

Yale NROTC



Midshipman Handbook

2021-2022

Yale University

The mission of the Naval Reserve Officers
Training Corps is:

To develop midshipmen mentally, morally, and physically and to imbue them with the highest ideals of duty, honor, and loyalty in order to commission college graduates as naval officers who possess a basic professional background, are motivated toward careers in the naval service, and have a potential for future development in mind and character so as to assume the highest responsibilities of command, citizenship, and government.

The objective of this handbook is to provide midshipmen with useful information on topics such as unit structure, proper uniform wear, military customs and courtesies, rank structure and insignia, and basic military requirements. Thorough knowledge of the material in this handbook will set midshipmen up for success. Continued reference of this handbook will help guide midshipmen throughout their time at the Yale NROTC Unit. This is an unofficial document and is not intended to completely cover all NROTC policies or requirements. Consult the proper orders and/or directives for specific information and clarification.

Table of Contents

Chapter 1 – History of the Yale NROTC Unit	pg. 4
Chapter 2 – Unit Organization	pg. 6
Chapter 3 – Special Events and Activities	pg. 14
Chapter 4 – Internal Correspondence	pg. 16
Chapter 5 – Basic Military Knowledge	pg. 18
Chapter 6 – Customs and Etiquette	pg. 32
Chapter 7 – Midshipman Uniforms and Insignia	pg. 36

Chapter 1

History of the Yale NROTC Unit

Yale midshipmen should understand and take pride in their unit's history. You are now part of a tradition of military excellence that stretches back to the founding of our country.

The Naval Reserve Officers Training Corps program was established in 1926 to offer certain college students the necessary naval science courses required to qualify them for commissions in the Naval Reserve. NROTC was initially established at the University of California Berkeley, Georgia Institute of Technology, Harvard University, Northwestern University, the University of Washington, and Yale University. The program proved highly successful and was subsequently expanded to include additional colleges and universities with the onset of World War II.

Days before the U.S. entered World War I, Yale's Emergency War Council voted to support the interruption of undergraduate education for voluntary military service. Any student that had advanced to at least their Junior year would be given due credit for satisfactory work in the Army or Navy. Prior to World War II, nearly twenty other colleges and universities hosted NROTC units. During the War, Yale educated thousands of students enrolled in the Navy V-12 program which provided students a Yale undergraduate education while preparing them for active duty service. The Yale NROTC unit operated continuously through 1972, when the U.S. Navy and Yale did not renew their contract.

The Yale NROTC unit was re-established by a contract signed by Secretary of the Navy Ray Mabus and Yale President Richard Levin on May 26, 2011. The unit began enrolling incoming freshmen and sophomores for the 2012-2013 academic year.

Chapter 2

Unit Organization

2.1 Unit Staff

Commanding Officer:	CAPT Ronald Withrow, USN
Executive Officer:	CDR Scott Ryan, USN
Aviation Warfare Officer:	CDR Scott Ryan, USN
Surface Warfare Officer:	LT Dale Pettenski, USN
Submarine Warfare Officer:	LT Samantha Barszowski, USN
Marine Officer Instructor:	Capt Ratsamy May, USMC
Assistant Marine Officer Instructor:	GySgt Roberto Portell, USMC
Human Resources Assistant:	Mr. Gregory Goode, USA(ret)
Supply Technician:	Mr. Edward Walters, USN(ret)

2.2 Battalion Staff

The midshipman battalion is organized to loosely resemble a U.S. Marine Corps Rifle Battalion. The battalion is led by a midshipman Battalion Commander, who is supported by a Battalion Executive Officer, a Battalion Sergeant Major, and an Operations Officer (S-3). The Battalion is organized into two companies, each with its own midshipman commander (see Figure 2.1).

Appointment to a staff position is based upon academic standing, physical fitness, military aptitude, unit involvement, and leadership potential. Midshipmen who serve on the Battalion Staff will gain practical leadership experience and the opportunity to influence the development of Yale NROTC. The Battalion Staff will typically rotate each semester.

2.3 Battalion Staff Positions and Responsibilities

Battalion Commander (BNCO): the senior ranking midshipman in the battalion reports to the Commanding Officer on the overall performance and conduct of the battalion. A senior always holds this position. The BNCO's rank is Midshipman Commander.

Battalion Executive Officer (BNXO): the second ranking midshipman assumes responsibility for the battalion in the BNCO's absence and has oversight of the Battalion Staff as well as the regular execution of daily operations. A senior also fills this position. The BNXO's rank is Midshipman Lieutenant Commander.

Battalion Sergeant Major (BnSgtMaj): the senior member of the battalion who is not a midshipman officer. He or she is responsible for overseeing drill and ceremonies and for ensuring proper adherence to uniform and appearance standards. The BnSgtMaj is a Midshipman Petty Officer.

Company Commander: responsible for the performance, conduct, and welfare of their company. The two company commanders report to the BNCO and are the first link in most midshipmen's chain of command. A Company CO's rank is Midshipman Lieutenant.

2.4 Unit Chain of Command

The chain of command is the foundation of military discipline. Each midshipman must know, at all times, the personnel above and below them in their chain of command. During summer training, a midshipman's chain of command will reflect the active-duty unit with which he or she is serving.

National:

1. President: Joseph R. Biden
2. Vice President: Kamala D. Harris
3. Secretary of Defense: Lloyd J. Austin III
4. Secretary of the Navy: Thomas W. Harker
5. Chief of Naval Operations: ADM Michael M. Gilday
6. Commandant of the Marine Corps: Gen David H. Berger
7. Naval Education and Training Command: RADM Peter A. Garvin
8. Naval Service Training Command: RDML Jennifer S. Couture

Senior Enlisted Leadership:

1. Master Chief Petty Officer of the Navy: Russel L. Smith
2. Sergeant Major of the Marine Corps: Troy E. Black

Unit:

1. Unit Commanding Officer: Captain Ronald Withrow
2. Unit Executive Officer: Commander Scott Ryan
3. Battalion Advisor: Captain Ratsamy May

Battalion:

1. Battalion Commanding Officer: MIDN 1/C Andrew Song
2. Battalion Executive Officer: MIDN 1/C Olivia Plant
3. Company Commander: (A) MIDN 1/C Mahlon Sorensen, (B) MIDN 1/C Sydney Mondzelewski

For example, as a 4/C Midshipman-In-Ranks (MIR) in Alpha Company (ACO), one's chain of command would be as follows:

MIR → ACO CO → BN XO → BN CO → BN Advisor (MOI)
→ Unit XO → Unit CO.

2.5 Communication

In order for the midshipman organization to function effectively, there must be open and honest communication at all levels of the chain of command. Communication is exercised primarily through personal contact, memos, and email. Plans and orders originate at the staff level and appropriate responsibilities are delegated through the chain of command. In a similar manner, constructive comments and creative ideas from the ranks are communicated to the staff through the chain of command. Each midshipman is responsible for being familiar with the Plan of the Week (POW) and the training schedule, which will be distributed via email. For midshipmen, the first point of contact in battalion matters should always be the person immediately above them in the chain of command.

All midshipmen are personally responsible for contacting their squad leaders for all matters concerning:

- a. Absence from any unit activity
- b. Restriction from physical activity due to illness or physical injury
- c. Any other problems that may be affecting their performance (e.g. academics, physical fitness)

2.6 Unit Staff

All members of the Unit Staff are committed to the development of midshipmen as Naval Officers. However, matters should be handled at the lowest level possible. Whereas the battalion chain of command handles issues of discipline, training, and special events, the class advisors are concerned with each student's academic success and their successful completion of program requirements. Class advisors can be contacted directly when appropriate. It is each midshipman's responsibility to keep both his or her class advisor and chain of command informed of problems that may be affecting his/her performance in the NROTC program.

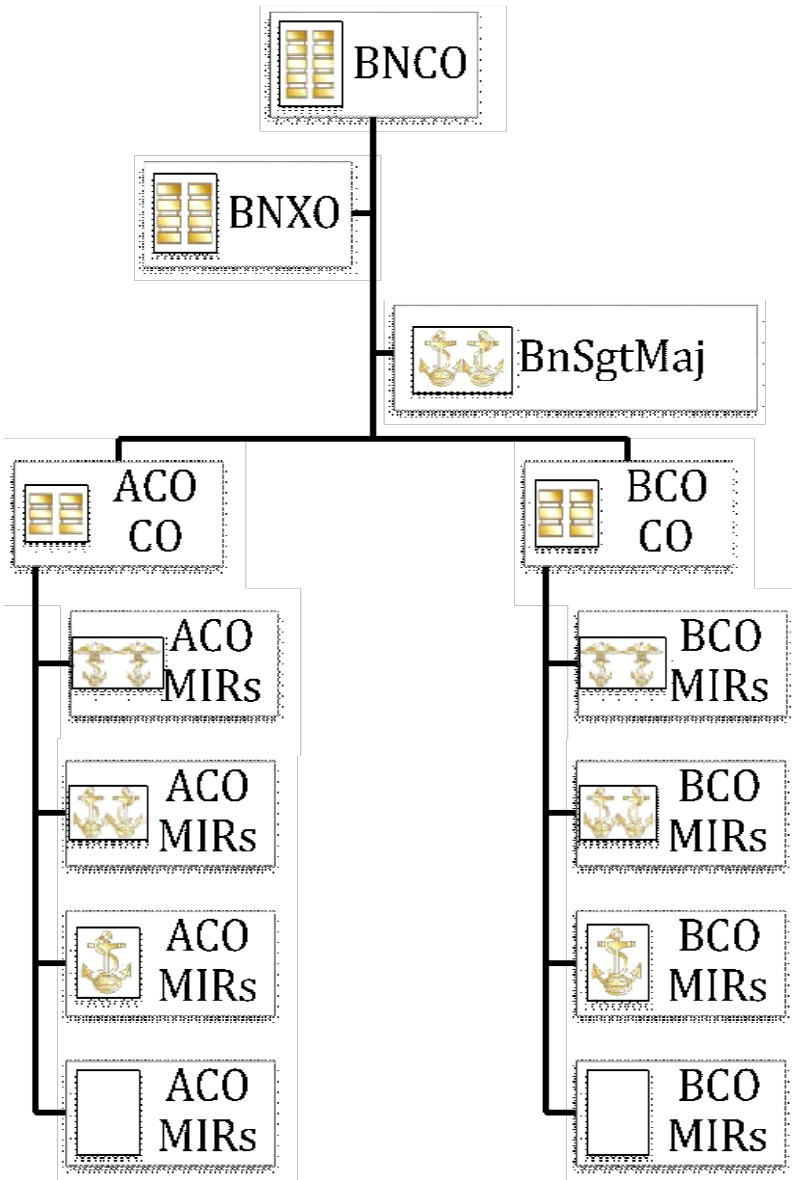
2.7 General Information

In addition to all their other classes, all midshipmen are required to attend Naval Science Lab and Naval Science Classes. Midshipmen are required to wear the uniform of the day as prescribed by the POW. Throughout the school year, there will be uniform inspections, inter-squad drill competitions, and guest speakers from various military units.

Midshipmen are also required to participate in Battalion Physical Training (PT). PT consists of a variety of activities including calisthenics, aerobic exercise, and sporting competitions and is designed to foster camaraderie and esprit de corps. The POW will prescribe PT times and location. There is an additional Fitness Enhancement Program (FEP) session for those students who fail any portion of the PFA (Push-ups/Plank/1.5 Mile Run) and any midshipmen who fail the Body Composition Assessment.

The Physical Fitness Assessment (PFA) is administered at the end of each semester. An inventory PFA is administered at the beginning of the semester. A midshipman must score a minimum score of “good” in all areas.

Figure 2.1



Chapter 3

Special Events and Activities

3.1 Special Events

Every fall the battalion will host a Navy and Marine Corps Birthday Ball. This is an opportunity to celebrate the history and tradition of our services and to socialize with the wider military community in western Connecticut. In the spring, the unit will hold a Dining-in, an internal social event that builds camaraderie and esprit-de-corps.

The battalion will also participate in various remembrance ceremonies throughout the year. Each spring, the unit will perform in the Yale President's Review, a pass in review ceremony that also serves as an opportunity to present exceptional students with awards and recognition of their achievements.

On occasion, the battalion will send teams to participate in regional military excellence and drill competitions. These competitions give midshipmen a chance to interact with their peers from other schools, to demonstrate their abilities, and to represent the Yale battalion.

3.2 Extracurricular Activities

In addition to NROTC activities, midshipmen are encouraged to participate in as many campus activities as their academic schedules permit. Participation in varsity sports, campus activities, and student government further enhances a student's college experience and professional growth. However, NROTC program requirements generally take precedence over non-NROTC events.

3.3 Yale NROTC Undergraduate Association

Midshipman initiatives and activities not part of the official NROTC program of instruction are organized under the aegis of the Yale NROTC Undergraduate Association (also known as the Sea Dogs). The Association is a registered student organization that operates separately from the NROTC Unit itself. Getting involved in the student organization is a great way to work with your fellow midshipmen to improve your NROTC experience.

3.4 Balance

More so than most college students, NROTC midshipmen face stiff competition for their time and effort. A successful midshipman is one who can successfully balance participation in extracurricular activities with maintaining their academic course load, physical fitness, NROTC responsibilities, and social life.

Keep your class advisor informed of all major activities in which you plan to participate. NROTC midshipmen are campus leaders, but it is important to manage your time wisely and to not take on more than you can handle.

Chapter 4

Internal Correspondence

4.1 Memorandum Format

```
DD Mmm YY
%
MEMORANDUM
%
From:**MIDN 1/C John Yale, Battalion Commanding Officer
To:***Captain May, Marine Officer Instructor Yale NROTCU
Via:***Name, Title
%
Subj:**PLAIN-PAPER MEMORANDUM FORMAT
%
Encl:**(1) Subj of enclosed attachment (if applicable)
%
1.**The memorandum must have 1-inch margins (top, bottom,
left, right). All memorandums will be typed in 12-pitch
Courier New font, start flush to left margin and single-
spaced unless otherwise indicated.
%
2.**The date will be flush to the right margin and include
day, month, and year (ex: 13 Oct 10). The word MEMORANDUM
will be in all caps and be placed on the third line.
%
3.**The subject will be written in ALL CAPS and indicate the
purpose or a brief description of the Memorandum.
%
4.**Only include via and encl lines if there is text to be
typed in the respective lines.
%
5.**Prepare memorandum on white bond paper. The signature
block will begin four lines down from the last line of the
text at the center of the page and continue to the right-hand
side of the page. This line will include first initial,
middle initial and full last name in all caps.
%
%
%
*****J.D. YALE
%
*: Space      %: Return
```


4.2 Envelope Address Format

(upper left corner of envelope)

```
FROM:  MIDN 4/C Yale
TO:    ACO
SUBJ:  Birthday Ball Payment
ENCL:  $50 Check/Cash
```

4.3 Email Format

Good morning/afternoon/evening Sir/Ma'am/Rank and Last Name,

Emails will be written using complete sentences and correct punctuation. You should check your email account no less than three times per day. Respond to emails in a timely manner.

Very Respectfully,

MIDN 4/C Yale

Chapter 5

Basic Military Knowledge

5.1 General

All military officers should possess a sound working knowledge of the customs and principles of their branch of service, as well as the ability to exhibit and employ it practically. This knowledge is fundamental to the development of a successful officer. Midshipmen must know and understand the following information and its importance for military service.

5.2 The Sailor's Creed

I am a United States Sailor.

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

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

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

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

5.3 General Orders of the Sentry

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

5.4 Leadership Principles

1. Be technically and tactically proficient.
2. Know yourself, and seek self-improvement.
3. Know your men and women, and look out for their welfare.
4. Keep your men and women informed.
5. Set the example.
6. Ensure that the task is understood, supervised, and accomplished.
7. Train your men and women as a team.
8. Make sound and timely decisions.
9. Develop a sense of responsibility among your subordinates.
10. Employ your command in accordance with its capabilities.
11. Seek responsibility and take responsibility for your actions.

5.5 Leadership Traits

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

5.6 Navy and Marine Corps Values

Honor: honesty, integrity, and responsibility

Courage: having the strength to do what is right without regard to personal consequences

Commitment: dedication, responsibility to your job, subordinates, and superiors

5.7 Navy and Marine Corps History

Birthday of the United States Navy: 13 October, 1775

Birthday of the United States Marine Corps: 10

November, 1775




































The NROTC program was first established in 1926.

5.8 United States Military Rank Structure

Officer Ranks		
	Navy/Coast Guard	Marine Corps Army/Air Force/Space Force
O-10	Admiral (ADM)	General (Gen /GEN)
O-9	Vice Admiral (VADM)	Lieutenant General (LtGen /LTG)
O-8	Rear Admiral Upper Half (RADM)	Major General (MajGen /MG)
O-7	Rear Admiral Lower Half (RDML)	Brigadier General (BGen /BG)
O-6	Captain (CAPT)	Colonel (Col /COL)
O-5	Commander (CDR)	Lieutenant Colonel (LtCol /LTC)
O-4	Lieutenant Commander (LCDR)	Major (Maj /MAJ)
O-3	Lieutenant (LT)	Captain (Capt /CPT)
O-2	Lieutenant Junior Grade (LTJG)	First Lieutenant (1st Lt /1LT)
O-1	Ensign (ENS)	Second Lieutenant (2nd Lt /2LT)
Warrant Officer Ranks		
W-5	Chief Warrant Officer 5 (CWO5)	Chief Warrant Officer 5 (CWO5 /CW5)
W-4	Chief Warrant Officer 4 (CWO4)	Chief Warrant Officer 4 (CWO5 /C4)
W-3	Chief Warrant Officer 3 (CWO3)	Chief Warrant Officer 3 (CWO3 /CW3)
W-2	Chief Warrant Officer 2 (CWO2)	Chief Warrant Officer 2 (CWO2 /CW2)
W-1	Warrant Officer 1 (WO1)	Warrant Officer 1 (WO1)

Enlisted Ranks		
	Navy/Coast Guard	Marine Corps
E-9	Master Chief Petty Officer (MCPO)	Sergeant Major/Master Gunnery Sergeant (SgtMaj/MGySgt)
E-8	Senior Chief Petty Officer (SCPO)	First Sergeant/Master Sergeant (1st Sgt/MSgt)
E-7	Chief Petty Officer (CPO)	Gunnery Sergeant (GySgt)
E-6	Petty Officer First Class (PO1)	Staff Sergeant (SSgt)
E-5	Petty Officer Second Class (PO2)	Sergeant (Sgt)
E-4	Petty Officer Third Class (PO3)	Corporal (Cpl)
E-3	Seaman (SN)	Lance Corporal (L Cpl)
E-2	Seaman Apprentice (SA)	Private First Class (PFC)
E-1	Seaman Recruit (SR)	Private (Pvt)
	Army	Air Force/Space Force
E-9	Sergeant Major (SGM)	Command Chief Master Sergeant/Chief Master Sergeant/First Sergeant (CCM/CMSgt/FS)
E-8	Master Sergeant/First Sergeant (MSG/1SG)	Senior Master Sergeant/First Sergeant (SMSgt/FS)
E-7	Sergeant First Class (SFC)	Master Sergeant/First Sergeant (MSgt/FS)
E-6	Staff Sergeant (SSG)	Technical Sergeant (TSgt)
E-5	Sergeant (STG)	Staff Sergeant (SSgt)
E-4	Specialist/Corporal (SPC/CPL)	Senior Airman (SrA)
E-3	Private First Class (PFC)	Airman First Class (A1C)
E-2	Private (PV2)	Airman (Amn)
E-1	Private (PV1)	Airman Basic (AB)

5.9 United States Military Officer Insignia

RANK INSIGNIA OF THE U.S. ARMED FORCES											
OFFICERS											
0-1	0-2	0-3	0-4	0-5	0-6	0-7	0-8	0-9	0-10	SPECIAL	
ARMY - AIR FORCE - MARINES											
 Second Lieutenant (2LT)	 First Lieutenant (1LT)	 Captain (CPT)	 Major (MAJ)	 Lieutenant Colonel (LTC)	 Colonel (COL)	 Brigadier General (BG)	 Major General (MG)	 Lieutenant General (LTG)	 General (GEN)	 General of the Army (GA)	
NAVY - COAST GUARD											
 Ensign (ENS)	 Lieutenant Junior Grade (LTJG)	 Lieutenant (LT)	 Lieutenant Commander (LCDR)	 Commander (CDR)	 Captain (CAPT)	 Rear Admiral Lower Half (RADML)	 Rear Admiral Upper Half (RADML)	 Vice Admiral (NADM)	 Admiral (ADM)	 Fleet Admiral (FADM)	
ARMY											
 Warrant Officer (WO1)	 Chief Warrant Officer (CW2)	 Chief Warrant Officer (CW3)	 Chief Warrant Officer (CW4)	 Chief Warrant Officer (CW5)							
NAVY - COAST GUARD											
Warrant Officer 1 W-1 *The grade of Warrant Officer W-1 is no longer in use.	 Chief Warrant Officer (CW02)	 Chief Warrant Officer (CW03)	 Chief Warrant Officer (CW04)	NO Chief Warrant Officer (CW05)							
MARINES											
 Warrant Officer (WO)	 Chief Warrant Officer (CW02)	 Chief Warrant Officer (CW03)	 Chief Warrant Officer (CW04)	 Chief Warrant Officer (CW05)							
AIR FORCE											
NO WARRANT	NO WARRANT	NO WARRANT	NO WARRANT	NO WARRANT	NO WARRANT	NO WARRANT	NO WARRANT	NO WARRANT	NO WARRANT	NO WARRANT	

5.10 United States Military Enlisted Insignia

RANK INSIGNIA OF THE U.S. ARMED FORCES														
ENLISTED														
E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	SENIOR ENLISTED RANKS					
ARMY														
no insignia														
Private E-1 (PV1)	Private E-2 (PV2)	Private First Class (PFC)	Corporal (CPL) Specialist (SPC)	Sergeant (SGT)	Staff Sergeant (SSG)	Sergeant First Class (SFC)	Master Sergeant (MSG)	First Sergeant (1SG)	Sergeant Major (SGM)	Command Sergeant Major (CSM)	Sergeant Major of the Army (SMA)			
MARINES														
no insignia														
Private (PV1)	Private First (PFC)	Lance Corporal (LCpl)	Corporal (Cpl)	Sergeant (Sgt)	Staff Sergeant (SSgt)	Gunnery Sergeant (GySgt)	Master Sergeant (MSgt)	First Sergeant (1stSgt)	Master Gunnery Sergeant (MGySgt)	Sergeant Major (SgMaj)	Sergeant Major of the Marine Corps (SgMajMC)			
AIR FORCE														
no insignia														
Airman Basic (AB)	Airman (Amn)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSgt)	First Sergeant (E-7)	Senior Master Sergeant (SMSgt)	First Sergeant (E-8)	Chief Master Sergeant (CMSgt)	First Chief Master Sergeant (E-9)	Command Chief Master Sergeant (CCM)	Chief Master Sergeant of the Air Force (CMSAF)	
NAVY														
no insignia														
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCP)	Force or Fleet Chief Petty Officer (FORMC/FLJMC)	Command Master Chief Petty Officer (CMCP)	Master Chief Petty Officer of the Navy (MCPON)			
COAST GUARD														
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCP)	Command Master Chief (CMC)	Master Chief Petty Officer of the Coast Guard (MCPON-CG)				

5.11 United States Navy Officer Warfare Devices



Surface Warfare



Naval Aviator



Submarine Warfare



Naval Flight Officer



Special Warfare (SEAL)



Explosive Ordnance Disposal (EOD)



Information Dominance Corps

5.12 United States Navy Sleeve Devices



5.13 Code of Conduct

ARTICLE I: I am an American, fighting in the forces which guard my country and our way of life. I am prepared to give my life in their defense.

ARTICLE II: I will never surrender of my own free will. If in command, I will never surrender my men while they still have the means to resist.

ARTICLE III: If I am captured, I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.

ARTICLE IV: If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information or take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way.

ARTICLE V: When questioned, should I become a prisoner of war, I am required to give name, rank, service number, and date of birth. I will evade answering other questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause.

ARTICLE VI: I will never forget that I am an American, responsible for my actions, and dedicated to the principles which made my country free. I will trust in my God and the United States of America.

5.14 Service Songs

ANCHORS AWEIGH

Traditionally only the second verse is sung at ceremonies.

Stand, Navy, out to sea, Fight our battle cry;
We'll never change our course, So vicious foe steer shy-y-y-y.
Roll out the TNT, Anchors Aweigh.
Sail on to victory and sink their bones to Davy Jones, hooray!

Anchors Aweigh my boys, Anchors Aweigh.
Farewell to foreign shores, we sail at break of day-ay-ay.
Through our last night ashore, drink to the foam,
Until we meet once more.
Here's wishing you a happy voyage home.

THE NAVY HYMN

The Navy Hymn (also known as Eternal Father) is usually performed at ceremonies and/or religious services.

Eternal Father, strong to save,
Whose arm hath bound the restless wave,
Who bidd'st the mighty ocean deep,
Its own appointed limits keep.
O' hear us when we cry to thee,
For those in peril on the sea!

Eternal Father, grant we pray,
To all Marines, both night and day,
The courage, honor, strength, and skill
Their land to serve, thy law fulfill;
Be thou the shield forevermore
From every peril to the Corps.

THE MARINES' HYMN

Traditionally only the first verse is sung at ceremonies.

From the halls of Montezuma
To the shores of Tripoli,
We fight our country's battles
In the air, on land, and sea.
First to fight for right and freedom,
And to keep our honor clean,
We are proud to claim the title
Of United States Marines.

Our flag's unfurl'd to every breeze
From dawn to setting sun;
We have fought in every clime and place
Where we could take a gun.
In the snow of far-off northern lands
And in sunny tropic scenes,
You will find us always on the job-
The United States Marines.

Here's health to you and to our Corps
Which we are proud to serve;
In many a strife we've fought for life
And never lost our nerve.
If the Army and the Navy Ever gaze on
Heaven's scenes,
They will find the streets are guarded
By United States Marines.

Chapter 6

Customs and Etiquette

6.1 Saluting

The salute is a custom among military personnel that serves as a mutual acknowledgment of respect and camaraderie in the profession of arms. In the Navy and Marine Corps, salutes are rendered only when in uniform and covered. The salute should be rendered with the right hand, unless an injury prevents the use of the right hand, in which case the left hand is used. To execute a proper salute, bring the tip of the right index finger to the front right edge of the brim of the cover (or to the outside edge of the right eyebrow if wearing the Garrison cover). Keep the upper arm parallel to the deck while creating a 45° angle with the lower arm. Keep the hand flat and straight, fingers and thumb together, with the palm facing slightly inboard. Cut crisply and bring the arm back down to the position of attention.



A Navy Lieutenant
executing a proper salute.

Senior officers are to be saluted, whether they are in or out of uniform. In addition, salutes are to be rendered to a vehicle which has DoD stickers or standards (flags) indicating a senior rank, regardless of who is operating the vehicle. Salutes are initiated by the junior when approaching the senior and rendered while walking or standing at attention. The junior shall initiate the salute six to ten paces away in order to allow the senior officer time to return the salute before the junior is abreast of him/her, and it shall be held until it is returned. Salutes are accompanied by the appropriate greeting of the day: Good morning/afternoon/evening, sir/ma'am. Render the salute only once if the senior remains in the immediate vicinity. If conversation takes place however, salute again when one party departs. Midshipmen will additionally render salutes to all midshipman officers who are senior to them.

6.2 Honors to Colors and Anthems

Whenever the National Anthem or colors are played, those who are outside, in uniform, and not in formation come to attention at the first note, face the flag, and salute. The salute is held until the last note is sounded. If no flag is near, one shall face the music and salute. If one is in a vehicle, one should stop the vehicle until the music stops. If in formation, only the unit leader will salute, unless the command “Present Arms” is given, in which case everyone in the formation salutes. When uncased colors pass (i.e. a color guard) or are being paraded, a salute is rendered at six to ten paces, and the salute is held until the colors are six paces past. For all cases cited above, if one is in civilian clothes, one shall remove any head covering (hat, hood, etc.) and come to the position of attention. During the playing of the National Anthem, one shall face the flag/music, come to attention, and place the right hand over the heart until the last note is sounded. Cased colors are not to be saluted, and the national ensign on a flagpole is not to be saluted unless it is being raised or lowered.

Chapter 7

Midshipman Uniforms and Insignia

7.1 General

The United States Navy is a uniformed military service. The Navy uniform is a highly visible and important element in the morale, pride, discipline, and effectiveness of the organization. The uniform shall be worn on such occasions as prescribed by the Professor of Naval Science. Usually, this will typically be on days of Naval Science classes, drill, ceremonies, and during periods of summer training. The uniform of the day will be stated in the plan of the week.

Upon entering the NROTC Program, all midshipmen are issued items of uniform clothing during New Student Orientation or prior to summer training as needed. These items remain the property of the U.S. Government until commissioning, when they become the property of the individual concerned. Midshipmen who disenroll from the NROTC program are required to return all issued uniform items to the Unit Supply Officer.

Midshipmen must ensure that uniform articles fit properly and conform to prescribed standards. Minor alterations and adjustments to the uniform are often necessary to ensure a proper fit upon initial issue. The unit finances only the initial alterations or application of midshipman insignia (i.e. sleeve insignia needing to be sewn on Service Dress Blues) at no cost to the student. Any alterations, cleaning, or laundering thereafter are the responsibility of the midshipman.

Simply wearing the uniform is not enough. How a midshipman wears the uniform reflects on him/her as well as on fellow midshipmen and on the naval services. No part of the prescribed uniform articles or equipment shall be worn at the same time that civilian attire is worn, except articles which do not present a distinctive naval appearance, such as raincoats without insignia, shoes, and socks.

7.2 Standard Uniform Items

Belts: For Navy options, the belt is worn with the polished end of the belt tip flush with the buckle. The open side of the buckle will be aligned with the gig line, so that the open end of the shirt, the open end of the buckle, and the overlap of the fly of the trousers all make a continuous straight line. For Marine options, the belt is worn with the belt tip extending 2 to 4 inches beyond the buckle. The buckle edge is also aligned with the gig line. Belt buckles must always be shined and free of dirt and excess polish.

Covers: The combination cover is worn squarely on the head, the bottom edge horizontal and approximately 1-1/2" above the eyebrows. The garrison cap is worn squarely on the head, with fore and aft creases centered vertically between the eyebrows with the lowest point approximately one inch above the eyebrows. When outdoors, personnel shall remain covered at all times except when ordered to uncover, or during religious services associated with a military ceremony. Thus, unless ordered to uncover, personnel should remain covered during invocation or other religious portions of ceremonies which are military in nature, such as change of command, ship commissioning and launching, military burial, etc. Chaplains conducting religious portions of ceremonies will be guided by the customs of his/her religious order with respect to wearing a head covering. Covers are normally removed indoors. Midshipmen in a duty status and wearing a duty belt, or under arms, shall not remove headgear indoors except when entering a space where a meal is being served or divine services are being conducted. Personnel are permitted to remove covers when traveling inside a private automobile off base.

Covers are mandatory when entering and within a military installation, except where wearing of a cover is impractical or hazardous. Combination cover insignia shall consist of either a gold fouled anchor or Eagle, Globe, and Anchor (depending on Navy or Marine Option), chin strap, and retaining buttons. Garrison cap insignia shall be a gold metal fouled anchor or Eagle, Globe, and Anchor (see Figure 7.1). The unfouled arm of the stock shall be to the front. It shall be pinned to the left side of the cap with the center 2" from the front seam of the cap and 1 1/2" above the bottom edge.

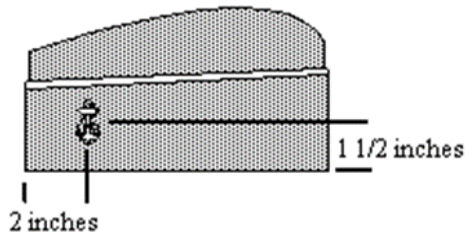


Figure 7.1: Garrison Cap Insignia

Eisenhower or “Ike” Jackets: Relaxed-fit jackets will be worn with the zipper closed at least three-quarters of the way. For further details regarding insignia placement see Figure 7.

Male Neckties: Neckties will be tied with a full Windsor knot. Neckties are worn knotted so a "dimple" is formed in the tie centered just below the knot. Tie clasps are worn between the third and fourth button of the shirt, parallel to the deck. The bottom of the tie will be within one inch above but not touching the belt buckle. Midshipmen shall NEVER loosen their ties or unbutton their top button while in class or in public.

Female Neckties: The necktie's outer edges should be parallel to the outer edges of the collar. An equal amount of necktie should show on each side of the collar. Wear parallel to and slightly above the top of the shirt collar closure hiding the top button. The ends of the tie should hang free.

Skirts: When prescribed, skirts are worn within a range in length of 1-1/2" above or 1-1/2" below the crease in the back of the knee.

Shoes: All parts of the shoes will be shined to a high gloss and the edges of the soles will be cleaned and edge-dressed. Laces will be bridged at the bottom and laced left over right. Leather shoes should be polished and edge-dressed, but corframs (synthetic leather) should only be cleaned. Further details can be found in Preparing for an Inspection.

Trousers: The hem of the trousers will fall 1/4" above the heel welt and shall cover the upper part of the shoe by approximately one inch.

Undergarments: Midshipmen will wear white crewneck undershirts with all male uniforms (except utilities). Appropriate undergarments, including support garments for women, will be worn to preserve the dignity and appearance of the uniform.

7.3 Awards and Insignia

Ribbons shall be worn in order of descending precedence inboard to outboard, top to bottom (see Order of Precedence on the following page). Ribbon bars are worn in rows of three, parallel to the deck, and centered over the left breast pocket, with the bottom bar 1/4" above (1/8" for Marine Options) the pocket. All rows shall have the same number of ribbons except for the top row, which will be centered on the other rows as necessary.

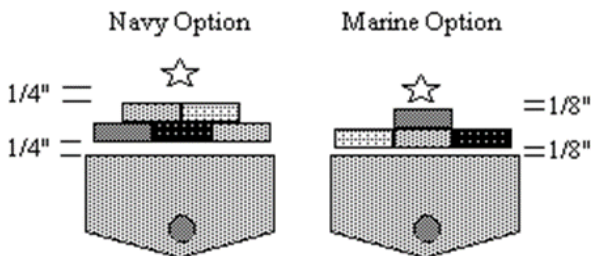


Figure 7.2: Ribbon Placement

Midshipmen with active duty awards (either ribbons or qualification pins from summer cruise or from prior service) may choose to wear either their midshipmen awards or their active duty awards, but may not wear both or mix the two.

Aviation, submarine, surface warfare, special warfare, parachutist, underwater, or special operations qualification pins/insignia shall be worn centered 1/4" above the top rows of ribbons or medals. When worn alone, the insignia shall be worn centered 1/4" above the left breast pocket, so that the horizontal axis is parallel to the deck.

When two qualification pins are worn, the one that takes precedence will be worn as prescribed above, with the other centered immediately below the ribbons or medal, in accordance with Navy uniform regulations.

Medals may be worn only when designated, and in that case would be worn in lieu of their corresponding ribbons. For example, do not wear the American Legion ribbon when wearing the American Legion medal.

Ribbon Order of Precedence:

1. All Around Performance Award (Midshipman of the Year)
2. Academic Excellence
3. Academic Achievement
4. Commendation Award (Midshipman of the Month)
5. Leadership Award (Honor Squad)
6. Community Service Award
7. Physical Fitness Award
8. National Sojourners Award
9. Society of the War of 1812 Award
10. The Reserve Officer's Association of the United States Award
11. Legion of Valor Medal
12. Armed Forces Communications and Electronics Association Award
13. Sons of the American Revolution (SAR) Silver Medal Award
14. American Defense Preparedness Association Medal and Ribbon
15. Military Order of World Wars Award
16. National Defense Transportation Award
17. Veterans of Foreign Wars Medal
18. American Legion Academic Excellence Award
19. American Legion Gold Medal
20. Daughters of the Founders and Patriots of America Award
21. Daughters of the American Revolution (DAR) Gold Medal Award
22. Martin Rimkus Memorial Award
23. Drill Team Award
24. Color Guard Award
25. Intramural Award
26. Pistol/Rifle Team Award
27. Sailing Award

28. Recruiting Award

29. Cruise Ribbon

Ribbon Devices:

1. Gold Star – worn in lieu of second and subsequent awards
2. Silver Star – worn in lieu of five (5) Gold Stars

Nametags: Nametags will be worn 1/4” and centered above the right breast pocket for Navy Options, and 1/8” and centered above the right breast pocket for Marine Options.

Other Insignia: In general, insignia worn by NROTC midshipmen conforms to that prescribed for U.S. Naval Academy midshipmen. NROTC Marine Option midshipmen will wear the gold enlisted Marine Corps Eagle, Globe, and Anchor emblem in place of the anchor device.

Sleeve Class Insignia: Sleeve class insignia (Figure 7.3) shall consist of horizontal stripes worn on the left sleeve of the service dress blue (SDB) uniform, centered between the shoulder and the elbow.

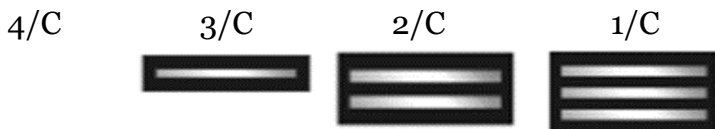


Figure 7.3: Sleeve Insignia

Sleeve Rank Insignia: Midshipman Officers shall wear stripes of gold braid and a gold star on both sleeves of the service dress blue jacket. They are centered on the outer side of the sleeve with the lowest stripe 2" above and parallel to the edge of the sleeve hem. A gold star shall be worn centered above the stripes with one ray pointing down, the point to be 3/4" above the upper stripe. Officer Candidates will wear a single gold five-pointed star with one ray pointing down centered 3-3/8" above the cuff.

Service Dress Blue (SDB) Jacket Collar Insignia: Jacket collar insignia shall consist of plain gold anchors or Eagle, Globe, and Anchors indicating a midshipman's service. It shall be pinned to the jacket lapel so that the crown of the anchor is 1/2" above the notch of the lapel (males), 1" from the bottom and midway between the two sides (females), 1" from the bottom line of the shank, and 3/4" from the outer edge of the collar (see Figure 7.4). The lower end of the stock shall be outboard and the stock should be approximately horizontal.

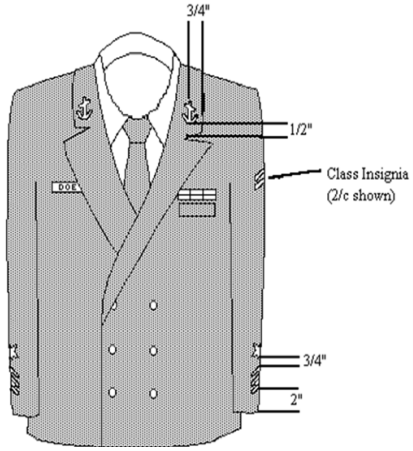


Figure 7.4 SDB Jacket Insignia (male jacket shown)

Shoulder Boards: Class shoulder boards shall consist of a metal fouled anchor or Eagle, Globe, and Anchor alone or in combination with stripes, to indicate the wearer's class (See Figure 7.5). They should be kept clean and lint free. If a midshipman holds an officer billet, rank shoulder boards will consist of a star in combination with appropriate stripe(s) to indicate the wearer's rank. Hard shoulder boards are worn with the Summer White uniform or the Service Dress White (choker) uniform. Soft shoulder boards are to be worn on the white dress shirt under the SDB jacket.

Collar Insignia: Khaki shirt collar insignia shall consist of a gold fouled anchor, eagle globe and anchor (Eagle, Globe, and Anchor - worn by Marine options), or bar insignia as appropriate, to be worn on the collar. Midshipmen will wear one of these types of insignia, but not more than one (See Figure 7.7).

Placement of Collar Insignia (Service Khaki Shirt and Coveralls): Center the insignia 1 inch from the front and lower edges of the collar and position the vertical axis of the insignia along an imaginary line bisecting the angle of the collar point. Marine Option midshipmen officers will wear their insignia parallel to the deck. (Working Uniforms): Pin the anchor, eagle-anchor, or Eagle, Globe, and Anchor insignia to the collar in a vertical position with the center of the insignia approximately 1 inch from the front edge and 1 inch below the upper edge of the collar. The anchor's stock is parallel to the upper edge of the collar and the unfouled arm of the stock faces front. See Figure 7.5.

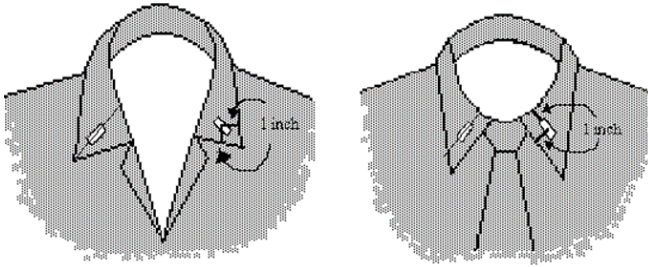


Figure 7.5: Placement of Collar Insignia

Coat Shoulder Insignia: The insignia for the raincoat, windbreakers, and the relaxed fit jacket shall consist of the same insignia worn on the shirt collar. The device should be positioned on the coat's epaulet as indicated in Figure 7.6.

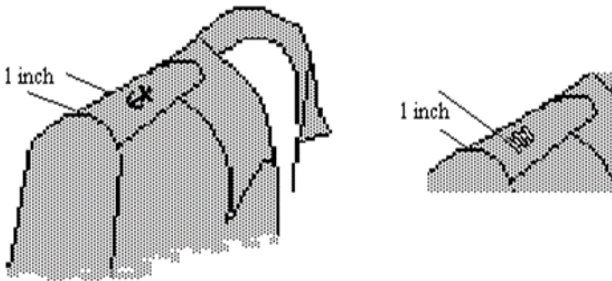































Figure 7.6: Coat Shoulder Insignia

Figure 7.7

Class Insig.	Shoulder Marks	Blue Coat Sleeve	Collar Device	Rank Insig.	Shoulder Marks	Blue Coat Sleeve	Collar Device
MIDN 4/C	 No stripes with fouled anchor	No stripes Note: NROTC class sleeve stripes are located midway between the shoulder and the elbow on the left sleeve of the Service Dress Blue coat	No collar device NROTC: Naval Reserve Officers Training Corps USNA: United States Naval Academy	MIDN LTJG	 Two horizontal stripes with star	 NROTC: Two stripes with star  USNA: Two stripes with star	 Two gold bars (left & right)
MIDN 3/C	 One diagonal stripe with fouled anchor	NROTC: One stripe USNA: One diagonal stripe, left sleeve only	 Right Anchor only	MIDN LT	 Three horizontal stripes with star	 NROTC: Three stripes with star  USNA: Three stripes with star	 Three gold bars (left & right)
MIDN 2/C	 Two diagonal stripes with fouled anchor	NROTC: Two stripes USNA: Two diagonal stripes, left sleeve only	 Right and Left Anchors	MIDN LCDR	 Four horizontal stripes with star	 NROTC: Four stripes with star  USNA: Four stripes with star	 Four gold bars (left & right)
MIDN 1/C	 One horizontal stripe with fouled anchor	NROTC: Three stripes USNA: One stripe on both sleeves	 Right and Left Anchor & Eagles	MIDN CDR	 Five horizontal stripes with star	 NROTC: Five stripes with star  USNA: Five stripes with star	 Five gold bars (left & right)
MIDN ENS	 One horizontal stripe with star	NROTC: One stripe with star USNA: One stripe with star	 One gold bar (left & right)	MIDN CAPT	 Six horizontal stripes with star	 NROTC: Six stripes with star  USNA: Six stripes with star	 Six gold bars (left & right)

Copyright © 2004, 2006 Ray Trygstad, Naperville, Illinois. This image may be used and redistributed freely as long as this copyright statement remains intact and is included.

7.4 Preparing for an Inspection

Leather shoes require a lot of work. The secret about well-shined shoes is to work on them a little at a time, and not leave them to the last minute before an inspection. They must be shined and ready to wear to class, but extra attention should be paid in preparation for the BNCO and PNS inspections. Only leather, shined shoes are authorized for Fourth, Third and Second Class Midshipmen to wear. First Class Midshipmen are permitted to wear patent-leather Corframs, although not for inspections. All parts of the shoe will be shined to a high gloss and the edges of the soles shall be cleaned and dressed. The wells are best cleaned with a toothbrush and soap before the edge dressing is applied. The laces should be laced from the inside out (left over right) and bridged.

The midshipman combination cover should have a clean brim at all times. Commercial cleaners such as Pledge or Windex are excellent for this purpose. The white fabric crown can be cleaned with regular white laundry. The screw posts on the side of the covers shall be upright, such that the eagles are flying. A name tag will be placed squarely inside the cover with the following information only:

MIDN 4/C Yale, F. M.
Alpha Company, Squad 1

Ribbons are worn in order of descending precedence from inboard to outboard, top to bottom. There should be no frayed ribbons.

Name tags are also to be in good condition. Backings should be placed behind the ribbons on the inside of the shirt before placing the frogs on the pins. The backing can be excess belt material, cardboard, or foam backing board material. Uniforms should be groomed with loose strings removed and free of lint. Adherence to Navy grooming standards will also be scrutinized (i.e., proper care of fingernails, hair, shave, breath, etc.) All uniform shirts and trousers should be dry cleaned before inspections and should have appropriate military creases.

Beyond personal appearance, bearing and a confident command of military knowledge are paramount to achieving success in a personnel inspection.

Notes

Notes

Notes

Notes

Notes

