the sound of audiovisual devices to minimize interference with others. These devices should not be turned on during meal hours unless authorized by the President of the Mess.

(2) When playing cards, etc., by choosing a table location that will not interfere with others.

g. There is no objection to dropping into the wardroom for coffee, but do not make a practice of loitering there during working hours.

h. The mess tables must be cleared at least 30 minutes before meals in order to permit the messmen to set up on time.

i. Magazines and papers should be carefully handled, not left adrift, damaged, hoarded, or removed where they have been placed for availability to all members.

j. When you are finished with your coffee, except at meals, remove the cup and saucer from the table to the pantry shelf or sideboard if there is no messman immediately available. This is a little thing that will help improve the general appearance of the wardroom.

k. Remember that obscenity and vulgarity do not belong in an officer's conversation at any time.

- l. A junior pursues the correct course by being the best listener in the mess; the senior officer, by setting the example in manners, consideration, and intelligent conversation.
- m. Unkind and unfavorable comments about officers and opinions about seniors are not appropriate.
- n. When guests are present, especially if seated alongside of you, their presence should be recognized. Engaging them in polite conversation, if the opportunity presents itself, will be appreciated by the guests and their host.
- o. Your feet belong on the deck and not on the furniture. If you wish to sleep, you should retire to your stateroom.
- p. Stay clear of the wardroom immediately after breakfast, usually the period for general cleaning.
- q. When leaving the wardroom, leave the place you have been occupying neat and orderly whether you found it that way or not. This will be appreciated by those who follow you.
- r. Office work should not be performed in the wardroom unless absolutely necessary.
- s. When authorized to view movies in the wardroom, midshipmen are to sit in the rear. They are to remain seated only if all officers have seats.
- t. Impeccable table manners are the mark of a lady or gentleman. Ensure that your table manners are above reproach at all times.
- u. Always rise when the commanding officer, squadron commander, or a flag officer enters the wardroom, unless in the process of eating - then follow the lead of the senior member at the wardroom table.

**509. MIDSHIPMEN GROOMING STANDARDS.** The following personal grooming standards will apply to midshipmen during their summer training cruise:

- a. Naval Academy Midshipmen. Maintain grooming standards consistent with those required by Naval Academy regulations. Facial hair is not permitted.
- b. NROTC Midshipmen. Strictly conform to Chapter 2 of the U.S. Navy Uniform Regulations.

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

**511. MIDSHIPMEN ESPRIT DE CORPS.** Midshipmen first class have the responsibility of maintaining a sense of esprit de corps not only among themselves but also among the second class midshipmen that may also be embarked. This is accomplished primarily by strictly demanding of themselves, and other midshipmen, adherence to the high standards of grooming, conduct, and professionalism expected of an officer in the United

States Navy. The impression you leave with the fleet directly reflects the image the fleet has of the U.S. Naval Academy/NROTC units.

## 512. 2/C MIDSHIPMEN CRUISE GUIDELINES

### a. Basic Helpful Hints

(1) YOU are accountable for all your actions. What others do is never an excuse for doing something wrong.

(2) Proper military bearing and etiquette will be observed at all times, as will uniform standards.

(3) You will be working with junior enlisted crew members; remember, your goal is to further your enlisted experience.

(4) Undue familiarity breeds lack of respect and tears at the very fibers of military structure, putting undue strain on the unit or individuals.

(5) Midshipmen 2/C may go out with their work center personnel to a work center social function, if asked. Again, any situation which would constitute fraternization is prohibited.

(6) YOU are responsible for your actions if you become intoxicated.

(7) Remember, you are representing USNA/NROTC and are future officers!

### b. Do's and Don'ts with Ship's Crew

(1) **DO:** use the proper title when addressing Chief Petty Officers, e.g., Chief Smith, Senior Chief Smith, Master Chief Smith. They worked hard to attain their rank; show them the proper respect by addressing them correctly. The same rules apply when addressing petty officers.

(2) When addressing an E-1 to E-3, use their rate(s), e.g., Seaman Smith, Seaman Apprentice Smith.

(3) Always exhibit competent and good military bearing. You can observe proper military bearing without being unfriendly.

### c. Expectations from Ship's Officers and Chiefs

(1) They will expect you to use every available moment to improve your professional knowledge ("off watch" is not synonymous with "Rack Time"). Navigation briefs, pre-fire briefs, Sea and Anchor details, flight quarters, and UNREPS are excellent times to learn.

(2) If possible, get involved in as many evolutions as you can. If you are not allowed to participate in an evolution, observe and ask questions. Pursue qualifications at different watch stations as much as possible. Hands-on training is the best way to learn.

### d. Safety

(1) If you try to go down a ladder without using the handrails it may be your last trip.

(2) Read and heed all warning signs, alarms, and instructions.

- (3) Never enter unmarked spaces or voids alone.
- (4) Don't turn valves, push buttons, or flip switches unless it is part of your watch duties and you've been trained and understand what you are doing!!! The saying in the fleet is: "If you don't know what it is, don't mess with it!"
- (5) Never venture onto the weatherdecks at night while underway or in heavy seas.
- (6) Know how to get to your GQ station or first aid station in complete darkness. Emergency egress from berthing space: know **all** the exits. Also know your way to the weatherdecks.
- (7) Know the location of your Emergency Escape Breathing Device (EEBD). Know where the Mark V gas masks are located.
- (8) Recognize and know the meaning of yellow **Caution** tags and red **Danger** tags. These are placed on equipment that is out of commission or malfunctioning.
- (9) In an emergency, a cool head and common sense will prevail. If in doubt, ask your running mate.

## CHAPTER 6

### NROTC TRAVEL AND FINANCIAL INSTRUCTIONS

**600. GENERAL.** Every effort has been made to minimize expenditures connected with midshipmen participating in active duty for training, however, midshipmen travel continues to be the greatest expense of training. The need for economy, therefore, remains of the greatest importance.

**601. TRAVEL TO AND FROM SUMMER TRAINING.** NROTC training orders will specify actual travel to be performed by the midshipman from the NROTC unit or midshipman's Home of Record to the Active Training (AT) site and return to the unit or Home of Record. Midshipmen requesting air transportation to/from locations other than the NROTC unit or Home of Record may be required to pay additional costs. Some midshipmen have performed travel in conjunction with AT orders by private automobile. This mode, though permissible, is not recommended due to limited parking facilities and changes to ship port assignments. NROTC midshipmen are entitled to allowances as governed by the U.S. Code (USC) that the NROTC midshipman was appointed under. The two codes and appropriate allowances are as follows:

a. College Program Midshipmen (10 US Code 2104)

- (1) Per diem is not payable under any circumstances.
- (2) If advantageous to the government a mileage allowance per mile may be paid for the official distance of travel to be performed under competent orders, or
- (3) Transportation and messing may be furnished. Meal tickets may also be issued for meals.
- (4) In the event travel is performed partly at personal expense and partly by government furnished transportation, the provisions of paragraph F2E JFTR will apply.

b. Scholarship Midshipmen (10 US Code 2107)

- (1) Per diem is authorized for the constructive travel time (commercial airline schedule plus time to and from carrier terminals) to and from training sites.
- (2) Per diem is not payable during periods of training when government quarters and messing facilities are available.
- (3) Per diem may be payable for periods of delay enroute to or from the training site when government quarters and messing facilities are not available.
- (4) A monetary allowance in lieu of transportation may be paid per mile. Allowable mileage will be for the official distance of actual travel to be performed to or from the training site.

**602. PROCEDURES FOR ARRANGING TRAVEL.** All individual midshipmen transportation will be arranged by the NROTC unit. Return transportation will be provided by the ship/squadron. Midshipmen are not to arrange their own transportation or procure transportation at personal expense.

**603. ROUTING OF INDIVIDUAL MIDSHIPMEN**

a. Transportation for individual midshipmen. Authorized from home or the location of the NROTC unit, as specified in the orders, to authorized field training or at-sea training sites, and return to home or unit.

b. NROTC Unit transfer. Midshipmen transferring to other NROTC units at the beginning of the new academic year may be authorized transportation from the old unit or home to ACDUTRA and return home or return to the new unit as long as the cost to the new unit will not exceed the cost back to the old unit.

#### **604. PAY ACCOUNTS AND PAYMENT PROCEDURES**

a. Midshipmen ordered to foreign nation or submarine. Advance payment is authorized pursuant to PAYPERSMAN, paragraph 80426.

b. NROTC scholarship/college program midshipmen are authorized advance training pay. This policy will allow the Defense Finance and Accounting Service-Cleveland Center (DFAS-Cleveland Center) to provide 80 percent advance payment by means of electronic funds transfer, to all midshipmen prior to commencement of their proposed training.

(1) Prior to leaving for summer training the midshipmen should be thoroughly briefed by the unit on how to fill out the travel voucher, what, and when to mail subject items to DFAS.

(1) The midshipman should have the summer training orders, Travel Voucher or Subvoucher (DD Form 1351-2) with blocks #1 - #9, and #11 filled in, a preaddressed envelope with proper postage affixed. The following is the address to put on the envelope:

DFAS COLUMBUS  
TRAVEL OPERATIONS COLUMBUS  
PO BOX 369026  
COLUMBUS OH 43236-0926

c. Each midshipmen will forward the following documents to DFAS-Columbus:

(1) One copy of orders with all endorsements and advances; or original orders with all endorsements and advances,

(2) One copy of a "void" check, or Bank Form 1199A,

(3) The completed Travel Voucher or Subvoucher (DD Form 1351-2). (On the last day of training the midshipman should fill out blocks #10, #15 - #18, sign block #20, keep a copy of voucher for his/her use, and mail the envelope to DFAS.)

d. The customer service branch at DFAS Columbus, Travel Operations, can answer any questions. Telephone (800) 756-4571, option "4", then option "3".

#### **605. RATES OF PAY FOR NROTC MIDSHIPMEN**

a. Scholarship and College Program Midshipmen. While on active duty for training, NROTC midshipmen are entitled to the same rate of pay as prescribed for midshipmen at the Naval Academy. Amounts will differ from midshipman to midshipman due to differing amounts withheld for social security (FICA), applicable Serviceman's Group Life Insurance, federal and state income tax, etc.

b. Incentive and/or Hazardous Duty Pay. NROTC Scholarship and College Program NROTC midshipmen are not entitled to additional pay for sea and foreign duty, flight pay, submarine pay, hostile fire pay, or other hazardous duty pay (see DODPM, Part 8, Chapter 4, table 1-2-5).

c. Servicemen's Group Life Insurance. NROTC Scholarship and College Program midshipmen are covered by the provisions of Public Law 93-289. They will be automatically insured for \$250,000 unless they elect reduced coverage or no coverage.

#### **606. REIMBURSEMENT FOR TRAVEL**

a. Entitlement. NROTC midshipmen are entitled to the allowance prescribed in the Joint Federal Travel Regulations (JFTR), Chapter 7, Part G (U7150), Paragraphs F2a through g including per diem where applicable.

b. Travel Advances

(1) Per Diem Advances. Prior to reporting to ACDUTRA site:

(a) Scholarship midshipmen (US Code 2107) participating in FOREX cruises are entitled to an advance not to exceed per diem for constructive travel time to and from the point of ACDUTRA.

(b) College Program midshipmen (US Code 2104) are not entitled to per diem advance.

(2) Mileage Advances. Advance payment of mileage is authorized for both Scholarship and College Program midshipmen in accordance with paragraph FIG U7150, JFTR.

c. Settlement of Travel Claims.

1. The following information should be kept in mind when preparing midshipmen training orders:

- 1) All midshipmen orders must be done in Defense Travel System (DTS), with the exception of Initial Travel, Appointment Termination and Disenrollment Authorization.
- 2) ONLY scholarship midshipmen participating in FOREX cruises are authorized travel advances.
- 3) When creating midshipmen profiles in DTS, an email address for the unit should be entered that will allow more than one individual to monitor. Under General Travel Data, midshipmen will be listed as Enlisted, ME-05, Reserve.
- 4) Ensure that dollar value estimates for **round-trip** transportation costs for commercial flights as well as round-trip MAC flights are included under the "Travel" tab, under "Other Trans" sub-tab. The fields with a Red \* will have to be completed as follows:

* <b>Type:</b>	Comm Air
* <b>Description:</b>	Return Flight.
* <b>Ticket No:</b>	(on authorization leave as "See Attached Ticket 1")
* <b>Ticket Value:</b>	Add the estimated costs of the ticket
* <b>Departure date:</b>	Estimated date
* <b>Ticket date:</b>	Estimated date

In addition, you will need to check the block on the “Addendum To Travel Order No.” (see Enclosure 3) that relates to the authorization of a return flight. Please note that the approving official must sign the addendum.

2. The unit should do the following when preparing the midshipman to go to the summer training site:
    - 1) Prior to leaving for summer training the midshipmen should be thoroughly briefed by the unit on how to fill out the travel voucher, what documentation is to be included and when to mail the subject voucher back to the Unit.
    - 2) The midshipman should have at least four copies of their summer training travel orders, a Travel Voucher or Subvoucher (DD Form 1351-2) with block numbers 1-9, and 11 filled in, a pre-addressed envelope with proper postage affixed.
  3. The midshipmen should have the following items included in the package mailed back to the unit:
    - 1) One copy of orders with all endorsements, advances, and airline ticket receipts.
    - 2) The completed Travel Voucher or Sub voucher (DD Form 1351-2). On the last day of training, the midshipman should fill out block numbers 10, 15-18, sign block 20, and keep a copy of voucher for his/her use, and mail the original back with all documentation to their respective NROTC Unit’s Non-DTS Entry Agency (NDEA).
    - 3) The unit’s NDEA must ensure that all supporting documentation is included with the voucher. This will be done by either scanning or uploading the documents in DTS or by faxing them. If faxing, the printable fax cover sheet in DTS must be used for each specific travel authorization. Supporting documents will included:
      - One copy of orders with all endorsements and advances
      - Travel voucher (DD Form 1351-2) completed and signed
      - Copy of the airline ticket receipts (commercial, AMC and/or government)
- d. BOQ charges incurred by any midshipman while assigned to an afloat unit are not reimbursable. If the individual ship desires to berth midshipmen ashore, all costs will be borne by the ship or by the individual midshipmen.

#### **607. MESSING AND BERTHING**

a. Mess Bills. Under no circumstances will individual midshipmen be billed for meals. Charges for mess bills will be made in accordance with the Midshipman Summer Training Manual (NAVEDTRA 37,300 Ser).

b. Service charges for NSTC approved lodging in BOQ or BEQ. Individual midshipmen will not be billed for lodging approved by NSTC (generally non-afloat cruises). A bill will be prepared and forwarded in accordance with the Midshipman Summer Training Manual.

**608. DEPENDENT ENTITLEMENTS.** Dependents of NROTC Scholarship midshipmen are entitled to benefits and privileges granted to dependents of all uniformed personnel when their spouses are on active duty

for training. The duration of active duty status must exceed 72 hours for commissary store privileges and 30 days for medical benefits.

**609. DENIED BOARDING.** Midshipmen shall not volunteer to be denied boarding for compensation by the airlines. Midshipmen are required to utilize the flights for which they are scheduled, since many follow-on arrangements are based upon their scheduled arrival time. If you are involuntarily denied boarding on the flight for which you are scheduled, contact the parent NROTC unit or the appropriate MEDC immediately.

**610. RETURN TRANSPORTATION ARRANGEMENTS (GOVERNMENT).** The "built-in instability" of ships' schedules is the reason why most midshipmen are not issued round-trip tickets. Ships should make Passenger Reservation Requests (PRRs) for midshipmen in accordance with local instructions in sufficient time to ensure transportation will be available. Ensure soon after you arrive that the MTO is aware of your requirement to return to home or unit and that the ship must arrange travel. Ensure that the ship knows when they send your PRR that you must travel "all the way to home of record or unit" or get off at the first CONUS port of entry.

**611. ENDORSEMENTS.** Midshipmen must ensure that proper endorsements are made on their orders including:

- a. Times and dates of reporting and detachment.
- b. Availability or non-availability of government quarters and mess.
- c. Notation concerning any leave situation.
- d. Group travel if directed.
- e. Statement concerning eligibility for income tax exemption for service in a hostile fire zone.

When orders are endorsed to show reporting, detachment, and use of government facilities, such endorsement should indicate definite days that the midshipman is assigned quarters and/or subsistence ashore.

**612. PERSONAL ITINERARY RECORDS.** Midshipmen are urged to keep a personal record of their official travel during the summer. This record should include reporting dates and detachments, time of arrival and departure, name of activities, mode of travel, delays encountered, and miscellaneous expenses incident to official travel. Receipts incident to official travel should be obtained and submitted in support of travel claim for reimbursement. Original orders must be retained, to be filed with the travel claim. (All midshipmen must file travel claims, regardless of any claim for reimbursement.)

## CHAPTER 7

### USNA TRAVEL AND FINANCIAL INSTRUCTIONS

**700. NAVAL ACADEMY LEAVE POLICY.** The Superintendent, U.S. Naval Academy, will promulgate leave policy to midshipmen prior to commencement of training. When leave is not indicated on individual orders, leave policy will be promulgated by the senior USNA Liaison Officer present. General guidelines for leave are as follows:

a. Prior to the start of summer training:

(1) Leave terminates at USNA for midshipmen using government transportation at time specified by the USNA Summer Training Officer.

(2) Leave terminates at time/place specified by the USNA Summer Training Officer for midshipmen desiring to report directly to summer training.

b. Upon completion of summer training:

(1) Return immediately to USNA via government transportation and commence leave upon arrival.

-OR-

(2) Commence leave at CONUS port of debark. Midshipmen returning from Pearl Harbor or WESTPAC may commence leave at the first CONUS port of entry.

It should be noted that midshipmen who report directly to their cruises or who commence leave at their port of debark are responsible for their own travel arrangements and expenses. This paragraph applies only to leave commencing prior to the start of, or upon completion of, summer training. See paragraph 303.

**701. TRANSPORTATION REQUESTS (TRs).** Where practicable or necessary, transportation requests will be issued prior to departure from the Naval Academy on a one-way basis to provide for commercial bus, railroad, air, or MAC, as appropriate. For return transportation, commanding officers will provide travel arrangement assistance, i.e., direct midshipmen to proper offices for issuance of TRs and meal tickets if midshipmen are returning directly to the Naval Academy. Ships must ensure that appropriate PRRs are filed with servicing NAVPTOs. Midshipmen not returning directly to the Naval Academy, i.e., commencing leave from the debark port, must travel at their own expense.

**702. ENDORSEMENTS.** Midshipmen must ensure that proper endorsements are made on their orders including:

- a. Times and dates of reporting and detachment.
- b. Availability or non-availability of government quarters and mess.
- c. Notation concerning any leave situation.
- d. Group travel if directed.

When orders are endorsed to show reporting, detachment, and use of government facilities, such endorsement should indicate definite days that the midshipman is assigned quarters and/or subsistence ashore.

**703. PERSONAL ITINERARY RECORDS.** Midshipmen are urged to keep a personal record of their official travel during the summer. This record should include reporting dates and detachments, time of arrival and departure, name of activities, mode of travel, delays encountered, and miscellaneous expenses incident to official travel. Receipts incident to official travel should be obtained and submitted in support of travel claim for reimbursement. Original orders must be retained, to be filed with the travel claim. (All midshipmen must file travel claims, regardless of any claim for reimbursement.)

**704. MIDSHIPMEN FINANCES.** Financial responsibility/budgeting is very important.

(a) Naval Academy Midshipmen are paid at a monthly rate. Regular and special payments may be made only by the midshipmen disbursing officer at USNA. All monies are credited to their personal accounts.

(b) Incentive and/or Hazardous Duty Pay. Naval Academy midshipmen are not entitled to additional pay for sea and foreign duty, flight pay, submarine pay, hostile fire pay, or other hazardous duty pay (see DODPM, Part 5, Paragraph 50106).

(c) Servicemen's Group Life Insurance. Naval Academy midshipmen are covered by the provisions of Law 93-289. They will be automatically insured for \$250,000 unless they elect reduced coverage or no coverage.

**705. SPECIAL NOTES**

a. A receipt must be furnished for any item of expense, otherwise it will not be allowed on a travel claim.

b. Upon detachment, midshipmen must have their original orders with all pertinent endorsements.

**706. TRAVEL CLAIMS.** Midshipmen will be given a travel voucher (DD Form 1351-2) upon return to USNA and will submit it with the original copy of cruise orders and any endorsements and receipts to: Midshipman Disbursing Officer, U.S. Naval Academy, Annapolis, MD 21402-5200, within 15 days of return to the Naval Academy. Those with no claim may sign the bottom of their original orders and turn them in to Midshipman Disbursing. Field disbursing officers will not attempt to settle USNA midshipmen travel claims.

**707. BOQ CHARGES.** BOQ charges amassed by a midshipman while assigned to an afloat unit are not reimbursable. If the individual ship desires to berth midshipmen ashore, all costs shall be borne by the ship or the individual midshipman.

**708. USNA MIDSHIPMEN TRANSPORTATION ENTITLEMENTS.** USNA midshipmen are entitled to government-furnished transportation direct from the Naval Academy to their cruise units and return. USNA midshipmen are not entitled to transportation to or from their home of record. The Naval Academy permits some midshipmen, for their own convenience, to report directly to their cruise units, or to debark from their cruise units and go directly on leave, instead of reporting to the Naval Academy for government transportation. The following policies apply to USNA midshipmen travel:

a. Midshipmen reporting directly to their units, vice returning to the Naval Academy for transportation, are responsible for travel to their cruise units at their own expense, subject to possible reimbursement when travel claim is processed. (See Independent Travel (paragraph 612).)

b. Midshipmen should coordinate return travel with the local SATO office. If there is no SATO office available, the ship/squadron should make the travel arrangements. Keep in mind, government rates arranged through official channels are significantly less expensive than individual rates. USNA will only reimburse midshipmen for the government rate.

c. Upon completion of training, if you wish to travel somewhere other than USNA, you have two options:

(1) Purchase the ticket yourself and file a travel claim upon return to USNA, or

(2) Take the ticket arranged for by your ship/squadron and use it for credit towards the purchase of another ticket (additional charges may be incurred).

EXAMPLE: The ship issues you a ticket for San Diego to BWI. You wish to travel to Chicago for leave and then proceed to USNA at a later date. You may take the ticket to the airline and turn it in for credit for the flight to Chicago and then to BWI. If the original ticket was worth \$155, and the flight to Chicago then BWI costs \$305, you would have to pay \$150 out of your own pocket.

d. USNA midshipmen debarking outside CONUS have the following options:

(1) Debark from ship and commence leave overseas. This option requires OUTCONUS leave papers which must be obtained from the Naval Academy prior to departure. Midshipmen electing to do this are responsible for all further transportation at their own expense, including their eventual return to the Naval Academy, subject to possible reimbursement when travel claim is processed.

(2) Debark from ship and travel directly (no stopovers) back to the Naval Academy at government expense.

(3) Debark from ship and return to CONUS at government expense. Midshipmen may then terminate their flights and commence leave at the first CONUS port of entry (POE). Onward transportation from CONUS POE, including eventual transportation back to the Naval Academy, is at the midshipman's own expense, subject to possible reimbursement when travel claim is processed.

**709. WARDROOM/GENERAL MESS (1/C).** Under no circumstances are USNA midshipmen to be billed personally for any wardroom mess charge. Mess bills for USNA midshipmen eating in the wardroom are to be processed in accordance with NAVSUP P-486, Vol. 2, paragraph 2003.

**710. DENIED BOARDING.** Midshipmen shall not volunteer to be denied boarding for compensation by the airlines. Midshipmen are required to use the flights for which they are scheduled, since many follow-on arrangements are based upon their scheduled arrival time. If you are involuntarily denied boarding on the flight for which you are scheduled, contact the USNA Summer Training Office immediately.

**711. RETURN TRANSPORTATION ARRANGEMENTS (GOVERNMENT).** The built-in instability of ships' schedules is the reason why most midshipmen are not issued round-trip tickets. Ships should make Passenger Reservation Requests (PRRS) for midshipmen in accordance with local instructions in sufficient time to ensure that transportation will be available. Ensure soon after you arrive that the MTO is aware of your requirement to return to USNA and that the ship must arrange travel. Ensure that the ship knows when they send your PRR that you must travel "all the way to USNA" or get off at the first CONUS port of entry. Ships are directed not to make travel arrangements to any place other than USNA or the first CONUS port of entry.

**712. INDEPENDENT TRAVEL**

a. Independent travel is defined as any travel in which the Training Office or a fleet unit does not specifically arrange transportation (i.e., airline tickets, bus transportation, etc.) to or from the site of your training

and USNA. For example, if you drive in a privately owned car or purchase your own airline ticket you are an independent traveler.

b. The following information supplements the information on your orders and in your pre-cruise brief. When in doubt of your responsibilities, contact the Summer Training Officer.

(1) All midshipmen proceeding on independent travel orders must contact the Training Office or the MEDC 48 hours prior to their report date in order to ensure their cruise has not changed. If the cruise has changed, it is still the midshipman's responsibility to report to the proper port on time.

(2) All midshipmen proceeding on independent travel orders are required to report to the Midshipman Embarkation/Debarcation Team (MEDT) designated in their orders by 1200 on the date indicated. Each midshipman is responsible for transportation directly to the MEDT (not just the local airport). Failure to report to the MEDT by 1200 will equate to an unauthorized absence (UA). All UAs will be dealt with in accordance with Midshipman Regulations.