

RECRUIT TRAINING COMMAND INSTRUCTION 3000.1A

Subj: RECRUIT TRAINING COMMAND (RTC) STANDARD OPERATING PROCEDURES

Ref: (a) RTCINST 1600.4 (Series)
(b) RTCINST 5370.1 (Series)
(c) RTCINST 1650.12 (Series)
(d) RTCINST 1600.3 (Series)
(e) SECNAVINST 5300.26 (Series)
(f) RTCINST 6320.7 (Series)
(g) RTCINST 1601.1 (Series)
(h) RTCINST 5112.2 (Series)
(i) RTCINST 5370.2 (Series)
(j) RTCINST 1552.1 (Series)
(k) RTCINST 1620.3 (Series)
(l) RTCINST 3140.1 (Series)
(m) RTCINST 3141.2 (Series)
(n) RTCINST 3120.32 (Series)
(o) RTCINST 11320.1 (Series)
(p) RTCINST 3440.16 (Series)

Encl: (1) Table of Contents
(2) Group Commander Standard Operating Procedures
(3) Ship's Leading Chief Petty Officer Standard Operating Procedures
(4) Recruit Division Commander Standard Operating Procedures
(5) Watchstanding Standard Operating Procedures
(6) Recruit Ship Staff Standard Operating Procedures

1. Purpose. To provide guidance for the management and training of Recruit Training Command Staff and Navy recruits. The procedures contained in this instruction are designed to assist personnel in the discharge of administrative and routine duties pertaining to RTC Ships (Barracks).

2. Cancellation: RTCINST 3000.1.

3. Background. The mission of RTC is to transform civilians into Sailors. Staff members who directly manage and train Navy recruits are integral to providing:

- a. An orderly and progressive adjustment to military life.

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b. Basic military indoctrination that contributes to successful future service in the Navy.

c. Physical fitness training that will enable recruits to maintain a fitness level consistent with the rigors of Navy life.

d. An atmosphere conducive to reinforcing the Navy's Core Values of Honor, Courage, and Commitment.

e. A training environment reflecting an emphasis on the health, safety and welfare of each recruit.

4. Scope of Responsibility.

a. The Military Training Department will:

(1) Maintain the contents of the Standard Operating Procedures.

(2) Issue change transmittals as appropriate to ensure policies, processes, and procedures are consistent with current practices in managing and training RTC Staff and recruits.

(3) Act on and maintain a file of recommendations for Standard Operating Procedures improvements pertaining to policies, processes, and procedures contained in the Standard Operating Procedures.

(4) Distribute the Standard Operating Procedures.

b. Fleet Commanders/Fleet LCPOs will:

(1) Be familiar with, execute, and endorse the contents of the Standard Operating Procedures and the SORM.

(2) Direct ongoing in-service training on the contents of the Standard Operating Procedures for all staff personnel who directly manage and train recruits.

(3) Forward recommendations for improvements to or modifications of policies, processes, and procedures articulated in the Standard Operating Procedures to the Military Training Department.

c. Group Commanders/Ship LCPOs will:

(1) Be familiar with, execute, and enforce the contents of the Standard Operating Procedures and the SORM.

(2) Manage ongoing in-service training on the contents of the Standard Operating Procedures for all staff personnel who directly manage and train recruits.

(3) Supervise staff personnel charged with directly supervising and training recruits.

(4) Monitor the performance and progress of recruits.

(5) Forward recommendations for improvements to or modifications of policies, processes, and procedures articulated in the Standard Operation Procedures to the Military Training Department via the Fleet Commanders.

d. Recruit Division Commanders will:

(1) Be familiar with, execute, and enforce the contents of the Standard Operating Procedures (SOP), the SORM.

(2) Conduct ongoing in-service training on the contents of the Standard Operating Procedures for all staff personnel who directly manage and train recruits.

(3) Directly supervise and/or train recruits.

(4) Monitor the performance and progress of recruits.

(5) Forward recommendations for improvements to or modifications of policies, processes, and procedures articulated in the Standard Operating Procedures.

/s/
J. E. KNAPP
By direction

Distribution:
RTCINST 5216.2M (LIST I, III)
All Fleet Commanders
All Ship's Officers
All Ships (15)

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RTCINST 3000.1A
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GROUP COMMANDER

STANDARD OPERATING PROCEDURES

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Enclosure (2)

GROUP COMMANDER

The Group Commander provides organization, administration, leadership, health, welfare and morale, and ensures proper conduct and evaluation of recruits and staff in all phases of military duties and training.

101. ORGANIZATIONAL RELATIONSHIP

1. The Group Commander reports to the Fleet Commander.
2. Ship's personnel report to the Group Commander/Ship's LCPO concerning the day-to-day training and operation of the ship.

102. DUTIES AND RESPONSIBILITIES

1. Establish and exercise a rigid program to consistently resolve sensitive and potentially volatile issues concerning staff and recruits, including suicide gestures, Red Cross messages, security infraction, accidents, and grievances.
2. Counsel all ship's staff personnel to keep them informed of their professional development and help them establish and meet their career goals.
3. Hold quarters in the ship after Officer's call or as needed.
4. Submit periodic and annual evaluations and personal award nominations for ship's staff personnel.
5. Screen all recruits recommended for recruit aptitude boards/award boards.
6. Screen all recruit's hardcards on 3-5, 5-5, and 7-5 day of training (DOT). On 8-4 DOT stamp Training Unit Headquarters (TRAUHQ).
7. Hold Group Commander Inquiry as required, ensuring appropriate documentation is annotated on recruit's hard card prior to assigning or recommending motivational training (IT/AIT), setback, Recruit Aptitude Board (RAB), or Recruit Evaluation Unit (REU).
8. Counsel individual recruits concerning personal problems, performance and attitude as needed.

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9. 1-1 DOT (within 72 hours), conduct Welcome Aboard brief utilizing Appendix 1-1 as a guideline.
10. 1-1 thru 1-4 DOT, RDCs will schedule their Commissioning with Ship's LCPO and Group Commander. Perform Division commissioning utilizing Appendix 1-2 as a guideline.
11. Conduct a liberty brief with graduating divisions utilizing Appendix 1-3 as a guideline, ensuring each Sailor signs a page 13 utilizing Appendix 1-4.
 - a. If a division is scheduled to depart same day as Pass-In-Review, the liberty brief is not required.
12. Reconcile lost laundry claims and sign replacements if necessary.
13. Report all liberty incidents or personnel in an unauthorized absentee status.
14. Report any staff members/recruits that are admitted to the hospital for serious injury or illness.
15. Brief Recruit Division Commanders prior to receiving a new division.
16. Conduct a cash box audit for all division Laundry Petty Officers on 3-5, 5-5, and 7-5 DOT.
17. Maintain a Division Officer's Notebook (Appendix 1-5).
18. Regulate leave of all assigned ship staff personnel.
19. Ensure recruits are informed of the Navy/command/ship procedures.
20. Perform such duties as required or assigned.
21. Perform unscheduled visits (to include after normal working hours) of all ships' compartments assigned to their charge to ensure proper training of recruits is being conducted.

103. SCOPE OF AUTHORITY

1. Warning, reprimand counseling, probation or dismissal.
2. Assign ITx1, ITx2, ITx3, and AIT (IAW Ref K).

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3. Referral to Fleet Commander Inquiry.
4. Referral to Recruit Aptitude Board (RAB) or Recruit Evaluation Unit (REU).
5. Reassign to another division any recruit who is deemed to be detrimental to a division's morale, safety, or discipline.
6. Phase or lateral ASMO.

RTCINST 3000.1A

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SHIP'S LEADING CHIEF PETTY OFFICER

STANDARD OPERATING PROCEDURES

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SHIP'S LEADING CHIEF PETTY OFFICER (LCPO)

The Ship's Leading Chief Petty Officer provides organization, administration, leadership, supervision, morale, and ensures proper conduct and evaluation of recruits and staff in all phases of military duties and training. Will serve as an advisor to the Group Commander on all matters concerning enlisted staff members and recruits.

201. ORGANIZATIONAL RELATIONSHIP

1. The Ship's LCPO reports to the Group Commander.
2. Ship's personnel report to the Group Commander via the Ship's LCPO concerning the day-to-day training and operation of the ship.

202. DUTIES AND RESPONSIBILITIES

1. Establish and exercise a rigid program to consistently resolve sensitive and potentially volatile issues concerning staff and recruits, including suicide gestures, red cross messages, security infractions, accidents, and grievances.
2. Counsel all ship's staff personnel to keep them informed of their professional development and help them establish and meet their career goals.
3. Act as a point of contact for the Command Master Chief and Fleet LCPO.
4. Conduct a continual review and advises the Group Commander on policies, directives, programs, and training which affects staff and recruit.
5. As directed, accompany the Group Commander on inspections and/or visits.
6. Hold quarters as determined by the Group Commander.
7. Conduct daily assessment of the ship's readiness.
8. When required, hold Ship's LCPO Inquiry.

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9. Assist the Group Commander in all matters pertaining to the welfare, health, job satisfaction, morale, utilization, and training of staff and recruits.

10. Ensure fair and equitable rotational manning assignments for assigned personnel.

11. When assigning RDCs to a division, the ship's LCPO will ensure:

a. There are three RDCs per division, including one CPO (whenever possible).

(1) One female RDC is assigned per integrated division.

(2) There is a balance of recruit training experience among assigned RDCs.

(3) Balance of leadership/CMEO among the RDCs assigned to a division as manning allows or command policy.

b. RDCs will not be rotated out of their division except in the case of emergency or due to operational necessity.

(1) The Chain of Command and the RDC Manning Coordinator must approve all shifts of personnel.

(2) When RDCs are rotated out, a replacement will be assigned for the division.

c. RDCs will be assigned at least one week prior to division pick-up.

(1) The pick-up list will be forwarded to the RDC Manning Coordinator for compilation and promulgation.

12. Continually monitor the daily operation of the ship to ensure compliance with all instructions.

13. Each month, choose one compartment; conduct a thorough page check of the Red Book and SOP; ensuring that all effective changes have been made.

14. Counsel staff and recruits concerning personal problems, performance and attitude.

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15. Give newly reporting RDCs a "Welcome Aboard Brief." A sample is provided in Appendix 2-1. Some of the topics to cover are, but not limited to:

a. Use of publications. (Red Book, SOP, and Instructors Guide). Commanding Officer's policy/guidelines Appendixes 2-2, 2-3, and 2-4.

b. Compartment arrangement/upkeep.

c. Duty assignment and rotation.

d. Treatment of recruits. (Reference (a))

e. Staff interactions to include sexual harassment and fraternization. See RTCINST 5370.1 series.

16. Supervise the Training Petty Officer to ensure updating of all training records.

17. Supervise the Publications Petty Officer to ensure all manuals and instructions are kept up-to-date.

18. Supervise the Building Maintenance Supervisor to ensure the readiness of the ship is maintained.

19. Ensure safety reports are filled out and turned into Safety as required, including mishap reports.

20. Interview all RDCs completing 4-6 division pushes in accordance with command policy, ensuring they are qualified for a Training Facilitator Assignment.

21. Assign qualified RDCs as mentors to personnel in RDC School who will be assigned to the ship.

22. Indoctrinate RDCs-in-training of ship's policies.

23. Review and approve the ship's OOD watchbill.

24. Perform additional duties as directed by the Group Commander.

25. Submit periodic and annual evaluations and personal award nominations for ship's staff personnel.

26. Screen all recruits recommended for recruit aptitude boards.

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27. Screen all recruits' hard cards, on 3-5, 5-5, 7-5, and 8-4 day of training (DOT) to ensure all training requirements are completed.

28. Report all liberty incidents or personnel in an unauthorized absentee status.

29. Report any staff member/recruits that are admitted to the hospital for serious injury or illness.

30. Regulate leave of all ship staff personnel.

203. SCOPE OF AUTHORITY FOR RECRUIT DISCIPLINE

1. Warning, reprimand counseling, probation, and dismissal.

2. Assign Intensive Training as necessary times 1 and 2 (IAW Ref K).

3. Require recruit to repeat deficient evaluation.

4. Refer recruit to Group Commander Inquiry for disposition, if in a ship with an assigned Group Commander

5. Refer recruit to REU or RAB.

6. Phase or lateral ASMO.

**RECRUIT DIVISION COMMANDER
STANDARD OPERATING PROCEDURES**

2 Jun 04

RECRUIT DIVISION COMMANDER

RECRUIT DIVISION COMMANDER'S CREED

"THESE RECRUITS ARE ENTRUSTED TO MY CARE. I WILL TRAIN THEM TO THE BEST OF MY ABILITY. I WILL DEVELOP THEM INTO SMARTLY DISCIPLINED, PHYSICALLY FIT, BASICALLY TRAINED SAILORS. I WILL INSTILL IN THEM AND DEMONSTRATE BY MY OWN EXAMPLE THE HIGHEST STANDARD OF HONOR, COURAGE, AND COMMITMENT."

301. ORGANIZATIONAL RELATIONSHIP

1. Recruit Division Commanders report to the Group Commander via the Ship's LCPO.
2. All recruits report to the Recruit Division Commander via the divisional staff for all matters concerning the day-to-day training, safety and operation of the division or for personal problems.

302. DUTIES AND RESPONSIBILITIES

1. Provide organization, administration, leadership, supervision, and morale, ensuring proper conduct and evaluation of recruits in all phases of military duties and training.
2. Conduct a continual review of and advise the Ship's LCPO on policies, directives, programs, and training which affects recruits.
3. Prior to picking up a division, conduct a thorough page check of the Red Book, Standard Operating Procedures, and Instructor Guides to ensure they are updated with the latest changes.
4. When appropriate, request Ship's LCPO Inquiry.
5. Assist the Group Commander/Ship's LCPO in all matters pertaining to the welfare, health, job satisfaction, morale, utilization, and training of recruits in order to promote good order and discipline.

6. Continually monitor the daily operations of recruits within the ship to ensure compliance with all instructions and make recommendations for improvements.
7. Train recruits in the areas of military drills.
8. Counsel recruits as needed.
9. Perform additional duties as directed by the Group Commander/Ship's LCPO.

303. SCOPE OF AUTHORITY

1. Verbal Reprimand/warning.
2. Require recruit to repeat deficient evolution.
3. Enter offense in recruit's hardcard or document demerit chit.
4. Submit a military offense report.
5. Personally administer Instructional Training Exercise (ITE).
6. Refer disciplinary problems to Ship's LCPO inquiry.

304. STAFF PERSONNEL APPEARANCE (See Reference (a))

1. Military Uniform Articles, U.S. Navy regulations, and local uniform policies apply while onboard Recruit Training Command. Each Division Commander's appearance should serve as a textbook example for recruits to emulate, as per reference (a).
2. Civilian Clothing. All personnel assigned to Recruit Training Command must wear regulation uniform articles at all times when training or interacting with recruits. Civilian clothes are not authorized in any recruit space except as authorized per reference (a). Appropriate athletic attire (RTC Staff PT-shirt and dark colored shorts with or without sweat suit) may be worn while participating in organized athletic activities.
3. Uniform Alterations. The uniform will not be altered in any way except to bring about a proper and pleasing fit.

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4. Relaxing The Uniform. RDCs are not authorized to relax (i.e. roll sleeves) their uniform appearance at any time while onboard RTC. It is essential that the role model image remains consistent.

5. Staff members will wear Uniform of the Day at all times, including weekends, except when:

a. Participating with divisions conducting Battle Stations coveralls will be worn.

b. Leading or participating in physical training (authorized RTC PT gear only).

c. Assigned to working parties.

6. Aiguillettes

a. Red aiguillettes are authorized by Uniform Regulations for wear by all qualified Recruit Division Commanders assigned to RTC.

b. Recruit Division Commander School students are authorized blue aiguillettes for wear.

c. Attach the aiguillette just inboard of the left shoulder seam, approximately $\frac{1}{4}$ inch above the seam.

d. Wear the aiguillette on outer garments whenever they are worn.

e. At no time will aiguillettes be displayed or worn in an inappropriate manner (e.g. hung on car mirrors, worn on civilian clothes, etc).

f. Wear it on all uniforms with the exception of the formal dress uniform, dinner dress uniform, utilities, coveralls, or camouflage (BDUs).

7. Recruit Division Commander (RDC) Badge

a. Military personnel who possess the 9508 NEC and who are currently assigned to duty as a RDC at Recruit Training Command will wear the RDC Badge.

(1) Wear the badge on all uniforms upon which the aiguillette is worn on.

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(2) Males will wear the badge on the left shirt pocket. On pockets with flaps, center the badge between the lower point of the flap and the bottom of the pocket, midway between the two sides. On pockets without flaps, center the badge on the pocket, midway between the top and the sides.

(3) females will center the badge $\frac{1}{4}$ inch above the coat/shirt pocket or above authorized ribbons/breast insignia.

(4) RDCs authorized to wear gold wreaths on their badges will wear them in accordance with reference (b).

1. Black Leather Cap

a. The black leather cap, with or without ski mask is authorized for wear by RDCs when uniform of the day is "wear watch caps down."

b. The cap shall not be worn outside the confines of RTC.

c. A small cap device will be worn on the front of the cap, centered on the flap.

d. When the cap is worn with earflaps down, the chinstrap shall be fastened beneath the chin.

2. Scarf

a. White Scarf. The white scarf is authorized for wear with the peacoat, all-weather raincoat, bridge coat, and relaxed fit coat. It is worn under the outer garment.

3. Reflective Arm Band

a. Reflective armbands will be worn by the RDC, while marching with the division from sunset to sunrise and during periods of low visibility (e.g. rain, snow, fog, etc).

b. Reflective armbands will be worn around the upper left arm and may be secured in place by a safety pin to prevent the armband from sliding down the arm.

4. Boots

a. Navy issue safety boots/shoes are authorized to be worn by RDCs who are actively pushing a division.

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b. Navy issue safety boots/shoes may be worn in working uniforms.

c. Navy issue safety boots/shoes are only to be worn in the confines of RTC.

305. STANDARDS OF CONDUCT

1. Dealings with recruits. Reference (c) will be strictly followed.

a. No recruit may be used as a servant (e.g. shining shoes, ironing clothes, exchange runs for the RDC, etc).

b. Recruits may be addressed only in the following manner:

(1) By last name.

(2) By the word "recruit."

(3) By "seaman recruit," and last name.

(4) Recruit petty officers may be referred to by title.

2. Maltreatment. See reference (d). No person assigned to RTC shall maltreat recruits at any time.

3. Fraternization. See reference (b). Fraternization is prohibited.

4. Sexual harassment. See reference (e). Sexual harassment is prohibited.

5. Differences of opinion between staff personnel, complaints and criticisms shall not be discussed in the presence of recruits.

306. MEDICAL EMERGENCIES

1. Recruits shall not be denied medical attention.

2. An ambulance will be called for any individual requiring immediate medical attention. The telephone extension number for emergency ambulance service is 9911.

3. RDCs will notify Group Commander/Ship's LCPO/OOD and fill out ambulance/supervision report.

307. DENTAL EMERGENCIES

1. Any dental emergencies from taps to reveille will be sent to Building 1017 via ambulance for evaluation.

308. DENTAL SICK CALL

1. Dental sick call will be conducted per current Dental Department directives.

309. MEDICAL/SICK CALL/APPOINTMENTS (See reference (f))

1. RDCs will ensure that recruit appointments are kept.
2. If conflict arises due to illness, transfer from the division, UA, brig, discharge, etc., the Medical/Dental Liaison will be notified of the conflict/change.
3. RDCs will make a hardcard entry for those recruits reporting/returning from the dispensary, logging all medications prescribed.

310. LIGHT LIMITED DUTY (LLD)

1. LLD may be given to recruits from medical/dental.
2. RDCs are responsible for ensuring strict compliance with medical/dental recommendations.
3. RDCs shall be aware of LLD recruits during ITE sessions.
4. LLD needs to be documented in recruit's hardcard.

311. SICK IN QUARTERS (SIQ)/BED REST

1. Recruits may be assigned SIQ by medical/dental.
2. No ITE/IT for recruits on SIQ.
3. SIQ will be documented in recruit's hardcard.
4. Recruits will get up to go to the galley unless the medical chit specifically states meals in ship.

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5. RDCs will sign medical chits and place the division number in the upper left hand corner.

312. SPECIAL MEDICAL GROUP

1. Red identification tags identify personnel who have allergies/reaction to certain medications, etc.

2. Red identification tags will be issued by 1-5 DOT and shall be worn by recruits at all times.

3. Sickle Cell Trait (SCT)/G6PD recruits will be trained the same as all recruits. Hydration shall be strictly adhered to for SCT/G6PD recruits. Refer to Red Book for further guidance.

4. PPD Converter/INH recruits will be monitored to ensure medication is being taken.

313. RDC PT GUIDELINES

1. During PT, two RDCs shall be present.

a. RDCs will be in appropriate PT gear and leading PT. See reference (c) for guidelines on proper PT gear.

2. PT shall be conducted IAW the PT package issued by Scheduling.

314. SUPERVISION OF RECRUITS

1. At no time will a RDC spend the night in a compartment with a division occupied by the opposite gender.

2. See reference (g) for a "two RDC rule".

3. One RDC will remain with the division from taps to reveille during the first 48 hours. Group Commander/Ship's LCPO will assign additional time as needed.

4. During the hours of taps to reveille:

a. When staff members enter a compartment, at least one of them must be the same gender as the recruits in the compartment.

5. No recruit will depart from a compartment/ship from taps to reveille unless:

- a. Participating in Battle Stations (under escort of RDC).
- b. Assigned to a Ship's watch.
- c. Participating in GQ-1/GQ-2 (under escort of RDC).
- d. Directed by the OOD or Rover and/or general announcing system in response to an emergency.
- e. Following division schedule (Under escort of RDC).

315. MAIL HANDLING (reference (h))

1. Personnel without specific authorization will not sort, carry, or otherwise handle mail except which is specifically addressed to them.
2. The following is the correct mailing address for all recruits:

SR Last Name, First Name, Middle Initial
Ship _____ Division Number _____
Recruit Training Command
3301 Indiana Street
Great Lakes, IL 60088-3127

3. Recruits are not allowed to receive any food items in the mail. Packages may contain items authorized by current directives (i.e. religious medallions, photographs), which may be easily fit into the personal drawer.
4. Mail must be handed out daily prior to Taps.
5. Mail **CANNOT** be held as a disciplinary tool.

316. DISCIPLINARY SITUATIONS/ACTIONS

1. Comply with Commanding Officer's Policy/Guidance.
2. Discipline must be effective and consistent throughout all phases of training.
3. Corrective action and motivational training must be administered fairly, uniformly, and as expeditiously as possible in order to provide a solid foundation from which to develop self-discipline within the individual recruit.

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4. It is necessary to provide a positive atmosphere of education, encouragement, and achievement, which will enhance the personal development of the insecure and slow recruit and encourage the belligerent, disruptive recruit to conform to essential standards.

5. The proper training environment should include the application of the best possible motivational methods for these individuals to become productive assets to the Navy.

6. Fighting

- a. Separate recruits.
- b. Notify Ship's LCPO/Group Commander.
- c. Call Security if situation dictates.
- d. Document hardcards.
- e. Notify CDO/ACDO.

7. Refusal to train

- a. Counsel recruit.
- b. Document hardcard.
- c. Refer to Ship's LCPO/Group Commander.
- d. If after curriculum hours, contact the CDO/ACDO.

8. Sexual Harassment. (See reference (i)).

- a. Notify CDO/Legal/CMEO/LCPO/Group Commander.
- b. Notify Security if situation dictates.
- c. Fill out Request for Investigation form Appendix 3-1.
- d. Document hardcard.

9. Fraternalization

- a. Notify LCPO/CDO.

- b. Notify Legal.
 - c. Fill out Request for Investigation form Appendix 3-1.
 - d. Document hardcard.
10. Theft
- a. Allow no one to leave. Place recruits at GQ.
 - b. Call LCPO/Group Commander/CDO/ACDO/Security.
 - c. **DO NOT** conduct a search without Commanding Officer's permission.
 - d. Refer to Ship's LCPO/Group Commander.
 - e. If stolen item is over \$100, refer to Legal via Appendix 3-1.

317. LEGAL DEPARTMENT NOTIFICATIONS

- 1. Sexual Harassment/Sexual Assault/Rape.
- 2. Fraternalization.
- 3. Homosexual disclosures/conduct.
- 4. Assault.
- 5. Theft over \$100 or theft of mail.
- 6. Drug use/abuse.
- 7. Recruit to recruit contact of a sexual nature (including kissing).
- 8. Staff to recruit contact.
- 9. Staff to recruit maltreatment/inappropriate conduct.
- 10. Willful destruction of government property.
- 11. Death.
- 12. Any racial incident.

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13. Any other violent or serious crime.

318. ILLEGAL/IMPROPER DRUG USE

1. Disposition: Many recruits will, for various reasons, reveal information to their RDCs regarding drug abuse. The abuse may take different forms such as: a recruit dispensing a prescription drug to other members of the division; use of narcotics or marijuana while in recruit training; or prior to service drug use. The following action is to be taken by the RDC when the situation arises:

a. A recruit admits to the RDC that he/she is experiencing flashbacks (term used to describe recurrence of an "acid trip") or some other form of withdrawal symptoms from prior service drug use.

(1) Question the recruit further and to the best of your ability try to determine the validity of their statement. Refer the recruit to medical for consultation if recruit is visibly showing signs of problems. If you cannot determine anything by questioning the recruit, set up a LCPO inquiry to determine a course of action.

b. A recruit makes an admission to the RDC concerning prior service drug use.

(1) Question the recruit further and to the best of your ability try to determine the validity of their statement. Notify RTC Legal via Appendix 3-1.

c. A RDC suspects or has knowledge that a recruit has used or possesses some form of dangerous drug, narcotic or marijuana at RTC. The action here also pertains to the usage while at RTC.

(1) Immediately post a watch to secure the area where the incident has taken place and post a watch on the personal locker of the recruit known to be involved. Notify Security of the incident. **Do Not** at any time, attempt to search the recruits involved or their personal lockers in regards to the incident. Notify RTC Legal via Appendix 3-1.

(2) After normal working hours, notification of all incidents above will be directed to the CDO.

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(3) Questions concerning drugs themselves are to be answered by the Command Drug/Alcohol Program Advisor (DAPA) located in building 1127.

319. MOTIVATIONAL TOOLS

1. Only authorized exercises are permitted while training recruits.

2. Instructional Training Exercises (ITE). See reference (j)) (Red Book) regarding hard card documentation.

a. ITE is designed to correct sub-standard performance (i.e. lack of discipline and military bearing); not as punishment for failure of a graded evolution (i.e. academic test failure, static inspection failure).

b. Only authorized RDCs will administer ITE.

c. Two RDCs must be present during any division strength ITE session (21 or more recruits).

d. Recruits must be given sufficient space from other recruits or structures to perform the exercises properly, and to avoid personal injury.

e. Recruits will be hydrated before and after ITE.

f. Recruits will perform to their maximum capability up to the prescribed limits for that exercise. Each exercise is only performed for one set.

g. RDCs may begin an ITE session with any exercise on the card, but then must continue in order from top to bottom.

h. All exercises will be conducted at a quick time pace.

i. A maximum of two ITE sessions, per day, per recruit.

j. While conducting ITE recruits must count all exercises.

k. ITE sessions will not:

(1) Be administered prior to medical screening and issuance of a "fit for full duty" stamp by medical.

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(2) Be administered until completion of the sickle cell trait results.

(3) Be administered for the remainder of the day after inoculations.

(4) Be administered to recruits ordered to light duty.

(5) Be carried to the point of injury or illness.

(6) Be administered 15 minutes prior to meals or earlier than one hour after meals.

(7) Be administered within one hour of any other form of formal physical training (i.e. RDC PT, PT test, IT/ AIT).

(8) Be administered before 1330 on Sundays or recognized holidays.

(9) Be administered in a manner that will cause undue embarrassment.

(10) Be administered under temperatures of extreme cold or heat.

(11) Be administered in mud, snow, on wet ground, or hot pavement.

(12) Be administered at any location not within the confines of RTC.

ITE is not a tool to improve the physical fitness of a recruit. If performed the day prior to PT1 or PT2, it could result in a recruits' inability to maximize performance during these tests.

1. The 20/20/20 session is designed as a "swift and unexpected" motivational tool for RDCs not in that recruits direct chain of command. If the recruit is in the RDCs direct chain of command, the ITE card must be used. An RDC may only administer one 20/20/20 session to a particular recruit per day.

(1) Prior to conducting s 20/20/20 session, RDC will ask the recruit the following:

(a) When was the last 20/20/20 session conducted?

(b) Are you light limited duty (LLD)?

(c) At what time did you last eat?

(2) The 20/20/20 session will be conducted at a quick pace and consist of the following:

(a) 20 jumping jacks (four count).

(b) 20 push ups (two count) 3-1 DOT and beyond.

(c) 20 minute rest.

3. Intensive Training (IT). (See reference (k)).

a. IT is a motivational tool, not punishment.

b. When a training deficiency exists, appropriate attempts to correct these deficiencies include counseling or Extra Military Instructions (EMI).

c. Recruits will not be sent to IT to correct training deficiencies or deficiencies in the Bunk/Locker/Compartment/PI areas of training.

d. IT is warranted to improve attention to detail due to motivational problems, after repeated attempts at counseling and/or EMI have failed.

e. RDCs will document deficiencies on the hardcard and refer to Ship LCPO for recommendation to assign IT.

f. An assignment to IT is only valid for 72 hours, after which the Group Commander/Ship's LCPO must reassign.

g. RDC shall ensure that the IT candidate is Fit For Full Duty (FFD) before going to IT.

h. RDC will ensure that the recruit has eaten prior to attending IT.

i. After the completion of IT session, RDCs shall ensure proper documentation by the IT staff members has been done in the hardcard.

j. IT session failures will be given the opportunity for remediation.

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k. After three IT failures, RDCs will document hardcard and refer recruit to LCPO for assignment to Advanced Intensive Training (AIT) or further disposition.

4. Advanced Intensive Training (AIT). (See reference (k)).

a. AIT is a motivational tool, not punishment. AIT is a natural extension of IT exercises designed for recalcitrant recruits who display little or no benefit from participation in IT.

320. GROUP COMMANDER'S INQUIRY (GCOI)/SHIP'S LCPO INQUIRY (LCPOI)

1. Recruits will be sent to GCOI/SLCPOI when:

a. Additional counseling is required.

b. Recruits require more EMI than the Division Commanders are authorized to assign.

c. A recruit leaves the confines of RTC without permission.

d. Higher authority requires motivation or discipline.

2. When a recruit is referred to GCI/SLCPOI, the hardcard will be documented to include the RDC's recommendation.

321. INTERRUPTIONS IN TRAINING (PASS AND FAST)

1. Personal Applied Skills Streaming (PASS):

a. PASS is for recruits who demonstrate social skills deficiencies in the following areas: difficulty adapting to a racially/culturally diverse setting, unable or unwilling to submit to authority, have trouble handling stress, low self-esteem, or unable to set goals or successfully solve problems.

b. Procedure for assigning a recruit to PASS Training Unit:

(1) Document problem areas (i.e. disruptive behavior, low self-esteem, or lack of motivation) on hardcard. If problems are discipline related it is expected that other motivational tools be used before referring to PASS (i.e. IT/AIT, set back in training).

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(2) LCPO Inquiry recommending assignment to PASS Training Unit, after 1-5 DOT, documented on hardcard.

c. Once a recruit has been accepted to the PASS program, RDCs will receive a memo. ASMO the recruit on the Monday indicated. Ensure the recruit has breakfast prior to being sent to ASMO central for ASMO slip. ASMO central opens at 0730.

d. Recruits must report to PASS NLT 0900 for processing. Any recruit that arrives after this time will be returned to their division to wait the following session. Exceptions to being late are, if a mandatory event is happening that day such as testing, swim qualification, PT test, etc. Ensure recruit has ASMO slip, pink folder, extra key, and fully documented hardcard.

e. Recruits who complete PASS training will be required to attend weekly follow-on meetings every Thursday, 1900-2000 in Ship 8.

2. Fundamental Applied Skills Training (FAST):

a. Recruits are assigned to FAST holding based on their VE score set by current command policy—which qualifies them to attend the FAST (2459) Program. Recruits are (2457) based on their verbal skills.

b. FAST recruits will be taken to the evening meal on 1-1 DOT and then sent to Ship 8 (FAST Holding Unit). RDCs are to ensure that ASMO slips are picked up prior to 1600 on 1-1 DOT.

c. RDCs shall ensure recruits have in their position their ditty bag, sea bag, valuables, PRT folder, spare key, hardcard, stamp kits, linen, clothing IOUs, medical appointment slips, and an ASMO slip. RDCs must ensure these recruits keep all of their clothes separate from the rest of the division. Do not turn in their utilities with the division number on uniform items. Complete a signed sea bag inventory sheet prior to reporting to FAST.

d. Recruits reporting to FAST will not be taken after 2000 on 1-1 DOT. Recruits unable to report by 2000 must report the following morning. RDCs are responsible for ensuring hardcards are up to date, initialed and signed. RDCs must review hardcards for shots information, date and signature, POB, NOK, P-day lecture page should be signed by RDC and initialed by recruit.

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e. RDCs are responsible for the initial training of these recruits. Prior to reporting to FAST, they should be taught how to fold their uniforms, proper stowage of uniforms in locker compartment, and how to properly make their bunk. Recruits are also expected to know correct procedures for wearing their uniform (e.g. gig line, guard belt, ball/watch cap, correctly filled out notebook, etc). FAST Recruits with hometown banks must go to building 1405 during division's scheduled DDS sign-up for the Armed Forces Bank and Navy Federal Credit Union.

f. Only the recruits listed in the memorandum will be assigned to FAST.

322. RECRUIT EVALUATION UNIT (REU) REFERRAL

1. REU examines, observes, treats and recommends disposition of recruits referred for psychiatric observation and provides psychiatric services as required. Since evaluation at REU involves psycho-diagnostic testing, interviewing and, possibly, contact with family members, REU prefers referral to REU early in the day. Referrals at the end of the day sometimes result in the recruit spending the night in sleepers, (Ship 15), and necessitate a return to REU the next day. REU will retain copies of all referral forms utilized by the recruit. All recruits seen by REU will have all required paperwork with disposition documented on the hardcard.

2. Types of referral:

a. Self-Referral - the recruit requests REU service.

b. Command Referral - appointed by the Group Commander/Ship's LCPO.

c. Emergency Referral - the situation is such that compliance with the notification procedure is not practicable.

3. Documentation:

a. The RDC or OOD shall document all behaviors on the recruit's hardcard at the time of occurrence.

b. Bed wetting - only can be referred to REU after a third incident (verified/documented). Prior two incidents will be documented on hardcard and the recruit is sent to medical for evaluation.

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c. Sleepwalking - can be referred on first incident. There must be two different witnesses at the time of sleepwalking. Incident must be documented on hardcard and the recruit must be placed on the bottom rack for safety reasons.

d. Recruits involuntarily referred to REU will be referred utilizing either the Command referral or Emergency referral and issued a Notification of Mental Health Evaluation and a Patients Rights Document. One copy of the Notification of Mental Health and one copy of the Patient Rights Document will accompany the recruit to the REU. A second copy will be forwarded to the Legal Officer.

4. Procedures:

a. Self-Referral: When a recruit displays abnormal behavior, which indicates a possible mental disorder, the RDC will explain the availability of REU to the recruit. Inform the recruit that he/she may request REU services. If, after explanation of REU, the recruit desires an REU visit, afford the recruit the opportunity to go to REU; the RDC shall document the hardcard to show that the recruit is a self-referral to REU. The recruit will be referred to LCPO/Group Commander Inquiry.

b. Command Referral: If the recruit does not desire an REU visit, the Group Commander may consider a command referral. The Group Commander or representative may determine a command referral appropriate due to behavior, which indicates lack of contact with reality. The Group Commander or representative must first contact either a clinical psychologist or a psychiatrist to initiate the command referral. The Group Commander or representative must then serve the recruit with a Notification of Mental Health Evaluation. The recruit must be afforded two days to exercise the rights set forth in the notification letter unless he/she expressly waives that period. Recruits exercising their rights set forth the notification letter will be sent to the Legal Department. The recruit will acknowledge documentation of counseling on the Acknowledgment of Counseling form with an attorney.

c. Emergency Referral: A situation that occurs in which immediate medical attention is required. RDC shall make an emergency referral when information indicates the recruit is a danger to self or others. Send the recruit immediately to REU or 200H. Send a memorandum within 72 hours, setting forth the reasons for the emergency referral. Provide copies of the

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memorandum to the member and the mental health professional for inclusion in the member's health record. Forward a copy of the Emergency Referral Memorandum to the Commanding Officer via the Legal Officer. If, following a self-referral, REU personnel refer the recruit to building 200H for involuntary admittance, the Group Commander must complete an emergency Referral for Mental Health Evaluation.

d. When REU recommends a recruit back to training after a medical referral, the RDC will verify for face-to-face turnover with REU staff. The RDC will escort the recruit back to the division.

e. In cases when the RDC cannot be contacted, medical and REU will contact the Ship's LCPO/Group Commander or the Fleet LCPO/Fleet Commander.

f. Recruits diagnosed as being alcohol dependent may be recommended for a Trial of Duty by REU. The recruit must be between NOA and 3-1 DOT. Documentation will enter in the recruit's medical record and a copy of the case history will be provided to the Command DAPA.

(1) The Command DAPA will inform the Commanding Officer of each case and the final decision for Trial of Duty status will rest with Commanding Officer.

(2) During Trial of Duty, the recruit will be scheduled for necessary counseling sessions with the Command DAPA to encourage truthfulness and motivation for continued training. The recruit will return to REU for a second evaluation on the 3-1 DOT using medical data and information provided by the DAPA and RDCs. Final diagnosis will dictate appropriate disposition of recruit. Recruits found to be malingering will have medical record and hard hardcard documentation entered and be returned to duty.

g. During non-curriculum hours (1600-0700)/Saturday and Sunday, the OOD will notify the CDO/ACDO if problem arises.

323. HEAT CONDITIONS. (See reference (l))

324. CHILL CONDITIONS. (See reference (m))

325. ARSS/SEAL/DIVER/EOD CANDIDATES

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1. Recruits interested in the ARSS/SEAL/DIVER/EOD Program must be given ample opportunity to apply.
2. RDC shall send candidates to the pool.
3. Recruits enlisted under these contracts must have three (3) attempts to pass the screening test.
4. SEAL/DIVER/EOD candidates are required to PT with Dive Motivators on assigned PT days.
5. Aviation Swimmers have the option of RDC PT or Dive Motivator on assigned PT days.
6. All contract DIVER/ARSS candidates will report to the pool NLT 0630 and will return to the division after they eat chow, NLT 0900.

326. RECRUIT AWARDS (NLA, MEA, etc.)

1. Two recruits from the division, who display the highest qualities as a Sailor, will be selected from each division by the RDCs.
2. RDCs will fill out Recruit Board Nomination form, Appendix 3-2.
3. These two individuals will report to the Group Commander/Ship's LCPO for initial nomination NLT Friday prior to scheduled awards board with documented hardcards and completed nomination form.
4. Group Commander/Ship's LCPO will forward the nominations to the respective chain of command IAW division's locator/schedule.

327. HONOR RECRUIT

1. It is the RDC's responsibility to brief the division on the criteria for selecting an Honor Recruit.
2. Each recruit in the division will vote for his/her selection for Honor recruit. The recruit receiving the most votes will be the Honor recruit. The runner-up will be the alternate.
3. RDCs will fill out the honor recruit form, Appendix 3-3.

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4. The Honor recruit selected will report to the Group Commander/Ship's LCPO with documented hardcard and completed nomination for NLT Friday prior to scheduled awards board.
5. Group Commander/Ship's LCPO will forward the nominations to the respective chain of command IAW division's locator/schedule.
6. Disqualification as Honor recruit and selection of an alternate candidate must be brought to the chain of command via the Group Commander/Ship's LCPO immediately.

328. ACADEMIC AWARD WINNER

1. The recruit with the highest academic average for the division shall be designated the divisions "Academic Award Winner."
2. RDCs will fill out Academic Award Winner form, Appendix 3-4, for the two recruits with the highest total average GPA on tests 1-2.

329. MERITORIOUS ADVANCEMENT TO E-2 OR E-3

1. A maximum of ten percent of graduated recruits can be meritoriously advanced to paygrade E-2 or E-3.
2. This number shall be derived after subtracting the number of recruits that are automatically advance upon completion of basic training as a result of prior military entrance agreement (i.e., NJROTC experience or college credit.)
3. The full ten-percent does not have to be used, as only truly deserving recruits shall be recommended. Navy League Award, Military Excellence Award, and the Military Officer's Association Award winner automatically receive meritorious advancement to E-2 or E-3 as appropriate. These recruits do not count against the ten-percent allowance, and an additional recruit may be nominated in their place. Recruits selected for meritorious advancement will be promoted effective the date of successful completion of recruit basic training.
4. RDCs shall:
 - a. Evaluate assigned recruits using the aforementioned criteria.

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b. Submit a Meritorious Advancement Recommendation Letter (Appendix 3-5) to the Fleet Commander via their Group Commander no later than the second day following Academic Test 2.

c. Maintain a copy of Recommendation Letter in the division's records.

d. Provide a copy to the advanced recruit.

330. HOSPITAL LIAISON AND VISITATION PROGRAM

1. Hospital Liaison and Visitation Program is established to enhance morale and conduct periodic visits to ensure that hospitalized recruits and staff members are receiving administrative support and assistance.

2. Their RDC will visit recruits admitted to the hospital within 24 hours.

3. RDC will bring health and comfort items to include a change of undergarments and toiletries. Ensure all items are noted on sea bag inventory form.

331. THANKSGIVING/CHRISTMAS DINNER/LIBERTY POLICY

1. Recruit Scheduling Office (RSO) will provide guidance and instructions.

332. DROP EVALUATION

1. At the end of a division push, all RDCs of the division must fill out a Recruit Division Commander Evaluation, Appendix 3-6. The Ship LCPO will give this form to the RDCs.

333. DIVISION RECORDS

1. RDCs shall retain all divisional records (deck logs, medical chits, etc.) for one year after the division departs from RTC.

334. CORRESPONDENCE WITH CIVILIAN SOURCES

1. Any communication from civilian sources to RDCs concerning a recruit must be treated as official correspondence. The public is typically unaware of proper channels of contact within Recruit Training Command. Because of this fact, personal notes, inquiries,

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commendations, or letters regarding any recruit or RDC shall be submitted to the Commanding Officer via the chain of command.

2. Forward phone calls from civilians to the Public Affairs Office during normal working hours, and to the Command Duty Office on weekends and periods outside normal working hours.

335. VEHICLES

1. All vehicles will be operated in accordance with current RTC traffic regulation.

2. RTC Staff members are not to ride in front of, alongside, or directly behind recruit divisions.

3. Staff members will not instruct, correct, or address a division while riding inside or on any type of vehicle. If a situation requires immediate instruction to ensure the safety of recruits/personnel, the staff member will park the vehicle safely, get out, and address the situation as necessary.

4. Recruits are not permitted as passengers in privately owned vehicles of staff members.

336. VISITATION OF RECRUITS IN TRAINING BY THEIR RECRUITER

1. Purpose is to establish RTC procedures to allow recruiters who are in the area to visit their recruits. This recruit visit should strengthen the relationships between RTC Recruit Division Commanders and CNRC Recruiters providing feedback and information between these military professionals. The following procedure is provided:

a. Recruiter-to-recruit visits may occur after 2-1 DOT.

b. Recruiters are responsible for initiating visit by contacting the Group Commander or LCPO directly (normally one working day prior to the visit).

c. The Ship's LCPO is responsible for coordinating the Recruiter-to-recruit visit with the RDC.

d. The recruit's RDC is responsible for coordinating the Recruiter-to-recruit visit with the Recruit.

e. Recruiters are normally allowed to visit their recruits between the hours of 1830 to 2130 Monday through Saturday, and

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0700 to 1300 on Sundays and holidays. Visits outside these times will be coordinated through the Group Commander or LCPO.

f. Recruiters will check-in with the Ship's OOD and a deck log entry shall be made including the date, time, Recruiter's rate and name, location of Recruiter's station, recruit's name and division number.

g. An RDC will remain with the Recruiter throughout the visit

h. Visits will normally last approximately 20-30 minutes.

i. Upon completion of the visit, the Ship's OOD will make a deck log entry of the Recruiter's departure time.

2. During Recruiter Refresher Training Visits, the Group Commander or Ship's LCPO will receive Recruiter visit notification via a RTCNOTE 5050.

337. RECRUITER NOTIFICATION OF ASMO OUT RECRUIT

1. Purpose is to establish RTC procedures of notifying CNRC recruiters when a recruit is ASMO'd out of a division. This notification should strengthen the relationship between RTC Recruit Division Commanders and CNRC recruiters providing feedback and information to recruit family members. The following procedures are provided:

a. Recruiter notification via phone call is required any time a recruit is ASMO'd out from a division, even a one-day setback, regardless of reason for ASMO.

b. This notification will be completed prior to a recruit leaving their original division for routine setbacks (e.g. FAST, PASS, etc.) or any other setbacks, (e.g. legal, disciplinary, etc.) If the RDC cannot contact the recruiting chain of command within a reasonable amount of time, the detaching ship's LCPO will inform the receiving ship's LCPO, who will then be responsible for ensuring the notification is made and the Recruiter ASMO Out Notification form, Appendix 3-7, is completed and placed in the hardcard. The receiving division will inform their chain of command if a recruit is received with an incomplete Recruiter ASMO out notification form.

c. Phone call will include the division's senior RDC, recruiter and recruit. RDC will utilize CNRC phone directory

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held by Ship's LCPO. If the recruiter is unavailable (e.g. leave, TAD), the Recruiter in Charge (RINC) of that station will be notified. If the RDC is not able to contact the recruiter or RINC, he or she will call NRD headquarters.

d. The senior RDC is responsible for ensuring the recruiter receives information of recruit's new division number, ship and pass-in-review date. Recruiter will forward information to recruit's family member. An RDC will not violate the recruit's privacy rights. Reason for ASMO out (e.g. legal, medical issues) will not be discussed with out the recruit's permission.

e. Checklist shall be used to document notification of recruiter, RINC or NRD headquarters and will be stapled in recruit's hardcard before ASMO out.

WATCHSTANDING
STANDARD OPERATING PROCEDURES

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WATCHSTANDING

401. OOD

1. As the Officer of the Deck for the ship you are responsible for the safety and security of the ship and all personnel within IAW Ref (n), ch 12 para 1214.

2. The ship will maintain an Officer of the Deck 24 hours a day.

a. The Group Commander/Ships LCPO assume the duties as OOD from 0800-1600. If both the Group Commander/Ships LCPO are going to be absent, they will assign one RDC to assume the duties.

b. Weekdays as directed by LCPO.

c. Weekends/Holidays as directed by LCPO.

3. You must be a qualified Recruit Division Commander (NEC 9508).

4. You must have completed the JQR.

402. FEMALE STAFF ROVER

1. Assist OOD with safety and security of the ship IAW reference n, ch 12 para 1208.

2. Must have the Staff Rover JQR completed.

3. If the OOD becomes incapacitated, contact the CDO/ACDO immediately.

4. Hours: Taps to Reveille.

403. OOD TURNOVER

1. Turnover will be conducted at 0800 with the Ship's LCPO during weekdays and with oncoming OOD during weekends/holidays.

2. Items to be turned over include, but are not limited to:

a. Daily assessment sheet (Appendix 3-8).

b. Staff muster report.

- c. Ambulance reports.
- d. Fire drill reports.

3. A brief description of notable events during current watch will also be turned over with relief.

404. TOURS

1. Conduct tour of all ship's spaces regardless of whether occupied by division or not.

2. Between the hours of reveille and taps:

- a. OOD shall make tour of the ship at least every two hours. This is a minimum requirement based on assigned duties and maximum compartment loading.

- b. The OOD shall conduct tours as frequently as possible within limitations of assigned duties.

- c. Tour length and location shall also be random.

- d. Time spent in the RDC lounge shall be minimized between tours.

3. Between the hours of taps and reveille, OOD/Rover shall make tours hourly.

4. Between the hours of taps and reveille, either the OOD or Rover must be of the same gender as the occupants of the compartment being entered.

5. Verify tamper seals are intact.

6. Ensure all proper watch standing is being adhered to.

405. OOD DAILY ROUTINE

1. Weekdays:

- a. Assume the duties as the OOD. Time as promulgated by Ship's LCPO.

- b. Inform JOOD and MOOW of your name and rate and that you have assumed the duties as OOD.

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- c. Obtain sunset time from POW.
- d. Ensure that the JOOD and MOOW are aware of sunset time.
- e. Depart for first tour of ship.
 - (1) Ensure JOOD logs OOD departed for tour of all ship spaces.
 - (2) Make note of discrepancies found during the tour.
 - (3) Ensure JOOD logs OOD returned from tour of ship and time returned.
 - (4) Have JOOD log any problems found on tour in deck log.
- f. TBD - muster color guard.
- g. Sunset - observe evening colors.
- h. 1830 - muster all IT/AIT candidates.
- i. 1800 - 1900 (**Tuesday only**) Conduct fire drill.
- j. 1800 (**Thursday only**) Muster all PASS graduates.
- k. 1830 - muster ship's staff for night routine. Tour common areas to verify ships work being conducted.
- l. 2000 - Set material condition YOKE, lock all entrances to the ship.
- m. 2030 - Ship's Yeoman turn in nightly muster reports to the OOD.
- n. 2100 - secure ship's staff from night routine. Tour common areas prior to securing to ensure all ship's work have been completed.
- o. 2155 - TATTOO.
- p. 2200 - TAPS.
- q. 0200 - (Note FTTDO delivers Uniform of the Day NLT 0200).

(1) Ensure that Uniform of the Day Cards are accurately filled out and distributed by the MOOW to each occupied compartment.

- r. 0530 - Unlock all entrance doors to the ship.
- s. 0600 - Reveille.

(1) Obtain POW and record sunrise time.

2. SUNRISE - 15 minutes prior MAA shall raise competitive/ship's flags (Appendix 4-1). Remove torpedo sock (if applicable) and polish Quarterdeck bright work (as weather permits).

- a. 0645 - Conduct Staff Muster Report. Submit report prior to 0730.
- b. 0700 - Depart for Daily Assessment of ship
- c. 0745 - Muster color guard.
- d. 0800 - Observe morning colors.
- e. 0805 - Conduct turnover with LCPO.

3. WEEKENDS/HOLIDAYS

a. Assume the duties as the OOD. Time as promulgated by Ship's LCPO.

406. UNIFORM OF THE DAY - obtain from FTTDO. (Appendix 4-2).

- 1. Distribute the Uniform of the day.

407. SHIP'S WATCH MANNING

1. Ship's watches will consist of Quarterdeck JOOD/ MOOW, Aft brow JOOD/MOOW, as manning permits. Watches stood together must be of same gender.

408. QUARTERDECK PROCEDURES

- 1. Inspect ship's deck log for proper and timely documentation.

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2. OOD shall ensure proper military etiquette is being observed:

- a. Saluting of the Ensign.
- b. Proper entry/existing procedures.
- c. Military courtesy to all staff members.
- d. Ensure the quarterdeck is clean.

409. OOD SHIP DAILY ASSESSMENT

1. As OOD, you are responsible for the security and safety of the ship. You have authority of the Group Commander/Ship's LCPO during his/her absence. The following are checkpoints during your tours that shall adhered, but not limited to.

2. Ensure a current POW is posted on the Quarterdeck, Aft brow, and Ship's Office and staff lounge.

3. Ensure all watchstanders are at their assigned post.

4. Inspect all watchstanders for:

- a. Correct uniform of the day.
- b. Proper greeting procedures.
- c. Watchstanding procedures.

(1) Proper maintenance and documentation of the Ship's Deck Log and 9MM change over.

(2) Check for cleanliness of the Quarterdeck, Aft Brow and all ship's spaces.

(3) Ensure no loitering of recruits on Quarterdeck, Yeoman's cage, passageways, BMS cage and lounges.

(4) Spot check division's deck logs for timely and correct documentation of:

- (a) Assuming and relieving of the watches.
- (b) Deck Log headings.

- (c) Recruit writing.
 - (d) Last entry of the day.
 - (e) Tattoo and Taps entry.
 - (f) OOD/Rover tours.
- d. Lights off in the lounges after Taps.
 - e. Trash cans are less than 3/4 full.
 - f. Ensure the watches are making their rounds
 - g. Check the cleanliness of the divisions' spaces.
 - h. Check for gear adrift.
 - i. Ensure all recruits personal drawers are locked.
 - j. Check to see if compartments are on spot.
 - k. Check for proper stowage of gear.
 - l. Ensure all compartments doors are secured.
 - m. Ensure all ship entrances are secured after 2000.
 - n. Ensure all division's flags are secured prior to Taps.
5. The OOD shall conduct an assessment of the ship every morning prior to turnover with relief. The morning assessment will be documented on the Daily Assessment Sheet (Appendix 3-8)

410. FLAG POSTING

- 1. If the uniform of the day is "carry flags," then competitive flags will be posted outside the ship (Appendix 4-1).
- 2. Competitive flags will be hoisted at sunrise and hauled down 15 minutes prior sunset, as listed in the Plan of the Week.
- 3. When the heat/chill conditions are in effect, the corresponding flag will remain hoisted.
- 4. The ship's flag will remain hoisted at all times, unless directed by Group Commander/Ship's LCPO.

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5. The third substitute pennant will remain hoisted at all times unless Group Commander/Ship's LCPO is present in the ship.

6. Ship's flag will be flown on the port halyard (determined when looking from the ship to the street). The heat/chill condition flag and third substitute flag will be posted under the ship's flag.

7. Flags will be raised from starboard to port.

8. Only flags earned by divisions in the ship will be posted from starboard to port on the remaining halyard (Appendix 4-1) (6,5,4,3,2).

a. "Hall of Fame"

b. "CNO"

c. "Battle E"

(1) If earned, the above 3 flags will be flown on the same halyard.

d. Star

e. Drill

f. Athletic

g. Scholastic

h. Captain's Cup

9. Flags will be hauled down in the order opposite of what they were hoisted.

10. The flags will be folded as they are hauled down and stowed in appropriate storage areas.

11. The OOD shall ensure competitive flags are posted/secured when Uniform of the Day warrants it at proper times.

12. The OOD shall ensure competitive flags are posted in precedence as outlined in (Appendix 4-1).

411. OOD COLOR DETAIL PROCEDURES

1. Ensure recruits are in the uniform of the day.
2. Colors will always be conducted in a ceremonial manner.
3. The OOD will be outside and observe both morning and evening colors personally.
4. Contact the CDO/LCPO for special occasions (e.g. Flying colors at half-mast, flying holiday ensigns).
5. Morning colors.
 - a. Two ship's staff recruits (with Ensign) will muster at 0745 on the quarterdeck with the OOD.
 - b. One recruit will carry the ensign and hold it close to their chest, with their arms crossing each other.
 - c. Both recruits shall be standing at attention outside the quarterdeck doors at 12 minutes to the hour (heat/chill conditions depending).
 - d. When the MOOW gets on station the color detail will then depart for the flagstaff.
 - e. The carrier of the Ensign will be on the left side.
 - f. In unison, both recruits shall march to the flagstaff area and halt.
 - g. The recruit on the right will be the one hoisting the Ensign.
 - h. The recruit hoisting the Ensign will untie the line and hook it to the flag (the ring end of the flag is hoisted up first)
 - i. Both will stand in a military manner until the attention is sounded or the whistle is blown.
 - j. The MOOW will have a whistle and stand at attention outside the quarterdeck doors 10 minutes to the top of the hour (heat/chill conditions depending).

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k. Whistles will only be blown if Drill Halls P. A. systems are inoperable.

(1) The MOOW will be instructed to blow the whistle by the OOD at 0800.

(2) The MOOW will blow one, long (4-6 seconds), clear blast and then hold a salute to the end of the ceremony.

(3) Exactly 45 seconds later, the OOD will tell the MOOW "TIME". Then the MOOW will drop his/her hand salute and blow three, quick (2-3 seconds), clear blasts on the whistle. The MOOW will then execute an about face and return to his/her post.

(a) The recruit hoisting the Ensign will hoist the Ensign smartly to the truck (top).

(b) After the Ensign has left the carrier's hands, (it will unfurl) he/she will then hold a salute.

(c) Once the Ensign is hoisted, the recruit hoisting will quickly wrap the line around the belaying pin.

(d) The recruit hoisting will then render a salute and hold it until the completion of music or last whistle.

(e) After the completion of music or the last whistle, the color detail will execute an about face and reverse the procedures for marching out to the flagstaff.

6. Evening colors

a. Evening colors will be conducted in the same manner, with the exception that the Ensign is lowered slowly.

b. Ensure that the color detail musters 15 minutes prior to sunset with the OOD.

7. Flying colors at half-mast

a. When flying the Ensign at half-mast, the top of the Union (blue field) will be aligned even with the cross bar.

b. The Ensign will be raised quickly to the truck and then lowered slowly to the half-mast position.

c. The Ship's flag and competitive flags will remain at full mast.

d. At evening colors, the Ensign will be raised to the truck and then lowered slowly.

8. POW/MIA Flag

a. When flown the POW/MIA flag will be flown beneath the Ensign on the same halyard.

412. STAFF MUSTER REPORT

1. The Staff Muster Report will be filled out by the OOD every morning prior to 0700.

413. IT/AIT RECRUITS MUSTER PROCEDURES

1. IT/AIT recruits are mustered at 1830 on the quarterdeck with Ship's Yeoman.

2. The OOD shall ensure the recruits are in full uniform of the day including outer garments (if required).

3. Ensure the recruits have the following items:

a. Sweats.

b. Towel.

c. Gym shoes.

d. White socks.

e. Sickie-cell trait/G6PD recruits have red belt.

4. The OOD shall review all hardcards for required entry and signatures.

5. The OOD shall ensure recruits have eaten evening meal.

6. The OOD shall brief the Ship's Yeoman on proper detail or element formation to the appropriate IT/AIT location.

7. The OOD shall ensure the recruits depart the ship **NLT 1845**.

414. OOD MAIL CALL PROCEDURES

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1. The OOD shall:

- a. Open the mailroom when two ship's MPOs are present and ready.
- b. **Not** give out keys to recruit.
- c. Conduct package call when two ship's MPOs are present.

415. OOD LAUNDRY PROCEDURES

1. The OOD will ensure that laundry bags are not placed on the Aft Brow prior to 1740. Laundry bags may be placed on the Aft Brow after 1740 on the day prior to that ship's laundry pick up.
2. Once laundry is delivered the OOD will ensure that it is removed from the Aft Brow within ½ hour from its drop off time or as manning permits.

416. RECRUITS DEPARTING/RETURNING FROM LIBERTY

1. The OOD must be aware of liberty expiration times to inspect packages on the quarterdeck.
2. The OOD will inspect all the packages of recruits returning from liberty for unauthorized items. (Appendix 4-3).
3. If any of these items are brought back to the ship the recruit will have the option to return back on liberty (if time permits) and dispose or mail at their discretion or throw the items away on the Quarterdeck. (RDCs are prohibited from keeping confiscated items for personal use.)

417. RECRUIT EMERGENCY LEAVE PROCEDURES

1. Once a Red Cross notification is received from the Chaplain's office the OOD/RDC shall:
 - a. Notify Group Commander/Ship's LCPO.
 - b. If OOD, contact recruit's Division Commander.
 - c. Inform recruit that he/she needs to see the Chaplain.
DO NOT DISCLOSE ANY INFORMATION TO THE RECRUIT; LET THE CHAPLAIN DO IT.

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- d. The RDC shall escort the recruit to the Chapel.
- e. Assist in completing the leave chit and route through appropriate Fleet Commander.
- f. If recruit does not have dress uniforms, escort recruit to Separations barracks or as directed by RTC Uniform Liaison.
- g. Ensure recruit has ID Card.
- h. If financial assistance is needed, contact Red Cross or Navy Relief. Bring a copy of the Red Cross message and approved leave chit.
- i. Contact SATO to arrange for travel.
- j. RDC/OODs ensure recruit packs essential items needed during leave period.
- k. Brief the recruit on:
 - (1) Proper conduct while on leave.
 - (2) Appropriate telephone numbers.
 - (3) Leave extension procedures.
 - (4) Directions on how to get back to RTC from the airport.
 - (5) Date leave starts/ends.
- l. Contact duty driver for transport to airport or bus terminal.
- m. Notify Group Commander/Ship's LCPO when recruit departs on emergency leave.
- n. IMPORTANT TELEPHONE NUMBERS:

Chaplain	(847) 688-2253/4986/2288
Red Cross	(847) 688-5676
Navy Relief	(847) 688-6830/6631
SATO	(847) 688-5316 or 689-1884
CDO	(847) 688-7865/7866

418. UNEXPECTED VISITOR(S) FOR A RECRUIT PROCEDURES

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1. When a recruit has an unexpected visitor the OOD shall inform the visitor that during training a recruit is not allowed general visitation.
2. The OOD shall inform the visitor that if a visitation must take place the visitor should report to the CDO office.
3. If the visitor refuses to leave or becomes boisterous the OOD shall call the CDO/ACDO and Security.

419. UNAUTHORIZED ABSENCES

1. When a recruit is discovered to be an Unauthorized Absence (UA) the OOD will contact the CDO office with the recruit's name, SSN, date, time and place discovered UA.
2. The recruit's RDC will document the recruit's hardcard if the event takes place prior to taps. After taps and prior to reveille the OOD will document the hardcard.
3. When a recruit returns from UA status without the escort of base security, the OOD will call the CDO office with the name, SSN, date and time returned from UA. The OOD will then call security with a UA report giving the same information.

420. SUPERVISOR'S REPORT OF INJURY OR ILLNESS

1. Fill out a Supervisor's Report of Injury or Illness whenever an ambulance is called or when a recruit is injured. Use Appendix (4-4), fax copy to CDOS office.

421. FIRE DRILL

1. Conduct a ship-wide fire drill every Tuesday at 1800.
2. See Appendix (4-5) for Fire Drill procedures.
3. The OOD shall turn over to the LCPO during morning turnover.

422. FIRE PROCEDURES (see reference (o))

1. Once the Fire Alarm is activated, all personnel within the ship will grab a blanket and evacuate the ship in an orderly manner.

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2. They will muster in their designated areas to take a head count. No one will reenter the ship without the permission of the OOD.
3. The OOD will check the alarm box to see where the fire is located and position him/herself on the Quarterdeck to wait for the arrival of the Fire Department.
4. Notify the CDO of the fire alarm.
5. Once the Fire Department arrives, the OOD will tell them where the fire is located and wait for further instructions.
6. The compartment watches will ensure all hands have exited the compartment. While exiting the compartment the watch will get a proper head count to report to the OOD. The watch shall also note the time for evacuation and then report to the designated muster area for their division.
7. The JOOD/MOOW will stand fast and wait for further directions from the OOD.
8. The Aft brow watches will stand fast and wait for further instructions from the OOD.
9. Once the all clear has been given by the fire department, the OOD shall notify all divisions to return to their compartments.

OOD shall contact the CDO and inform them of the situation. (Appendix 4-6).

423. SECURITY ALERT (SECURITY ALARM) PROCEDURES

1. When a security alarm is activated the OOD or JOOD will:
 - a. Find out which compartment was triggered by pressing the appropriate key.
 - b. OOD pass the word over the 1MC (JOOD will do this if the OOD is not present).
- (1) "SECURITY ALERT, SECURITY ALERT. All hands stand fast. Intruder alert in compartment _____. Watches stand fast in front of head door. OOD (and Rover when applicable) lay to compartment." **(REPEAT)**

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c. The JOOD will make a log entry immediately following the word being passed.

d. Upon the word being passed the Forward Compartment Watch shall secure the area and remain in front of head door(s) at parade rest.

e. The OOD will check the head and courtyard in the space where the alarm system indicated.

f. If the tamper seal is not broken investigate how the alarm was set off (i.e. a recruit pulling on the door, etc). Look for the individual that set off the alarm. If no person set off the alarm ascertain what may have set the alarm off.

g. If the tamper seal is broken investigate who opened the door. Instruct the Watches for the night not to let anyone back in the drying room until the arrival of their RDC in the morning. The RDC for that compartment will obtain another tamper seal from the LCPO.

h. The OOD will pass the word to secure from security alert.

(1) "Attention in the ship. This is the OOD, (rate and name) I am not under duress, secure from Security Alert."
(REPEAT)

i. The OOD will ensure the JOOD and Compartment Watch make a deck log entry of the security alert.

j. Notify the CDO or Group Commander/Ship's LCPO as to the cause and the disposition of the alarm.

424. SECURITY BREACH

1. Security breach on the Quarterdeck.

a. When a staff member, recruit or other individual comes across the Quarterdeck without proper authority from the JOOD:

(1) Contact the OOD or LCPO.

(2) If the OOD is unavailable the JOOD will pass the word for security alert per 1MC Phraseology, only during this circumstance the word will include that an intruder is in the ship.

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2. Security breach on the Aft Brow.

a. When a staff member, recruit or other individual comes across the Aft Brow without proper authority:

(1) Have MOOW contact the OOD or the LCPO. If the MOOW is not present the Aft Brow watchstander will alert the nearest personnel or compartment watch to notify the OOD or LCPO.

(2) The JOOD will follow the same procedures for a security alert on the Quarterdeck.

3. Once the security breach is announced the OOD/LCPO shall investigate where the intruder's destination is suspected.

4. The OOD shall ensure that the JOOD logs all such incidences in the ship's deck log.

425. BOMB THREAT

1. If a bomb threat is received the OOD/JOOD shall complete a bomb threat checklist (Appendix 4-7) and inform the CDO office immediately.

426. SUICIDE GESTURE/ATTEMPT

1. For recruits prior to 3-4 DOT who ideates/attempts suicide, fill out ambulance report.

2. For recruits on 3-4 DOT and beyond who gestures/attempts suicide, a suicide profile report (Appendix 4-8) will be used.

3. The CDO shall be contacted on all suicide ideations/gestures/attempts.

427. OOD/RDC PROCEDURES FOR PLACING A RECRUIT INTO RECRUIT SLEEPING QUARTERS (RSQ)

1. Once it is determined by the OOD/RDC that a recruit should be recommended to be placed into RSQ, the OOD/RDC shall:

a. Document recruit's hardcard.

b. Contact the CDO/ACDO with a report of the recruit's actions.

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c. Place the recruit outside the LCPO's office until arrival of the CDO/ACDO.

2. After interview by the CDO/ACDO a disposition of the recruit will be determined.

3. If the recruit will be sent to RSQ, the recruit will need to take with them:

- a. Bed roll.
- b. Change of under garments.
- c. Basic toiletries.

4. Security will be called to transport recruit to RSQ.

5. RSQ duty driver will drop off the recruit prior to 0700 and the RDC will escort the recruit to REU.

428. WEATHER CONDITIONS OF READINESS.

**NOTE: REFER TO NAVCRUITRACOMGLAKES INSTRUCTION 3440.16A
DISASTER PREPARDNESS PLAN (reference (p))**

1. The OOD shall, upon the completion of setting the required precautionary measures of any conditions of readiness for destructive weather, during normal working hours, notify the LCPO or the CDO after normal working hours.

- a. Condition IV - Expected within 72 hours.
- b. Condition III - Expected within 48 hours.
- c. Condition II - Expected within 24 hours.
- d. Condition I - Expected within 12 hours.

2. Thunderstorm conditions - maintain normal conditions of readiness.

3. Gale conditions - Destructive weather winds of 33 - 55 knots.

- a. Condition IV - Expected within 72 hours.

(1) Keep a close watch on possible fire hazards.

(2) Check all fire fighting equipment.

(3) Limit outdoor work to minimum, recall crews and equipment not performing emergency work.

(4) Restrict recruit/staff outdoor activities.

b. Condition III - Expected within 48 hours.

(1) Keep areas surrounding building free at all times of debris, scrap lumber, empty drums, and other items that could become a missile hazard, sever power lines, or otherwise damage property or injure personnel.

c. Condition II - Expected within 24 hours.

d. Condition I - Expected within 12 hours.

4. Storm conditions - Destructive winds of 56 knots or over.

a. Condition IV - Expected within 72 hours.

(1) Set conditions as outlined.

(2) Secure all items that must be stored outside by tying down and covering with canvas or similar material as appropriate.

(3) Avoid use of spaces close to exterior window areas.

b. Condition III - Expected within 48 hours.

(1) Close ventilation blinds and shades and fasten them at the bottom if applicable.

c. Condition II - Expected within 12 hours.

(1) Unplug electrical connections of all equipment not required for emergency care.

(2) Prepare for the security of all records, materials, etc., by removing them from desks, tables, etc.

(3) Secure all doors, except as noted during appropriate tornado condition.

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d. Condition I - Expected within 12 hours.

5. Tornado conditions.

a. Watch - conditions are right for tornadoes to develop in the local area during the next six hours.

(1) Notify Division Commanders of conditions.

b. Warning - Tornado has been sighted or detected on radar.

429. SNOW REMOVAL

1. The OOD will muster Divisional Snow Watches when snow accumulation is at 1" or more.

2. Each division will supply two Snow Watches in complete uniform of the day.

3. Snow Watches will wear a reflective vest at all times while performing the duties as Snow Watch. Guardbelts will not be worn but positioned in an area where recruits will be able to hydrate when needed.

4. The OOD must be aware of chill conditions and maintain a proper rotation. In chill condition II Snow Watches are to rotate in 20-minute cycles. In chill condition III Snow Watches are to rotate in 10-minute cycles. During chill condition IV or V all snow removal by recruits is secured.

5. Each ship is responsible for the sidewalks from the ship to all main sidewalks around the ship.

6. Snow will not be thrown in the street.

7. Salt shall be applied according to the manufacturer recommendations.

8. The OOD shall monitor snow removal at all times.

9. Between taps and reveille, Snow Watches are secured unless the CDO determines there is an emergent need.

GROUP COMMANDER WELCOME ABOARD BRIEF

(To be presented on or before 1-1 DOT)

Welcome aboard Recruit Training Command, and the (ship). My name is (title/name).

1. As your Group Commander I am responsible for:
 - a. Your health, safety and welfare, discipline and military training.
 - b. Holding Group Commander inquiry for the following circumstances:
 - (1) Violation of the UCMJ
 - (2) Violation of the RTC regulations
 - (3) Violation of ship policies
 - (4) Substandard performance in any case
2. Recruit Division Commanders:
 - a. Highly qualified and meticulously screen
 - b. Job is challenging and stressful
 - c. Disrespect will not be tolerated
 - d. Must work within strict guidelines
 - (1) Will not maltreat recruits
 - (2) Will not accept money, gifts, or loans from the division or individuals, including after the division graduates
 - (3) The first line in your chain of command
3. Purpose of Recruit Training
 - a. Screening process
 - b. Teach self-discipline
 - c. Teamwork

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d. Attention to detail

Appendix (A-1)

e. Learn to get along with shipmates

(1) Welcome ASMO-INS; aid them if or as necessary

(2) No tolerance for **(racial, religious, sexual or ethnic slurs/comments/jokes)**

4. RTC Requirements.

a. Memorize, learn and be able to state and demonstrate:

(1) Chain of Command.

(2) Eleven General Orders of the Sentry.

(3) "Sound-Off" for standing watch and for entering an office.

(4) Navy Core Values.

b. Four Academic Tests:

(1) Covers recruit curriculum of:

(a) Military Customs.

(b) Firefighting.

(c) Damage Control.

(d) First aid.

(e) Military regulations.

(f) Human relations.

c. Begin studying after your first class and regularly thereafter each night. Mandatory night studies are required to study each night.

d. Obtain assistance from your Education Petty Officer (EPO) if needed.

- e. Failures result in academic probation or setback.
- f. Two Physical Training Tests.

Appendix (A-1)

(1) Failure to make satisfactory progress may result in mandatory PT and eventually setback or Physical Fitness Training Unit (FIT).

g. Military Drill.

h. Inspections.

(1) Bunk and locker.

(2) Personnel inspection.

i. Battle Stations.

(1) The final phase of Boot Camp.

5. Recruit Pay.

a. Direct Deposit System (DDS).

b. Paid twice while in Boot Camp.

c. Uniforms cost will be taken out of the first pay.

d. Recruits with dependents may elect to receive \$600.00 in your first paycheck to provide financial support to your dependents. Doing this will reduce the amount of your final paycheck. This is arranged during recruit receipts.

6. Smart Cards.

a. Card with a limited credit that pays for everything while at boot camp (i.e. haircuts, Exchange items, phone center...).

b. Carry it with you at all times.

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c. Stored in you're A/B at night or when specified by your Division Commanders.

d. Cashed in at the end of training.

7. Motivational Tools.

a. Instruction Training Exercises (ITE).

b. Intensive Training (IT)/Advanced Intensive Training (AIT).

3

8. Disciplinary Actions.

a. Group Commander Inquiry (possible setback in training).

b. Recruit Aptitude Board (RAB).

c. CO's NJP or courts-martial.

d. Discharge.

9. Personal Property.

a. Lock valuables in the "A" or "B" drawer.

10. Religious Services.

a. Held weekly.

b. Most denominations represented.

c. Recruits are highly encouraged to attend.

11. Personal problems.

a. Chain of Command

b. Recruit Evaluation Unit (REU)

c. Chaplains

d. Legal

12. Mail

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- a. You will receive mail each night Monday through Friday.
- b. You will be afforded time to write letters and read mail at the Recruit Division Commander's discretion.
- c. Tell family and friends at home what is authorized and not authorized for you to receive by mail. In the event of an emergency, you can be reached through the nearest American Red Cross Office.

Appendix (A-1)

13. Grievance procedures

- a. Recruits who feel that they or their fellow recruits have been subjected to adverse actions by any member of Recruit.

4

Training Command, Great Lakes (staff or recruit), because of race, creed, color, sex or national origin, or for any other reason, have the right and the obligation to bring the action to the attention of the Commanding Officer via the chain of command, or by filing out the alleged discrimination/grievance form.

- b. Grievance forms and envelopes preaddressed to the Commanding Officer are available in each ship.

- c. Intentional filing of false discrimination complaints may subject the individual to a civil suit for defamation of character or disciplinary action under the Uniform Code of Military Justice for Violation of Articles 107 and 134.

14. Division Watch Organization/Security.

- a. JOOD/Messenger/Compartment Watches regarding the safety and security of the division, compartment and ship.

- b. No strangers or unauthorized persons shall enter the recruit berthing compartment unless accompanied by the Group Commander, Ship's LCPO, Officer of the Deck (OOD) or one of the assigned RDC's.

Do Not Attempt

Manipulate the system to get out

- Engage in sexual activities with your shipmates

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- Have financial dealings with anyone except authorized, Navy-wide charity drives which will be collected by pay allotment only
- Keep large amounts of cash in your personal drawers
- Keep your problems and feelings to yourself
- Lie to your Division Commander(s)
- Use drugs
- Fight (including blanket parties)
- Profanity is not tolerated

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- Smoke or Chew tobacco products.
- Consume alcohol
- Use racial, ethnic, religious or sexual slurs
- Fraternize

Appendix (A-1)

DIVISION-COMMISSIONING PROCEDURES

1. The Group Commander shall coordinate with the division RDCs to where the ceremony is to take place.
 - a. Compartment
 - b. Courtyard
 - c. Grinder
2. The division will be standing by for the Group Commander arrival.
3. The Group Commander will give a brief to the recruits. Some of the highlights of the brief are as follows, but not limited to:
 - a. Division Religious Petty Officer conduct an invocation.
 - b. Rich and proud history of the Navy
 - c. Milestones in recruits Navy career
 - d. Commissioning is a time honored Naval tradition (commissioning of ships, squadrons, and shore installations).

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- e. Personal Navy experiences.
4. At the conclusion of the brief, the Group Commander will take possession of the flag.
 5. One RDC will step forward to the Group Commander with appropriate facing movements.
 - a. Render a hand salute.
 - b. The Group Commander shall render a guidon salute.
 - c. The Group Commander will then give the RDC the division flag.
 - d. The Group Commander shall render a hand salute.
 - e. The RDC shall render a guidon salute.
 - f. The RDC will do an about face, facing the division.
 - g. The RDC will take appropriate facing movements towards the division's guidon.
 - h. The guidon shall render a hand salute to the RDC.
 - i. The RDC shall render a guidon salute.
 - j. The RDC will then give the guidon the division flag.
 - k. The RDC shall render a hand salute.
 - l. The guidon shall render a guidon salute to the RDC.
 - m. Upon completion of the guidon exchange, the RDC shall return to their original position.
 6. The ceremony is concluded once the Group Commander departs the division.

****THE FOLLOWING IS A SAMPLE BRIEF****

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Appendix (A-2)

GOOD AFTERNOON RECRUITS!

On behalf of Capt. _____, our Commanding Officer, it is my pleasure to congratulate you on your decision to join the United State Navy and I proudly welcome you aboard Recruit Training Command, Great Lakes.

The United States Navy possesses a rich and proud history, which began during the Revolutionary War. For over 200 years, the U.S. Navy has proven time and time again that is a dominating force committed to excellence and victory. In any emerging world crisis, the Navy is almost always the first on the scene, before the Army or the Air Force. We have played a vital role in every major conflict throughout our nation's history.

You are now a part of the world's finest Navy. Today marks a major milestone in your own persona Naval history. For today, you are here to participate in the official Commissioning of your division. This is more than just a ceremony, it's a time honored Naval Tradition. It is performed for every new ship, squadron and shore installation.

When a ship is ready to begin it life a sea, the birth of the ship is marked by a commissioning ceremony. The Area Commander receives orders to place the ship into commission. After

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reading the orders from the Department of the Navy to take command of the ship, the Commanding Officer gives the order to "**SET THE WATCH,**" and the officers and crew take their stations.

I am now giving the order for you and your Division Commanders to "SET THE WATCH" and to unfurl and display your guidon proudly, in the same manner that a newly Commissioned ship displays its Commissioning Pennant.

These orders also direct you to begin your training here at Recruit Training Command Great Lakes. I challenge you to begin your path of a Navy Tradition by HONORING your decision to join the Naval Service, by remaining Committed to the Navy team and by having the COURAGE to reach the goals you set before coming to Boot Camp.

In 1911 Seaman Recruit Joseph W. Gregg entered the gates of Recruit Training Command and as the first recruit on board. Since World War I, well over three million recruits have completed training at this facility. Many have gone on to distinguished Naval careers. Today you stand where they stood before, as a recruit, ready to chart your course into Naval history.

3

Recruit Liberty Orientation Lecture

Individual liberty is a continuation of training. It requires personal responsibility and military bearing in order to properly interact in a civilian environment. You will be under constant view by civilian as well as other military personnel. It is common for civilians to write letters to the Commanding Officer expressing their pride when they observe new Sailors during liberty. Individual liberty is a privilege granted by the Commanding Officer, be smart and have fun.

1. Recruit liberty and the times during which they are authorized.

a. Recruits authorized liberty will receive a pre-departure inspection in the prescribed liberty uniform to ensure that uniforms are clean, properly worn, and complete, including, dog tags, a valid recruit liberty care and Armed Forces Identification Card. Destruction, mutilation or loss of these cards may results in disciplinary action.

b. Recruits who are not assigned to a division duty section are required to be in seasonal dress uniform for Friday liberty. All recruits are required to be in liberty uniform on Saturday, Sunday, and Holidays. See RTCINST 1552.1 (REDBOOK) regarding leave and liberty policies for recruits.

NOTE: EMPHASIZE THE IMPORTANCE OF AVOIDING LOSS OF ID CARD DUE TO EITHER CARELESSNESS OR THEFT. LOSS OF ID CARD OR LIBERTY CARD RECREATION CAN RESULT IN CANCELLATION OF LIBERTY PRIVILEGES.

2. Returning Late.

a. Time Limits: liberty expires in the compartment; NOT THE MAIN GATE. Recruits are not permitted to ride in private vehicles or taxis to their barracks from the main gate. The times authorized for the various types of liberty have already been presented.

b. At the expiration of liberty, recruits will be at GQ standing by for Recruit Division Commanders to collect liberty cards and conduct muster.

c. At the expiration of liberty, any recruit crossing the quarterdeck will be detained and the Recruit Division Commanders will be notified.

d. Those recruits returning late from liberty will have off base liberty secured but may be granted on base liberty for the remainder of the liberty weekend.

NOTE: INCLEMENT WEATHER IS NO EXCUSE FOR BEING UA.

3. Limitations and restrictions that apply to recruit liberty.

a. Hitchhiking: Hitchhiking is strictly prohibited at all times to military personnel.

b. Contraband: The following items shall not be brought back through the main gate. You will be inspected carefully upon your return and any contraband will be confiscated and may result in disciplinary action.

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- c. Drugs as defined by U.S. Navy Regulations Article 1138.
 - d. Alcoholic beverages and tobacco products or associated paraphernalia such as matches and/or lighters.
 - e. Medication (unless prescribed by a military doctor are required to be carried on the recruit's person).
 - f. No food of any kind.
 - g. Magazines, papers, or pornographic materials.
 - h. Portable electronic devices, including cellular telephones.
- NOTE:** DON'T BUY ANYTHING TO BRING BACK WITH YOU. MAIL HOME PRIOR TO RETURNING TO BASE.
- i. Servicemen in uniform will not participate in public gatherings such as demonstrations, rallies and protests and avoid any interface with them.
 - j. Borrowing or lending of money and gambling in any form is strictly prohibited.
 - k. Purchase and consumption of alcoholic beverages: The use of alcoholic beverages while on recruit liberty is prohibited, whether you are 21 years old or older. Recruits on liberty shall not purchase nor consume alcoholic beverages. Every individual will be held accountable for his or her actions. Recruits that engage in misconduct, (drinking alcohol, underage drinking, disorderly conduct, etc.) will have all liberty secured for the remainder of the weekend and could be dismissed from naval service.
 - l. The use of any tobacco products (defined as cigarettes, cigars, pipes, chewing tobacco and snuff) while on recruit liberty is discouraged.

- m. Smoking is highly discouraged.

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(1) We are moving towards a smoke free Navy. You have not smoked for the past seven weeks and your body is no longer addicted to nicotine. You have already quit smoking. Don't start again.

(2) Use of tobacco products increases susceptibility to diseases but impairs certain physical skills, reduces cardiopulmonary endurance, tolerance and stamina, thus reducing your physical readiness.

n. Recruits are not allowed to drive motor vehicles on or off base while on liberty.

o. Guest of recruits are not allowed in the recruit barracks.

4. Navy's position on drug abuse.

a. **ZERO TOLERANCE.**

b. A positive test for any illegal drug in your system will result in dismissal from the U.S. Navy.

5. Conduct which reflects favorably on the U.S. Navy:

a. Recruits are expected to maintain the highest standards of conduct at all time. It is particularly important, when exposed to the public, that military courtesies and good manners be observed and rendered. REMEMBER THAT YOU ARE A PERSONAL REPRESENTATIVE OF THE NAVY.

b. While on liberty recruits are subject to, and must obey all civil and military laws and regulations.

c. Personnel returning from liberty are to conduct themselves properly at all times. Those who return in a boisterous manner, waking others, making noise, not obeying RTC Regulations, will be held accountable.

d. If the local police arrest you, any time spend in jail counts as unauthorized absence (UA). Be cooperative and inform the CDO as soon as possible of the facts concerning the situation. Call the number on the front of your liberty card.

6. Professionalism.

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a. While on liberty, you will render the hand salutes according to the U.S. Navy Regulations.

b. You will not eat or drink except inside places of business (i.e. no eating on the streets, etc).

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c. Do not roll your cuffs up or put your cover on the back of your head. Do not allow others to wear your cover. Do not put your hands in your pockets. Remain in the complete uniform.

d. You will conduct yourself in a military manner at all times. Any reports will result in disciplinary action.

e. Keep in mind that while you are on liberty, many people observe you. Your actions reflect upon the Navy as a whole. Be a good ambassador. Outside the gates you are the Navy, so use discretion in all your actions.

7. Public Displays of Affection (PDA).

a. Intimate, inappropriate physical contact in public between Sailors of any pay grade, or between a civilian and a service member, especially in uniform is prohibited. Public Displays of Affection degrades the uniform and reflects negatively upon the Navy. (Examples: holding hands instead of properly escorting one another on liberty or extended/amorous hugging).

8. Use the "Buddy System"

a. Crime statistics prove that there is safety in numbers. A lone Sailor on liberty is an easy target to become the victim of a mugging or robbery. Liberty parties of three or more will provide security. Never leave a shipmate alone. If you feel that your shipmate is intoxicated and headed for trouble, bring him/her back to the base.

b. Be alert and beware of:

(1) Pick pockets.

(2) Overly friendly strangers, male and female - they may be swindlers or con-artists.

(a) This type of person can lead you into all kinds of serious trouble. There have been incidents lately in which

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personnel, either actually in the military or impersonating such, are telling recruits arriving in Milwaukee that they have to leave town early and that they have a hotel room. These rooms are sometimes equipped with a lovely young lady that they can have for the rest of the afternoon and evening "cheap." Recruits who have "taken advantage" of this offer have found that they have accepted keys which were stolen from the hotel (the person checked out of the hotel and kept the keys) or that they were being set up for a "shakedown".

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c. Avoid contact with:

(1) Prostitutes and streetwalkers. The VD rate within the area is at near epidemic level. Also, AIDS may be contracted even via heterosexual contact.

(2) Drugs, drug users, or drug pushers.

(3) Tattoo/piercing parlors. AIDS and other diseases including hepatitis may be contracted from unsanitary tattoo needles (tattoos and piercing on liberty are unauthorized).

9. Transportation.

a. The first thing you should do when going on liberty is make sure you know the train or bus schedule so you can return in plenty of time. If traveling by bus or train, always purchase a round trip ticket and know your schedule.

b. Chicago and North Western trains run to and from Chicago, IL and Kenosha, WI.

c. Always start back in plenty of time to get back to Recruit Training Command, Great Lakes. Do not wait for the last bus or train, take the next to last bus or train to get back.

10. Off Limits.

a. Though not officially off limits, recruits are encouraged not to visit high schools or college campuses for soliciting the company of students.

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11. Contracts.

a. Do not sign any "Easy Payment" credit contract for:

- (1) Photographs.
- (2) Jewelry.
- (3) Books.
- (4) Anything available on credit

b. Cash: Take only the amount of cash you will require and no more than you can afford to lose.

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12. Shuttle services

a. The NTC Shuttle Bus from RTC to NTC and Berkey Mall (check schedule) on the weekend. The route carries it throughout the base, including Rynish Bowling Lanes and the Club Nitro.

13. Emergencies

a. If for any reason you are going to be late in returning from liberty, you should call and inform the CDO. The number is stamped on your liberty pass. This does not automatically excuse you from getting back on time. But in cases where there are extenuating circumstances, the fact that you called to advise authorities of your circumstances will be a factor in your behalf.

b. Do not hesitate to call the CDO in emergency situations, such as your illness or injury or if you are prevented from returning from liberty on time (for instance, money lost or stolen, in jail, accident, etc).

c. If you get into trouble, need advice, directions for help of any kind, don't hesitate to call the local police or call the CDO at the number on your Liberty Card. The local police will assist servicemen whenever possible to protect them

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from harmful practices on the part of civilian establishments.
The CDO can direct you as to what procedures to follow.

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Liberty Brief

1. Recruit Liberty and times which it is authorized
2. Returning late
3. Limitations and restrictions that apply to liberty
4. Navy's position on drug abuse
5. Conduct which reflects favorably on the U.S. Navy
6. Professionalism
7. Public displays of affection
8. Buddy system

RTCINST 3000.1A

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- 9. Transportation
- 10. Off limit areas
- 11. Contracts
- 12. Shuttle services
- 13. Emergencies
- 14. Threat Con

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ADMINISTRATIVE REMARKS

NAVPERS 1070/613 (Rev.10-81)
SN 0106-LF-010-6991

SHIP OR STATION

RECRUIT TRAINING COMMAND, GREAT LAKES, IL 60088-3127

_____ : ADMINISTRATIVE COUNSELING/WARNING

DATE: _____

- 1. I understand that recruit individual liberty is a continuation of training and that liberty requires personal responsibility and military bearing to properly interact in a civilian environment.

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2. In accordance with RTCINST 3000.1A, I have been briefed on the following and understand that if any are violated, I may be subject to disciplinary action:
 - (1) Hitchhiking is prohibited at all times to military personnel.
 - (2) Drugs, as defined by U.S. Navy Regulations Article 1138, are strictly prohibited.
 - (3) Alcoholic beverages shall not be consumed at any time, regardless of age.
 - (4) Food, magazines, newspapers, pornographic materials, cell phones or any other portable electronic devices, tobacco products or associated paraphernalia, or any articles in (2) or (3) shall not be brought back to Recruit Training Command.
 - (5) Borrowing or lending of money and gambling in any form is prohibited.
 - (6) The use of tobacco products while on recruit liberty is prohibited.
 - (7) Remain in complete uniform at all times. (Civilian clothes are prohibited.)
 - (8) Public Displays of Affection between sailors and/or civilians is prohibited while in uniform.
 - (9) Off limit areas will be avoided.
 - (10) Operation of any type of motor vehicle is prohibited.

3. Be aware of sales contracts that sound "too good to be true."

4. I will not hesitate to call the Command Duty Officer for any action that could cause a delay in my return to RTC. I understand that this does not excuse me from being late, but the circumstances will be taken into account.

5. I understand that I am a personal representative of the Navy and I must obey all civil and military regulations at all times.

 Group Commander/ Fleet
 Commander

 DATE: _____ I hereby acknowledge the above page 13 entry.

 WITNESS SIGNATURE AND DATE
 DATE

 MEMBER'S SIGNATURE AND

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NAME/RANK/DESIG: _____

CURRENT BILLET AT RTC: _____

DATE REPORTED TO COMMAND: _____

DATE COMPLETED INDOC: _____

1. Administrative data .
 - a. Full Name (indicate if changed during period).
 - b. Rate and warfare/qualification designator(s). (Indicate if frocked or selectee.)
 - c. SSN.
 - d. USN or USNR. If USNR on active duty, indicate status: i.e., extended active duty, TAR, ADSW, OYR, CANREC, AT, or ADT.
 - e. Date reported to present command.
 - f. Ending date of last Regular report.
 - g. Date of rate.
2. Duties assigned and number of months assigned during this report period.
(List by duty title.)
 - a. Division, Air Crew, etc. to which assigned.
 - b. Primary duties.
 - c. Collateral duties.

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- d. Watchstanding duties.
- e. TEMADD/TEMDU. (Where, when, and why.)
- f. Significant periods not available for duty, if any. (If first report at this command, include any delay or TEMDU prior to reporting.) Do not include brief illness or normal leave.

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3. Job information

a. Principal activities and responsibilities. Include equipment operated or qualified to operate, and "customers" served, if applicable.

b. Individual accomplishments, including experience gained and contributions to team achievements.

c. Responsibilities for classified material.

4. Supervision and Leadership

5. Goals while at Recruit Training Command:

a.

b.

c.

d.

To: Recruit Division Commander
From: LCPO/Ship Officer

Welcome Aboard!

Your reputation as a Recruit Division Commander and that of your division go "hand in hand", if you maintain it the reputation of the division will follow suit. Most importantly, if you need assistance ASK FOR IT. If you have any questions about any aspect of recruit training or the redbook ask or call someone. Talk to other Division Commanders before your events and get the latest scoop. Do not wait until after the inspection to find out your guess was wrong, clear up the gray areas before the inspection.

If you wish to discuss anything, please feel free to stop by the Group Commander anytime. Your input is important to all of us.

We believe that everyone here is a professional and will do what is expected of him or her if they know what that is. We have very few rules in this ship, but there are some important guidelines that we all need to be aware of.

1. **REDBOOK/SOP/INSTRUCTOR GUIDES:** The Redbook, Standard Operating Procedures and Instructor guides are part of each compartment publication and are to be used by Division Commanders to ensure they are familiar with specific areas of instructions at RTC. BE FAMILIAR WITH THEM BOTH.
2. **COMPARTMENTS:** Each compartment should be set up when you arrive. If you are in need of anything, let the BMS know, or the LCPO. Do not take anything out of another compartment.
3. **QUARTERS:** Held at the discretion of the Group Commander/LCPO. All the information is important to you. One RDC from each active division should be at quarters. If you cannot be there, make sure someone takes good notes for you. It is mandatory to be present at quarters if you are not actively pushing. Also, there is a required reading board that is updated frequently. Check it daily for new information.
4. **DUTY:** You will stand Ship OOD/Rover and will be responsible for the entire ship. Read the instructions in the OOD folder, the SOP, and follow the OOD check-off list. Ensure that the daily paperwork is complete and accurate.

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5. **APPOINTMENTS:** Make sure that you and your recruits are at scheduled appointments and on time. Let us know when there is a problem.

6. **PAPERWORK:** I need yours on time. Drop comments must be turned in IAW the notes in your schedule. Pay attention to the notes that I put on your hardcards. Ensure that REU evaluations are complete and accurate. Make sure award nominations are submitted IAW the notes in your schedule. Late inputs could result in a recruit not getting an award that they deserve.

7. **LIBERTY:** If something comes up where you are needed, make sure your partner can reach you. Let us know how to reach you in case of emergencies or urinalysis, etc. Make sure your recall is up-to-date.

8. **MALTREATMENT:** Don't do it. Abusive language will not be tolerated.

9. **WORK TOGETHER:** Always try to work out questions within the Division Commander assigned to the division. Do not bypass the knowledge in the assigned division first. If there are still questions, by all means ask for help if you need it. Be open to criticism. I prefer to fix things within the ship instead of having an inspector find a problem.

10. **IMPROVEMENTS:** We can always improve the way we do things. If you have an idea, bring it to us.

11. **CONFLICTS:** There will be times when you do not agree with FTT the other Division Commanders or with the LCPO or Group Commander. Do not argue in front of recruits, go to the lounge or the office. Also, do not discuss RTC policy that you disagree with in front of recruits. Our job around recruits is to enforce policy, not disagree with it. Again, use the lounge or office and talk with other RDC's. All complaints with FTT go through the Ship's LCPO.

12. **PERSONAL PROBLEMS:** We all have them from time to time. We do care about the staff in this ship. Let us know what is going on and we will try to help. Do not let a personal problem get out of hand until it starts to affect your performance.

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13. **SHIP'S ACCESS:** All personnel will show ID card to the quarterdeck and aft brow watch which will be checked against the access list, be patient with the recruits and train them if there is a problem.

14. **MUSTER:** We must account for your every working day. If you are going to be late, give us a call at _____ (phone) prior to 0700. Ask to speak to the Ship LCPO/Group Commander/OOD, do not rely on a recruit to get a message to us.

15. **COMMANDING OFFICERS P-DAYS BRIEF:** Ensure you and your partners know when and where is the CO's brief with your division. Call your LCPO/GC or scheduling if you need assistance.

Once again, welcome aboard!

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POLICY GUIDANCE NUMBER #2

1. My number one priority during my tour as Commanding Officer of Recruit Training Command is both Recruit and Staff health. The staff of RTC serves as the role models for our next generation of Naval leaders. As such, it is imperative that we conduct and hold ourselves to the highest possible standards. The Sailor and RDC Creed are the bedrock for the staffs' behavior as we carry out the important mission of transforming citizens into Sailors.

2. My vision is to make RTC duty rewarding both professionally and personally. I will do everything in my power to promote RDC and Instructor duty at the various levels in the Navy to ensure RTC promotion and retention rates remain among the highest, if not the highest, in the Navy. My goal is to raise the requirement bar for RTC assignment whether it be RDC, Instructor, or Staff duty so that when you return to the Fleet, your time at RTC will be recognized by every Commanding Officer as one of the Navy's most important jobs, most difficult assignments, and that you are among the Navy's very best.

3. It is also my vision and goal to eliminate all forms of sexual misconduct and fraternization at RTC during my tour as Commanding Officer. As stated numerous times and in various forms by the Navy leadership, there is no place in our Navy for this type of behavior. As such, and in keeping with the guidance I put out at my Captain's Calls when I assumed Command, the following offenses are **ZERO TOLERANCE** issues for the staff of RTC:

a. **Staff to Recruit or Staff on Staff**. If found guilty at CO's Mast of committing these offenses, you can expect to receive the maximum punishment and processing for Admin Separation with an OTH discharge. **There are no gray areas here or degrees of sexual misconduct**, it does not matter if you are a CDR, Master Chief, Sailor of the Year, or an average individual, the punishment will be the same.

b. **Staff to recruit fraternization or staff on staff fraternization (OFFICER AND ENLISTED)**. As with Staff on Recruit sexual misconduct, Staff on Recruit fraternization will be handled in the exact same manner. **Once again, there are no gray areas or degrees of fraternization** - if you choose to do it, you

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will be punished to the maximum extent possible and processed for Admin Separation with an OTH discharge.

c. **DRUG ABUSE (Both staff and Recruit)**. If found guilty at CO's Mast, and regardless of rank or time in service, you can expect to be punished to the maximum extent possible and processed for Admin Separation with an OTH discharge.

d. **RACIAL INCIDENTS (To include comments, cartoons, drawings, mannerisms, and/or jokes)**. If found guilty at CO's Mast, and regardless of rank or time in service, you can expect to be punished to the maximum extent possible and processed for Admin Separation with an OTH discharge.

e. **HAZING (It is each individual's responsibility to understand what constitutes hazing under current guidance. Ignorance of the guidance is no excuse)**. If found guilty at CO's Mast and regardless of rank or time in service, you can expect to be punished to the maximum extent possible and processed for Admin Separation with an OTH discharge.

As Commanding Officer, I reserve the right to judge each offense based on the details, evidence, and circumstances surrounding the charges. In most cases, I will impose the maximum punishment for the five offenses listed above however, there may be lesser degrees of Hazing and Racial incidents in which I will pursue something other than the maximum punishment.

For RDCs and Instructors, if you are accused of committing one of the five Zero Tolerance Offenses, a decision will be made as to whether or not you continue your current duties pending the outcome of legal proceedings. That determination will be based on the allegations, evidence in the case, and witness statements. If it's determined that removal of current responsibilities is in the best interest of the Command while awaiting NJP or CM you can expect one of the following actions: 1) temporary reassignment (RDC retains Red Aiguillette, Badge, and SDAP or 2) temporary reassignment (Removal of Red Aiguillette, Badge, and SDAP).

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1. COMMANDING OFFICERS GUIDANCE.

a. All - several incidents have come to my attention this past week in which individuals were made to stand and/or sit under ladder wells for extended periods by RDCs and with the knowledge of the Fleet leadership. In both cases the individuals involved spent 2 or more days in this position for periods exceeding 8 hours. In one case, the individual ended up missing two A school class dates and at least 7 days of lost training. In the course of investigating these allegations several other questionable disciplinary practices were brought to my attention including the removal of the Navy ball cap from individuals as a form of humiliation/punishment, the use of PT to obtain confessions, and the illegal search and seizure of recruit belongings in the form of health and comfort inspections.

2. So that everyone knows what my guidance is on the proper disciplining of recruits and Sailors the following directives are promulgated:

a. Standing/Sitting under ladder wells: Recruits will not be made to stand and/or sit under ladder wells for periods exceeding 30 mins. If directed by proper authority (RDC, Ship's LCPO, Ship's Officer, or Fleet leadership), a recruit will not be made to stand in this position for periods exceeding 10 mins at which time the recruit will be permitted to stand at parade rest or take a seated position. A minimum of 10 mins at parade rest or in a seated position is required before directing the recruit to take a standing position again. It is the responsibility of the directing authority to ensure the recruit's health is monitored at all times.

b. Removal of the Navy Ball cap: From this point on, a recruit is considered a Sailor upon successful completion of Battle Station and receipt of their Navy ball cap. Under no circumstance will a Sailor have their Navy ball cap removed without my direct authorization. Once a recruit completes Battle Stations they are a Sailor and as such, they will be held to a higher standard. Therefore any infraction committed by a Sailor after Battle Stations and prior to their transfer from RTC, will be handle as they would if that individual committed a similar offense in the fleet. Minor infractions will be handled by the Fleet Commanders using EMI. Major infractions will be

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brought to XOI with a determination for further processing under Captain Mast of Courts-Martial.

c. Health and Comfort Inspections: The only individual authorized to direct a Health and Comfort inspection is the Commanding Officer. The inspection must be based upon health or safety concerns, and/or specific information regarding the presence of contraband. Therefore, from this point forward, no health and safety inspections will be conducted without my authorization. I will authorize such inspections only upon a showing that one of the foregoing reasons exists for the inspection. The CDO should be contacted first, and then he/she will contact me. In no case shall a recruit's A&B drawers be searched except upon proper authority from me. Other than health and comfort, a recruit's A&B drawers may only be searched upon a proper showing of probable cause that such drawers contain evidence of a crime. I shall be the sole authority, with advice from the SJA, as to whether such probable cause exists in any given situation. In most case, pending legitimate reasons, I will authorize a Health and Comfort inspection requested by the division leadership.

d. AITing of Sailors: We don't do this in the Fleet and we are not doing it at RTC. If a Sailor (post Battle Stations) commits an infraction they will be treated as a Sailor would in the Fleet - no longer will AIT be used to punish a post Battle Station Sailor. Punishment for the offense depending, on the severity, will be administered as outlined above - EMI, XOI, Captain's Mast or Courts-Martial. Any questions/concerns regarding the policy set forth above should be brought to my attention via the chain of command. My number one priority is recruit and staff health - both!. The policies above should eliminate any confusion there may have been previously about what is required.

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AMENDMENT TO POLICY GUIDANCE #2

From: Commanding Officer, Recruit Training Command
To: Recruit Training Command

Subj: MILITARY JUSTICE AND DUE PROCESS OF LAW

1. One of my primary duties as Commanding Officer of Recruit Training Command is to maintain good order and discipline within this command and ensure that all personnel adhere to the highest possible standards of conduct. This responsibility includes a moral and legal obligation on my part to administer justice at this command in the most fair and impartial manner possible. This is a commitment to all personnel that I take extremely seriously.

2. Recently, I was very disturbed to learn that my Policy Guidance #2 has caused some to believe that I would not be fair to Staff or Recruit Personnel accused of certain offenses. In that policy paper, I sought to emphasize that certain misconduct greatly undermines everything we work so hard to accomplish here. The specific types of misconduct I mentioned were drug abuse, fraternization, and hazing. The purpose of my Policy Guidance #2 was to highlight my commitment to enforcing existing Navy rules and regulations regarding these offenses.

3. However, nothing in my Policy Guidance #2, and noting I have ever stated in any formal or informal setting should in any way be seen as lessening my solemn and unshakeable commitment to the fair treatment of everyone at this command. I therefore believe that it is important that my views concerning military justice are completely understood by all hands.

a. CO's Mast. When I conduct CO's Mast for a person accused of any offense, I absolutely consider the person reporting to me completely innocent unless or until I see or hear sufficient evidence to persuade me otherwise. Regardless of the offense charged against the person, I will carefully consider anything that accused person has to say or provide in the way of documentary evidence or witness testimony. If someone does not want to say anything at mast, I will not take that as some kind of admission of guilt. On those occasions when the evidence is sufficient to persuade me that the accused

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person has committed misconduct, I will carefully consider the full range of appropriate punishments, from no punishment at all, to a verbal warning or reprimand, all the way up to the maximum. Each case is unique and will be judged on a case-by-case basis. Then, after considering the individual facts and circumstances of the case, I will award the lowest amount of punishment necessary to maintain good order and discipline. This commitment to fairness and impartiality extends to every CO's Mast case I hear, regardless of the offense.

b. COURTS-MARTIAL. Similarly, I shall insist that every courts-martial that I convene be conducted in a completely fair and impartial manner. RTC personnel serving as members of a courts-martial jury need to keep in mind that I have no pre-existing opinion whatsoever as to what outcomes I expect or desire. Whenever I send a case to courts-martial, I fully expect the court members to consider all of the evidence carefully, to listen and obey the instructions of the military judge, and to make their decisions as their individual consciences dictate. For court members to do less would amount to a dereliction of duty.

4. Good order and discipline at Recruit Training Command can only be successfully maintained if there is confidence that the military justice system is being administered in a way that is completely fair to all hands. When I raised my hand and took an oath to support and defend the Constitution, I took that oath very seriously. In my opinion, it is part of my duty to ensure that the Constitutional rights of all personnel are protected, including in those instances where criminal charges are involved. All hands can be completely confident, therefore, that any person facing criminal charges at this command will always get a fair shake from this Command Officer.

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Request for Investigation

1. The following information is required to be forwarded to legal Department to request an investigation be initiated.

Name (suspect)	M/F	RATE	SSN	DOB	SHIP	DIV	DOT

Name (victim/witness)	M/F	RATE	SSN	DOB	SHIP	DIV	DOT

Date/Time of Incident: _____ Date/Time Reported to Staff

Brief synopsis of Incident _____

2. This form should be brought to Legal Department by a staff member who has knowledge of the incident in case clarification is needed.

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3. The subject(s) Chain of Command must be informed of and approve all investigative requests by initialing this form.

LCPO: _____ OR GROUP COMMANDER:

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HONOR RECRUIT FORM

DIVISION #: _____

SHIP #: _____

HONOR RECRUIT NOMINEE:

(LAST NAME, FIRST NAME, MI.)

(SOCIAL SECURITY NUMBER)

(HOMETOWN - CITY / STATE)

CIRCLE: USN / USNR
 MALE / FEMALE

HONOR RECRUIT NEXT OF KIN:

(LAST NAME, FIRST NAME, MI.)

(RELATIONSHIP)

(STREET ADDRESS)

(CITY / STATE / ZIP CODE)

HONOR RECRUIT NEXT OF KIN:

(LAST NAME, FIRST NAME, MI.)

(RELATIONSHIP)

(STREET ADDRESS)

(CITY / STATE / ZIP CODE)

HONOR RECRUIT NOMINEE: (alternate):

(LAST NAME, FIRST NAME, MI.)

(SOCIAL SECURITY NUMBER)

(HOMETOWN - CITY / STATE)

CIRCLE: USN / USNR
 MALE / FEMALE

HONOR RECRUIT NEXT OF KIN:

(LAST NAME, FIRST NAME, MI.)

(RELATIONSHIP)

(STREET ADDRESS)

(CITY / STATE / ZIP CODE)

HONOR RECRUIT NEXT OFKIN:

(LAST NAME, FIRST NAME, MI.)

(RELATIONSHIP)

(STREET ADDRESS)

(CITY / STATE / ZIP CODE)

RTCINST 3000.1A

2 Jun 04

DIVISION COMMANDER # 1

DIVISION COMMANDER #

2

(RATE, LAST NAME, FIRST, MI)

(RATE, LAST NAME, FIRST, MI)

(HOMETOWN - CITY / STATE)

(HOMETOWN - CITY / STATE)

DIVISION COMMANDER # 3

(RATE, LAST NAME, FIRST, MI)

(HOMETOWN - CITY / STATE)

LCPO SIGNATURE

ACADEMIC AWARD WINNER

DIVISION #: _____

SHIP #:

ACADEMIC AWARD NOMINEE:

AAW NOMINEE NEXT OF KIN:

(LAST NAME, FIRST NAME, MI.)

(LAST NAME, FIRST NAME, MI.)

(SOCIAL SECURITY NUMBER)

(RELATIONSHIP)

(HOMETOWN - CITY / STATE)

(STREET ADDRESS)

(CITY / STATE / ZIP CODE)

CIRCLE: USN / USNR
MALE / FEMALE

AAW NOMINEE NEXT OF KIN:

(LAST NAME, FIRST NAME, MI.)

GPA TEST 1: _____
2: _____
3: _____

(RELATIONSHIP)

TOTAL GPA: _____

(STREET ADDRESS)

(CITY / STATE / ZIP CODE)

ACADEMIC AWARD NOMINEE:

AAW NOMINEE NEXT OF KIN:

(LAST NAME, FIRST NAME, MI.)

(LAST NAME, FIRST NAME, MI.)

(SOCIAL SECURITY NUMBER)

(RELATIONSHIP)

(HOMETOWN - CITY / STATE)

(STREET ADDRESS)

(CITY / STATE / ZIP CODE)

CIRCLE: USN / USNR
MALE / FEMALE

AAW NOMINEE NEXT OF KIN:

(LAST NAME, FIRST NAME, MI.)

RTCINST 3000.1A

2 Jun 04

GPA TEST 1: _____
2: _____
3: _____

(RELATIONSHIP)

TOTAL GPA: _____

(STREET ADDRESS)

(CITY / STATE / ZIP CODE)

LCPO SIGNATURE

MERITORIOUS ADVANCEMENT RECOMMENDATION LETTER

DATE: _____

From: Division Commander, Division _____
To: Officer in Charge, PSD, RTC (Attn: Recruit Records)
Via: (1) Group Commander,
(2) Fleet Commander, Atlantic Fleet

Subj: RECOMMENDATION FOR MERITORIOUS ADVANCEMENT

Ref: (a) RTCINST 1430.2G

1. Per reference (a), the outstanding performance of the following E-1 or E-2 recruits in all areas of training places them in the top of their competitive group. Request advancement as indicated:

- a. Total Division Strength: _____
- b. Total designated for automatic advancement: _____
- c. Total for consideration (a minus b): _____
- d. Number of recruits eligible for advancement (10 percent of c) _____

NAME (SIGNATURE)	SSN	ELIGIBILITY VERIFIED BY LCPO
---------------------	-----	------------------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

RDC

FIRST ENDORSEMENT

1. Forwarded, recommending approval

DATE: _____

Group Commander

RTCINST 3000.1A
2 Jun 04

SECOND ENDORSEMENT

1. Approved.

Fleet Commander

DATE

RECRUIT DIVISION COMMANDER EVALUATION

NAME	RATE	SSN	DIV	SHIP

ENTER DATES BELOW

DIVISION FORMED	1-1 DOT	BEGAN FCT	END FCT	PIR	DEPART

DIVISION STRENGTH INFORMATION

# OF RECRUITS ON 1-1	ASMO'ED IN	ASMO'ED OUT	MEDICAL
	0	0	0

LEGAL	TEST SETBACKS	DSPL SETBACKS	PFTU	FAST	PASS	OTHER
0	0	0	0	0	0	0

# OF COMPARTMENT HITS	0	# OF STREET HITS	0
# OF TRAINING DEFICIENCIES	0	# OF PROFESSIONAL DEFICIENCIES	0
# OF RED SCORES	0	WHAT AREAS WENT RED	N/A

AREA	SHIPS LCPO COMMENTS
LEADERSHIP	
INSTRUCTOR ABILITY	
ADMINISTRATIVE	
COUNSELING ABILITY	
OVERALL OBSERVATION	

LCPO NARRATIVE ON PERFORMANCE

RDC SIGNATURE:

RATE AND NAME OF PARTNER:

GROUP COMMANDER SIGNATURE:

DATE:

2 Jun 04

RECRUITER ASMO OUT NOTIFICATION FORM

CHECK-OFF ITEMS	Senior RDC Initials	Recruit Initials
* 1. Obtain ASMO out slip and recruiter phone number prior to calling recruit.		N/A
** 2. Senior RDC and recruit call Recruiter/RINC/NRD headquarter with ASMO information.		
3. Senior RDC provides recruiter with recruiter's new division information.		
4. Recruit's new Pass-in-Review (PIR) date:		
Name of person contacted:		
Date and time contacted:		
5. Senior RDC provide Recruiter/RINC/NRD headquarters time to speak with recruit prior to ASMO out.		
6. Enter this form in the recruiter's hardcard and maintain a copy with ASMO out slip.		

*** RDC WILL UTILIZE CNRC PHONE DIRECTORY LOCATED IN SLCPO OFFICE.**

**** ENSURE THAT CONTACT IS MADE WITH RECRUITER, RINC OR NRD HEADQUATERS.**

RECRUIT'S NAME: _____

SSN: _____

DIV. _____ DOT: _____

FROM: _____

DIV. TO: _____ DOT: _____

RECRUITER/RINC/NRD PHONE NUMBER

Appendix (C-8)

RTCINST 3000.1A

DAILY ASSESSMENT SHEET

COMPARTMENT	A-1		B-1		C-1		D-1		A-01		B-01		C-01		D-01	
	S	U	S	U	S	U	S	U	S	U	S	U	S	U	S	U
WATCH																
GREETING																
APPEARANCE																
LOG																
WORKCENTER																
CLEANLINESS																
LIGHTS/EQUIP																
HEAD																
COMMODOES																
SINKS																
SHOWER AREA																
FORWARD HOLD																
WASH ROOM																
DRYING ROOM																
COMPARTMENT																
ON SPOT																
DECK																
DUST																
LOUNGE																
ON SPOT																
DECK																
DUST																
PASSAGEWAYS																
DECK																
LADDERWELL																

COMMENTS (USE REVERSE IF NECESSARY)

INSPECTOR	DATE
------------------	-------------

Appendix (C-8)

RTCINST 3000.1A

A-02	B-02	C-02
A-01	B-01	C-01
A-1	B-1	C-1

RTCINST 3000.1A

2 Jun 04

UNIFORM OF THE DAY

OOD: _____

DATE: _____

REVEILLE. ALL HANDS HEAVE OUT AND TRICE UP. UNIFORM OF THE DAY IS AS FOLLOWS: WEAR UTILITIES, SWEATER, UTILITY JACKET, PEACOCK, BALL CAP, WATCH CAPS UP/DOWN, SKI MASK, SCARF, CARRY/WEAR RAINCOAT WITH/WITHOUT LINER WEAR THIN /THICK GLOVES. CARRY GUIDON. CARRY/SECURE FLAGS. SET HEAT/CHILL CONDITION 1, 2, 3, 4, 5. WINDOW DRESS, ALL OUTBOARD WINDOWS CLOSED/OPEN TO THE LENGTH OF A BJM/BMR. AEROBIC TRAINING WILL BE CONDUCTED IN DRILL HALLS/DRILL HALLS AND GRINDERS.

CROSS OUT THE INFORMATION
THAT DOES NOT APPLY

QUARTERDECK COPY

2 Jun 04

UNAUTHORIZED ITEMS TO BE IN POSSESSION BY RECRUITS IN TRAINING

1. Large cans of shaving cream. (12oz. Or larger)
2. All aerosol containers.
3. After shave/cologne.
4. Lighter fluid.
5. Disposable Lighters (the fluid cartridge of a "Zippo" lighter will be confiscated, the casing will be retained with the recruit).
6. Magazines, books (non-Navy).
7. Playing cards, dice, gambling paraphernalia.
8. Large bulky stationery.
9. Large hair combs/afro pics, rakes or anything made of metal.
10. Anything in glass containers including mirrors.
11. Double edge razors, blades.
12. Cigarettes, cigars, pipes, tobacco, chewing tobacco.
13. Large deodorants (larger than 4oz).
14. Alcohol-based health & comfort items.
15. Music playing devices (CD/cassette player, radios).
16. Civilian clothing.
17. Cameras.
18. Electric razors.
19. Large hair dryers.
20. Curling irons.
21. Other electrical items deemed unnecessary by the OOD.
22. Food items (gums, candy, chip, etc).
23. All non-prescription drugs and medications that include but are not limited to:
 - a. Phisoderm, Phisohex, etc.
 - b. Foot powders.
 - c. Rubbing alcohol.
 - d. Motion sickness medication.
 - e. Commercial sleeping aide.
 - f. Decongestants.
 - g. Acne medications.
 - h. Antihistamines.
 - i. Analgesics.
 - j. Eye wash (exception: saline solution for contacts).
 - k. Sex related materials (excluding diaphragms and condoms).
 - l. Vitamins.
 - m. Firearms.
 - n. Ammunition/fireworks.
 - o. Clubs, batons, etc.
 - p. Brass knuckles.
 - q. All straight razors, knives, ice picks, scissor.
 - r. Narcotics/illegal drugs or any paraphernalia.

RTC SAFETY SEP 2000		THIS FORM WILL BE SUBMITTED IAW OPNAVINST 5100.23E CH14			
SUPERVISOR'S REPORT OF INJURY OR ILLNESS					
Data on Injured or Ill Person				Safety Office Use Only	
				File Number: Safety Use Only	
1. Name John Doe		2. Rank/Rate	3. Sex	4. Age	5. SSN
6. Occupation	7. Phone	8. Command/Division/Ship RTC/123/01			9. Bldg
10. Date/Time of Injury/Illness		11. Type of Injury/Illness			12. Body Part
AMBULANCE DATA (Complete Blks 13 thru 21 when an ambulance is called)					
13. Time Ambulance called		14. Arrived	15. Departed	16. Destination	17. Ambulance #
19. Action Taken By Ambulance Crew:			20. Time Notified Admin/CDO		
21. OOD: Disposition of Member					
Mishap Data					
22. Cycle Work Schedule S M T W TH F S		23. Drug/Alcohol Related? (Y / N)		24. Experience Performing Task? (Yrs / Mos)	
25. Location (Be specific, e.g. street, BLDG, room number ect...)			26. Evolution at Time of Mishap: Head Calls		
27. Cause of Mishap:				28. PPE Used ? (Y / N)	29. PPE Required ? (Y / N)
30. Narrative (Chain of events leading up to and through and subsequent to mishap): While using head during head calls, Seaman Recruit Jones slipped on the wet floor that was being swabbed, fell and bruised right knee.					
31. Was there an awareness of the unsafe conditions or equipment? (Y / N) What Type?					
32. Corrective action to prevent recurrence : (Should be clear and realistic recommendation) Use caution while walking on wet floors. Post "Caution Wet Floors" signs in the area where swabbing.					
Witnesses (Attach Sheet if Needed)					
34. Name:	35. Phone:	36. Name:	37. Phone:	38. Name:	39. Phone:
Supervisory Data (Mandatory Entry)					

2 Jun 04

40. Immediate Supervisor :	41. Division Officer :	42. Department Head :	
43. Supervisor at time of Injury/ Illness:	44. Command:	45. Bldg Number:	46. Phone:
47. Division Officer / LCPO Signature:			48. Date:
Copy to : RTC Safety Office File Originator			

2 Jun 04

FIRE DRILL PROCEDURES

- Conducted every Tuesday at 1800.
- Tell the JOOD that a fire drill is being conducted.
- The OOD shall pass the word **"THIS IS A DRILL, THIS IS A DRILL. FIRE, FIRE, FIRE. THERE IS A CLASS (TYPE OF FIRE) IN COMPARTMENT _____. ALL HANDS EVACUATE THE SHIP AND MUSTER IN DESIGNATED AREAS. WATCHES ENSURE YOU MAKE AN ACCURATE HEAD COUNT, NOTE THE TIME FOR EVACUATION, AND REPORT TO THE OOD ON THE QUARTERDECK." (REPEAT)**
- Ensure JOOD utilizes the Fire Drill Muster Sheet.
- The OOD shall ensure that all divisions are accounted for.
- Once it is determined that all spaces have been evacuated, the OOD will then notify all divisions to return to their compartments.
- The OOD will verify the Quarterdeck Log has been documented.
- Notify the CDO of the fire drill results; include the time to evacuate the building, maximum of 90 seconds.
- During inclement weather and chill conditions check with ship's LCPO or ACDO/CDO after working hours for alternate muster place.

2 Jun 04

CDO CONTACT LIST

THIS LIST IS NOT ALL ENCOMPASSING, WHEN IN DOUBT CONTACT THE CDO
EXT 7865/7866

RECRUITS FIGHTING

REFUSAL TO TRAIN

HAZING

THEFT

BELLIGERENT RECRUIT

RECRUIT TO RECRUIT CONTACT

UA RECRUIT

SEXUAL MISCONDUCT

FRATERNIZATION

SUICIDE IDEATION/GESTURE/ATTEMPT

FIRE

AMBULANCE

VANDALISM

BOMB THREAT

TERRORIST THREAT

FIRE DRILLS

SECURITY ALARMS

2 Jun 04

BOMB THREAT CHECKLIST

Exact time of call: _____ A.M. / P.M.

Exact words of the Caller:

QUESTIONS TO ASK

- 1. When is the bomb to explode? _____
- 2. Where is the bomb located? _____
- 3. What does it look like? _____
- 4. What kind of bomb is it? _____
- 5. What will cause it to explode? _____
- 6. Did you place the bomb? _____
- 7. Why? _____
- 8. Where are you calling from? _____
- 9. What is your address? _____
- 10. What is your name? _____

CALLER'S VOICE (circle)

- | | | | |
|-----------|---------|---------|---------|
| Calm | Slow | Crying | Slurred |
| Stutter | Deep | Loud | Broken |
| Giggling | Accent | Angry | Rapid |
| Stressed | Nasal | Lisp | Excited |
| Disguised | Sincere | Squeaky | Normal |

If voice is familiar, whom did it sound like?

Were there any background noises? _____

- | | | | |
|------------------------------|-------------|-------|------------|
| Threat Language | Well Spoken | Foul | Incoherent |
| Irrational | | Taped | Educated |
| Message read by threat maker | | | |

Person receiving
call: _____

Building & Telephone number call received at?

COMMAND DUTY OFFICER

SUICIDE PROFILE REPORT (3-4 DOT AND BEYOND)

Date: _____

Time: _____

Name: _____ SSN: _____ Age: _____ Sex: _____

Div/Ship: _____ DOT: _____ Suicide Gesture or Attempt (circle)

Location of incident: _____ Nature of Injury: _____

Notifications: XO: _____ CO: _____ NTC CDO (Beeper 203-9047): _____

Copy of Hardcard attached: _____ Faxed to NTC CDO (3970): _____

CDO INVESTIGATION RESULTS

RDC Comments: _____

Recruit Staff Comments: _____

Prior History of Medical/Emotional/Mental Duress: YES/NO (CIRCLE)
(If YES, explain) _____

Chaplain: _____ RCU: _____ MOT: _____ RDC Counseling: _____

CDO/ACDO Appraisal (Why did this event occur; Dear John letter,
PT Failure, Battle Stations Failure?): _____

SHIP'S CLEANING CHECKLIST

RDCs Lounge

- Dust all horizontal surfaces
- Clean inside and outside of the microwaves
- Clean and sanitize head
- Refill toilet paper and paper towels
- Refill hand soap dispenser
- Clean coffee mess area
- Sweep and swab deck
- Take out trash

Quarterdeck

- Polish all bright work
- Clean all windows and glass surfaces
- Dust all horizontal surfaces
- Dust all quarterdeck picture frames
- Sweep and Swab deck
- Shake out floor mats

Ship's Office

- Dust all horizontal surfaces
- Clean coffee mess area
- Sweep and swab
- Take out trash
- Don't touch or move anything on the desks. Don't touch the computer.

Outside

- Polish all bright work
- Police the area and pick up trash

Yeoman cage

- Dust all horizontal surfaces
- Clean and organize lockers
- Clean and tidy up desks
- Sweep and swab

RTCINST 3000.1A

2 Jun 04

- Take out trash

Forward Hold

- All containers stowed properly
- Swabs, brooms and dust mops stowed properly
- Buckets and cadillacs empty and stowed
- Supplies stowed properly

1st, 2nd, and 3rd decks

- Sweep and swab decks/ladders
- Dust all horizontal surfaces
- Polish bright work

General

- Replace any burnt out light bulbs
- Sweep, swab and buff decks on Sundays
- Clean baseboards.

When swabbing decks, ensure that there are appropriate warnings posted for wet decks. Return all cleaning gear to the forward hold. Never leave them unattended.



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

OPNAVINST 5370.2C
N13
26 Apr 07

OPNAV INSTRUCTION 5370.2C

From: Chief of Naval Operations

Subj: NAVY FRATERNIZATION POLICY

Ref: (a) U.S. Navy Regulations, 1990
(b) SECNAVINST 5300.26D
(c) OPNAVINST 5354.1E

1. Purpose. To conform Navy policy on fraternization to reference (a). This instruction is a complete revision and should be read in its entirety.

2. Cancellation. OPNAVINST 5370.2B

3. Policy. Personal relationships between officer and enlisted members which are unduly familiar and do not respect differences in rank and grade are prohibited and violate long-standing custom and tradition of the naval service. Similar relationships which are unduly familiar between officers or between enlisted members of different rank or grade may also be prejudicial to good order and discipline or of a nature to bring discredit on the naval service and are prohibited. Officer and enlisted members are prohibited from engaging in such unduly familiar personal relationships regardless of the service affiliation or service rules of the other person, including unduly familiar relationships with members of foreign military services. Commands are expected to take administrative and disciplinary action as necessary to correct such inappropriate behavior. This instruction and the prohibition of fraternization found in Article 1165 of reference (a) are lawful general orders effective without further implementation. Violation of this instruction or Article 1165 subjects the involved members to disciplinary action under the Uniform Code of Military Justice (UCMJ).

4. Background/Discussion

a. The Navy has historically relied upon custom and tradition to define the bounds of acceptable personal relationships among its members. Proper social interaction among officer and enlisted members has always been encouraged as it enhances unit morale and esprit de corps. At the same time, unduly familiar personal relationships between officers and enlisted members have traditionally been contrary to naval custom, because they undermine the respect for authority which is

essential to the Navy's ability to accomplish its military mission. Over 220 years of seagoing experience demonstrates that seniors must maintain thoroughly professional relationships with juniors at all times. This custom recognizes the need to prevent use of a senior grade or position in such a way where it results in (or gives the appearance of) favoritism, preferential treatment, personal gain, or involves actions which otherwise may reasonably be expected to undermine good order, discipline, authority, or high unit morale. In like manner, custom requires that junior personnel recognize and respect the authority inherent in a senior's grade, rank, or position. This recognition of authority is evidenced by observance and enforcement of the military courtesies and customs which have traditionally defined proper senior-subordinate relationships.

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

c. Historically, and as used in this instruction, fraternization is a gender-neutral concept. Its focus is on the detriment to good order and discipline resulting from the erosion of respect for authority inherent in an unduly familiar senior-subordinate relationship, not the sex of the members involved. In this sense, fraternization is a unique military concept, although abuse of a senior's position for personal gain and actual or perceived preferential treatment are leadership and management problems which also arise in civilian organizations. In the context of military life, the potential erosion of respect for the authority and leadership position of a senior in grade or rank can have an enormously negative effect on good order and discipline and seriously undermine a unit's effectiveness. Therefore, prohibition of fraternization serves a valid, mission essential purpose.

d. This instruction discusses only fraternization. Other forms of impermissible conduct, such as sexual harassment are addressed in references (b) and (c).

5. Prohibited Relationships

a. Personal relationships between officer and enlisted members which are unduly familiar and that do not respect differences in grade or rank are prohibited. Such relationships are prejudicial to good order and discipline and violate long-standing traditions of the naval service.

b. Personal relationships between Chief Petty Officers (E-7 to E-9) and junior personnel (E-1 to E-6), who are assigned to the same command, which are unduly familiar and that do not respect differences in grade or rank are prohibited. Likewise, personal relationships which are unduly familiar between staff/instructor and student personnel within Navy training commands, and between recruiting personnel and prospects, applicants, or Delayed Entry Program (DEP) personnel that do not respect differences in grade, rank, or the staff/student relationship are prohibited. A prospect becomes an applicant when processing for enlistment or appointment in any of the Armed Forces by beginning to complete a DD Form 1966, NAVCRUIT 1100/11, or comparable form. Such relationships are prejudicial to good order and discipline and violate long-standing traditions of the naval service.

c. When prejudicial to good order or of a nature to bring discredit on the naval service, personal relationships between officer members or between enlisted members which are unduly familiar and that do not respect differences in grade or rank are prohibited. Prejudice to good order and discipline or discredit to the naval service may result from, but are not limited to, circumstances which:

- (1) call into question a senior's objectivity;
- (2) result in actual or apparent preferential treatment;
- (3) undermine the authority of a senior; or
- (4) compromise the chain of command.

d. The prohibited relationships discussed in subparagraphs (a) through (c) above are prohibited regardless of the service affiliation of the other person, including members of foreign military services.

6. Discussion

a. Fraternalization, as defined in paragraph 4, is prohibited and punishable as an offense under the UCMJ.

b. It is impossible to set forth every act which may be prejudicial to good order and discipline or that is service discrediting because the surrounding circumstances often determine whether the conduct in question is inappropriate. Proper social interaction and appropriate personal relationships are an important part of unit morale and esprit de corps. Officer and enlisted participation on command sports teams and other command-sponsored events intended to build unit morale and

camaraderie are healthy and clearly appropriate. Dating, shared living accommodations, intimate or sexual relations, commercial solicitations, private business partnerships, gambling and borrowing money between officers and enlisted members, regardless of service, are unduly familiar and are prohibited. Likewise, such conduct between officer members and between enlisted members of different rank or grade would be unduly familiar and constitute fraternization if the conduct is prejudicial to good order and discipline or is service discrediting.

c. Prejudice to good order and discipline and discredit to the naval service may occur when the degree of familiarity between a senior and a junior in grade or rank is such that the senior's objectivity is called into question. This loss of objectivity by the senior may result in actual or apparent preferential treatment of the junior, and use of the senior's position for the private gain of either the senior or junior member. The actual or apparent loss of objectivity by a senior may result in the perception in which the senior is no longer capable or willing to exercise fairness and make judgments on the basis of merit. An unduly familiar relationship that so undermines the leadership authority of a senior or that compromises the chain of command (i.e., where there is a direct senior-subordinate relationship) is inappropriate and prohibited.

d. Unduly familiar relationships may exist with individuals outside one's direct chain of command, including relationships with members of other branches of the U.S. Armed Forces or with members of foreign military services. By long-standing custom and tradition, Chief Petty Officers (E-7 to E-9) are separate and distinct leaders within their assigned command. Chief Petty Officers provide leadership not just within their direct chain of command, but for the entire unit. The prohibition of paragraph 5b is based on this unique leadership responsibility. While the existence of a direct senior-subordinate supervisory relationship is not a prerequisite for a relationship between juniors and seniors to constitute fraternization, the fact that individuals are in the same chain of command increases the likelihood that an unduly familiar relationship between senior and junior officers, or between senior and junior enlisted members will result in prejudice to good order and discipline or discredit to the naval service.

e. Conduct, which constitutes fraternization, is not excused or mitigated by a subsequent marriage between the offending parties.

f. Service members who are married or otherwise related (i.e., father, son, etc.) to other service members, must maintain the requisite respect and decorum attending the official relationship while either is on duty or in uniform in public.

g. Compatible with sea/shore rotation policy and the needs of the service, service members married to each other will not be assigned in the same chain of command.

7. Action/Responsibility

a. Seniors throughout the chain of command will:

(1) Be especially attentive to their personal associations such that their actions and the actions of their subordinates are supportive of the military chain of command and good order and discipline. Since circumstances are important in determining whether personal relationships constitute fraternization, seniors must provide guidance on appropriate relationships which build unit cohesion and morale.

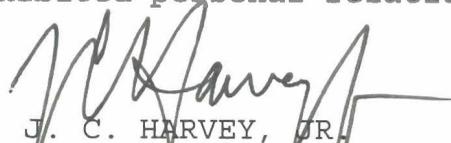
(2) Ensure all members of the command are aware of the policies herein.

(3) Address the offending conduct by taking appropriate action, to include counseling, issuing letters of instruction, comments on fitness reports or performance evaluations, reassignment, and by taking appropriate disciplinary steps when necessary.

b. The responsibility for preventing inappropriate relationships must rest primarily on the senior. While the senior party is expected to control and preclude the development of inappropriate relationships, this policy is applicable to both members and both are accountable for their own conduct.

c. Director, Military Personnel Plans and Policy Division (N13) will ensure training on this subject, including examples of appropriate and prohibited personal relationships, is provided in General Military Training.

d. Commanders will provide indoctrination and annual training to all hands on the subject of fraternization, including examples of appropriate and prohibited personal relationships.



J. C. HARVEY, JR.
Vice Admiral, U.S. Navy
Deputy Chief of Naval Operations
(Manpower, Personnel, Training,
and Education)

Distribution:

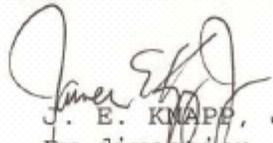
Electronic only via Department of the Navy Issuances Web site
<http://doni.daps.dla.mil>

RECRUIT TRAINING COMMAND INSTRUCTION 3000.1A CHANGE TRANSMITTAL 1

Subj: STANDARD OPERATING PROCEDURES (SOP)

Encl: (1) RTCINST 3000.1A, Enclosure (4), page 23
(1) Appendix C-2
(2) Appendix C-3
(3) Appendix C-4

1. Purpose. To promulgate Change 1 to the basic instruction.
2. Action. Make the following changes to the basic instruction:
 - a. Replace RTCINST 3000.1A, Enclosure (4), page 23 with enclosure (1).
 - b. Replace Appendix C-2 with enclosure (1).
 - c. Replace Appendix C-3 with enclosure (2).
 - d. Replace Appendix C-4 with enclosure (3).
3. Cancellation. Annotate change 1 on page iii. This change transmittal is cancelled upon completion of changes.


J. E. KNAPP, JR.
By direction

Distribution:
RTCINST 5216.2L
(List I, Case B)

5. Group Commander/ Ship's LCPO will forward the nominations to the respective chain of command IAW division's locator/schedule.

6. Disqualification as Honor recruit and selection of an alternate candidate must be brought to the chain of command via the Group Commander/Ship's LCPO immediately.

328. ACADEMIC AWARD WINNER

1. The recruit with the highest academic average for the division shall be designated the divisions "Academic Award Winner." In case of a tie, RDCs will select the winner based on performance during phase assessments.

2. RDCs will fill out Academic Award Winner form, Appendix C-4, for the recruit with the highest total average GPA on tests 1 and 2 and the best performance. The runner-up will be listed as an alternate.

329. MERITORIOUS ADVANCEMENT TO E-2 OR E-3

1. A maximum of ten percent of graduated recruits can be meritoriously advanced to paygrade E-2 or E-3.

2. This number shall be derived after subtracting the number of recruits that are automatically advance upon completion of basic training as a result of prior military entrance agreement (i.e., NJROTC experience or college credit.)

3. The full ten-percent does not have to be used, as only truly deserving recruits shall be recommended. Navy League Award, Military Excellence Award, and the Military Officer's Association Award winner automatically receive meritorious advancement to E-2 or E-3 as appropriate. These recruits do not count against the ten-percent allowance, and an additional recruit may be nominated in their place. Recruits selected for meritorious advancement will be promoted effective the date of successful completion of recruit basic training.

4. RDCs shall:

a. Evaluate assigned recruits using the aforementioned criteria.

b. Submit a Meritorious Advancement Recommendation Letter (Appendix 3-5) to the Fleet Commander via their

RECRUIT BOARD NOMINATION FORM

DIVISION #: _____ SHIP #: _____

NAME: _____
(LAST NAME, FIRST MI.)

SSN: _____

HOMETOWN: _____
(CITY/STATE)

CIRCLE: USN / USNR
MALE / FEMALE AFQT: _____

COLLEGE ATTENDED: _____

LIST DEGREE(S): _____

AFTER RTC, ARE YOU GOING TO: _____ ATD: SN, FN, AN
OR AN "A" SCHOOL: _____
(NAME OF "A" SCHOOL)

CIVILIAN EMPLOYMENT (list all jobs held): _____

HAVE YOU HAD PREVIOUS MILITARY SERVICE? (LIST BRANCH, RANK AND DUTIES)

WHAT IS YOUR POSITION IN YOUR DIVISION? _____

GUEST ATTENDING GRADUATION:

(FIRST NAME, MI LAST NAME)

(RELATIONSHIP)

(STREET ADDRESS)

(CITY, STATE, ZIP CODE)

HONOR RECRUIT/DIVISION COMMANDER FORM

DIVISION #: _____

SHIP #: _____

HONOR RECRUIT NOMINEE

(LAST NAME, FIRST NAME, MI)

(SOCIAL SECURITY NUMBER)

(HOMETOWN - CITY / STATE)

GUEST ATTENDING GRADUATION:

(LAST NAME, FIRST NAME, MI)

(RELATIONSHIP)

(STREET ADDRESS)

(CITY / STATE / ZIP CODE)

CIRCLE: USN / USNR
 MALE / FEMALE

AFQT: _____

HONOR RECRUIT NOMINEE (alt.)

(LAST NAME, FIRST NAME, MI)

(SOCIAL SECURITY NUMBER)

(HOMETOWN - CITY / STATE)

GUEST ATTENDING GRADUATION:

(LAST NAME, FIRST NAME, MI)

(RELATIONSHIP)

(STREET ADDRESS)

(CITY / STATE / ZIP CODE)

CIRCLE: USN / USNR
 MALE / FEMALE

AFQT: _____

DIVISION COMMANDER # 1

(RATE, LAST NAME, FIRST, MI)

(HOMETOWN - CITY / STATE)

DIVISION COMMANDER # 2

(RATE, LAST NAME, FIRST, MI)

(HOMETOWN - CITY / STATE)

DIVISION COMMANDER # 3

(RATE, LAST NAME, FIRST, MI)

(HOMETOWN - CITY / STATE)

RCPO

(RATE, LAST NAME, FIRST, MI)

(HOMETOWN - CITY / STATE)

LCPO SIGNATURE

ACADEMIC AWARD WINNER

DIVISION #: _____

SHIP #: _____

ACADEMIC AWARD NOMINEE:

GUEST ATTENDING GRADUATION:

(LAST NAME, FIRST NAME, MI.)

(LAST NAME, FIRST NAME, MI.)

(SOCIAL SECURITY NUMBER)

(RELATIONSHIP)

(HOMETOWN - CITY / STATE)

(STREET ADDRESS)

(CITY / STATE / ZIP CODE)

CIRCLE: USN / USNR
 MALE / FEMALE

GPA TEST 1: _____

2: _____

TOTAL GPA: _____

AFQT: _____

ACADEMIC AWARD NOMINEE (ALT.):

GUEST ATTENDING GRADUATION:

(LAST NAME, FIRST NAME, MI.)

(LAST NAME, FIRST NAME, MI.)

(SOCIAL SECURITY NUMBER)

(RELATIONSHIP)

(HOMETOWN - CITY / STATE)

(STREET ADDRESS)

(CITY / STATE / ZIP CODE)

CIRCLE: USN / USNR
 MALE / FEMALE

GPA TEST 1: _____

2: _____

TOTAL GPA: _____

AFQT: _____

LCPO SIGNATURE

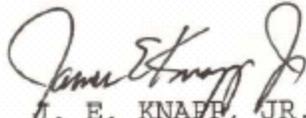
RTCINST 3000.1A CH-2
21
17 Feb 05

RECRUIT TRAINING COMMAND INSTRUCTION 3000.1A CHANGE TRANSMITTAL 2

Subj: RECRUIT TRAINING COMMAND (RTC) STANDARD OPERATING
PROCEDURES (SOP)

Encl: (1) New page 21 to Article 429

1. Purpose. To promulgate Change 2 to the basic instruction.
2. Action. Replace page 21 of Article 429 of the basic instruction with enclosure (1) of this change transmittal.
3. Cancellation. This change transmittal is cancelled upon completion of change.


J. E. KNAPP, JR.
By direction

Distribution: (RTCINST 5216.2M)
List I, Case A

429. SNOW REMOVAL

1. The OOD will muster Divisional Snow Watches when snow accumulation is at 1" or more.
2. Each division will supply two Snow Watches in complete uniform of the day.
3. Snow Watches will wear a reflective vest at all times while performing the duties as Snow Watch. Guardbelts will not be worn but positioned in an area where recruits will be able to hydrate when needed.
4. The OOD must be aware of chill conditions and maintain a proper rotation. In chill condition II Snow Watches are to rotate in 20-minute cycles. In chill condition III Snow Watches are to rotate in 10-minute cycles. During chill condition IV or V all snow removal by recruits is secured.
5. Each ship is responsible for the sidewalks from the ship to all main sidewalks around the ship.
6. Snow will not be thrown in the street.
7. Salt shall be applied according to the manufacturer recommendations.
8. The OOD shall monitor snow removal at all times.
9. Between taps and reveille, Snow Watches are secured unless the CDO determines there is an emergent need. (A
If snow watches are required after taps inform the ship's LCPO and the CDO. Any questions contact FTT.



DEPARTMENT OF THE NAVY

RECRUIT TRAINING COMMAND
3355 ILLINOIS STREET
GREAT LAKES, ILLINOIS 60088-3127

RTCINST 3000.1A CH-3
LEGAL/MTD
23 Jan 08

RECRUIT TRAINING COMMAND INSTRUCTION 3000.1A CHANGE TRANSMITTAL 3

Subj: RECRUIT TRAINING COMMAND (RTC) STANDARD OPERATING
PROCEDURES (SOP)

Encls: (1) Recruit Liberty Orientation Lecture (Appendix A-3)

(2) PG13 Liberty Brief (Appendix A-4)

1. Purpose. To promulgate Change 3 to the basic instruction.

2. Action.

a. Insert the following language as paragraph 3. "This order is punitive and violation of it may subject the member to action under the UCMJ".

b. Re-order all following paragraphs to adjust for insertion.

c. Replace Appendix A-3, with enclosure (1).

d. Replace Appendix A-4, with enclosure (2).

3. Cancellation. This change transmittal is cancelled upon completion of change.

/s/

D. E. CZARAPATA

By direction

Distribution: (RTCINST 5216.2P)

Electronic only, via share drive

Recruit Liberty Orientation Lecture

Individual liberty is a continuation of training. It requires personal responsibility and military bearing in order to properly interact in a civilian environment. You will be under constant view by civilians as well as other military personnel. It is common for civilians to write letters to the Commanding Officer expressing their pride when they observe new Sailors during liberty. Individual liberty is a privilege granted by the Commanding Officer. Be smart and have fun.

1. Recruit liberty and the times during which they are authorized.

a. Recruits authorized liberty will receive a pre-departure inspection in the prescribed liberty uniform to ensure that uniforms are clean, properly worn, and complete, including, dog tags, a valid recruit liberty card and Armed Forces Identification Card. Destruction, mutilation or loss of these cards may result in disciplinary action.

b. Recruits who are not assigned to a division duty section are required to be in seasonal dress uniform for Friday liberty. All recruits are required to be in liberty uniform on Saturday, Sunday, and Holidays. See RTCINST 1552.1 (REDBOOK) regarding leave and liberty policies for recruits.

NOTE: EMPHASIZE THE IMPORTANCE OF AVOIDING LOSS OF ID CARD DUE TO EITHER CARELESSNESS OR THEFT. LOSS OF ID CARD OR LIBERTY CARD RECREATION CAN RESULT IN CANCELLATION OF LIBERTY PRIVILEGES.

2. Returning Late.

a. Time Limits: liberty expires in the compartment, NOT THE MAIN GATE. Recruits are not permitted to ride in private vehicles or taxis to their barracks from the main gate. The times authorized for the various types of liberty have already been presented.

b. At the expiration of liberty, recruits will be at GQ standing by for Recruit Division Commanders to collect liberty cards and conduct muster.

c. At the expiration of liberty, any recruit crossing the quarterdeck will be detained and the Recruit Division Commanders will be notified.

d. Those recruits returning late from liberty will have off base liberty secured but may be granted on base liberty for the remainder of the liberty weekend.

NOTE: INCLEMENT WEATHER IS NO EXCUSE FOR BEING UA.

3. Limitations and restrictions that apply to recruit liberty.

a. Hitchhiking: Hitchhiking is strictly prohibited at all times.

b. Contraband: The following items shall not be brought back through the main gate. You will be inspected carefully upon your return and any contraband will be confiscated and may result in disciplinary action.

c. Drugs as defined by U.S. Navy Regulations Article 1138.

d. Alcoholic beverages and tobacco products or associated paraphernalia such as matches and/or lighters.

e. Medication (unless prescribed by a military doctor requiring it to be carried on the recruit's person).

f. No food of any kind.

g. Magazines, papers, or pornographic materials.

h. Portable electronic devices, including cellular telephones.

NOTE: DON'T BUY ANYTHING TO BRING BACK WITH YOU. MAIL HOME PRIOR TO RETURNING TO BASE.

i. Service members in uniform will not participate in public gatherings such as demonstrations, rallies and protests and should avoid any interface with them.

j. Borrowing or lending of money and gambling in any form is strictly prohibited.

k. Purchase and consumption of alcoholic beverages: The use of alcoholic beverages while on recruit liberty is prohibited, whether you are 21 years old or older. Recruits on liberty shall not purchase nor consume alcoholic beverages. Every individual will be held accountable for his or her actions. Recruits that engage in misconduct, (drinking alcohol, underage drinking, disorderly conduct, etc.) will have all liberty secured for the remainder of the weekend and could be dismissed from naval service.

l. The use of any tobacco products (defined as cigarettes, cigars, pipes, chewing tobacco and snuff) while on recruit liberty is prohibited.

(1) We are moving towards a smoke free Navy. You have not smoked for the past seven weeks and your body is no longer addicted to nicotine. You have already quit smoking. Don't start again.

(2) Use of tobacco products increases susceptibility to diseases, impairs certain physical skills, reduces cardiopulmonary endurance, tolerance and stamina, thus reducing your physical readiness.

m. Recruits are not allowed to drive motor vehicles on or off base while on liberty.

n. Guest of recruits are not allowed south of the Chapel or in Camp Moffet.

4. Navy's position on drug abuse.

a. ZERO TOLERANCE.

b. A positive test for any illegal drug in your system will result in dismissal from the U.S. Navy.

5. Conduct which reflects favorably on the U.S. Navy:

a. Recruits are expected to maintain the highest standards of conduct at all time. It is particularly important, when exposed to the public, that military courtesies and good manners be observed and rendered. REMEMBER THAT YOU ARE A PERSONAL REPRESENTATIVE OF THE NAVY.

b. While on liberty recruits are subject to, and must obey all civil and military laws and regulations.

c. Personnel returning from liberty are to conduct themselves properly at all times. Those who return in a boisterous manner, waking others, making noise, not obeying RTC Regulations, will be held accountable.

d. If the local police arrest you, any time spent in jail counts as unauthorized absence (UA). Be cooperative and inform the CDO as soon as possible of the facts concerning the situation. Call the number on the front of your liberty card.

6. Professionalism.

a. While on liberty, you will render the hand salutes according to the U.S. Navy Regulations.

b. You will not eat or drink except inside places of business (i.e. no eating on the streets, etc).

c. Do not roll your cuffs up or put your cover on the back of your head. Do not allow others to wear your cover. Do not put your hands in your pockets. Remain in the complete uniform.

d. You will conduct yourself in a military manner at all times. Any reports will result in disciplinary action.

e. Keep in mind that while you are on liberty, many people observe you. Your actions reflect upon the Navy as a whole. Be a good ambassador. Outside the gates you are the Navy, so use discretion in all your actions.

7. Public Displays of Affection (PDA).

a. Intimate, inappropriate physical contact in public between Sailors of any pay grade, or between a civilian and a service member, especially in uniform is prohibited. Public Displays of Affection degrades the uniform and reflects negatively upon the Navy. (Examples: holding hands instead of properly escorting one another on liberty or extended/amorous hugging).

8. Use the "Buddy System"

a. Crime statistics prove that there is safety in numbers. A lone Sailor on liberty is an easy target to become the victim of a mugging or robbery. Liberty parties of three or more will provide security. Never leave a shipmate alone. If you feel that your shipmate is intoxicated and headed for trouble, bring him/her back to the base.

b. Be alert and beware of:

(1) Pick pockets.

(2) Overly friendly strangers, male and female - they may be swindlers or con-artists.

(a) This type of person can lead you into all kinds of serious trouble. There have been incidents lately in which personnel, either actually in the military or impersonating such, are telling recruits arriving in Milwaukee that they have to leave town early and that they have a hotel room. These rooms are sometimes equipped with a lovely young lady that they can have for the rest of the afternoon and evening "cheap." Recruits who have "taken advantage" of this offer have found that they have accepted keys which were stolen from the hotel (the person checked out of the hotel and kept the keys) or that they were being set up for a "shakedown".

c. Avoid contact with:

(1) Prostitutes and streetwalkers. The VD rate within the area is at near epidemic level. Also, AIDS may be contracted even via heterosexual contact.

(2) Drugs, drug users, or drug pushers.

(3) Tattoo/piercing parlors. AIDS and other diseases including hepatitis may be contracted from unsanitary tattoo needles.

(4) Tattoos and piercing on liberty are unauthorized.

9. Be aware of predatory lenders and financial Scams.

a. There are individuals who will target you for scams at Gurnee Mall and downtown Chicago. While on liberty, you may be approached by someone who wants to sell you something or to have you fill out a survey, but they will use your personal information to sell you various financial products. You should NOT give out your MyPay account, password, or social security number. **Obtain assistance from the Fleet and Family Service Center, a free legal assistance attorney, or your command financial counselor!**

b. Many of these investments or insurance sales may be inappropriate for you.

c. Insurance salesmen have been known to talk new Sailors into signing contracts that they do not understand or have not completely filled out.

d. If you are told that you have won a prize, but you need to listen to a talk about an investment opportunity in order to get the prize, be wary. This is probably an investment, insurance, or other type of scam.

e. If you are approached with this type of offer, do not buy it until you have talked with one of the free services the Navy provides to you.

f. Payday Lending. We have all seen advertisements for payday lending. This is where they give you an advance on your paycheck. These lending schemes are almost always at high interest rates, and they may cause you to become trapped and unable to pay off your loan. Steer clear of payday lending.

g. Car Title Loans. Loans that offer to give you a cash advance, when you put your car title up for collateral are often offered at very high interest rates, and you can lose your car for a very small loan. Steer clear of these loans.

h. Tax Return Advances. Many tax preparation companies will offer to get your tax return fast, but they will charge you a high percentage fee. Naval installations and many ships have VITA programs that will e-file your taxes for free. Contact your legal officer for information. Additionally, the IRS webpage has links to several tax preparation websites that will file military taxes for free.

i. SGLI. The Navy has provided you with access to inexpensive high-coverage life insurance. SGLI will provide you with up to \$400,000.00 of life insurance. For most of you, this is sufficient coverage. Before you purchase additional insurance, please speak with the financial specialist at the Fleet and Family Service Center, a free legal assistance attorney, or the command financial counselor. You may be getting talked into more insurance than you really need.

j. TSP. As a member of the military, you have access to a tax deferred investment account. Before you invest in another type of investment account, take the time to familiarize yourself with the options that are available to you. Other investment products may have high or hidden sales charges and no tax advantages. Get trustworthy advice before you buy.

k. Remember to take advantage of all the free services that are available to you. You can always talk to a legal assistance attorney, a financial planner, a command financial counselor, and get your taxes prepared all for free.

l. Don't get off course by purchasing something you don't need and you may not understand.

10. Contracts.

a. Avoid signing any "Easy Payment" credit or allotment contracts for:

- (1) Photographs.
- (2) Jewelry.
- (3) Books.
- (4) Computers
- (5) Other high-value items.

Instead take the unsigned contract to a Navy Legal Assistance attorney for review.

b. Cash: Take only the amount of cash you will require and no more than you can afford to lose.

11. Transportation.

a. The first thing you should do when going on liberty is make sure you know the train or bus schedule so you can return in plenty of time. If traveling by bus or train, always purchase a round trip ticket and know your schedule.

b. Chicago and North Western trains run to and from Chicago, IL and Kenosha, WI.

c. Always start back in plenty of time to get back to Recruit Training Command, Great Lakes. Do not wait for the last bus or train, take the next to last bus or train to get back.

12. Shuttle services.

a. The NTC Shuttle Bus from RTC to NTC and Berkey Mall (check schedule) on the weekend. The route carries it throughout the base, including Rynish Bowling Lanes and the Club Nitro.

13. Off Limits.

a. Though not officially off limits, recruits are encouraged not to visit high schools or college campuses for soliciting the company of students.

14. Emergencies.

a. If for any reason you are going to be late in returning from liberty, you should call and inform the CDO. The number is stamped on your liberty pass. This does not automatically excuse you from getting back on time. But in cases where there are extenuating circumstances, the fact that you called to advise authorities of your circumstances will be a factor in your behalf.

b. Do not hesitate to call the CDO in emergency situations, such as illness, injury or if you are prevented from returning from liberty on time (for instance, money lost or stolen, in jail, accident, etc).

c. If you get into trouble, need advice or directions for help of any kind don't hesitate to call the local police or call the CDO at the number on your Liberty Card. The local police will assist service members whenever possible to protect them from harmful practices on the part of civilian establishments. The CDO can direct you as to what procedures to follow.

Liberty Brief

1. Recruit Liberty and times which it is authorized
2. Returning late
3. Limitations and restrictions that apply to liberty
4. Navy's position on drug abuse
5. Conduct which reflects favorably on the U.S. Navy
6. Professionalism
7. Public displays of affection
8. Buddy system
9. Financial scams
10. Contracts
11. Transportation
12. Shuttle Services
13. Off Limits areas
14. Emergencies
15. Threat Con

ADMINISTRATIVE REMARKS

NAVPERS 1070/613 (Rev.10-81)
SN 0106-LF-010-6991

SHIP OR STATION

RECRUIT TRAINING COMMAND, GREAT LAKES, IL 60088-3127

_____ : ADMINISTRATIVE COUNSELING/WARNING

DATE: _____

1. I understand that recruit individual liberty is a continuation of training and that liberty requires personal responsibility and military bearing to properly interact in a civilian environment.
2. In accordance with RTCINST 3000.1A, I have been briefed on the following and understand that if any are violated, I may be subject to disciplinary action:
 - (1) Hitchhiking is prohibited at all times to military personnel.
 - (2) Drugs, as defined by U.S. Navy Regulations Article 1138, are strictly prohibited.
 - (3) Alcoholic beverages shall not be consumed at any time, regardless of age.
 - (4) Food, magazines, newspapers, pornographic materials, cell phones or any other portable electronic devices, tobacco products or associated paraphernalia, or any articles in (2) or (3) shall not be brought back to Recruit Training Command.
 - (5) Borrowing or lending of money and gambling in any form is prohibited.
 - (6) The use of tobacco products while on recruit liberty is prohibited.
 - (7) Remain in complete uniform at all times. (Civilian clothes are prohibited.)
 - (8) Public Displays of Affection between sailors and/or civilians is prohibited while in uniform.
 - (9) Off limit areas will be avoided.
 - (10) Operation of any type of motor vehicle is prohibited.
3. Be aware of sales contracts that sound "too good to be true."
4. Be aware of predatory lenders and financial scams, including inappropriate investments and insurance, prizes that are really scams, payday lending, car title loans, tax return advances.
5. Remember you are already offered low cost SGLI insurance, and a tax deferred retirement investment vehicle, TSP. Additionally, there are free Navy Legal Assistance Attorneys, Financial Planners, and command financial counselors available.
6. I will not hesitate to call the Command Duty Officer for any action that could cause a delay in my return to RTC. I understand that this does not excuse me from being late, but the circumstances will be taken into account.
7. I understand that I am a personal representative of the Navy and I must obey all civil and military regulations at all times.

Group Commander/ Fleet Commander

DATE: _____ I hereby acknowledge the above page 13 entry.

WITNESS SIGNATURE AND DATE

MEMBER'S SIGNATURE AND DATE

NAME (LAST, FIRST, MIDDLE)	SSN	BRANCH/CLASS	USN



DEPARTMENT OF THE NAVY
RECRUIT TRAINING COMMAND
3355 ILLINOIS STREET
GREAT LAKES, IL 60088-3127

RTCINST 3000.1A CH-4
LEGAL/MTD/SWO
JUL 26 2011

RTC INSTRUCTION 3000.1A CHANGE TRANSMITTAL 4

From: Commanding Officer, Recruit Training Command

Subj: RECRUIT TRAINING COMMAND (RTC) STANDARD OPERATING
PROCEDURES (SOP)

Encl: (1) RTC CDO/ACDO Eligibility (Appendix F)
(2) Command Duty Officer Qualification (Appendix G)
(3) Assistant Command Duty Officer Qualification
(Appendix H)

1. Purpose. To publish Change 4 to the basic instruction.
2. Action. Add enclosures (1), (2), and (3) of this change transmittal to the basic instruction.
3. Cancellation. This change transmittal is cancelled upon completion of change.


STEVEN G. BETHKE

Distribution:
Enterprise Knowledge Management (EKM)

JUL 26 2011

APPENDIX FRTC CDO and ACDO EligibilityCDO Eligibility

- E-7 thru O-3 (this includes CWOs/LDOs).
- Officers: stand first qualified CDO watch within 10 months of report; E-8: stand first CDO watch within 10 months of reporting or RDC school graduation date.
- E-7 must be ACDO qualified; stand first CDO watch within 14 months of reporting or RDC school graduation date.
- E-7s must stand a minimum of four ACDO watches, exemplify proficiency, and pass an oral board.

ACDO Eligibility

- E-6 thru E-7; if E-6, must run a request chit through chain of command (bottom line will be the SWO) to determine suitability and potential as an ACDO. All disapproved chits will be bottom-lined by the CO.
- E-6s must have at least 18 months onboard RTC as an E-6.
- E-7s: stand first qualified ACDO watch within eight months of reporting.
- Must have all pre-requisite watches completed, exemplify proficiency, and pass an oral board.

Additional Information

- Only one ACDO and CDO board (NMT two prospective ACDOs/CDOs per board) will be held each week for E-7s from the time period of 1 Jun - 31 Aug.
- If you are within 120 days of retiring (your last day at RTC), you are exempt from standing duty.
- If you are within 30 days of transferring, you are exempt from standing duty.
- If you are within 120 days of transferring, you are not eligible to qualify CDO or ACDO.
- Monthly training will count toward proficiency; however, it does not take the place of standing watch.
- If you do not stand watch every 90 days, your quals will lapse, and you will have to re-qualify via a CDO board chaired by the SWO.

JUL 26 2011

- E-6s that are ACDO qualified may work on their CDO JQR; however, you will not be eligible to stand the CDO watch until promoted to Chief Petty Officer.
- E-6s with less than 18 months may work on the ACDO JQR: however, you will not stand the ACDO watch until you have an approved request chit (through your CoC and the SWO) and meet the 18 month requirement.

JUL 26 2011

APPENDIX G

COMMAND DUTY OFFICER QUALIFICATION

FINAL QUALIFICATION AS COMMAND DUTY OFFICER (CDO)

The following tasks will be accomplished and understood by personnel before standing duty as the RTC Command Duty Officer. Signatures in the blanks will signify completion of that area of qualification. All line items must be signed off by authorized personnel, as indicated in parentheses.

NAME: _____ RANK: _____ DESIGNATOR: _____

NUMBER OF MONTHS REMAINING AT RTC: _____
MUST BE GREATER THAN 120 DAYS OR FOUR MONTHS REMAINING ON STATION AT TIME OF QUALIFICATION

QUALIFICATION RECORD

The above individual has completed all JQR requirements for this qualification. Recommend assignment as a qualified Command Duty Officer.

Recommended: _____ Date _____
Leading Chief Petty Officer

Recommended: _____ Date _____
Division Officer

Recommended: _____ Date _____
Fleet Commander

Recommended: _____ Date _____
Department Head

Submitted: _____ Date _____
Senior Watch Officer

Approved: _____ Date _____
Commanding Officer

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Verification of CDO Fundamentals and Tasks

By signing you are verifying the CDO candidate has performed the required task or has sufficient understanding of the CDO fundamental to be an effective CDO.

100 Command Duty Officer Fundamentals

References:

- (a) RTCINST 3120.32D
- (b) RTCINST 3000.1A
- (c) RTCINST 3140.2C
- (d) OPNAVINST F3100.6J
- (e) MILPERSMAN 1770

100.1 Discuss the duties, responsibilities, and authority of the Command Duty Officer: SOFT

Signature _____ Date _____
 (SWO-Last Signature)

100.2 Be familiar with the following reports and discuss their use and required entries:

- a. CDO/ACDO Roving Report
- b. Rough/Smooth Log
- c. CDO/Duty Driver Vehicle Reports
- d. FHCC DOD Liaison Admission Report
- e. Nightly Receiving Report
- f. Ambulance Report (Dispositions)
- g. Red Cross Report (Dispositions)
- h. Command Duty Officer Report

Signature _____ Date _____
 (CDO)

100.3 Explain the procedures for emergency leave for staff and recruits to include:

- a. Criteria to Qualify
- b. Sources of Aid (Chaplain, Red Cross, Navy Relief)
- c. ID card Procurement
- d. Uniform Procurement
- e. Leave Chit Routing (COC Involvement)
- f. Leave Extensions
- g. Transportation
- h. OCONUS Requirements (DOD Foreign Clearance Guide/APACS/ISOPREP)

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Signature _____ Date _____
 (CDO)

100.4 Define the differences between various heat, chill, and weather conditions, and actions taken to include:

- a. Setting Heat and Chill Conditions
- b. Uniform of the day
- c. Flag requirements
- d. Describe types of training that are affected by heat/chill conditions
- e. Double Timing

Signature _____ Date _____
 (FQA)

100.5 Discuss the following emergencies and disaster preparedness plans:

- a. Tornado
- b. Bomb Threat
- c. Hail
- d. Extreme Heat Conditions
- e. Thunderstorms
- f. Severe Cold Weather
- g. Fire

Signature _____ Date _____
 (SWO or CDO/ACDO Coordinators)

100.6 Discuss Recruit Special Quarters to include:

- a. Authority to Assign
- b. Documentation and Referral Recommendation
- c. Capacity Constraints
- d. Instances When RSQ is Appropriate

Signature _____ Date _____
 (CDO)

100.7 Discuss procedures for the following disciplinary actions:

- a. Fighting
- b. Refusal to Train
- c. Sexual Harassment
- d. Sexual Assault
- e. Fraternization
- f. Theft
- g. Unauthorized Absence

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h. Urinalysis and Breathalyzer Requirements

Signature _____ Date _____
 (CDO)

100.8 Discuss with the SWO the following suicidal activity:

- a. Define Suicide Ideation, Attempt, and Gesture
- b. SITREP Requirements (know instruction; what chapters are most applicable)
- c. Chain of Command Notification Requirements
- d. Factors Affecting Determination of Suicidal Behavior
- e. When CACO Would be Activated
- f. Duty Administration Responsibilities
- g. Releasing Authority

Signature _____ Date _____
 (SWO)

100.9 Discuss with the Legal Officer the following procedures:

- a. Search, Seizure, Storage and Disposition of Property
- b. Recruit to Recruit Contact Reporting Requirements
- c. Pretrial Confinement Unit
- d. Article 31B Requirements
- e. Interaction With NCIS
- f. Military Order of Protection

Signature _____ Date _____
 (JAG/LEGAL LCPO)

100.10 Discuss the following base routines:

- a. Base Daily Routine
- b. Base/Ship Security
- c. Staff and Recruit Rosters
- d. Fire Drills
- e. Base Tours
- f. Emergency Recall Bill
- g. Visitor Control

Signature _____ Date _____
 (CDO)

100.11 Discuss the procedures for base maintenance and snow removal:

- a. Sources of Snow Removal and When to Utilize
- b. Recruit Snow Removal After Taps
- c. When to Recall Snow Teams

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- d. Interaction with PWC
- e. Special Consideration
- f. Recruit Graduation and VIP Tour Priorities
- g. Limitations to Snow Removal
- h. Traffic Control/Speed limits

Signature _____ Date _____
 (FACILITIES OFFICER/LCPO)

100.12 Discuss the following regarding recruit liberty:

- a. Off-Base and On-Base Liberty
- b. Hours
- c. Uniforms
- d. Restrictions for Recruits While on Liberty
- e. UA or Late Recruits
- f. Parcel Inspections
- g. Authorized On-Base Visitor Areas

Signature _____ Date _____
 (CDO)

100.13 Discuss the procedures for emergency work/services that may be needed:

Signature _____ Date _____
 (FACILITIES OFFICER/LCPO)

100.14 Discuss the procedures and requirements for procurement and official use of government vehicles, including busing requirements:

Signature _____ Date _____
 (FACILITIES OFFICER/LCPO)

100.15 Discuss CDO/ACDO tour procedures and responsibilities for the following:

- a. Recruit Barracks
- b. FHCC Hospital
- c. Separations Barracks
- d. Unoccupied Buildings
- e. Drill Halls
- f. Battle Stations 21
- g. Golden Thirteen
- h. USS IOWA Building
- i. Freedom Hall
- j. Tranquility
- k. HQ Safe

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- l. CMSR
- m. McHenry County Jail

Signature _____ Date _____
(CDO)

100.16 Discuss religious programs to include:

- a. Available Programs
- b. Standard Services
- c. Interaction with Chaplain/Duty Chaplain
- d. Red Cross Procedures

Signature _____ Date _____
(CHAPLAIN)

100.17 Discuss the PCR SITREP requirements:

- a. Personnel Casualty Report (PCR)
- b. PCR Requirements (specific instruction)
- c. CoC Notification
- d. CACO Duties
- e. Releasing Authority
- f. CDO Procedures
- g. Information Obtained/Required for PCR

Signature _____ Date _____
(SWO/CACO COOR/MED LIAISON)

100.18 Discuss Anti-Terrorist/Force protection measures to include:

- a. Threat Conditions
- b. Naval Station Security Force Relationships and Manning
- c. ID check/Vehicle Inspection Requirements
- d. Threat Condition Change Notification Requirement
- e. Bomb Threat
- f. Suspicious Package
- g. Review Pertinent Instructions

Signature _____ Date _____
(SECURITY OFFICER)

100.19 Name the following Liaisons/Coordinators:

- a. Medical Liaison
- b. Dental Liaison
- c. Galley Liaison

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- d. Uniform Liaison
- e. RTC FAP
- f. RTC SAPR
- g. RTC CACO
- h. DOD Liaison

Signature _____ Date _____
 (CDO)

100.20 Understand the following in regards to Pre-Trial Confinement grounds:

- a. Where is Pre-Trial Confinement Located?
- b. Who is the Primary/Secondary POC, if a Trip is Required?

Signature _____ Date _____
 (CDO)

Passed Oral CDO Board conducted on _____.

Signature _____ Date _____
 (SWO)

_____ (CDO BOARD MEMBER)	_____ (SIGNATURE)	_____ (DATE)
_____ (CDO BOARD MEMBER)	_____ (SIGNATURE)	_____ (DATE)
_____ (CDO BOARD MEMBER)	_____ (SIGNATURE)	_____ (DATE)
_____ (CDO BOARD MEMBER)	_____ (SIGNATURE)	_____ (DATE)

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200 Command Duty Officer Tasks:

200.1 Stand CDO Under Instruction on Saturday, Sunday, and one weekday (three U/Is).

Signature _____ Date _____
 (CDO - Saturday)

Signature _____ Date _____
 (CDO - Sunday)

Signature _____ Date _____
 (CDO - Weekday)

200.2 Conduct morning turnover with the CO/XO.
****One of the turnovers must be a Monday****

Signature _____ Date _____
 (CDO)

Signature _____ Date _____
 (CDO)

200.3 Conduct evening pass down with the XO.

Signature _____ Date _____
 (CDO)

200.4 Conduct a tour of the base with a qualified CDO.

Signature _____ Date _____
 (CDO)

200.5 Conduct a tour of FHCC.

Signature _____ Date _____
 (CDO)

200.6 Conduct a tour of Headquarters Building.

Signature _____ Date _____
 (CDO)

200.7 Conduct a tour of Battle Stations-21.

Signature _____ Date _____
 (CDO)

200.8 Conduct a tour of the Separations Barracks and RSQ.

Signature _____ Date _____
 (CDO)

200.9 Complete C4I Suite Portal registration utilizing the link

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below:

<https://c4isuite.atfp.cnic.navy.mil/default.aspx>

Provide Registration prior to CDO Board.

Signature _____ Date _____
(Senior Board Member)

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APPENDIX H

ASSISTANT COMMAND DUTY OFFICER QUALIFICATION

FINAL QUALIFICATION AS ASSISTANT COMMAND DUTY OFFICER (ACDO)

Personnel must accomplish the following qualifications before standing duty as Assistant Command Duty Officer. Signatures in the blanks provided will signify completion of that area of qualification. The Senior Watch Officer (SWO), Legal Officer, RTC PWC, and ACDO Coordinator will sign off items as indicated. Any other qualified Command Duty Officer/Assistant Command Duty Officer are authorized to sign off all other qualification areas.

NAME _____ RANK/RATE _____ DESIGNATOR: _____

DATE REPORTED _____ PRD _____

QUALIFICATION RECORD

Member has been indoctrinated in this JQR and is given a target completion date of _____ (6 MONTHS AFTER REPORT DATE)

The above individual has completed all JQR requirements for this qualification. Recommend assignment as a qualified Assistant Command Duty Officer.

Recommended: _____ Date _____
Leading Chief Petty Officer

Recommended: _____ Date _____
Division Officer

Recommended: _____ Date _____
Senior Board Member

Submitted: _____ Date _____
ACDO Coordinator

Approved: _____ Date _____
Senior Watch Officer

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Verification of ACDO Fundamentals and Tasks

By signing you are verifying the candidate has performed the required task(s) or has sufficient understanding of the ACDO fundamentals.

100 Assistant Command Duty Officer Fundamentals

References:

- a. RTCINST 3120.32D
- b. RTCINST 3000.1

100.1 Discuss with the ACDO Coordinator the duties, responsibilities, and authority of the Assistant Command Duty Officer.

Signature: _____ Date: _____
(ACDO COORDINATOR)

100.2 Be familiar with the following reports and discuss their use:

- a. Ambulance Report
- b. Nightly Receiving Report
- c. Galley Inspection Sheets
- d. Command Duty Officer Log (Smooth/Rough)
- e. Vehicle inspection sheets (CDO/Duty Driver)
- f. Red Cross Dispositions

Signature: _____ Date: _____
(CDO)

100.3 Explain the procedures for emergency leave for staff and recruits to include:

- a. Criteria to Qualify
- b. Sources of Aid (Chaplain, Red Cross, Navy Relief)
- c. ID Card Procurement
- d. Uniform/Civilian Clothes procurement
- e. Leave Chit Routing
- f. Leave Extensions
- g. Transportation Issues
- h. Anti-Terrorism Force Protection Requirements for Overseas Travel

Signature: _____ Date: _____
(CDO/ACDO)

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- 100.4 Define the differences between the various heat, chill, and weather conditions and actions taken to include:
- a. Setting Heat and Chill Conditions
 - b. Uniform of the Day
 - c. Bussing Requirements
 - d. Flag Requirements
 - e. Describe Types of Training that are affected by Heat/Chill Conditions
 - f. Double Timing

Signature: _____ Date: _____
(CDO/ACDO)

- 100.5 Discuss the following emergencies and disaster preparedness plans:
- a. Tornado
 - b. Hail
 - c. Thunder Storms
 - d. Fire
 - e. Bomb Threat
 - f. Severe Cold Weather
 - g. Extreme Heat Conditions
 - h. Threat Conditions - Essential Personnel
 - i. Suspicious Package
 - j. Flooding
 - k. Unauthorized Visitor/Vehicle

Signature: _____ Date: _____
(CDO/ACDO)

- 100.6 Discuss Recruit Special Quarters to include:
- a. Authority to Assign
 - b. Documentation and Remediation Referral
 - c. Capacity Constraints
 - d. Instances when RSQ is Appropriate
 - e. Watchstanding Requirements

Signature: _____ Date: _____
(CDO/ACDO)

JUL 2 6 2011

100.7 Discuss procedures for the following disciplinary actions:
Ref: Security Incident Referral Matrix

- a. Fighting
- b. Refusal to Train
- c. Sexual Harassment
- d. Sexual Assault
- e. Fraternalization
- f. Theft
- g. Unauthorized Absence/Deserters
- h. Urinalysis and Breathalyzer Requirements
- i. Refusal to Breathalyzer Requirements
- j. Underage Drinking

Signature: _____ Date: _____
(CDO/ACDO)

100.8 Discuss with the SWO the following suicidal activity:

- a. Define Suicide Ideation, Attempt, And Gesture
- b. SITREP Requirements
- c. Chain of Command Notification Requirements
- d. Sick Call and Hospital Admittance
- e. Factors Affecting Attempt/Gesture Determination
- f. CACO Procedures
- g. PCR Procedures
- h. Page 2 Information Gathering Requirements

Signature: _____ Date: _____
(SWO)

100.9 Discuss with the Legal Officer the following procedures:

- a. Search, Seizure, Storage and Disposition of Property
- b. Recruit to Recruit Contact Reporting Requirements
- c. Pretrial Confinement Unit
- d. Article 31B Requirements
- e. Interaction with NCIS
- f. Military Protective Order
- g. MPO Housing Requirements
- h. Family Advocacy Program

Signature: _____ Date: _____
(LEGAL OFFICER)

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100.10 Discuss the following base routines:

- a. Base Routine
- b. Base/Ship Security
- c. Staff and Recruit Rosters
- d. Fire Drills
- e. Base Tours
- f. Emergency Recall Bill
- g. Visitor Control

Signature: _____ Date: _____
(CDO/ACDO)

100.11 Discuss the procedures for base maintenance and snow removal:

- a. Sources of Snow Removal and When to Utilize
- b. Recruit Snow Removal After Taps
- c. Interaction with PWC/NAVFAC
- d. Special Considerations Regarding Visitors
- e. Limitations to Snow Removal
- f. Reviewing Officer Tour Route
- g. Recruit Graduation Route

Signature: _____ Date: _____
(RTC PWC)

100.12 Discuss the following regarding recruit liberty:

- a. Off-Base and On-Base Liberty
- b. Hours
- c. Uniform Requirements
- d. Restrictions for Recruits While on Liberty
- e. U/A or Late Recruits
- f. Parcel Inspections
- g. Authorized On-Base Visitor Areas
- h. Angry Visiting Family/Visitors

Signature: _____ Date: _____
(CDO/ACDO)

100.13 Discuss the procedures for PWC/NAVFAC emergency work/services.

Signature: _____ Date: _____
(RTC PWC)

JUL 26 2011

100.14 Discuss the procedures and requirements for procurement and official use of government vehicles.

Signature: _____ Date: _____
(RTC PWC)

100.15 Discuss CDO/ACDO tour procedures and responsibilities for the following:

- a. Recruit Barracks
- b. FHCC
- c. Separations Barracks
- d. Unoccupied Barracks
- e. Drill Halls
- f. Grounds and Outside Areas
- g. Fort McHenry County Jail
- h. Bldg. 1127
- i. Freedom Hall

Signature: _____ Date: _____
(CDO/ACDO)

100.16 Discuss religious programs to include:

- a. Available Programs
- b. Standard Services
- c. Interaction with Chaplain/Duty Chaplain
- d. Holiday Routine
- e. Red Cross Procedures

Signature: _____ Date: _____
(CDO/ACDO)

200 Assistant Command Duty Officer Tasks

200.1 Stand ACDO Under Instruction on a weekday.

Signature: _____ Date: _____
(CDO/ACDO)

200.2 Stand ACDO Under Instruction on a weekend.

Signature: _____ Date: _____
(CDO/ACDO)

200.3 Conduct morning turnover with the CO/XO/CMC.

Signature: _____ Date: _____
(CDO)

JUL 26 2011

200.4 Conduct a tour of the base and correct deficiencies as necessary.

Signature: _____ Date _____
(CDO/ACDO)

200.5 Conduct a tour of the Separations Barracks.

Signature: _____ Date: _____
(CDO)

200.6 Conduct a tour of the Chapel on Thursday night or Sunday morning.

Signature: _____ Date: _____
(CDO/ACDO)

200.7 Conduct a tour of the empty Ship's (barracks).

Signature: _____ Date: _____
(CDO/ACDO)

200.8 Discuss procedures for operating the base intercom system (Big Voice).

Signature: _____ Date: _____
(CDO/ACDO)

200.9 Conduct a tour of Battle Stations-21.

Signature: _____ Date: _____
(CDO/ACDO)

200.10 Conduct a tour of the Fort McHenry County Jail (Thursday only).

Signature: _____ Date: _____
(CDO/ACDO)

200.11 Verify location.

JUL 2 6 2011

CONTACT THE ACDO WATCH BILL COORDINATOR TO SCHEDULE A BOARD ONCE ALL
LINE ITEMS ARE COMPLETE

_____/_____
DATE TIME



DEPARTMENT OF THE NAVY
RECRUIT TRAINING COMMAND
3355 ILLINOIS STREET
GREAT LAKES, IL 60088-3127

NAVCUITRACOMINST 1600.3 CH-1

MTD
DEC 20 2017

NAVCUITRACOM INSTRUCTION 1600.3 CHANGE TRANSMITTAL 1

From: Commanding Officer, Recruit Training Command

Subj: STANDARDS OF CONDUCT FOR RECRUIT TRAINING COMMAND (RTC) STAFF

Encl: (1) Revised page 2

1. Purpose. To promulgate Change 1 to the basic instruction.
2. Action. Replace page 2 with enclosure (1).
3. Cancellation. This change transmittal is cancelled upon completion of change.

A handwritten signature in black ink, appearing to read "John T. Dye".

JOHN T. DYE

Distribution:
Electronic Knowledge Management



DEPARTMENT OF THE NAVY
RECRUIT TRAINING COMMAND
3355 ILLINOIS STREET
GREAT LAKES, IL 60088-3127

NAVCRUITRACOMINST 1600.3 CH-2
MTD
MAR 19 2013

NAVCRUITRACOM INSTRUCTION 1600.3 CHANGE TRANSMITTAL 2

From: Commanding Officer, Recruit Training Command

Subj: STANDARDS OF CONDUCT FOR RECRUIT TRAINING COMMAND (RTC) STAFF

Encl: (1) Revised enclosure (1)

1. Purpose. To promulgate Change 2 to the basic instruction.
2. Action. Replace enclosure (1) of the basic instruction with enclosure (1) of this change transmittal.
3. Cancellation. This change transmittal is cancelled upon completion of change.

A handwritten signature in black ink, appearing to read "John T. Dye", is written over the typed name "JOHN T. DYE".

JOHN T. DYE

Distribution:
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MAR 19 2013

STANDARDS OF CONDUCT FOR RTC STAFF

1. Recruit Training Command (RTC) is the Quarterdeck of the Navy. Each year, more than 39,000 recruits pass through these gates, and RTC is their first impression of the Navy. Since RTC sets the standard for all new Sailors entering the fleet, it is our job to set the highest standard of honor, courage, and commitment. All RTC Staff members are role models to these recruits and must always be aware of their personal behavior, military bearing, and demeanor.

2. Standards of Conduct. The following Standards of Conduct will be adhered to by all RTC Staff members:

a. Sexual Contact. Any contact that is sexual in nature between Staff and trainees is strictly prohibited and will not be tolerated. The term "trainee" applies to anyone under the supervision or training of RTC Staff, including, but not limited to, recruits, midshipmen, cadets, Sea Cadets, and Boy Scouts. Staff/trainee relationships must remain professional at all times whether on or off duty. Sexual contact with trainees undermines the positions of leadership and authority, which in turn is detrimental to good order, morale, and discipline. This prohibition is applicable not only to current recruits, but also applies to former recruits until six months after the recruit has completed his or her training pipeline.

b. Sexual Harassment. Sexual harassment is prohibited and is behavior that is unwelcome, sexual in nature, and connected in some way with a person's job or work environment. Behavior which is sexual in nature includes sexually explicit jokes, displaying sexually suggestive pictures, making sexual requests, and talking or giving notes about sex. Behavior that Staff members shall avoid includes asking trainees about their sexual experience, leering, making sexually suggestive gestures, and making sexually flattering comments.

c. Fraternization. Fraternalization consists of personal relationships that contravene the customary bounds of acceptable senior-subordinate relationships. RTCINST 5370.3A is the RTC Fraternalization Policy. This policy prohibits relationships that are unduly familiar, that do not respect differences in grade or rank or the Staff/trainee relationship, and that are prejudicial to good order and discipline. This boundary ensures that Staff members receive due respect and will enhance their ability to act as appropriate role models for trainees. This requirement is applicable not only to current recruits, but also applies to former recruits until six months after the recruit has completed his or her training pipeline.

d. Hazing. Hazing is strictly prohibited and is any conduct whereby a military member causes another military member to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Hazing need not involve physical contact, and it can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate culpability of

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the perpetrator. Hazing can include, but is not limited to, the following activities:

- (1) Forced hydration or the unreasonable withholding of hydration;
- (2) Instructional Training Exercise (ITE) that exceeds the RTC guidelines or other physical exercise beyond what is required to meet training standards; ✓
- (3) Unreasonable withholding of head use; ✓
- (4) Withholding of meals unless directed by medical authorities;
- (5) Abusive tricks; and
- (6) Threatening or offering violence or bodily harm.

e. Maltreatment. Maltreatment is prohibited and is the cruelty or oppression of any person that is required to obey the lawful orders of the perpetrator. Cruelty or oppression does not necessarily have to be physical and may include assault, improper punishment, and sexual harassment. → working

f. Assault. Assault is prohibited and is an attempt or offer with unlawful force or violence to do bodily harm to another, whether or not the attempt or offer is consummated, without legal justification or excuse, and without the lawful consent of the person affected. Bodily harm may include any offensive touching of another, however slight. Battery is an assault in which the attempt or offer to do bodily harm is consummated by the infliction of that harm.

g. Address of Trainees. The use of vulgar, obscene, profane, sexually oriented, denigrating, or racially/ethnically pejorative language to address or refer to a trainee directly or indirectly is prohibited. → refer

h. Isolation. The following policy applies to the isolation of recruits by Recruit Division Commanders (RDC) or Staff Personnel.

- (1) At no time will a recruit be physically isolated with a single RDC or Staff member.
- (2) At no time will a recruit be removed from their assigned place of duty (e.g., compartment, classroom) and taken to an isolated location (e.g., empty classroom, closet, supply room, laundry) for counseling, ITE, errand, or any other activity not specifically specified in the Military Training Schedule.
- (3) All recruit counseling and ITE sessions will be conducted within sight of another RDC/Staff Personnel or recruit. Exceptions:

MAR 19 2013

(a) The professional counseling of a recruit by a single RDC in the RDC office is permissible if conducted within sight of other recruits through the glass enclosure;

(b) For the purpose of this policy, the escorting of a recruit to a place of duty, during the hours of 0400-2000, on the RTC campus is not considered isolation (e.g., Medical, Recruit Evaluation Unit, Legal, Uniform Issue);

(c) Counseling with Chaplains is confidential, therefore restrictions do not apply in those cases where confidentiality is critical to the success of charged Chaplain duties. Chaplains shall minimize isolation in all cases except where absolutely necessary; and

(d) Command Duty Officer, Assistant Command Duty Officer, Fleet Quality Assurance Duty Officer, Officer of the Deck, Sexual Assault Prevention and Response, Casualty Assistance Calls Officer, Counseling Advocate in a Recruit Environment, Pearl Harbor Chief of the Deck, and Senior Leadership (Ship's Leading Chief Petty Officer and above) duties require the ability to enter any compartment at any time for the purpose of inspection or information during normal duty hours. Watchstanders, operating in their named capacities, shall minimize isolation situations in all cases except where absolutely necessary.

i. Personal Services. Any attempt to use a trainee as a personal servant is prohibited (e.g., cleaning, polishing, or providing any service on shoes, clothing, or other personal belongings of a Staff member, being sent to the Navy Exchange to make purchases for a Staff member, taking an item to the post office for a Staff member, retrieving Staff member's automobile or keys).

j. Supervisor Actions. All RTC Staff and trainees assigned as division petty officers are prohibited from touching the person or clothing of a trainee either directly or by use of an object except at such times as they are acting within the scope of their authority for the purpose of:

- (1) Correcting a trainee's position;
- (2) Correcting a trainee's movement;
- (3) Fitting or correcting the arrangement of a trainee's clothing or equipment;
- (4) Conducting a lawful examination or inspection of a trainee's person, clothing, or equipment;
- (5) Conducting a demonstration incident to training;
- (6) Protecting or avoiding a recruit suffering bodily injury or harm; or

MAR 19 '03

(7) Self-defense.

NOTE: When touching a trainee for any of the above purposes, the amount of physical contact, including extent of contact and force of contact, will not exceed the minimum necessary to accomplish that purpose and shall not be made in the area of the buttocks, groin, or breasts. Additionally, whenever feasible, the purpose of the contact will be audibly voiced before, or during, the physical contact. The backpack handle or the collar of the upper garment will not be used to position or move a recruit except in cases of imminent bodily harm.

k. Photographs/Videos. The taking of photographs and videos by staff personnel onboard RTC are strictly prohibited without the consent of the Commanding Officer (CO). This includes all personnel in a recruit status and those who remain onboard awaiting orders.

l. Drugs. The wrongful or illegal use of drugs is prohibited. The illegal or wrongful introduction of drugs into a military installation with the intent of selling or transferring the drugs, or the illegal or wrongful sale, transfer, or distribution of drugs is prohibited.

m. Alcoholic Beverages. Alcoholic beverages are defined as any consumable distilled spirits, wine, or fermented malt drink, including beer. RTC Staff members are prohibited from consuming alcoholic beverages within eight hours of assuming any duties directly associated with trainees and must also be free from the effects of consumption.

n. Tobacco Products. Trainees are not allowed to use or possess tobacco products and should be discouraged from starting the use of tobacco products. RTC Staff members may use tobacco only in areas designated for smoking and shall not use any tobacco products in view of trainees or carry in a visible manner any tobacco products.

o. Missing Meals. Assignment of extra military duties and/or additional physical training during scheduled meal periods for a trainee or division is prohibited. Trainees will not be denied meals for any reason other than as prescribed by competent medical authority.

p. Cheating. Making false statements, cheating, or encouraging others to cheat within the competitive system dilutes the system's intent and encourages dishonesty among trainees and is prohibited.

q. Soliciting Gifts. A Staff member shall not solicit or make solicited sales to trainees, personnel who are junior in rank, grade, or position, or to the family members of such personnel, whether on or off duty.

r. Larceny. Larceny is prohibited and is the wrongful taking with intent to permanently deprive, a wrongful obtaining with intent

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to permanently defraud, or a wrongful withholding with intent to permanently appropriate. Examples of larceny include:

(1) An individual taking up or allowing a collection for divisional "kitty" to purchase items but with the intent to take the money for private use.

(2) The failure of a supervisor to return the property of a trainee, which is lawfully in his/her possession, with intent to permanently retain such property.

s. Wrongful Appropriation. Wrongful appropriation requires an intent to temporarily deprive the owner of the use and benefit of, or appropriate to the use of another, the property wrongfully taken, withheld, or obtained and is prohibited. By example, wrongful appropriation occurs when the users of a government vehicle deviate from the assigned route without authority, to visit a friend in a nearby town, and later restore the vehicle to its lawful use.

t. Extortion. Extortion is the communication of a threat to another with the intent to obtain anything of value, or any acquittance, advantage, or immunity, and is prohibited. The offense is committed when the threat is communicated with the requisite intent. In view of the power which personnel in authority hold over trainees, the method and intensity of training, any hint of financial distress or desire for gift, loan, or testimonial uttered in the hearing of a trainee is generally interpreted by the trainee to be a request for money from the division. Any suggestion or statement to a trainee indicating that the severity of training may be adversely affected if an RDC does not receive needed or desired funds is considered to be a threat and the crime of extortion is thereby complete. It is not necessary that the person making the threat be the intended recipient of the item of value. Thus, if an individual solicits a contribution for another upon the basis that retaliation will occur if the contribution is not forthcoming the crime of extortion is complete.

u. Financial Transactions

(1) No RTC Staff member shall have any financial or business transactions whatsoever with trainees other than those approved in writing by the CO.

(2) RTC Staff members shall neither solicit nor accept for themselves or for any other person, a gift, donation, testimonial, loan, pledge, bribe, or money, or any other object of value from trainees other than those approved in writing by the CO.

(3) The following financial transactions involving the collection of funds from trainees are authorized:

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(a) The purchase of one personalized division flag (within authorized spending limits) upon approval of the Ship's Officer or Leading Chief Petty Officer;

(b) Voluntary offerings made at religious services;

(c) Properly designated members of fund drive committees may collect funds from trainees when such drives have been authorized by the CO (e.g. Combined Federal Campaign, Navy and Marine Corps Relief fund drive);

(d) Collecting the exact amount required for payment of Navy Exchange cards or payment of command-approved funds.

(e) Cash payments for barber services may be made on an individual basis only with the approval of the Ship's Officer;

(f) Purchase of uniform items not available on base, with the approval of the Military Training Department Head.

(4) RTC Staff members shall neither require nor request, either expressly or implicitly, any trainee to give, lend, or otherwise furnish them with cigarettes or other tobacco products, food, beverages, or any item of clothing, belonging to or issued to such a trainee, nor shall any RTC Staff member accept such items when tendered to them by any trainee.

(5) RDCs are responsible for the proper auditing and safekeeping of any funds that have been authorized to be collected from trainees, even if the trainees' petty officers are in custody of the funds.

(6) RTC Staff members finding or discovering any money or other item of value under circumstances indicating that such money or object was left by trainees for discovery by RTC Staff members shall take the following steps:

(a) Report the incident to the commissioned Officer who is the immediate supervisor in the chain of command;

(b) In the presence of the Officer to whom the report is made, assemble the division considered to be involved and explain to them that Staff members are prohibited by regulations from accepting such money or gift. In instances where donors are identified, the money will be returned; and

(c) If the donor is not identified, the money or object will be donated to the Navy Relief Society in the name of the suspected division.



DEPARTMENT OF THE NAVY
RECRUIT TRAINING COMMAND
3355 ILLINOIS STREET
GREAT LAKES, IL 60088-3127

NAVCRUITRACOMINST 1600.3
EXEC
OCT 12 2012

NAVCRUITRACOM INSTRUCTION 1600.3

From: Commanding Officer, Recruit Training Command

Subj: STANDARDS OF CONDUCT FOR RECRUIT TRAINING COMMAND (RTC) STAFF

Ref: (a) RTCINST 1552.1T
(b) RTCINST 5100.6M
(c) RTCINST 1616.4L
(d) NAVCRUITRACOMINST 6000.1
(e) NAVCRUITRACOMINST 1552.3
(f) NSTCINST 5370.1
(g) SECNAVINST 5300.26D
(h) SECNAVINST 1610.2A
(i) DoD 5500.07-R, Joint Ethics Regulation, August 1993

Encl: (1) Standards of Conduct for RTC Staff
(2) NAVPERS 1070/613 - Administrative Remarks
(3) Recruit Division Commander Code of Conduct

1. Purpose. To publish policy for Recruit Training Command (RTC) concerning proper military behavior and standards of conduct by Staff members when interacting with, or instructing, trainees. For the purpose of this instruction, the term "trainee" applies to anyone under the supervision or training of RTC Staff, including, but not limited to, recruits, midshipmen, cadets, Sea Cadets, and Boy Scouts.

2. Cancellation. RTCINST 1600.3R

3. Discussion. Due to the inherent trust and responsibilities afforded RTC Staff and the resulting potential for trainee maltreatment, it is imperative that clear expectations regarding Staff standards of conduct be promulgated. Staff members must respect the dignity and rights of the trainee, provide an environment that is free from all forms of abuse, and observe the rules and regulations of good order and discipline. Therefore, it is essential that Staff members strictly avoid any behavior that is abusive, cruel, harassing, or unduly familiar. Such behavior must be immediately detected and corrected by those in the chain of command. This policy shall be upheld, to the highest standard, by all RTC personnel.

4. Policy. RTC Staff must adhere to references (a) through (i) and must be meticulous in their personal behavior, military bearing, demeanor, and actions, projecting a professional and positive image of the command. Enclosure (1) contains my policy concerning Standards of Conduct expected of all RTC Staff.

OCT 12 2012

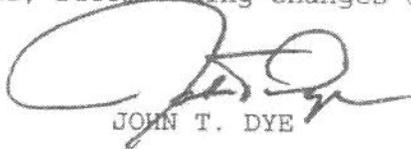
5. Action

a. This instruction is directive in nature and will be promulgated to all RTC Staff members. Staff members shall be thoroughly familiar with this instruction and any failure to abide by this instruction may result in administrative and/or disciplinary action. The Command Indoctrination Staff will provide copies of this instruction to newly reporting personnel.

b. Enclosure (2) will be signed by all Staff members and kept on file in the respective training record.

c. Enclosure (3) will be promulgated to all Recruit Division Commanders (RDCs). All newly reporting RDCs will be provided a copy of enclosure (3) while at RDC school.

6. Review. The Military Training Department Head will review this instruction on an annual basis, recommending changes as necessary.



JOHN T. DYE

Distribution:
Enterprise Knowledge Management (EKM)

OCT 12 2012

STANDARDS OF CONDUCT FOR RTC STAFF

1. Recruit Training Command (RTC) is the Quarterdeck of the Navy. Each year, more than 39,000 recruits pass through these gates, and RTC is their first impression of the Navy. Since RTC sets the standard for all new Sailors entering the fleet, it is our job to set the highest standard of honor, courage, and commitment. All RTC Staff members are role models to these recruits and must always be aware of their personal behavior, military bearing, and demeanor.

2. Standards of Conduct. The following Standards of Conduct will be adhered to by all RTC Staff members:

a. Sexual Contact. Any contact that is sexual in nature between Staff and trainees is strictly prohibited and will not be tolerated. The term "trainee" applies to anyone under the supervision or training of RTC Staff, including, but not limited to, recruits, midshipmen, cadets, Sea Cadets, and Boy Scouts. Staff/trainee relationships must remain professional at all times whether on or off duty. Sexual contact with trainees undermines the positions of leadership and authority, which in turn is detrimental to good order, morale, and discipline. This prohibition is applicable not only to current recruits, but also applies to former recruits within six months of the date of departure from RTC or the completion of their training pipeline, whichever is longer.

b. Sexual Harassment. Sexual harassment is prohibited and is behavior that is unwelcome, sexual in nature, and connected in some way with a person's job or work environment. Behavior which is sexual in nature includes sexually explicit jokes, displaying sexually suggestive pictures, making sexual requests, and talking or giving notes about sex. Behavior that Staff members shall avoid includes asking trainees about their sexual experience, leering, making sexually suggestive gestures, and making sexually flattering comments.

c. Fraternization. Fraternalization consists of personal relationships that are unduly familiar, that do not respect differences in grade or rank or the Staff/trainee relationship, and that are prejudicial to good order and discipline. This boundary ensures that Staff members receive due respect and will enhance their ability to act as appropriate role models for trainees. This requirement is applicable not only to current recruits, but also applies to former recruits within six months of the date of departure from RTC or the completion of their training pipeline, whichever is longer. Conduct that is unduly familiar includes, but is not limited to, the following activities:

(1) Dating, sharing living quarters, intimate or sexual relations, and other similar socializing including inappropriate displays of affection;

(2) Engaging in private business activities;

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(3) Any non-professional social relationship of a personal nature; and

(4) Gambling or borrowing money.

d. Hazing. Hazing is strictly prohibited and is any conduct whereby a military member causes another military member to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Hazing need not involve physical contact, and it can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate culpability of the perpetrator. Hazing can include, but is not limited to, the following activities:

(1) Forced hydration or the unreasonable withholding of hydration;

(2) Instructional Training Exercise (ITE) that exceeds the RTC guidelines or other physical exercise beyond what is required to meet training standards;

(3) Unreasonable withholding of head use;

(4) Withholding of meals unless directed by medical authorities;

(5) Abusive tricks; and

(6) Threatening or offering violence or bodily harm.

e. Maltreatment. Maltreatment is prohibited and is the cruelty or oppression of any person that is required to obey the lawful orders of the perpetrator. Cruelty or oppression does not necessarily have to be physical and may include assault, improper punishment, and sexual harassment.

f. Assault. Assault is prohibited and is an attempt or offer with unlawful force or violence to do bodily harm to another, whether or not the attempt or offer is consummated, without legal justification or excuse, and without the lawful consent of the person affected. Bodily harm may include any offensive touching of another, however slight. Battery is an assault in which the attempt or offer to do bodily harm is consummated by the infliction of that harm.

g. Address of Trainees. The use of vulgar, obscene, profane, sexually oriented, denigrating, or racially/ethnically pejorative language to address or refer to a trainee directly or indirectly is prohibited.

h. Isolation. The following policy applies to the isolation of recruits by Recruit Division Commanders (RDC) or Staff Personnel.

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(1) At no time will a recruit be physically isolated with a single RDC or Staff member.

(2) At no time will a recruit be removed from their assigned place of duty (e.g., compartment, classroom) and taken to an isolated location (e.g., empty classroom, closet, supply room, laundry) for counseling, ITE, errand, or any other activity not specifically specified in the Military Training Schedule.

(3) All recruit counseling and ITE sessions will be conducted within sight of another RDC/Staff Personnel or recruit. Exceptions:

(a) The professional counseling of a recruit by a single RDC in the RDC office is permissible if conducted within sight of other recruits through the glass enclosure;

(b) For the purpose of this policy, the escorting of a recruit to a place of duty, during the hours of 0400-2000, on the RTC campus is not considered isolation (e.g., Medical, Recruit Evaluation Unit, Legal, Uniform Issue);

(c) Counseling with Chaplains is confidential, therefore restrictions do not apply in those cases where confidentiality is critical to the success of charged Chaplain duties. Chaplains shall minimize isolation in all cases except where absolutely necessary; and

(d) Command Duty Officer, Assistant Command Duty Officer, Fleet Quality Assurance Duty Officer, Officer of the Deck, Sexual Assault Prevention and Response, Casualty Assistance Calls Officer, Counseling Advocate in a Recruit Environment, Pearl Harbor Chief of the Deck, and Senior Leadership (Ship's Leading Chief Petty Officer and above) duties require the ability to enter any compartment at any time for the purpose of inspection or information during normal duty hours. Watchstanders, operating in their named capacities, shall minimize isolation situations in all cases except where absolutely necessary.

i. Personal Services. Any attempt to use a trainee as a personal servant is prohibited (e.g., cleaning, polishing, or providing any service on shoes, clothing, or other personal belongings of a Staff member, being sent to the Navy Exchange to make purchases for a Staff member, taking an item to the post office for a Staff member, retrieving Staff member's automobile or keys).

j. Supervisor Actions. All RTC Staff and trainees assigned as division petty officers are prohibited from touching the person or clothing of a trainee either directly or by use of an object except at such times as they are acting within the scope of their authority for the purpose of:

(1) Correcting a trainee's position;

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- (2) Correcting a trainee's movement;
- (3) Fitting or correcting the arrangement of a trainee's clothing or equipment;
- (4) Conducting a lawful examination or inspection of a trainee's person, clothing, or equipment;
- (5) Conducting a demonstration incident to training;
- (6) Protecting or avoiding a recruit suffering bodily injury or harm; or
- (7) Self-defense.

NOTE: When touching a trainee for any of the above purposes, the amount of physical contact, including extent of contact and force of contact, will not exceed the minimum necessary to accomplish that purpose and shall not be made in the area of the buttocks, groin, or breasts. Additionally, whenever feasible, the purpose of the contact will be audibly voiced before, or during, the physical contact. The backpack handle or the collar of the upper garment will not be used to position or move a recruit except in cases of imminent bodily harm.

k. Drugs. The wrongful or illegal use of drugs is prohibited. The illegal or wrongful introduction of drugs into a military installation with the intent of selling or transferring the drugs, or the illegal or wrongful sale, transfer, or distribution of drugs is prohibited.

l. Alcoholic Beverages. Alcoholic beverages are defined as any consumable distilled spirits, wine, or fermented malt drink, including beer. RTC Staff members are prohibited from consuming alcoholic beverages within eight hours of assuming any duties directly associated with trainees and must also be free from the effects of consumption.

m. Tobacco Products. Trainees are not allowed to use or possess tobacco products and should be discouraged from starting the use of tobacco products. RTC Staff members may use tobacco only in areas designated for smoking and shall not use any tobacco products in view of trainees or carry in a visible manner any tobacco products.

n. Missing Meals. Assignment of extra military duties and/or additional physical training during scheduled meal periods for a trainee or division is prohibited. Trainees will not be denied meals for any reason other than as prescribed by competent medical authority.

o. Cheating. Making false statements, cheating, or encouraging others to cheat within the competitive system dilutes the system's intent and encourages dishonesty among trainees and is prohibited.

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p. Soliciting Gifts. A Staff member shall not solicit or make solicited sales to trainees, personnel who are junior in rank, grade, or position, or to the family members of such personnel, whether on or off duty.

q. Larceny. Larceny is prohibited and is the wrongful taking with intent to permanently deprive, a wrongful obtaining with intent to permanently defraud, or a wrongful withholding with intent to permanently appropriate. Examples of larceny include:

(1) An individual taking up or allowing a collection for divisional "kitty" to purchase items but with the intent to take the money for private use.

(2) The failure of a supervisor to return the property of a trainee, which is lawfully in his/her possession, with intent to permanently retain such property.

r. Wrongful Appropriation. Wrongful appropriation requires an intent to temporarily deprive the owner of the use and benefit of, or appropriate to the use of another, the property wrongfully taken, withheld, or obtained and is prohibited. By example, wrongful appropriation occurs when the users of a government vehicle deviate from the assigned route without authority, to visit a friend in a nearby town, and later restore the vehicle to its lawful use.

s. Extortion. Extortion is the communication of a threat to another with the intent to obtain anything of value, or any acquittance, advantage, or immunity, and is prohibited. The offense is committed when the threat is communicated with the requisite intent. In view of the power which personnel in authority hold over trainees, the method and intensity of training, any hint of financial distress or desire for gift, loan, or testimonial uttered in the hearing of a trainee is generally interpreted by the trainee to be a request for money from the division. Any suggestion or statement to a trainee indicating that the severity of training may be adversely affected if an RDC does not receive needed or desired funds is considered to be a threat and the crime of extortion is thereby complete. It is not necessary that the person making the threat be the intended recipient of the item of value. Thus, if an individual solicits a contribution for another upon the basis that retaliation will occur if the contribution is not forthcoming the crime of extortion is complete.

t. Financial Transactions

(1) No RTC Staff member shall have any financial or business transactions whatsoever with trainees other than those approved in writing by the Commanding Officer (CO).

(2) RTC Staff members shall neither solicit nor accept for themselves or for any other person, a gift, donation, testimonial,

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loan, pledge, bribe, or money, or any other object of value from trainees other than those approved in writing by the CO.

(3) The following financial transactions involving the collection of funds from trainees are authorized:

(a) The purchase of one personalized division flag (within authorized spending limits) upon approval of the Ship's Officer or Leading Chief Petty Officer;

(b) Voluntary offerings made at religious services;

(c) Properly designated members of fund drive committees may collect funds from trainees when such drives have been authorized by the CO (e.g. Combined Federal Campaign, Navy and Marine Corps Relief fund drive);

(d) Collecting the exact amount required for payment of Navy Exchange cards or payment of command-approved funds.

(e) Cash payments for barber services may be made on an individual basis only with the approval of the Ship's Officer;

(f) Purchase of uniform items not available on base, with the approval of the Military Training Department Head.

(4) RTC Staff members shall neither require nor request, either expressly or implicitly, any trainee to give, lend, or otherwise furnish them with cigarettes or other tobacco products, food, beverages, or any item of clothing, belonging to or issued to such a trainee, nor shall any RTC Staff member accept such items when tendered to them by any trainee.

(5) RDCs are responsible for the proper auditing and safekeeping of any funds that have been authorized to be collected from trainees, even if the trainees' petty officers are in custody of the funds.

(6) RTC Staff members finding or discovering any money or other item of value under circumstances indicating that such money or object was left by trainees for discovery by RTC Staff members shall take the following steps:

(a) Report the incident to the commissioned Officer who is the immediate supervisor in the chain of command;

(b) In the presence of the Officer to whom the report is made, assemble the division considered to be involved and explain to them that Staff members are prohibited by regulations from accepting such money or gift. In instances where donors are identified, the money will be returned; and

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(c) If the donor is not identified, the money or object will be donated to the Navy Relief Society in the name of the suspected division.

ADMINISTRATIVE REMARKS

NAVPERS 1070/613 (REV. 08-2012) PREVIOUS EDITIONS ARE OBSOLETE

SUPPORTING DIRECTIVE MILPERSMAN 1070-320

SHIP OR STATION:

RECRUIT TRAINING COMMAND, GREAT LAKES, ILLINOIS 60088-3217

SUBJECT:

PERMANENT TEMPORARY

COMMAND INDOCTRINATION PAGE 13

AUTHORITY (IF PERMANENT):

I understand that advocacy of cheating within the recruit competitive systems and maltreatment, assault, abusive or profane language, financial dealings with recruits, illegal drugs, sexual harassment, sexual contact, and fraternization will not be condoned at RTC and that such conduct may result in administrative and/or disciplinary action. I have read and understand the CO's Policy Statements.

I further acknowledge having received training on hydration/dehydration, rhabdomyolysis, Sickle Cell Trait, and G6PD Deficiency. I have viewed the training films covering Sickle Cell Trait/G6PD Deficiency, Prevention of Hazing, Fraternization, and Sexual Harassment. I understand that dehydration and over hydration pose serious health consequences to trainees. Proper hydration is essential to the prevention of illness, hospitalization, and lost training time.

I acknowledge that if I am reporting more than 10 weeks prior to an official RTC PFA (given in April and October), this Page 13 constitutes the minimum 10 week notice required in accordance with OPNAVINST 6110.1J.

I certify, by my signature below that I have been briefed on the contents of the below listed directives. I understand that violations of these directives may result in administrative and/or disciplinary action as warranted:

- | | |
|-------------------------|--|
| RTCINST 1050.3P | OFF-DUTY CIVILIAN EMPLOYMENT |
| NAVCUITRACOMINST 1552.3 | INSTRUCTIONAL TRAINING EXERCISE (ITE) GUIDANCE |
| NAVCUITRACOMINST 1600.3 | STANDARDS OF CONDUCT FOR RTC STAFF |
| SECNAVINST 1610.2A | DEPARTMENT OF THE NAVY POLICY ON HAZING |
| RTCINST 1616.4L | CONSUMPTION OF ALCOHOLIC BEVERAGES BY PERSONNEL |
| | ASSIGNED TO RECRUIT TRAINING COMMAND |
| RTCINST 3140.2C | RECRUIT TRAINING COMMAND INCLEMENT WEATHER PROGRAM |
| | |
| RTCINST 5100.6M | TOBACCO PRODUCT USAGE ONBOARD RTC |
| RTCINST 5112.2J | U.S. MAIL HANDLING PROCEDURES FOR RTC |
| NAVCUITRACOMINST 6000.1 | HYDRATION POLICY FOR NAVY RECRUITS |
| RTCINST 6100.6Q | STAFF HEALTH AND PHYSICAL READINESS PROGRAM |
| SECNAVINST 5300.28E | MILITARY SUBSTANCE ABUSE PREVENTION AND CONTROL |
| RTCINST 5370.3A | FRATERNIZATION |
| NSTCINST 5370.1 | COMMANDER, NAVAL TRAINING SERVICE COMMAND |
| | FRATERNIZATION POLICY |
| OPNAVINST 5370.2C | NAVY FRATERNIZATION POLICY |
| OPNAVINST 6000.1C | NAVY GUIDELINES CONCERNING PREGNANCY AND PARENTHOOD |
| | |
| RTCINST 5354.1J | COMMAND MANAGED EQUAL OPPORTUNITY (CMEO) |
| SECNAVINST 5300.26D | DEPARTMENT OF THE NAVY POLICY ON SEXUAL HARASSMENT |
| RTCINST 3000.1A | RECRUIT TRAINING COMMAND STANDARD OPERATING PROCEDURES |
| | |
| NAVADMIN 148/12 | DEPARTMENT OF DEFENSE SELF-SERVICE LOGON AND E-BENEFITS ACCESS FOR SERVICE MEMBERS |

WITNESSED: _____

SIGNATURE: _____

ENTERED AND VERIFIED IN ELECTRONIC SERVICE RECORD:

VERIFYING OFFICIAL RANK OR GRADE/TITLE:

DATE:

SIGNATURE OF VERIFYING OFFICIAL:

NAME (LAST, FIRST, MIDDLE):

SOCIAL SECURITY NUMBER:

BRANCH AND CLASS:

FOR OFFICIAL USE ONLY
PRIVACY SENSITIVE

Enclosure (2)

OCT 12 2012

Recruit Division Commander Code of Conduct

I

I will maintain the highest standard of professionalism at all times and I will train my recruits to the best of my abilities, setting a positive example for all to follow.

II

I will not demean, mistreat, nor haze any recruit or Sailor under my charge and I will instill in them the knowledge and character that we value, while ensuring that they will do the same.

III

I will utilize every possible avenue to ensure that the health and safety of my recruits is maintained and I will make every effort to report any unsafe situation, while doing everything in my power to make it safe.

IV

I will adhere to and be responsible for my understanding of all policies and instructions set forth by my Chain of Command.

V

I will always have a clear mind; I will never waiver from the course I have set for myself, and I will control my emotions regardless of the situation.

VI

I will not participate in illegal or unethical behavior, nor will my integrity be compromised; causing me to waiver in the face of adversity.

VII

I will act impartially with everyone under my charge and I will not let my personal beliefs cloud my judgment.



DEPARTMENT OF THE NAVY

RECRUIT TRAINING COMMAND
3355 ILLINOIS STREET
GREAT LAKES, IL 60088-3127

NAVCRUITRACOMINST 5370.3

LEGAL

MAY 29 2013

NAVCRUITRACOM INSTRUCTION 5370.3

From: Commanding Officer, Recruit Training Command

Subj: FRATERNIZATION

Ref: (a) OPNAVINST 5370.2C
(b) NSTCINST 5370.1

1. Purpose. To publish policy regarding fraternization for Recruit Training Command (RTC).

2. Cancellation. RTCINST 5370.3A

3. Policy

a. RTC Staff members' conduct should always be above reproach, especially when we are being observed by those we are training: the recruits. Appearance matters!

b. "Fraternization" as discussed in references (a) and (b), is the traditional term used to identify personal relationships which contravene the customary bounds of acceptable senior-subordinate relationships.

c. Both references (a) and (b) prohibit personal relationships that are unduly familiar between staff and student personnel. Reference (b) emphasizes that fraternization between staff and students is detrimental to Naval Service Training Command (NSTC)'s mission and thus, prohibited. Due to the unique nature of RTC's mission, the definition of student personnel must be tailored (to include recruits) in order to maintain good order and discipline and to avoid bringing discredit to the Naval Service.

4. Definitions. The following definitions are applicable for interpretation of this instruction:

a. Student Personnel. All current trainees stationed at RTC, and all former RTC trainees are designated students and remain students for the duration of their training pipeline. This definition is more expansive than that of student as defined in reference (b) since it is not limited only to personnel assigned to training commands located within NSTC.

b. Staff Personnel. All personnel assigned to RTC as instructors, recruit division commanders, or in support of mission operations.

c. Recruits. All current trainees stationed at RTC and Sailors who were trainees and have not executed PCS orders from RTC.

d. Training Pipeline. This includes the time that a student spends as a recruit at RTC and the time spent at any naval training command immediately following the student's initial training at RTC.

e. Fraternization. Fraternalization is clearly defined in reference (a) and consists of **unduly** familiar relationships between officers and enlisted members, between officer members, between enlisted members, and between staff and students that are prejudicial to good order and discipline, or service discrediting.

f. Unduly Familiar Conduct Between Staff and Students. Conduct that is unduly familiar includes, but is not limited to, the following specific activities:

- (1) Arranging or attempting to arrange personal/social encounters.
- (2) Exchanging personal contact information such as email addresses, home addresses, phone numbers, or pager numbers.
- (3) Communicating through any social networking tools such as Twitter, Facebook, MySpace, etc.
- (4) Engaging in business or other monetary activities, including, but not limited to, loans, advertising a personal business, and soliciting others to engage in any business or monetary transaction.
- (5) Dating, cohabitating, engaging in intimate or sexual relations, and/or inappropriate displays of affection.
- (6) Engaging in any nonprofessional, social relationship.

g. Prejudicial to Good Order and Discipline or Service Discrediting. Prejudicial to good order and discipline or discredit to the Naval Service may result from circumstances which:

- (1) Call into question a senior or staff member's objectivity;
- (2) Result in actual or the appearance of preferential treatment;
- (3) Undermine the authority or impartiality of the senior or staff member; or
- (4) Compromise the chain of command.

5. Responsibilities and Prohibitions

a. All unduly familiar relationships between staff personnel and student personnel, regardless of rank or grade, are prejudicial to good order and discipline, or are of a nature to bring discredit on the naval service and are prohibited.

(1) This prohibition continues for six months after the recruit has completed his or her training pipeline. Such unduly familiar relationships are prejudicial to good order and discipline, or of a nature to bring discredit on the Naval Service regardless of the recruit's current duty station or continued service on active duty during the six months following departure. Note that this is in addition to the prohibition in paragraph a. above.

(2) Staff personnel shall report to their chain of command ANY communication, other than brief passing chance meetings at public venues such as the NEX or the train station, with a former recruit from the date of the former recruit's transfer from RTC until six months after the recruit has completed the final training pipeline.

b. Personal relationships between officer and enlisted members that are unduly familiar are prejudicial to good order and discipline, or of a nature to bring discredit on the Naval Service and are prohibited.

c. Chief Petty Officers (E-7 to E-9) have a unique leadership responsibility, such that unduly familiar relationships between Chief Petty Officers and junior personnel (E-1 to E-6) within RTC are prejudicial to good order and discipline, or of a nature to bring discredit on the Naval Service and are prohibited. Due to the heightened status, obligations, and responsibilities of Chief Petty Officers, unduly familiar relationships with junior personnel, even when in different commands, may be deemed prejudicial to good order and discipline.

d. Unduly familiar officer-officer relationships or enlisted-enlisted relationships are defined as those relationships prejudicial to good order and discipline, or of a nature to bring discredit on the Naval Service. Such relationships are prohibited.

e. All members are expected to observe proper standards of behavior and to enforce those standards. All personnel will avoid, terminate, or otherwise control situations which may lead to or involve fraternization. Although the responsibility for prevention of fraternization rests primarily with the senior member, both members are accountable for their conduct.

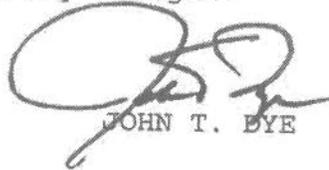
f. Service members who are married or otherwise related to other service members must maintain the requisite respect and decorum attending the official relationship while either is on duty or in uniform in a public place.

g. All members have an affirmative duty to correct infractions and to report significant violations of this instruction to the chain of command.

h. Violations of this instruction subject the involved members to possible punitive and or disciplinary action under the Uniform Code of Military Justice.

i. Clarification of questionable situations should be sought through the chain of command immediately.

6. Review. The Staff Judge Advocate is responsible for the annual review of this instruction and any changes.



JOHN T. EYE

Distribution:
Enterprise Knowledge Management



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 5370.1F
00J
12 Oct 2011

COMNAVCRUITCOM INSTRUCTION 5370.1F

From: Commander, Navy Recruiting Command

Subj: FRATERNIZATION

Ref: (a) Manual for Courts-Martial, 2008 Edition
(b) OPNAVINST 5370.2C
(c) U. S. Navy Regulations 1990, Article 1165
(d) JAGMAN Chapter II

Encl: (1) Fraternalization Policy Acknowledgement

1. Purpose. To review information, policy, and procedures regarding fraternization within Navy Recruiting Command.
2. Cancellation. COMNAVCRUITCOMINST 5370.1E. Revisions are identified by an "(R" in the right hand margin.
3. Applicability. This instruction applies to all Officers, Warrant Officers and Enlisted personnel assigned or attached to any Navy Recruiting Command activity. To the extent any other regulation issued by Commander, Navy Recruiting Command or its subordinate commands conflicts with this instruction, this instruction shall govern.
4. Background/Discussion. The Navy has historically relied upon custom and tradition to define the bounds of acceptable personal relationships among its members. Proper social interaction between officer and enlisted members has always been encouraged as it enhances unit morale and esprit de corps. At the same time, unduly familiar personal relationships between officers and enlisted members have traditionally been contrary to naval custom because they undermine the respect for authority, which is essential to Navy's ability to accomplish its military mission. Similarly, an unduly familiar relationship between recruiters and prospects, applicants, or Future Sailors in the Delayed Entry Program (DEP) undermines the mission of Navy Recruiting. Those personnel in a senior grade must maintain relationships with subordinates that ensure no actual or perceived favoritism, preferential treatment, personal

gain, or involvement in actions that otherwise may reasonably be expected to undermine good order, discipline, authority, or high unit morale. Custom requires that junior personnel recognize and respect the authority inherent in a senior's grade, rank, or position. Fraternalization is a gender-neutral concept. Its focus is on the detriment to good order and discipline resulting from the erosion of respect or authority inherent in an unduly familiar senior-subordinate relationship, not the gender of the members involved. The potential erosion of respect for the authority and leadership position of a senior in grade or rank can have an enormously negative effect on good order and discipline and seriously undermine a unit's effectiveness. Therefore, prohibition of fraternization serves a valid, mission essential purpose.

5. Navy Recruiting Command. Personal relationships between Officer and Enlisted personnel, Chief Petty Officers (E7 to E9) and junior personnel (E1 to E6), who are assigned within the same command, to wit: Navy Recruiting Command headquarters, Navy Recruiting Regions, Navy Recruiting Districts, Navy Recruiting Stations, or Navy Recruiting Command Orientation Unit (NAVCRUITCOM ORIENT UNIT) are considered unduly familiar, do not respect differences in grade or rank and are prohibited. Likewise, personal relationships that are unduly familiar between recruiting personnel and prospects, applicants and Future Sailors are prohibited.

6. Punitive Effect. Commission of one or more of the prohibited practices by recruiting personnel constitutes a violation of Article 92, Uniform Code of Military Justice and references (a) through (c).

7. Clarification. Fraternalization is a uniquely military disciplinary infraction and as such it should be investigated as a violation under the Uniform Code of Military Justice per reference (d). (R

8. Definitions. In order to create a command environment where fraternization does not exist, the following definitions are provided.

a. Fraternalization. Any personal relationship prejudicial to good order and discipline, or of a nature to bring discredit on the naval service. Certain prohibited activities, behavior,

transactions which include personal relationships that do not respect the difference between grade or rank, and relationships between recruiting personnel and prospects, applicants or Future Sailors. Fraternalization exists when:

(1) The relationship calls into question the senior member's objectivity.

(2) The relationship results in actual or apparent preferential treatment.

(3) The relationship undermines the authority of a senior member or compromises the chain of command.

(4) A personal relationship develops between staff or instructor members and student personnel.

(5) A personal relationship develops between recruiters that does not respect the difference between grade or rank.

(6) A personal relationship develops between recruiting personnel and prospects, applicants, or Delayed Entry Program (DEP) personnel.

(7) A personal relationship develops between recruiting personnel and family members of prospects, applicants, or Future Sailors.

b. Armed Forces. The active and reserve components of the U. S. Navy, Army, Air Force, Marine Corps, and Coast Guard.

c. Recruiting Personnel. Officers, warrant officers and enlisted personnel assigned or attached to any Navy recruiting Command activity.

d. Prospect. Any person who has expressed, to recruiting personnel, an interest in enlisting or receiving an appointment in the U. S. Navy or U. S. Navy Reserve and who appears to possess, or who may in the future possess, the potential and qualifications for enlistment or appointment in the U. S. Navy or U. S. Navy Reserve.

e. Applicant. Any person who has commenced processing for enlistment or appointment in any of the Armed Forces by beginning to complete a DD Form 1966, NAVCRUIT 1131/238, or comparable form is an applicant.

(R

(1) Applicants or prospects that become disqualified but possess the potential and/or qualifications for enlistment or appointment remain in an applicant or prospect status. (R)
Applicants or prospects who possess the potential to meet qualifications include, but are not limited to, individuals who do not meet minimum age requirements, score too low on the qualification testing but will be eligible to retest, or who have not completed their education.

(2) A prospect or applicant who expresses a loss of interest in enlistment or appointment shall continue to be a prospect or an applicant under this instruction for a period of six months from the date they express this loss of interest to recruiting personnel. (R)

(3) An individual who expresses an interest in enlistment or appointment but is permanently barred under existing regulations is not a prospect or an applicant. (R)

f. Future Sailor. Any person who accesses into the DEP of any of the Armed Forces and has agreed to commence active duty or active duty for training at a later date.

9. Prohibited Activities. Recruiting personnel shall not:

a. Form, or attempt to form, a dating or private social relationship with anyone known to be a prospect, applicant, or Future Sailor. Mutual attendance at previously planned, command authorized DEP functions, or similar recruiting environment events is not prohibited.

b. Allow anyone known to be a prospect, applicant, or Future Sailor to remain in any recruiting office except for official business.

c. Allow anyone known to be a prospect, applicant, or Future Sailor to ride in any government vehicle except for official purposes. Recruiting personnel shall not ride in the personal vehicle of anyone known to be a prospect, applicant, or Future Sailor.

d. Engage in consensual sexual act or have any physical contact with anyone known to be a prospect, applicant or Future Sailor. Prohibited physical contact includes, but is not

limited to, caressing, massaging, hugging, kissing, fondling, and holding hands. Authorized physical contact includes, but is not limited to, shaking hands or performing required body fat measurements on a member of the same sex.

e. Perform body fat measurements on any prospect, applicant, or Future Sailor of the opposite sex.

(R)

f. Harass any prospect, applicant, or Future Sailor. Harassment includes, but is not limited to:

(1) Any language or act which would, measured by an objective standard, constitute cruelty, oppression or maltreatment under Article 93, Uniform Code of Military Justice, if the victim were subject to the orders of the harasser.

(2) Abusive language which tends to degrade a prospect, applicant, or Future Sailor, whether directed at or used in the presence of such person.

(R)

g. Use anyone known to be a prospect, applicant, or Future Sailor to provide any benefit, financial or otherwise, for themselves or others.

h. Allow or invite any prospect, applicant, or Future Sailor to enter into, operate, or be transported in the privately owned vehicle (POV) of recruiting personnel unless authorized in advance by a POV use authority approved by the Commanding Officer.

(R)

i. Gamble with any prospect, applicant or Future Sailor, including playing any game of skill with money or other things of value at stake.

j. Solicit or accept, directly or indirectly, anything of value from any source in return for granting favors, privileges or other preferential treatment to any prospect, applicant, or Future Sailor.

k. Solicit or accept, directly or indirectly, anything of value from anyone known to be a prospect, applicant, or Future Sailor.

(R)

l. Borrow money or any articles of value from, or lend the same to, anyone known to be a prospect, applicant, or Future Sailor.

m. Engage in, or offer to engage in, any unofficial financial or business dealings with anyone known to be a prospect, applicant, or Future Sailor.

n. Photograph or accept any pictures of anyone known to be a prospect, applicant, or Future Sailor other than those required for official purposes.

o. Spend the night with, or allow anyone known to be a prospect, applicant, or Future Sailor to spend the night, in the same home, apartment, or hotel room without prior command approval.

p. Process for enlistment or appointment any person with whom they developed a social relationship prior to that person becoming a prospect, applicant, or Future Sailor, or prior to learning that person was a prospect, applicant, or Future Sailor.

(R)

q. Enter any portion of an establishment known to be a MEPS lodging and/or meal facility, except that recruiting personnel may enter the main lobby of such a facility when their official duties make it necessary to assist in the proper check-in and check-out of an applicant and/or Future Sailor.

(R)

10. Action

a. Commander, Navy Recruiting Command will not tolerate fraternization, especially fraternization involving prospects, applicants, and Future Sailors. Recruiters are the face of the United States military, and such misconduct significantly erodes the public's trust and confidence in America's Navy.

b. NAVCRUITDIST Commanding Officers must immediately report all credible allegations of recruiter fraternization with a prospect, applicant, and/or Future Sailor to NAVCRUITCOM OOJ via email. Commanding Officers shall properly investigate all allegations of recruiter fraternization.

c. Commanding Officers are expected to hold recruiters accountable under the Uniform Code of Military Justice, reference (a) for substantiated allegations of fraternization. Commanding Officers are **required** to initiate administrative separation processing where substantiated allegations of

(R)

recruiter fraternization with a prospect, applicant, and/or Future Sailor involve the following circumstances: consensual sexual acts, intimate physical contact, dating, sexual assault, sexual harassment, and other similar cases of sexual misconduct. Administrative separation processing for all other instances of fraternization shall be at the discretion of the Commanding Officer.

d. All recruiting personnel shall:

(1) Immediately report known violations of this instruction to the appropriate level within the chain of command.

(2) Expeditiously address and resolve alleged violations of the prohibited practices of this instruction.

e. NAVCRUITCOM ORIENT UNIT Officer in Charge shall ensure thorough instruction on the contents of this policy during the initial orientation for personnel assigned to recruiting duty. Additionally, prior to completing orientation, all recruiting personnel shall be required to execute a NAVPERS 1070/613 Administrative Remarks (enclosure (1)) documenting the fact that they have received training on this fraternization instruction and understand its mandates.

f. The Director of Quality Assurance and Training (N7) shall develop inspection procedures to evaluate compliance with this instruction.

11. Responsibilities. Commanding Officers shall:

(R)

a. Ensure that appropriate disciplinary or administrative action is expeditiously accomplished in accordance with existing regulations and the Uniform Code of Military Justice.

b. Ensure that NAVCRUITCOM OOJ is notified of initial allegation and final disposition, to include the disciplinary or administrative action taken.

(R)

c. Ensure entire command investigation package, to include unsubstantiated packages are forwarded to NAVCRUITCOM OOJ upon completion of final action (see reference (d)).

(R)

- d. Ensure the Command Assessment Team (CAT) conducts an annual assessment that includes fraternization.
- e. Ensure all personnel attend the Navy Pride and Professionalism workshop upon reporting to the command.
- f. Ensure that all personnel receive annual fraternization GMT.

/s/
E. L. GAY

Distribution:
Electronic only, via
<http://www.cnrc.navy.mil/Publications/directives.htm>

Fraternization Policy Acknowledgement

_____ : 1. I hereby acknowledge that I have read and understand Commander, Navy Recruiting Command's Fraternalization Policy as promulgated in COMNAVCRUITCOMINST 5370.F. I further understand that:

a. Fraternalization will not be tolerated, especially fraternalization involving prospects, applicants and/or Future Sailors.

b. Recruiters are the face of the United States military, and such misconduct significantly erodes the public's trust and confidence in America's Navy.

c. All credible allegations of recruiter fraternalization will be promptly investigated.

d. Substantiated allegations of fraternalization with prospects, applicants and/or Future Sailors **will** result in processing for administrative separation if fraternalization involves the following circumstances: intimate physical contact, dating, sexual assault, sexual harassment, and other similar cases of sexual misconduct. Processing for administrative separation in all other cases will be at the discretion of the Commanding Officer.

2. All recruiting personnel shall immediately report known violations of this policy within the chain of command and expeditiously address and resolve alleged violations of prohibited practices by this policy.

MEMBER'S SIGNATURE

Witnessed: _____

This page 13 acknowledgement, in PDF Fillable format is located at: <http://www.cnrc.navy.mil/Publications/forms.htm>



DEPARTMENT OF THE NAVY
OFFICE OF THE COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS MARYLAND 21402-5107

COMDTMIDNINST 5400.6Q CH-2
BATTALION OFFICERS
15 Jan 14

COMMANDANT OF MIDSHIPMEN INSTRUCTION 5400.6Q CHANGE TRANSMITTAL 2

From: Commandant of Midshipmen

Subj: MIDSHIPMAN REGULATIONS MANUAL

Encl: (1) Revised page 5-1

1. Purpose. To publish change 2 to the basic instruction.

2. Action

a. Remove page 5-1 of the basic instruction and replace with enclosure (1).

b. Enclosure (1) has been incorporated into the basic instruction and posted to the website.

A handwritten signature in black ink, appearing to read "R. L. Shea", is positioned above the typed name.

R. L. SHEA
By direction

Distribution:
Non-Mids (Electronically)
Brigade (Electronically)



DEPARTMENT OF THE NAVY
OFFICE OF THE COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS MARYLAND 21402-5107

COMDTMIDNINST 5400.6Q CH-1
BATTALION OFFICERS
23 Dec 13

COMMANDANT OF MIDSHIPMEN INSTRUCTION 5400.6Q CHANGE TRANSMITTAL 1

Subj: MIDSHIPMAN REGULATIONS MANUAL

Encl: (1) Revised page 4-4

1. Purpose. To publish change 1 to the basic instruction.
2. Action. Remove page 4-4 of the basic instruction and replace with enclosure (1).

A handwritten signature in black ink, reading "W. D. Byrne, Jr.", is centered on the page.

W. D. BYRNE, JR.

Distribution:
Non-Mids (Electronically)
Brigade (Electronically)



DEPARTMENT OF THE NAVY

COMMANDANT OF MIDSHIPMEN
U.S. NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 5400.6Q
BATTALION OFFICERS
4 Nov 13

COMMANDANT OF MIDSHIPMEN INSTRUCTION 5400.6Q

Subj: MIDSHIPMAN REGULATIONS MANUAL

Encl: (1) Midshipman Regulations Manual

1. Purpose. To update and clarify the Midshipman Regulations Manual.
2. Cancellation. COMDTMIDNINST 5400.6P
3. Information

a. Midshipman Regulations are supplementary to U.S. Navy Regulations, 1990. Members of the Brigade and all personnel subordinate to the Commandant of Midshipmen shall comply with the substance, spirit, and intent of these directives at all times.

b. Nothing in these regulations should be construed as taking priority over sound judgment or doing the right thing. Situations may arise where good judgment will be the only regulation, and Midshipmen are expected to conduct themselves per Navy core values in these situations.

c. These regulations apply at all times. Midshipmen are required to comply with the requirements set forth in this instruction during the summer training periods as well as during the academic year. Regulations governing Midshipmen rooms apply anytime a Midshipman occupies a room in Bancroft Hall.

d. At approximately the midpoint of each semester, the Deputy Commandant of Midshipmen will convene a board to review accumulated proposals and ideas regarding changes to this manual. This board shall consist of the Deputy Commandant or a designated Officer-in-Charge of Midshipman Regulations Revisions, the senior Battalion Officer, the Brigade Senior Enlisted Leader, the Brigade Commander, the Regimental Commanders, and the Brigade Sergeant Major. One midshipman at large from each Battalion may be selected to attend. Midshipmen on the board may designate replacement representatives.

4. Information. Enclosure (1) is published for the information and compliance of the Brigade of Midshipmen and all personnel subordinate to the Commandant of Midshipmen.

A handwritten signature in black ink, appearing to read "R. L. SHEA", is positioned above the typed name.

R. L. SHEA
By direction

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COMDTMIDNINST 5400.6Q
4 Nov 13

MIDSHIPMAN REGULATIONS MANUAL

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CHAPTER 1 - ROUTINE EVENTS

1.1 BATTLE RHYTHM

Monday-Friday Schedule

0530 Earliest rising time for plebes
0545 NAAA team workouts start Per NAAA guidelines
0630 Reveille
0630-0800 Sick Call
0630-0655 Instruction Period-Primary
0700 Morning Quarters Formation
0700-1830 Working Hours
0630-0800 Rolling Tray Morning Meal
0755-0845 First Period
0755-0910 Eighth Period
0855-0945 Second Period
0955-1045 Third Period
0955-1110 Ninth Period
1055-1145 Fourth Period
1130 Early meal for oncoming watch section
1205 Noon Meal Formation
1205 Formal Uniform Inspection (R)
1210-1250 Noon Meal
1250-1320 Instruction Period-Secondary
1250-1320 Academic Lectures and Meetings
LMO/NET1300 Town Liberty for 1/C (F only)
1330-1420 Fifth Period
1330-1445 Tenth Period
1430-1520 Sixth Period
1530-1620 Seventh Period
1545-1800 Athletic Reserve Period
1730 Evening Meal Formation (F)
1730 Evening Meal - King's Court (F)
1730-1900 Evening Meal - Rolling Tray (T/R)
1830 Evening Meal Formation (M/W)
1830 Town Liberty for 2/C (F only)
1840 Evening Meal (M/W/F)
1900-2000 4/C Professional Quiz (F only)
1900-1930 Instruction Period-Tertiary (M/T/W/R)
1900-2000 Midshipman Activity Period (T/R)
1915-2000 Midshipman Activity Period (M/W/F)
2000-2300 Study Period
2300 Taps and lights out for 4/C (M/T/W/TH)
2359 Taps and lights out for 4/C (F only)
2359 Liberty expires for all 1/C and 2/C not on weekend (F only)
2359 Taps for 1/C, 2/C, and 3/C

Saturday Schedule

0630-0730 Morning Meal
0700-0900 Sick Call
0800 Morning Quarters Formation
0800-1200 Training Reserve Period (as directed)
0800 Town Liberty for 1/C and 2/C
1130-1300 Noon Meal
1130 Noon Meal Formation
1200 Town Liberty for 3/C and 4/C
1700-1830 Evening Meal
2359 Liberty expires for all Midshipmen not on weekend
2359 Taps for all Midshipmen not on weekend

Sunday Schedule

0700-0900 Morning Meal
0800 Town Liberty for 1/C, 2/C and 3/C
1100-1300 Brunch
1800 Liberty expires for 1/C, 2/C, and 3/C
1800 Evening Meal Formation
1810 Evening Meal
1900-2000 4/C Professional Quiz Make-Up Period
1900-2000 Midshipman Activity Period
2000-2300 Study Period
2245 Blue and Gold
2300 Taps and lights out for 4/C
2359 Taps for 1/C, 2/C, and 3/C

1.2 REVEILLE

1. Midshipmen shall be out of their racks with all overhead lights on.
2. Upper-class Midshipmen shall not return to their rack until after the morning quarters.
3. Plebes shall not return to their rack until 2200 Sunday through Friday, or until 1200 Saturday.

1.3 SICK CALL. Walk-in sick call is held at Brigade Medical. Midshipmen reporting to sick call shall wear regulation PE gear or better. See Section 6.13 for further details regarding Medical and Dental care.

1.4 INSTRUCTION PERIOD

1. Instruction periods shall be used for the training of Midshipmen. Multiple training sessions will be offered so that all Midshipmen complete prescribed training.
2. The priority of instruction periods depends on the individual administering the training. Midshipmen will consult the table of priorities to determine legitimate excusals from training sessions.
3. Instruction Period-Primary and Instruction Period-Tertiary will not be utilized during exam weeks.
4. Instruction Period-Secondary is reserved for Battalion Officer/Company Officer/SEL time. If the Battalion Officer, Company Officer, and SEL choose not to utilize Instruction Period-Secondary, other individuals may conduct training at this time.
5. 4/C come-arounds shall be scheduled during Instruction Period-Primary. If a conflict arises, come-arounds may be moved to other Instruction Periods with advanced notice.

1.5 FORMATION AND MEAL

1. Midshipmen shall be in an inspection-ready prescribed uniform when attending formation. Any Midshipmen authorized to wear an alternate uniform for medical purposes must carry their chit on their person at all times.

2. Midshipmen will conduct themselves in a professional manner during formation and maintain silence while word is being passed.
3. Formations will be attended by Midshipmen as per the table of priorities outlined in 2.1 and by the following regulations:
 - a. 1/C will attend Morning Quarters Formation Monday-Friday, Noon Meal Formation Monday-Friday, and Evening Meal Formation Sunday-Thursday. 1/C on duty will attend Saturday Morning Quarters and Noon Meal Formations.
 - b. 2/C will attend Morning Quarters Formation Monday-Friday, Noon Meal Formation Monday-Friday, and Evening Meal Formation Sunday-Friday. 2/C on duty will attend Saturday Morning Quarters and Noon Meal Formations.
 - c. 3/C will attend Morning Quarters Formation Monday-Saturday, Noon Meal Formation Monday-Saturday, and Evening Meal Formation Sunday-Friday.
 - d. 4/C will attend Morning Quarters Formation Monday-Saturday, Noon Meal Formation Monday-Saturday, and Evening Meal Formation Sunday-Friday.
4. All meals following mandatory formations are mandatory with the exception of Friday evening meal and Saturday noon meal. Midshipmen will report to King Hall directly following formation.

1.6 ATHLETIC RESERVE PERIOD

1. Athletic Reserve Period is reserved for drill, club, intramural, and varsity sports practices and competitions. All scheduled intramural events take precedence over individual workouts.
2. Individual Midshipmen wishing to conduct workouts off the Yard while not on town liberty will be permitted to do so, provided they adhere to the following:
 - a. Wear regulation PE gear (exception for command sponsored events that designate an alternate uniform (e.g., Sea Trials) or for ECAs specifically designated by the Commandant's Operations Officer during their exercise period only (e.g., Infantry Skills, Combat Fitness, etc.)). Wearing Navy/USMC-related technical PT gear off the yard for endurance sports may be approved through the Company Officer by submitting a special request chit.
 - b. Confine workouts to the Naval Academy Bridge, the Naval Support Activity/Greenbury Point (via Ritchie Road - up the hill on Rt 450 past the WWII memorial), and/or directly to the Baltimore & Annapolis Trail via MD Rt 450 and Boulters Way (see Figure 1 map). Enter and exit the Naval Academy via Gate 8 only. Midshipmen may use all athletic facilities at the Naval Support Activity (NSA), including the Brigade Sports Complex, O-Course, E-Course, and Golf Course. During athletic reserve period, Midshipmen may not use any non-physical fitness related facilities on NSA, to include but not limited to: the Commissary, the Navy Exchange (NEX), the gas station, the barber shop, Navy Federal Credit Union, and Subway. Midshipmen may also use the "Stadium" running route, which leads out Gate 8, along Baltimore Boulevard to Annapolis Street, and then Taylor Avenue to the stadium, and loops around the Stadium's perimeter running path (see Figure 2 map). Midshipmen may only wear authorized PT gear on this running route.

authorized vehicles (including Personally Owned Vehicles (POV)) to and from the Naval Station and may transport underclassmen.

f. Not wear backpacks (hydration packs or weighted packs acceptable).

g. In harsh weather conditions, wear appropriate USNA cold weather gear.

h. Only groups of two or more are allowed to conduct workouts at the O-Course or the E-Course. At least one cell phone will be on station. These requirements ensure that at least one safety observer is available to call for assistance and render aid in the event of a significant injury.

i. Use of NWUs as workout attire is subject to the following restrictions:

(1) On the Yard: Wear NWUs as either a complete uniform (i.e., boots, trousers, blue t-shirt, blouse, and cover) or "modified NWUs" (blouse and cover removed) during physical training on the Yard.

(2) Off Yard/NSA: Wear full NWUs or "modified NWUs," as desired, only for runs transiting to/from the O-Course, E-Course, or Confidence Course (use approved route to NSA in paragraph 1.6.2.b). NWUs or "modified NWUs" may be worn on the applicable course. Wearer must be running or jogging while in NWUs off the Yard or NSA (no walking or biking).

(3) Deviations from this policy for approved team or company PT associated with a combat- or drill-related event (e.g., ECA, SMT, CFT, etc.) must be approved by the Commandant's Operation's Officer or applicable Battalion Officer.

3. Club Sports and Varsity Sports are authorized to conduct workouts off the yard when directed by their Coach, as a team during their team practice times. Each member must wear team-approved workout gear, including cold weather gear, in a professional manner.

4. Midshipmen on duty may conduct workouts off the yard for no longer than two hours, provided they have approval from and have signed out with the appropriate authority.

1.7 MIDSHIPMAN ACTIVITY PERIOD

1. Midshipman Activity Period shall be reserved for ECAs, club sports meetings, voluntary academic events, and CRAs.

2. The Commandant must approve other events scheduled during this period.

1.8 STUDY PERIOD

1. 1/C and 2/C shall observe study period Sunday through Thursday. 3/C and 4/C shall observe study period Sunday through Friday.

2. Midshipmen shall be in one of the following locations during study period:

a. Their own room.

- b. Another Midshipman's room obtaining or providing academic assistance.
- c. The library or an academic building.
- d. On watch.
- e. The wardroom (1/C and 2/C only). 3/C may use the wardroom for academic and professional studies with Company Commander approval.
- f. Drydock (1/C sit down or take-out M-R, 2/C take-out M, W, F and sit-down T,R, 3/C take-out M, W, F and sit down T, R, and 4/C take-out only M-F; in regulation Blue and Gold Jogging Suits).
- g. Steerage (1/C and 2/C sit down or take-out, 3/C take-out only, 4/C not authorized; in Navy/Marine Corps related PT gear).
- h. At a sporting event in the Yard if academically SAT and with squad leader approval.
- i. Conducting personal physical training on the yard. (1/C and 2/C who are satisfactory in academics and conduct; 3/C who are on either the Superintendent's, Dean's or Commandant's list and satisfactory in conduct.)
- j. Mitscher Auditorium for Professional Development Videos or Presentations that have been approved by the Brigade Training Officer (Fridays only).

3. In order to preserve an environment conducive to academic success, Midshipmen shall not play loud music or have loud conversations in the passageways.

4. Midshipmen on duty shall sign out before leaving company area.

5. 1/C, 2/C, and 3/C shall not enter a 4/C room unless providing academic assistance.

6. 4/C Midshipmen shall not use personal cell phones during study hour except for academic purposes.

1.9 TAPS AND LATE LIGHTS

1. Taps accountability will be conducted at 2359 every night by the Company Duty Officer (CDO).

2. Midshipmen shall:

- a. Be physically present in their rooms for taps.

- b. Remain in company area after taps unless authorized to depart by the Company Duty Officer. If authorized to depart, Midshipmen must sign the accountability log immediately upon departure and return.

- c. Remain in Bancroft Hall after taps.

3. Fourth-class Midshipmen may:

- a. Have late lights until 2359 if approved by squad leader.

b. Retire before 2200 only when authorized by squad leader.

4. It is the responsibility of each individual Midshipman to sign taps before the appointed time and to ensure that the CDO has accounted for him/her.

1.10 BLUE AND GOLD

1. Blue and Gold may be held in company areas no earlier than 2245 on Sundays and one other day of the week. Blue and Gold should be positive in nature and should consist of a recap of past events, a look at upcoming events, and motivation of the 4/C.

2. Blue and Gold may not be longer than 15 minutes and must be concluded prior to 2300.

3. Blue and Gold is mandatory for 4/C on Sunday evenings.

1.11 LIBERTY

1. Not in a liberty status

a. All Midshipmen may conduct individual workouts on or off the yard (off-yard from sunrise to sunset only), visit areas on the yard, and attend sporting events on the yard from 0545-2000, not to interfere with military obligations or mandatory events, as per the table of priorities.

b. Midshipmen will not depart the yard, except to conduct an individual workout as per section 1.6 above. Midshipmen will not visit a sponsor's home on the Naval Academy complex.

2. Town Liberty

a. Schedule: Town liberty will be authorized as per the schedule below or when the last military obligation is completed, whichever is later.

Class	Day	Commences	Expires
1/C	Friday	LMO/NET 1300	2359
	Saturday	0800	2359
	Sunday	0800	1800
2/C	Friday	1830	2359
	Saturday	0800	2359
	Sunday	0800	1800
3/C	Saturday	1200	2359
	Sunday	0800	1800
4/C	Saturday	1200	2359

b. Regulations

(1) Uniform:

(a) Midshipmen may not depart on or return from liberty in any uniform other than prescribed liberty attire. Midshipmen are not authorized to wear regulation PE gear or Blue and Gold Jogging Suits on liberty unless actively PTing.

(b) 1/C and 2/C may wear authorized civilian attire per COMDTMIDNINST 1020.3B on Friday, Saturday, and Sunday while on liberty.

(c) 3/C will wear uniform of the day for town liberty. 3/C may wear civilian clothes only when outside the tri-city area and on weekend. 3/C will not depart/return from liberty in civilian clothes, even if they are leaving the tri-city area.

(d) 4/C will wear uniform of the day for town liberty.

(2) 4/C shall remain within the tri-city metropolitan area (Baltimore, Washington, Annapolis) during town liberty. 4/C must submit a special request chit and ORM worksheet to their Company Officer/SEL in order to request liberty outside the tri-city area.

(3) When on town liberty, 4/C may:

(a) Play computer games and use personal electronic media devices (consistent with uniform regulations).

(b) Use self-service laundry.

(c) Use racks.

(4) On Sunday between 0800 and 1300, 4/C may:

(a) Use racks.

(b) Attend Sunday morning worship services in town with an approved chit from their Company Officer. They shall proceed immediately to worship and return immediately after worship.

3. Weekend Liberty

a. Eligibility requirements:

(1) CQPR and SQPR of 2.0 or better based on the most recent 6-week, 12-week or final semester grades.

(2) No academic grades of "F" or more than one "D" based on the most recent 6-week, 12-week or final semester grades. QPR changes due to summer school do not affect weekend eligibility for fall semester.

(3) Not on Aptitude or Conduct probation.

(4) Satisfactory in Conduct, or approved by Battalion Officer.

(5) Not in any deficiency status (True Failure, Marking Office Failure, Incomplete) as reported by the Company Deficiency Report. Company Officers may grant exceptions for incompletes.

(6) Passed the most recent physical readiness test. A Midshipman who fails the initial Brigade PRT will not be eligible for weekends until he/she passes a remedial PRT administered by the PE Department.

(7) Not in Weight Control Category V. Exceptions will be made by the Company Officer based on progress and recommendations by the PE Department Weight Control Officer.

b. Midshipmen shall request weekend liberty by signing the weekend list. Midshipmen will not depart on weekend liberty prior to receiving approval from the company officer.

c. Weekend liberty will be authorized as per the schedule below or when the last military obligation is complete, whichever is later, except as noted below in sec f, g, and h. Weekends awarded to 4/C Midshipmen IAW sec g below will conform to 3/C weekend times.

Class	Day	Commences	Expires
1/C	Friday Sunday	LMO/NET 1300	1800
2/C	Friday Sunday	1830	1800
3/C	Saturday Sunday	1200	1800
4/C	Saturday	N/A	N/A

d. All Midshipmen must gain approval through a special request chit and ORM from the Company Officer if leaving a 150-mileradius.

e. Weekends allotted per semester:

1/C: 8	2/C: 6	3/C: 3	4/C: 0
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f. Two additional weekends will be awarded to upper-class Midshipmen who are members of the Color Company, on the Superintendent's list, on the Commandant's list, on the Dean's list, or achieve a perfect PRT. Fourth-Class Midshipmen who are part of these groups based on Fall semester performance are authorized two additional weekends for Spring semester, subject to Company Officer approval.

g. One additional weekend per semester may be awarded to all eligible members, including 4/C, of a Company's "Color Squad" as well as the respective Platoon Commander and Platoon Sergeant. The Company Officer will select the Color Squad based on moral, mental, and physical performance at the end of each academic semester. The competition must be metrics-based (e.g., QPR average, # of UNSATS, PRT Score, PRT UNSATS, conduct/honor offenses, etc). The weekend must be redeemed during the following academic semester.

h. Midshipmen shall return to a duty status for military obligations falling between authorized commencement and expiration of weekend liberty, including home football games (from march-on until the singing of "Navy Blue and Gold").

i. When the Brigade of Midshipmen is granted a weekend, the Commandant or Deputy Commandant of Midshipmen will accept (or decline) the weekend on behalf of the Brigade. Similarly, at football games and other sporting events, the Commandant may grant a weekend. Eligibility for these weekends will be determined according to one of the two options:

(1) Meritorious Weekend. All Midshipmen, including 4/C, that meet the weekend eligible criteria IAW para 3.a above. For example, Midshipmen in the following categories will not be granted a Meritorious Weekend:

- Academic UNSAT
- CAT V and/or PE UNSAT
- Restricttees
- CONDUCT PROBATION or an LOI that states a Midshipmen is weekend ineligible
- HONOR PROBATION LOI that states a Midshipman is weekend ineligible
- Any other circumstances which designate a Midshipmen weekend ineligible

(2) Beat Army Weekend. All Midshipmen, except for those who are currently standing restriction as a result of punishment awarded from an Honor Adjudication and/or a 6K or Major Level Conduct adjudication. A Midshipman on restriction for a minor conduct offense may take the weekend. However, these days will not count toward his/her total restriction days.

(3) When a weekend is awarded by the Commandant, it shall not be deducted from the individual Midshipman's allotted weekends. To facilitate judicious liberty planning, both types of weekends, Beat Army and Meritorious, are bankable for all classes.

(4) In the event that a weekend is accepted or granted on a three-day weekend:

- 1/C and 2/C are authorized overnight liberty all three nights
- If the holiday falls on a Friday, 3/C and 4/C will be authorized overnight liberty on Friday night and Saturday night
- If the holiday falls on a Monday, 3/C and 4/C will be authorized overnight liberty on Saturday night and Sunday night

j. It is the responsibility of the Company Commanders to ensure all Midshipmen are properly educated on the weekend policy, and that this regulation is followed within their respective companies.

4. Holidays:

a. When Friday is a holiday, Thursday will follow the normal Friday routine and Friday will follow the normal Saturday routine.

b. When Monday is a holiday, all Midshipmen are authorized town liberty on Sunday from 0800-2359. Monday will follow the normal Sunday routine.

c. End of Leave formation will be at 2000 for the following:

- (1) Thanksgiving Leave
- (2) End of Semester Leave
- (3) Spring Break Leave

NOTE: All other End of Leave formations will be designated by the Commandant's Operations Officer.

5. Weekday liberty. 1/C on the Superintendent's List, those who have attained the rank of MIDN LCDR and above, Company Commanders, and in-season varsity team captains will be granted weekday liberty on a not-to-interfere basis with other military obligations. Town liberty will be granted Tuesday and Thursday evenings starting at 1800 and ending at 2300. The uniform for town liberty will be Summer White or Service Dress Blue in accordance with seasonal uniform shift.

6. Yard Liberty

a. Eligibility. Midshipmen are authorized Yard Liberty in accordance with the table of priorities.

b. Requirements.

(1) While on Yard liberty, midshipmen may:

(a) Conduct Individual Workouts

(b) Visit areas on the Yard

(c) Attend Sporting Events on the Yard and NSA Complex

(2) While on Yard Liberty, midshipmen may not:

(a) Depart the Yard, except to proceed directly to/from athletic events on the NSA complex

(b) Play golf for leisure.

7. Authority to Grant Additional Liberty

a. Company Officers and SELs are authorized to grant extensions of normal liberty up to twelve hours (unless such extension would result in missing an academic class). This extension is not intended for use as an incentive, but rather to provide flexibility to apply sound ORM practice and to allow reasonable flexibility for special or unforeseen situations. This authority will not normally be delegated, except in those rare circumstances when the Company Officer or SEL can not be consulted in a reasonable time and it is prudent to extend liberty for ORM or other emergent purposes as the Company Commander or CDO may determine. Company Officers and SELs may not grant additional or uncharged weekend liberty.

b. Battalion Officers are authorized to grant additional or uncharged weekends as rewards for exceptional performance or to incentivize performance. This authority may not be delegated.

1.12 ROUTINE FOR VOLUNTARY GRADUATE EDUCATION PROGRAM (VGEP) MIDSHIPMEN

1. Midshipmen participating in VGEP are enrolled in graduate education programs at local universities. VGEP is a privilege and is not intended to take priority over military education and preparation for Naval Service.

2. VGEP Midshipmen will coordinate their schedules with their Company Officer prior to the beginning of their graduate programs. Schedules will allow VGEP Midshipmen to attend class, conduct research, use university libraries, write papers, study for exams, and participate in seminars and

other activities related to the successful completion of their master's degree program.

3. VGEP Midshipmen may:

- a. Be excused from military obligations that conflict with specific VGEP responsibilities.
- b. Wear civilian clothes to VGEP classes.
- c. Take leave with their civilian university counterparts if it does not conflict with other Midshipman duties.

4. VGEP Midshipmen will:

- a. Muster with the company if not participating in VGEP activities and at least once per day.
- b. Inform the OOW and company CDO if they will be required to miss TAPS.
- c. Participate in drill, parades, and intramural sports on a not-to-interfere basis with their VGEP academic schedule.
- d. Perform military responsibilities and stand watch on a not-to-interfere basis with their VGEP academic schedule.
- e. Participate in physical education courses.
- f. Contact the accounting branch of the Midshipman Food Services Division to coordinate reimbursement for missed meals.

CHAPTER 2: TABLE OF PRIORITIES

2.1 TABLE OF PRIORITIES

1. Every Midshipman's priorities are as follows:

a. Orders to report to the Superintendent, Commandant, Deputy Commandant, Academic Dean, Provost, or Officer of the Watch. This includes appearing before Academic Boards, Academic Advisory Boards, Commandant Honor Hearings, Brigade Aptitude Boards, Brigade Striper Boards, and Conduct Hearings for 6K conduct offenses.

b. Orders to report to Battalion Officer, Company Officer, or Senior Enlisted Leader, including Battalion Honor Hearings and conduct hearings for major offenses.

c. Watch. The only watchstanders permitted to miss class are standing MOOWs, RMOOWs, CMOOWs and Duty Drivers. All Midshipmen will make every effort to attend class and watchbills will be written so that no Midshipman misses a scheduled exam.

d. Authorized scheduled medical and dental appointments outside USNA, or appointments at USNA with outside specialists. Six week, twelve week, and final exams shall not be missed for elective procedures.

e. Scheduled pre-commissioning physicals.

f. Mandatory formations and meals.

g. Regularly scheduled examinations of the academic departments.

h. Scheduled class attendance, scheduled labs, scheduled physical education tests, and the PRT.

i. Mandatory events, such as career information briefs, Forrestal lectures, and Company Officer training.

j. Battalion level striper boards, aptitude boards, honor hearings, and conduct hearings for minor offenses.

k. Scheduled team practices and meetings per COMDTMIDNNOTE 1710. This includes only organized, scheduled, coach-run team workouts, and not individual workouts or captain's practices.

l. Drill, parades, march-ons and other mandatory events noted in the POD.

m. Remedial PE sessions and Weight Control Program Weigh-ins.

n. Tours and restriction musters.

o. Intramurals.

p. Scheduled meetings with an academic advisor or scheduled extra instruction with instructors.

q. Varsity, Club "A" and junior varsity activities other than scheduled practice or competitions.

r. Club "B" and intramural activities other than scheduled practice or competitions.

s. Sick call (non-emergency medical treatment), scheduled medical and dental appointments, and physical therapy.

t. Extracurricular activities.

u. Liberty (including Yard Liberty).

2. Midshipmen shall:

a. Consult with a cognizant senior in their chain of command for guidance in resolving conflicts.

b. Inform all parties in advance if an obligation is overruled by a higher priority.

2.2 SPECIAL REQUESTS

1. The right of any Midshipman to make a special request of their organizational superiors may not be denied or restricted. If a Midshipman feels that special circumstances warrant an exception to any regulation or directive, that Midshipman may submit a special request to an approval authority to obtain relaxation or modification of the regulation.

a. Requests will be forwarded promptly through the chain of command to the appropriate level for decision. When appropriate, the reason should be stated when a request is not approved or recommended.

b. No person will, through intent or neglect, fail to act on or forward promptly any request or appeal which is his/her duty to act on or forward.

c. Requests for exchange of duty will be made only between Midshipmen fully qualified to stand each other's watches. Exchanges of duty will be made for at least one full day.

d. A special request chit must be submitted at least three working days prior to the request. If action by the Commandant or the Deputy Commandant is required, the request should be submitted at least seven working days in advance.

e. Midshipmen shall not act on a special request until they have approval as required below.

2. Approval Authority

a. Commandant

(1) Use of alcohol at any Naval Academy sponsored event except where delegated to the Battalion Officer by the Commandant. Requestors must complete the alcohol and drug education officer's special request chit before submitting requests to be included with request package.

(2) Any outside employment.

b. Deputy Commandant. Change of company for a Midshipman due to adverse conditions or resulting in a change of Battalion.

c. Battalion Officer

- (1) Emergency leave requests.
- (2) Special leave requests up to 96 hours.
- (3) Regular OCONUS leave requests.
- (4) Convalescent leave outside Bancroft Hall.
- (5) Excusals from any mandatory Brigade or Battalion level event, to include but not limited to football games, Distinguished Artist Series, Forrestal Lectures, and Battalion Spirit Nights.
- (6) Participation in inherently hazardous activities.
- (7) Replacement of a lost/stolen ID Card (second offense).
- (8) Alcohol chits for Battalion and Company level events such as football tailgates, dining in/out, and company picnics.

d. Officer of the Watch

- (1) Emergency leave request chits during non-working hours.
- (2) Cutting locks in seventh and eighth wing locker spaces.

e. Company Officer and Senior Enlisted Leader

- (1) Missing class.
- (2) Endorsement to Academic Dean to miss a regularly scheduled examination during end of semester or academic reserve periods.
- (3) Missing taps and liberty extensions up to 12 hours.
- (4) Special town liberty, including liberty for 4/C to attend religious services at a house of worship located within the tri-city metropolitan area.
- (5) Excusal from military evolutions, including swimming and PE remedials, parades, restriction musters, intramurals, and formations.
- (6) Exceptions to weekend eligibility requirements.
- (7) Guests of individual Midshipmen to dine in King Hall (O-5 and below).
- (8) Authorization to reside in Bancroft Hall during leave periods.
- (9) Regular INCONUS leave requests.
- (10) Attendance at sporting events that are not on the Yard or not at the BSC during non-liberty hours (SAT 1/C, 2/C, and 3/C only).

(11) Replacement of a lost/stolen ID Card (first offense).

(12) Conduct of spirit missions or recons.

(13) Wearing Navy/USMC related technical PT gear for endurance sports when working out off the yard.

(14) Grant one weekend per semester to eligible members of a Color Squad.

f. Company Commander

(1) Workout times earlier than 0545 for company personnel on an individual basis.

(2) Sign-in formations if meals are rolling tray.

(3) Reservation of the company wardroom for events or meetings.

g. Squad Leader

(1) Late lights for 4/C in squad.

(2) Early lights before 2200 for 4/C in squad.

(3) Carry-on for squad at meals.

2.3 MOVEMENT ORDERS AND EXCUSALS

1. An excusal must be submitted to allow Midshipmen to miss normally scheduled events in order to attend other events happening on the Yard.

2. For accountability purposes, a movement order must be submitted to allow Midshipmen to miss normally scheduled events in order to attend other events off the Naval Academy, even during normal liberty time.

a. Movement orders consider the "Naval Academy" to be the USNA Yard, the Naval Station, David Taylor Research Center and Navy-Marine Corps Memorial Stadium.

b. Movement orders may be created by anyone on the yard but must be requested at least 14 days prior to the proceed date if transportation support is required or at least 7 days prior to the proceed date if no transportation is required. When the request is less than eight days before the proceed date, the Logistics Officer must be contacted directly.

3. Midshipmen shall not depart on movement order or participate in an excusal prior to attaining approval from the appropriate approval authorities.

4. If an excusal or movement order has a priority level of "standard" or "medium," then a request to miss class chit must be signed by all relevant instructors and submitted to the Company Officer.

CHAPTER 3: INTERPERSONAL CONDUCT

3.1 GENERAL GUIDANCE

1. The Navy has historically relied upon custom and tradition to define the bounds of acceptable personal relationships among its members and with those outside of the military. As such, the bounds of acceptable interaction can be unclear at times. Midshipmen will conduct themselves with the utmost of professionalism in all interpersonal interactions in all settings and at all times.
2. When in doubt, a Midshipman should consult his/her chain of command, a chaplain, or a trusted mentor for further guidance on acceptable interpersonal interactions.

3.2 HAZING

1. Hazing is, "unauthorized assumption of authority by a Midshipman whereby another Midshipman suffers or is exposed to any cruelty, indignity, humiliation, hardship or oppression, or the deprivation or abridgment of any right." While hazing is more probable by a senior against a subordinate, it may also occur among peers or even by subordinates against seniors. Hazing is prohibited and will not be tolerated.
2. Regulations regarding hazing:
 - a. No Midshipman may engage in hazing or consent to acts of hazing being committed upon them.
 - b. No Midshipman, regardless of billet or rank, may condone or ignore hazing if they know or reasonably should have known that hazing may or did occur. Every Midshipman has the responsibility to make the appropriate authorities aware of any hazing incidents.
 - c. Reprisal actions against any victim or witness of hazing incidents are strictly prohibited.
 - d. Physical abuse or harassment will not be tolerated in any form. Physical contact is allowed with the 4/C only as necessary for training purposes. No amount of physical force is condoned or will be tolerated.
 - e. Midshipmen in authority positions over other Midshipmen will follow only practices that would be reasonably and lawfully acceptable for use in the Fleet. All practices should be readily defensible with appropriate rationale to the parents of subordinates or other interested constituencies.

3.3 DISCRIMINATION

1. Discrimination is any act or failure to act that is based in whole or part on a person's race, color, religion, gender, sexual orientation, or national origin and adversely affects privileges, benefits, dignity, working conditions, or treatment in employee conditions in past or present. Discrimination is prohibited and will not be tolerated.
2. Regulations regarding discrimination:
 - a. Midshipmen will neither individually or collectively discriminate against another individual or group.

b. Midshipmen will not take reprisal action against a person who provides information on an incident of alleged unlawful discrimination. Reprisals are prohibited regardless of who originates the reprisal action.

c. Midshipmen will not knowingly make a false accusation of unlawful discrimination.

d. Midshipmen will not condone or ignore discrimination of which he or she has knowledge or has reason to have knowledge.

3.4 SEXUAL HARASSMENT

1. Sexual harassment is defined as, "a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

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

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

c. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment." At the Naval Academy, the work environment is an expansive term and refers to every location on and off the yard, 24 hours a day.

2. Sexual harassment includes (but is not limited to) unwelcome sexual advances, requests for sexual favors, passive or indirect actions that create a hostile work environment such as sexually explicit posters, pictures, or screen savers and other verbal or physical conduct of a sexual nature.

3. Regulations regarding sexual harassment:

a. Midshipmen will not commit sexual harassment as defined above.

b. Midshipmen will not take reprisal action against a person who provides information on an incident of alleged sexual harassment.

c. Midshipmen will not knowingly make a false accusation of sexual harassment.

d. Midshipmen will not condone or ignore sexual harassment of which he or she has knowledge or has reason to have knowledge.

3.5 FRATERNIZATION

1. Fraternization refers to personal relationships that are prejudicial to good order and discipline or of a nature to bring discredit on the naval service, or those that violate the customary bounds of acceptable senior-subordinate relationships. Fraternization is a gender-neutral concept.

2. Circumstances prejudicial to good order and discipline are those that call into question a senior's objectivity, result in actual or apparent preferential treatment, undermine the authority of a senior, or compromise the chain of command.

3. Midshipmen on summer training will adhere to the specific fraternization policies of their assigned units.

4. Collective terms associated with fraternization apply equally to personnel of foreign military services.

3.6 UPPER CLASS-4/C RELATIONSHIP

1. Due to the unique training environment of the Naval Academy and the essential leadership role upper-class Midshipmen hold in educating and training 4/C Midshipmen, upper-class and 4/C Midshipmen have a senior-subordinate relationship which must be respected and protected.

2. These regulations apply to all upper class-4/C relationships, regardless of how or when a relationship began (e.g., prior relationships are not exempt).

3. Upper-class Midshipmen shall maintain a proper professional relationship with 4/C.

4. Upper-class Midshipmen shall not:

a. Attempt to personally degrade or humiliate 4/C Midshipmen.

b. Date, have sexual relations, or otherwise fraternize with 4/C Midshipmen.

c. Request or direct 4/C Midshipmen to perform personal services, to include purchasing supplies for upperclass.

d. Impose any informal or unauthorized punishment.

e. Touch a 4/C Midshipman for any purpose other than correcting or adjusting a uniform, drill or rifle position, or as necessary for other legitimate training purposes.

f. Borrow anything from a 4/C Midshipman.

g. Conduct activities with a 4/C Midshipman before reveille unless specifically approved for training purposes.

h. Direct a 4/C Midshipman to write letters as a prank.

i. Enter a 4/C Midshipman's room during study period for any reason other than to provide academic assistance.

j. Invite a 4/C Midshipman to enter an upper-class room.

k. Use any real-time electronic communication with a fourth-class Midshipman unless for professional purposes (e.g., Brigade recall). This includes, but is not limited to, instant messaging, chat rooms, social networking sites, texting, or any comparable mode of communication.

3.7 MIDSHIPMEN-USNA STAFF PERSONNEL RELATIONSHIP

1. Unduly familiar personal relationships between Midshipmen and active duty or civilian faculty or staff members that do not respect differences in grade, rank, position of authority, or the staff/student relationship and are

prejudicial to good order and discipline are prohibited. This prohibition includes interactions with enlisted personnel during training and leave periods away from USNA.

2. Midshipmen dealings with DOD police and Navy Security personnel shall be limited to:

a. Promptly reporting any unlawful acts and acts that pose a physical danger to others. Acts of Midshipmen that are prejudicial to the maintenance of good order and discipline should be reported to the Officer of the Watch.

b. Reporting the presence of any unidentified person found in Bancroft Hall in areas under the responsibility of a CMOD.

c. Responding to questions or commands of USNA security personnel when those personnel are in the performance of their assigned duties.

d. Obeying lawful orders given by security personnel.

3. Midshipmen shall not employ the personal services of building attendants.

3.8 MIDSHIPMEN-ENLISTED PERSONNEL RELATIONSHIP

1. Personal relationships between Midshipmen and enlisted members that are unduly familiar because they do not respect differences in grade, rank, or position of authority and are prejudicial to good order and discipline are prohibited.

2. Midshipmen shall:

a. Obey lawful orders given by enlisted personnel acting as instructors.

b. Maintain a proper professional relationship with enlisted members at all times.

3. Midshipmen shall not date, have sexual relations, or otherwise fraternize with enlisted personnel.

4. There is no exception to this regulation in the case of pre-existing relationships prior to entry to the Naval Academy.

5. Midshipmen may have enlisted members act as their sponsors under the Plebe Sponsor Program.

3.9 MIDSHIPMAN-OFFICER RELATIONSHIP. Personal relationships between Midshipmen and officers that are unduly familiar because they do not respect differences in grade, rank, or position of authority and are prejudicial to good order and discipline are prohibited. Midshipmen shall not date, have sexual relations, or otherwise fraternize with commissioned officers, with the following exception: 1/C and 2/C Midshipmen may maintain preexisting close personal relationships with newly commissioned officers, unless the officer is in the Midshipman's chain-of-command, provided the relationship was initially established when both parties were Midshipmen.

3.10 MIDSHIPMAN-MIDSHIPMAN RELATIONSHIP AND CONTACT

1. Unduly familiar personal relationships between Midshipmen in the same company are prohibited when prejudicial to good order and discipline or of a nature to bring discredit on the naval service.
2. Any Midshipman who desires to engage in an interpersonal relationship with another Midshipman in the same company shall request transfer to another company and shall affect such a transfer prior to engaging in such a relationship.
3. Sexual misconduct is defined as sexual acts at the Naval Academy or other areas or locations under military control (i.e., ships or aircraft), as well as acts committed under circumstances that are service discrediting or prejudicial to good order and discipline.
4. Sexual misconduct includes, but is not limited to, any actions of a sexual nature that would reasonably excite or satisfy the sexual desires of the actor. Examples include kissing, touching, sexual intercourse, sexually motivated nudity, and indecent sexual acts including indecent exposure. The requirements listed below in paragraph 6 are gender neutral and are considered equally inappropriate between members of the opposite gender as well as of the same gender.
5. Midshipmen shall:
 - a. Report any incident involving sexual misconduct.
 - b. Keep room doors fully open with the lights on when:
 - (1) In a room, not your own, with none of the assigned roommates present (e.g., CMOD patrol, leaving a note for a friend, etc.).
 - (2) Two or more Midshipmen are in a room who are not all assigned roommates of the room.
 - (3) During liberty time, if Midshipmen have gathered in a room for "movie night" and not all the Midshipmen are assigned to the room in question, then the door must remain fully open but the requirement to keep the lights on is deleted (as long as at least one of the Midshipmen present is assigned to the room).
6. Midshipmen shall not:
 - a. Engage in sexual misconduct.
 - b. Hold hands while in uniform.
 - c. Exchange backrubs at USNA or while in uniform.
 - d. Sit or lay on the same bed at USNA.
 - e. Display inappropriate affection in public.

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CHAPTER 4: PERSONAL CONDUCT

4.1 FINANCIAL ACTIVITIES

1. Midshipmen will not, without proper authority, either for themselves or as agents, engage in any business activity, financial dealing, or introduce any article for purpose of trade within the limits of the Naval Academy. Specifically, Midshipmen will not:

a. Engage in any business or commercial financial activity on Naval Academy grounds.

b. Participate in any business or financial activity or represent any company that attempts to benefit or generate profit from interacting with members of the Brigade of Midshipmen.

c. Except as provided by the Joint Ethics Manual, solicit contributions for gifts to a superior or accept gifts from other persons in government employment. Voluntary gifts of nominal value may be made on a special occasion such as marriage, illness, or retirement.

d. Use government owned equipment or IT resources for commercial or profit-making activity.

2. Midshipmen shall be in an authorized leave status and obtain written permission from the Commandant to seek or hold formal outside employment. The following types of employment are specifically prohibited:

a. Discrediting to the Naval Academy or the Naval service.

b. Involving the solicitation of life insurance, mutual funds and other investment plans, commodities and services with or without compensation.

c. Involving an organization involved in a strike or lockout.

d. Involving employment by an entity doing business or seeking to do business with the U.S. government.

3. Midshipman may not gamble for money with playing cards, dice, or other apparatus or methods, in violation of local, state, or federal laws.

4. Midshipmen may not incur outstanding debts when there is no reasonable expectation of repaying them.

5. Midshipmen may not enter into any lease agreement prior to the first day of classes following spring break of 1/C year. Housing may only be leased for future occupancy during TAD assignment after graduation, and the date of occupancy may not precede the Midshipman's authorized move-out day.

4.2 VEHICLES AND OTHER PERSONAL POSSESSIONS

1. With regards to the ownership, use, and storage of automobiles:

a. 1/C Midshipmen may:

(1) Own, operate, and maintain an automobile within the Yard, provided they register their vehicles at the Pass and Tag Office and display class stickers and/or decals per DOD and USNA regulations.

(2) Park in a paid parking facility, on private property if given permission by owner, at the Navy-Marine Corps Stadium or on the Naval Support Activity Complex if authorized, or on the Yard in properly marked 1/C parking spots.

b. 2/C Midshipmen may:

(1) Own and operate a personal vehicle in the Annapolis area.

(2) Park in a paid parking facility, on private property if given permission by owner, or at the Navy-Marine Corps Stadium or on the Naval Support Activity Complex if authorized.

(3) Not drive a vehicle on the Yard unless approved by Brigade Operations for a limited duration to facilitate moving in/out of Bancroft Hall. A driving/parking chit signed by Brigade Operations must be displayed in vehicle windshield while operating vehicle on the Yard.

(4) Use the 15-minute parking area outside of Gate One for pick-up and drop-off of authorized passengers.

c. 3/C Midshipmen may:

(1) Operate a vehicle while in an authorized leave status, but not drive on the Yard, unless on leave and their family resides on the Yard.

(2) Not own or maintain an automobile within 22 miles of the Chapel dome. If a 3/C Midshipman's home of record is within 22 miles of the Chapel dome and the Midshipman owns a vehicle, then that Midshipman may own and maintain that vehicle but shall not operate it unless in an authorized leave status.

d. 4/C Midshipmen may:

(1) Operate a vehicle while in an authorized leave status, but not drive on the Yard, unless on leave and their family resides on the Yard.

(2) Ride in personal vehicles with Naval Academy staff or faculty, or official adult sponsors.

(3) Ride in personal vehicles during leave periods or when escorting guests to an official Naval Academy function.

(4) Not ride in personal vehicles with Midshipmen driving except with 1/C Midshipmen to go to their sponsors' house, to the Annapolis Mall, or to the Annapolis Harbour Center, or with Company Officer permission. 4/C may ride with a 2/C who shares the same USNA-assigned sponsor only to and from that sponsor's house, and with company officer approval.

(5) Not own or maintain an automobile within 22 miles of the Chapel dome. If a 4/C Midshipman's home of record is within 22 miles of the Chapel dome and the Midshipman owns a vehicle, then that Midshipman may own and maintain that vehicle but shall not operate it unless in an authorized leave status.

2. With regards to the ownership, use, and storage of other forms of transportation:

a. All Midshipmen may:

- (1) Own a bicycle, but only store it in designated storage areas.
- (2) Use public transportation.
- (3) Operate or ride in government vehicles for official business.

b. No Midshipman may own, operate, or ride a motorcycle, moped, or motor driven bicycle.

3. No Midshipman may have in his/her possession or bring into Bancroft Hall any animals, birds, reptiles, or fish, for any purpose whatever.

4. With regards to the use of media, 4/C shall:

a. Not display or use a personal electronic device, to include cellular phones, on the Yard when not in a town liberty status. Exceptions to this regulation include the library, academic classrooms or private rooms in Bancroft Hall for academic purposes only.

b. Not use computers and electronic media to function as a stereo, television, or any other entertainment except for playing computer games during authorized liberty times.

c. Be allowed to view official programming from MSC or NADN, or access news coverage via the internet on an electronic media device with approval from the Company Training Officer.

4.3 CONTROLLED SUBSTANCES

1. Regarding the use of alcohol:

a. Midshipmen will use alcohol responsibly and abide by all federal, state, and local laws. Midshipmen of legal drinking age (21) may:

(1) If an upper-class, consume alcohol at the Officers and Faculty Club, at the Firstie Club (1/C only), or as a guest at a staff or faculty residence.

(2) If an upper-class, purchase and consume alcoholic beverages as permitted under federal, state, and local laws.

(3) If a 4/C, consume alcohol when in an authorized leave status and not residing in Bancroft Hall.

b. Midshipmen will not:

(1) Provide alcohol to a 4/C Midshipman or any Midshipmen under the legal drinking age.

(2) Report to a military obligation under the influence of alcohol.

(3) Consume alcohol while on duty or on watch.

(4) Consume alcohol less than 12 hours prior to assuming duty or attending mandatory brigade events. Midshipmen must be free from the effects of alcohol prior to commencing a duty status.

(5) Consume alcohol on board the Naval Academy complex except as noted above in sec 4.3.1a(1).

(6) Consume alcohol at any USNA sponsored event except with the Commandant's written permission or, per section 2.2.2c(8), the Battalion Officer's permission.

(7) Engage in irresponsible drinking, which includes but not limited to use of excessive profanity, aggressive and/or disrespectful behavior, excessive stumbling or falling down, and/or vomiting.

2. Regarding the use of drugs and narcotics:

a. The unauthorized use, possession, or willful involvement with drugs, narcotics, marijuana, or steroids constitutes a serious breach of discipline. Any of these offenses will result in mandatory processing for separation from the Naval Academy and could result in subsequent action by appropriate civilian authority. Midshipmen may not:

(1) Possess, abuse, or distribute drugs or drug-abuse paraphernalia, to include using a hookah on the yard.

(2) Use or possess narcotics, steroids, or controlled substances except as prescribed by a competent medical authority of the U.S. armed forces.

(3) Use or possess any prescription drug after the time period for which it was prescribed.

(4) Use medicine prescribed for another individual.

b. If anyone other than a physician assigned to Brigade Medical prescribes medicine to a Midshipman at any time, the Midshipman shall report the prescription to the Brigade Medical Officer as soon as possible.

3. Regarding the use of tobacco products:

a. Midshipmen may only smoke in designated smoking areas while on the Naval Academy complex. The only authorized areas for Midshipmen to smoke are:

(1) Designated smoking area (benches and butt can) behind Bancroft Hall Seventh Wing.

(2) Designated smoking area (bench and butt can) behind Bancroft Hall Eighth Wing.

(3) Designated smoking area (bench and butt can) behind the Levy Center.

(4) Designated smoking stations adjacent to Michelson and Chauvenet Halls (along Ingram track).

b. Midshipmen will not smoke in other (staff) designated smoking areas on the Yard, including:

- (1) Luce Hall Loading Dock (Wesley Brown Field House side).
 - (2) Dahlgren Hall Loading Dock (behind Dry Dock).
 - (3) Any Bancroft Hall Loading Dock.
 - (4) Red brick or "courtyard" areas surrounding King Hall between Bancroft Hall Wings 3/5 and 4/6.
- c. Midshipmen may not chew tobacco in uniform.

4.4 LEAVE PROCEDURES

1. INCONUS Regular Leave

a. Midshipmen will ordinarily be authorized leave during summer, Thanksgiving holiday, winter holidays, spring break, and at other times designated by the Commandant of Midshipmen.

b. All Midshipmen going on leave must:

(1) Submit a leave chit and an Operational Risk Management worksheet no less than one week prior to the start of leave. In order to ensure proper accountability, leave chits must be submitted and approved for all summer periods when a Midshipman is not on approved training or travel orders and is not residing in Bancroft Hall.

(2) Update leave address information in the Midshipman Information Database System (MIDS) two days prior to the start of leave.

(3) Not depart until after last military obligation, including exams and class periods.

(4) Sign out in the leave log maintained by the company mate of the deck directly before departure on leave.

(5) Possess a copy of his/her leave chit at all times while in a leave status.

(6) Schedule airline flights to arrive at Baltimore Washington International, Dulles, or Reagan airports at least four hours prior to leave expiration.

(7) Have sufficient funds available to purchase commercial airline tickets if using military flights during the leave period.

(8) Inform the Company Officer, Senior Enlisted Leader, or the OOW if he/she encounters a problem while on leave or if requesting to return late from leave.

(9) 3/C and 4/C Midshipmen shall not wear civilian clothes on the USNA complex during leave periods unless their family resides on the Yard and they are in an approved leave status. 3/C and 4/C Midshipmen whose families reside on the Yard will wear the uniform of the day when departing from, returning to, or visiting Bancroft Hall while in a leave status.

2. OUTCONUS Regular Leave

a. Midshipmen who desire to leave the continental limits of the United States must submit a "Permission to Leave CONUS" form from MIDPERS prior to departure on leave.

b. Prior to taking leave outside the continental limits of the United States, Midshipmen must meet all requirements specified by MIDPERS per regulations and directives dictating overseas travel for service members, including immunizations and AT/FP training.

c. Midshipmen must gain approval from the Battalion Officer before departure. In order to ensure proper accountability, leave chits must be submitted and approved for all summer periods when a Midshipman is not on approved training or travel orders and is not residing in Bancroft Hall.

d. Midshipmen departing from the Yard on OUTCONUS leave may depart in civilian clothes in accordance with Fleet AT/FP regulations.

3. Residing in Bancroft Hall

a. Midshipmen may occupy their normally assigned room if they desire to remain at USNA during a leave period.

b. Midshipmen who remain in their rooms are required to inform their Company Officer/SEL and muster for taps according to the policies published for that leave period.

4. Emergency Leave

a. When an emergency, such as the serious illness or death, affects a Midshipman's immediate family, the Midshipmen will be entitled to emergency leave.

b. Immediate family is defined as the member's father, mother, brother, sister, guardian, or relative standing in loco parentis. In loco parentis is defined as a person who stood in place of a parent to the service member 24 hours a day for at least five years before the service member became 21 years old or entered military service.

c. The Battalion Officer, or the OOW if outside working hours, must authorize emergency leave. Emergency leave will normally only authorize a Midshipman to miss up to three days of class.

5. Special Leave

a. Special leave may be authorized to attend funerals of family friends or relatives and other important family events and functions that are not considered emergencies.

b. Special leave requests will only authorize a Midshipman to miss up to three days of class.

6. Convalescent Leave

a. Midshipmen shall normally reside in Bancroft Hall during the recovery period from illness or surgery. If a doctor recommends a Midshipman be put on convalescent leave, then that Midshipman shall seek authorization from the

chain of command and not take leave until authorization is granted. A Midshipman's company officer retains final authority for convalescent leave taken inside Bancroft Hall.

b. Convalescent leave may be taken outside of Bancroft Hall only if the Midshipman will be residing under the care of a parent or legal guardian and with the approval of the Battalion Officer. Convalescent leave outside of Bancroft Hall is the exception, not the norm.

c. If a Midshipman cannot get into or out of a standard rack, then that Midshipman shall be allowed to place his/her rack on the floor, or other accommodations will be made by the Midshipman's Chain of Command.

4.5 PHYSICAL FITNESS

1. Midshipmen shall participate in at least one varsity, club, or intramural sport during each academic semester.

2. Midshipmen must pass one official Physical Readiness Test (PRT) each academic semester. All personnel who fail the Fall/Spring PRT must attend Brigade Remedial workouts unless otherwise excused until achieving the standards outlined in DIRATHINST 6110.2B.

3. Midshipmen shall attend mandatory remedial PT per this instruction and DIRATHINST 6110.2B. Midshipmen who fail to attend will be reported as unauthorized absence via MIDS and be held accountable through the conduct system.

4. Midshipmen shall not become members, either regular or associate, or accept office in any intercollegiate athletic association, unless recommended by the Director of Athletics and the Commandant of Midshipmen and approved by the Superintendent.

4.6 PROFESSIONAL ETIQUETTE

1. With regards to the wearing of covers, Midshipmen shall:

a. Remain covered during indoor formations.

b. Remain covered while under arms.

c. Remain covered when outdoors, including while seated or eating.

d. In a vehicle, a cover is mandatory when entering or within a military reservation, unless wearing the cover is impractical or hazardous.

e. Remove covers indoors.

f. Remain covered when standing watch, except in Memorial Hall, areas where food is being served, and areas where religious services are being conducted.

g. Stow covers in an appropriate manner when proper stowage is provided, e.g., the cloakroom in Alumni Hall, coat hooks in academic buildings, the hat bins outside the USNA store.

h. Remove covers while under arms within King Hall.

2. With regards to offering salutes, Midshipmen shall render and return salutes and appropriate greetings as required by proper service etiquette. Exceptions to rendering salutes include:

a. At crowded gatherings or in congested areas, only a Midshipman addressing or being addressed by an officer senior to him or her shall render salutes. This exception does not apply to football games; salutes will be rendered in and around stadiums.

b. Persons at work or otherwise engaged shall salute only when addressed by an officer senior to them and then only if circumstances warrant.

c. Persons in formation shall salute only on command of the detail leader.

d. Persons operating moving motor vehicles should not render or return salutes. Passengers will render and return salutes.

3. With regards to rendering honors and other signs of respect, all Midshipmen shall:

a. Call "Attention on deck," at first sight of any senior officer, O-5 or above anywhere in Bancroft Hall other than administrative spaces.

(1) If within sight or hearing of the call to attention, come to attention and carry on only when the order is given.

(2) If standing watch, following the call to attention, approach the officer, salute, and offer assistance.

b. Show deference to officers at all times by recognizing their presence and employing a courteous and respectful bearing and mode of speech toward them.

c. Come to attention, unless circumstances make such action impracticable or inappropriate, when:

(1) Addressed by a senior officer.

(2) An officer enters his/her room.

(3) An officer joins the mess.

(4) A professor, including both military and civilian, enters or departs the classroom.

d. Walk or ride on the left of officers whom they are accompanying.

4. While at official Naval Academy functions or lectures, Midshipmen will:

a. Sit in seats reserved for their particular company or billet.

b. Conduct themselves in an appropriate manner and not create disturbances.

c. Ask only questions appropriate to the rank of the speaker and the size of the audience.

d. Upon completion, remain at attention until the departure of the official party and distinguished guests.

5. While in uniform as a pedestrian, Midshipmen will not smoke, chew tobacco, eat, drink beverages, use a cell phone (including in text mode), place hands in pockets, or publicly display affection.

6. Midshipmen will not walk on grass bordering academic and recreational buildings.

7. With regards to football games, Midshipmen will:

a. Attend all home football games and the Army-Navy football game.

b. Sit only in designated Brigade seating areas. Only 1/C Midshipmen who have purchased tickets to home games for their guests and themselves will be allowed to sit with their guests. Company Officers may approve requests from 2/C, 3/C and 4/C to sit with guests on a case-by-case basis.

c. Not bring visitors into the designated seating area.

4.7 REQUIRED READING

1. All Midshipmen shall read the Plan of the Day each day and are responsible for attending the mandatory events outlined therein.

2. All Midshipmen shall, within a reasonable period of time after returning for reform or assuming a new billet, read the following publications:

a. Midshipmen regulations

b. Uniform regulations

c. All instructions pertaining to their billet.

d. Administrative Performance and Conduct System Manual.

4.8 PHYSICAL APPEARANCE AND UNIFORMS

1. The Navy uniform should be a matter of personal pride to all Midshipmen and should be worn per COMDTMIDNINST 1020.3B at all times. Each member of the Naval service is a representative of the U.S. Government, and his/her dress and conduct should reflect credit upon oneself, the Naval Academy, the Naval service, and the country. Midshipmen are expected to be in an inspection ready uniform at all times and are required to pass a weekly uniform inspection.

a. Uniforms will be kept scrupulously clean with all devices and insignia bright and free from tarnish and corrosion.

b. Hats, caps, and covers will be worn squarely on the head, bottom edge horizontal.

c. Shoes will be kept well-shined and in good repair. Leather shoes are expected for normal daily operations. CORFAM shoes may be worn in inclement weather or during dress parades.

d. Maintain sharp and correctly placed creases in all trousers, working-uniform shirts, and Summer White shirts. The front of the shirts shall be creased vertically, bisecting the pockets. The back of the shirts shall be creased vertically with one bisecting the shirt and one on each side of the center line at equal spacing between 3 and 5 inches.

2. Midshipmen shall not, at any time:

a. Wear frayed, torn, dirty, or otherwise mutilated clothing.

b. Wear any uniform in any manner other than that prescribed in COMDTMIDNINST 1020.3B.

c. Wear any article of a Navy uniform in a manner that would bring discredit to the Naval service.

d. Wear hair ornaments, cosmetics, rings, earrings, necklaces, wristwatches, and bracelets when in uniform, except as authorized by COMDTMIDNINST 1020.3B.

e. Have body alterations, tattoos, body art, brands, body piercings, or dental ornamentation located anywhere on the body that are prejudicial to good order, discipline, and morale, or are of a nature to bring discredit on the Naval Service. Body alternations that are obscene, sexually explicit, and/or advocate discrimination based on sex, race, religion, or ethnic origin, as well as any body alteration that symbolizes affiliation with gangs, supremacist or extremist groups or advocates illegal drug use, are prohibited. Midshipmen shall:

(1) Not acquire any type of body alteration.

(2) Keep covered all body alterations required to be removed until the removal process is complete.

(3) Keep covered all body alternations that have been waived by the Naval Academy Body Alteration Review Board, to include while in regulation PE gear or while representing the Naval Academy in athletic competition.

(4) If female, be allowed to have a single perforation of each earlobe.

f. Grow moustaches, beards, or other forms of facial hair. If a Midshipman is diagnosed with Pseudofolliculitis Barbae, he will comply with the following regulations:

(1) Keep in his possession an initial authorization not to shave from a physician, nurse practitioner, physician's assistant, or Independent Duty Corpsman only. This initial authorization will not exceed 90 days.

(2) Schedule reevaluations every thirty days to evaluate progress. If a Midshipman fails his third evaluation, he will be referred to a dermatologist. If the dermatologist determines that the Midshipman should not shave for an extended period of time (e.g., six months), he will advise the Brigade Medical Officer. The Brigade Medical Officer will advise the Commandant before the extended authorization is granted and will personally issue the authorization.

(3) Keep his beard uniform and not in excess of 1/4 inch in length. Midshipmen will not shave selected facial areas or manicure beard to any style. Beards will be trimmed by scissors or electric clippers.

(4) Be clean-shaven for any special occasions such as television interviews or appearances before boards.

g. Wear a yellow sweater bearing a black N.

3. Authorized Uniforms

a. The authorized uniform for Midshipmen on the Yard during the working hours are the Uniform of the Day, Working Uniform, or Regulation PE gear. "Spirit Gear," which is defined as any Navy or USMC-related gear that is not Regulation PE gear, can be worn from after evening meal formation (NET 1800 if no evening meal formation) until reveille in Bancroft Hall with shower shoes. Wearing "spirit gear" presents a non-uniformed appearance and is not authorized anywhere outside Bancroft Hall (unless specifically approved for an evolution-see paragraph 1.6.2.a). "Spirit Gear" shall be Navy, USMC, or USNA related and be similar in style to regulation PE gear (e.g., tank tops or ripped clothes are not authorized).

b. Teams with designated practice uniforms may wear the practice uniform to, during, and from practice only. Issued intramural uniforms are to be worn to, during, and from intramural games only.

c. Following its presentation, the "Brigade Intramural Champions" t-shirt awarded semi-annually to the company with the highest Brigade intramural standing may be worn in lieu of regulation PE gear during the semester following its presentation.

d. Blue and Gold Jogging Suits will be worn to class ONLY when absolutely necessary for a physical injury (medical chit required). While wearing Blue and Gold Jogging Suit, do not transit T-Court, Stribling Walk, or the ceremonial areas of the Yard unless in compliance with the after-hours exception specified in paragraph 4.8.4.

e. While in transit and/or attending class, Service Dress with Eisenhower-style Jacket may only be worn by Midshipmen on a weekday duty status that would otherwise require Service Dress Blue (e.g., MOOW, RMOOW, CMOOW, BOOW, MCBO, CDO and any main Office Watches). Brassards are not required in this uniform.

4. After 1830 (Academic Year only), Midshipmen must wear Blue and Gold jogging suits or better, to include Midshipmen Casual, when:

a. In the library or academic buildings.

b. Transiting T-Court, Stribling Walk, or ceremonial areas of the yard.

5. If in a liberty status but attending a non-mandatory recreational event on the yard, 1/C and 2/C may wear civilian attire.

6. If sunbathing, Midshipmen shall:
 - a. Wear only issued swim gear.
 - b. Use an appropriate bath towel. They shall not use mattresses, blankets, or pillows.
 - c. Sunbathe only on Hospital Point, and not to interfere with organized practices or personal workouts.
 - d. Midshipmen will not sunbathe, fish, or loiter on the rocky seawall along Rip Miller and Farragut Fields.

7. In the Midshipmen Store, Midshipmen will wear the uniform of the day during working hours. 1/C and 2/C Midshipmen for whom civilian attire is authorized and who are on authorized liberty (including weekend liberty) or leave, may shop in the Midshipman Store in appropriate civilian attire (not PT or spirit gear).

4.9 HONORS LISTS

1. Honors lists are published at the beginning of each semester. The list effective during the fall semester is based on grades earned during spring semester. Grades in the regular summer programs are included with the fall semester grades to determine the list effective during the spring semester. Summer work that is reported as incomplete because of hospitalization or other authorized reasons will not disqualify the Midshipman from these lists for which they are otherwise qualified. Courses taken in the summer academic remedial programs will not be included in the computation for the honors lists.

2. Midshipmen meeting the following criteria will be placed on the Superintendent's List and authorized to wear a gold star on his/her uniform.

- a. SQPR of at least 3.4 with no grade of D, F, or I in any course
- b. A in Conduct
- c. A in Aptitude
- d. A or B in PE
- e. A or B on the PRT

3. Midshipmen meeting the following criteria will be placed on the Commandant's List and authorized to wear a silver star on his/her uniform:

- a. SQPR of at least 2.9
- b. A in Conduct
- c. A or B in Aptitude
- d. A or B in PE
- e. A or B on the PRT.

4. Midshipmen meeting the following criteria and are not on the Superintendent's List will be placed on the Dean's List and authorized to wear a bronze star on his/her uniform.

- a. SQPR of at least 3.4 with no grade of D, F, or I in any course
- b. B in Conduct
- c. B in Aptitude
- d. C or better in PE
- e. C or better on the PRT

4.10 PARENTHOOD, MARRIAGE, AND PREGNANCY

1. Parenthood is defined as having legal, financial or custodial obligations for a child or children, as determined by court adjudication, self-admission, or other evidence. Any Midshipman who becomes pregnant, causes the pregnancy of another, or incurs the obligations of parenthood, must report the condition to their chain of command.

a. Midshipmen who become pregnant and choose not to resign will be allowed to go on a leave of absence of no more than one year.

b. Midshipmen who are pregnant or have incurred the obligations of parenthood and who fail to resign or request a leave of absence will be separated.

2. Midshipmen may not marry or be married.

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CHAPTER 5: SAFETY AND SECURITY

5.1 MILITARY IDENTIFICATION CARDS

1. Military identification cards are the property of the U.S. government. Midshipmen will:

a. Maintain custody of their military identification card at all times and only surrender it to a proper authority for identification or investigation.

b. Visibly display their military identification card when in Bancroft Hall and on the Yard.

c. Report to MIDPERS to replace their military identification card when the condition deteriorates due to wear and tear.

d. Submit a special request chit to replace a lost or stolen military identification card to their company officer (first offense) or their battalion officer (second offense) and report to MIDPERS to replace it.

e. Submit a special request chit to replace a damaged, mutilated, or confiscated military identification card through their company officer with final approval from the battalion officer and report to MIDPERS to replace it.

2. Midshipmen will not:

a. Have in their possession more than one properly validated military identification card.

b. Depart on leave or liberty without their properly validated identification card.

c. Alter their military identification card, or have in their possession a false or unauthorized identification card; or a mutilated, erased, or altered identification card; or an identification card bearing false or inaccurate information regarding a name, grade, service number, or date of birth.

d. Give or loan a military identification card or any other identification document to any unauthorized person.

e. Use or possess false identification of any kind.

f. Make or allow others to make photocopies or duplicates of a military identification card or Common Access Card (CAC), even at explicit request.

5.2 GOVERNMENT OWNED PROPERTY

1. With regards to government owned property, Midshipmen will not:

a. Conceal or fail to report to proper authority the loss, removal, destruction, or damage of government property entrusted to his/her care or custody.

b. Remove without proper authority from its regular place of stowage or location any article of government property, including first aid equipment, life saving or emergency equipment, and stores and foodstuffs.

c. Have in his/her possession any article of government property except as may be necessary for the performance of his/her duty or as authorized by proper authority.

d. Place names, designs, or marks except for official identification on any items furnished by the government.

2. With regards to government owned vehicles, Midshipmen will:

a. Operate a government owned vehicle only when specifically designated to do so, and then only for official business.

b. Comply with all post, station, local, state, and federal directives.

c. Ride in government vehicles for official business only.

5.3 COMPUTER USE AND REGULATIONS

1. The Naval Academy has a wide variety of computer systems that Midshipmen, faculty, and staff are encouraged to use. Each user must assume responsibility to operate the computers within legal and ethical boundaries. Midshipmen shall:

a. Abide by all copyright laws extended to computer programs, software, and documentation. Federal regulations regarding the use of government property apply to computers, information systems, and Internet resources at USNA. Consideration must also be given to the Privacy Act of 1979 (Public Law 93-579) and the Freedom of Information Act, which govern the collection and dissemination of information on individuals.

b. Use their legal name, alpha code, or billet as a username login for all computer networks established on Naval Academy resources.

c. Safeguard files containing private information about individuals.

d. Keep a record of serial numbers for computer equipment.

e. Use web cameras in an appropriate manner and only while the owner is seated in front of the camera. Web cameras shall be turned off, unplugged, and stored when not in use.

2. Midshipmen shall not:

a. Generate, store, send, or forward obscene, questionable, frivolous, or illegal material via a government computer or network system.

b. Transfer, loan, or copy vendor-developed software on multi-user computers.

c. Install site-licensed software on systems not covered by the specific license agreement.

d. Use, access, alter, or copy another person's files, programs, or software without that person's express consent.

e. Use government owned equipment or IT resources for commercial or profit-making activity.

f. Trap or report user information without warning other users and giving the users the opportunity to leave the program before trapping begins.

g. Loan user accounts.

- h. Deliberately alter or disrupt system performance.
- i. Violate network security systems or break into or attempt to break into computer systems to which access is normally denied.
- j. Intentionally sabotage, intercept, modify, or illegally monitor network or PC performance.
- k. Obtain or distribute illegal copies of music or video files.
- l. Establish or use personal computers as servers with accessibility outside of the USNA.
- m. Connect an Apple computer to any network.

5.4 PERSONAL SECURITY

- 1. Midshipmen shall:
 - a. Keep their address and telephone number updated in the MIDS system.
- 2. Midshipmen shall not:
 - a. If having possession, custody or control of official correspondence, forms, or records, knowingly deliver them or divulge their contents to any person not authorized to receive them.
 - b. If having access to information to carry out the duties of their billet or position, divulge that information to any person not privy to the same information through his/her billet or position.
 - c. Have in their personal possession keys to access controlled spaces within Bancroft Hall unless such key is used in the performance of regularly assigned duties.
 - d. Distribute questionnaires or surveys to the Brigade of Midshipmen.
 - e. Make inappropriate videos or photographs.

5.5 PHYSICAL SAFETY

- 1. Midshipmen will:
 - a. Enter and depart the Naval Academy only through attended gates.
 - b. Enter and depart Bancroft Hall and Naval Academy buildings only through prescribed doors.
 - c. Wear reflective gear when conducting outdoor workouts after sunset and before sunrise.
- 2. At any time, Midshipmen shall not:
 - a. Be present in a residence that is maintained for the primary benefit of Midshipmen at times when the principal leaseholder or owner is not occupying the residence. A residence is maintained for the primary benefit of Midshipmen when the principal leaseholder or owner does not occupy the residence for a majority of the time, i.e., four of seven days per week.

b. Establish or be active members in non-academic fraternities, sororities, or similar organizations other than those sanctioned by the Commandant via the ECA/CRA list.

c. Visit or patronize any establishment or area listed as "off limits" to members of the armed services.

d. Endeavor by words, gestures, or otherwise to beg, solicit, or hitchhike a ride in or on any motor vehicle, unless offered freely on the Yard.

e. Participate in inherently hazardous activities, including skydiving, hang gliding, automobile racing, bungee cord jumping, or other activities that pose significant risk of injury to participants, without the permission from the battalion officer. Permission is not required for activities sanctioned by the Superintendent, Academic Dean, or Commandant.

f. Ride skate boards, scooters, roller blades, bikes, or any other wheeled object inside Bancroft Hall.

3. While on the Naval Academy complex, Midshipmen will not:

a. Enter any bodies of water adjacent to the Naval Academy except during sanctioned evolutions.

b. Talk on a phone while driving.

c. Wear headphones while conducting physical training outdoors, except while on Ingram Track.

d. Climb on the roofs or ledges of any Naval Academy building, including the Mahan Hall clock tower or Chapel bell tower.

e. Sit on windowsills, lean out of open windows, or hang items outside of the windows of any Naval Academy building.

f. Remove screens or inhibitors from the window of any Naval Academy building.

g. Connect power cords to items in locked closets or modify the electrical wiring in Bancroft Hall.

h. Keep flammable materials items in their rooms, except for cleaning supplies and lighters.

**CHAPTER 6: BANCROFT HALL CUSTOMS AND APPEARANCES AND
MIDSHIPMAN FACILITIES**

6.1 OVERVIEW

1. "Bancroft Hall" refers to all company areas, Steerage, the Rotunda, and all spaces associated with services provided for Midshipmen within or adjacent to Bancroft Hall
2. "Midshipman facilities" refers to all athletic, academic, or recreational facilities authorized for Midshipman use.
3. Midshipmen shall not maintain personal belongings or other articles in any locker, closet, or space other than that regularly assigned to him/her or authorized by proper authority to use in Bancroft Hall.
4. Midshipmen shall not enter or use any space which is locked or known to be restricted except as authorized.
5. Midshipmen shall not use elevators anywhere on the Yard except Nimitz unless in possession of a medical chit authorizing elevator use.

6.2 CLASS SPECIFIC RATES. Midshipmen will use only ladder wells, alleyways, passageways, and doors per class privileges while in Bancroft Hall.

1. All classes will:
 - a. Not use the center doors when entering/exiting the Rotunda.
 - b. Stand in an eight section duty rotation.
 - c. In King Hall, request permission from the squad leader or most senior individual to join the mess if late or from a different squad.
 - d. In King Hall, remain seated until excused by the squad leader or most senior individual at the table.
2. 1/C may:
 - a. In Smoke Hall, use the center doors.
 - b. In Bancroft Hall, use all ladderwells.
 - c. In King Hall, use all alleyways and wear appropriate civilian attire from Friday night through Sunday afternoon for carry-out foodservice only.
 - d. On the yard, use all walkways.
 - e. Move out of Bancroft Hall following final exams second semester of 1/C year with CO/SEL approval. 1/C must attend all mandatory obligations until graduation or they shall be required to move back into Bancroft Hall as well as be held accountable through the conduct system.

3. 2/C may:
 - a. In Smoke Hall, use the center doors.
 - b. In Bancroft Hall, use all ladderwells.
 - c. In King Hall, use all alleyways except outboard alleyways reserved for 1/C and wear appropriate civilian attire from Friday night through Sunday afternoon for carry-out foodservice only.
 - d. Use all walkways.
4. 3/C may:
 - a. In Smoke Hall, not use the center doors.
 - b. In Bancroft Hall:
 - (1) Not use 2/C doors.
 - (2) Use 3/C ladderwells.
 - (3) Store civilian clothing.
 - c. In King Hall, use only the center alleys.
 - d. On the Yard, use all walkways.
5. 4/C will:
 - a. In Smoke Hall, not use the center doors.
 - b. In Bancroft Hall:
 - (1) Not use 2/C doors or 3/C ladderwells.
 - (2) Chop with "eyes in the boat" and square corners except when in administrative spaces, service shops, basement areas, the post office, and 7th wing gym. 4/C will not chop after 2000 or before 0630 from Monday through Saturday, or before 1300 on Sunday.
 - (3) Not use the Company Wardroom except for storage of perishable items in the refrigerator and in-company training approved by the Company Training Officer.
 - (4) Not use steerage at any time.
 - (5) Not have civilian clothes.
 - c. In Bancroft Hall and on the Yard:
 - (1) Have a cover with them when wearing a uniform that requires a cover and "plebe" their cover when not wearing it. 4/C may hold covers as they wish while off the yard on town liberty.
 - (2) Know daily rates, including but not limited to the days; menus for the next three meals; names and billets of the OOW and MOOW for the current day, in-season varsity team captains, and four-strippers and above;

professional topic of the week; conversational knowledge of past professional topics; and conversational knowledge of three current newspaper articles (international, national, and sports).

(3) Not intentionally sleep anywhere other than their racks.

(4) Be permitted to carry-on only in 4/C rooms, heads, the library, sporting events, and in academic buildings.

(5) Will not "carry on" in King Hall during normal and rolling tray meals unless granted by the highest ranking individual at the table who is at least a 1/C Midshipman.

c. In King Hall:

(1) Sit at attention and use only the front three inches of their chairs.

(2) Only use center alleyways.

(3) Move expeditiously in the center of the alleyway, keeping eyes in the boat and not speaking.

(4) Only speak when spoken to by an upper-class.

d. On the Yard:

(1) Not use curved or raised walkways.

(2) Attend at least one brigade event (sporting event, lecture, concert) per week.

6.3 MIDSHIPMAN ROOM REGULATIONS

1. Midshipman rooms are common barracks and, as such, there is no expectation of privacy except, in a limited sense, in personal confidential lockers when locked. Midshipmen are expected to maintain rooms in a condition that reflects the high standards of cleanliness and professionalism exemplified by officers in the fleet.

2. Midshipmen will:

a. Occupy their assigned room.

b. Maintain rooms in a neat and orderly condition at all times and in Bravo condition when unoccupied.

c. Keep a personal computer while a member of the Brigade.

d. Secure all valuables, prescription medicine, and swords in their confidential locker. Each Midshipman is responsible for keeping his/her confidential locker locked at all times.

e. Keep a current room discrepancy list in the room regulations binder and report all discrepancies to their company first lieutenant.

f. Knock and await acknowledgment before entering another person's room.

g. Place trash in room trash containers, which are to be outside their door Monday, Wednesday, and Friday morning by 0700 to be collected. Materials to be recycled will be placed in available recycle bins to be collected by company recycle teams. Trash and recyclables that will not fit in available containers will be disposed of by room occupants in outside receptacles.

h. Keep all food in airtight containers.

i. Display only white sheets, white pillow cases, and a white shower curtain.

j. Possess only furniture issued by the First Lieutenant, except as noted below in 6.3.3c.

k. Post all active special request chits and only contain material in good taste on their bulletin board.

l. Maintain locker stowage per COMDTMIDNINST 1020.3B.

3. Midshipmen may:

a. Lay wet athletic gear in the corridor between 2000 and 0700.

b. Lock their doors after taps and when all occupants are absent during a leave period.

c. Have the following items in their room:

(1) One stereo stand or bookcase measuring no more than 36 inches tall, 24 inches wide, and 20 inches deep.

(2) Privacy curtains as approved by the Midshipmen's SEL. Solid-colored, navy blue or black curtains are acceptable. All privacy curtains must meet the requirements of fire code NFPA-701. Curtains must be hung using a non-damaging, expandable curtain rod.

(3) A navy blue or black, solid-colored bath mat as approved by the Midshipman's SEL.

(4) A personal office chair (with approved special request chit by the Company SEL). All chairs issued by the company 1st Lieutenant and displaced by personal chairs shall be accounted for by the 1st LT and will either be relocated to company storage or remain in the midshipman's room. The Special Request chit shall specify what the storage plan is for the displaced government-owned chair.

(5) One drying rack no larger than a cube of side 36 inches. The drying rack may be placed in the passageway immediately outside of a midshipman's room between 2000 and 0700.

(6) A 1/C Midshipman room may have: One small potted plant (per occupant), one coffee maker, a hot water heater, one free-standing personal television (not to exceed 37-inch size and not placed on window sill or radiator), and one compact refrigerator, no larger than 27 inches tall, 20 inches wide, and 20 inches deep.

(7) A 2/C Midshipman room may have: One small potted plant (per occupant), one coffee maker, one free-standing personal television (not to exceed 37-inch size and not placed on window sill or radiator), and one hot water heater.

(8) A 3/C Midshipman may have: One small potted plant.

4. Midshipmen will not:

a. Put posters, flags, or adhesives of any kind on bulkheads or hang them from the ceiling in any manner. Corkboards are the only approved location for any such items.

b. Structurally alter rooms (e.g., drill holes in bulkheads; remove ceiling tiles; remove, tamper, or bend installed rack (bed) rails, etc.) or damage/alter room furnishings (e.g., remove desk non-skid strips, damage or alter issued chairs, etc.).

c. Store or hang items in/from the overheads, cut or remove ceiling tiles, or hang items from ceiling tiles or rack (bed) rails.

d. Play music loud enough to be heard outside the room.

e. Keep the following items in their rooms:

(1) Explosives, fireworks, ammunition, candles, or flammable materials other than cleaning supplies.

(2) Firearms, switch blades, dangerous weapons, tasers, or compressed air or CO₂ projectile weapons.

(3) Alcohol, unauthorized drugs, unauthorized prescription medicines, or other controlled substances.

(4) Space heaters or air conditioning units.

(5) Irons without automatic shut-off protection.

(6) Pornographic materials.

(7) Floor lamps or rugs except as noted in 6.3.3.c.

(8) Hot plates, rice cookers, toaster ovens, or any other electrical appliances for cooking purposes.

(9) Bicycles.

6.4 MIDSHIPMAN ROOM INSPECTION STANDARDS

1. Midshipmen rooms will be subjected to formal inspection at least one time each semester. Formal inspections will comply with the inspection standards of Alpha Condition listed below:

a. Gross discrepancies. A grade of UNSAT on any of the following items constitutes an overall UNSAT for the inspection.

- Deck stripped and waxed properly.
- No excessive dirt/wax build-up in the corners/around edges.
- No excessive dirty laundry in locker/no odor emanating.
- No mold in shower and/or on shower curtain.

b. Routine items. A total of four UNSATs on any of the remaining items listed constitutes an overall UNSAT for the inspection.

➤ Inspection Ready:

- A white glove, black sock, ruler, pen, and a completed room inspection chit will be on the desk nearest the door.
- All lockers, drawers, and medicine cabinet open.
- All lights turned on.

➤ General:

- All surfaces clean and dusted.
- Nothing hung from bulkheads, overheads, closets, racks, or doors.
- Racks neatly made with clean linen.
- All First Lieutenant issued items present (chairs, empty trash can with clean trash bag, pillows, etc.).
- Only approved and authorized furniture present.
- No elaborate unauthorized articles present.
- Light fixtures cleaned on inside and outside.
- No gear adrift.

➤ Lockers:

- All food stored in air-tight containers.
- Closet stowage dark to light, left to right.
- Shoes clean and stowed white to black, top to bottom.
- Rifles and swords clean and locked.
- Folded clothing neat, aligned to shelf edge.
- Confidential lockers clean and orderly.

➤ Sink and Shower:

- Shower walls and floor clean and dry.
- Shower curtain clean and dry
- All bright work clean and free of spots.
- Medicine cabinet neatly arranged.
- Washbasin clean and dry.
- Clean towels folded neatly.
- Mirrors free of streaks and spots.
- Cleaning gear stowed neatly underneath sink.
- No items in shower.

➤ Windows and Blinds:

- Window sills free of dust and dirt.
- Window glass clean and spot free on the inside.
- Blinds thoroughly cleaned and dust-free.
- Blinds at half-mast and open.
- Windows shut.

➤ Desks:

- Drawers dusted and the contents stowed neat and orderly.
- Books stored vertically, tall to short, left to right, dark to light, aligned with shelf edge.
- Electrical cords arranged neatly and safely.
- Material on bulletin boards shall be appropriate and arranged

neatly.

- Chairs clean and dust free.
- One clean computer per occupant present.

2. Bravo Condition. This condition will be maintained whenever the room is not occupied. Rooms shall be inspected in Bravo Condition at least weekly.

a. Gross Discrepancies. A grade of UNSAT on any of the following items constitutes an overall UNSAT for the inspection.

- Deck mopped clean and swept.
- No excessive dirty laundry in locker. No odor emanating.
- No mold in shower and/or shower curtain.
- Door must be open at a 90 degree angle when the room is unoccupied.

b. Routine items. A total of three or more UNSATs on any of the following items constitutes an overall UNSAT for the inspection:

- All lights and electrical equipment off.
- All surfaces clean and dusted.
- Nothing hung from bulkheads, overheads, closets, racks, or doors.
- Racks neatly made with clean linen and a pillow (no blankets on racks).
- No unauthorized furniture or appliances present.
- No gear adrift.
- Confidential lockers will be locked.
- Blinds at half-mast and open.
- All plastic containers in closets or on shelves.
- Bulletin board and desk material appropriate and neat.
- Computer screensavers appropriate and in good taste.
- No rugs in room except shower mat, which must be clean.
- Shower walls, curtain, and deck clean.
- Medicine cabinets clean and neatly arranged.
- Mirrors and bright work clean.
- Material deficiencies reported to the Company 1st LT and documented on the room discrepancy sheet.
- All rifles and swords locked.

6.5 SHARED COMPANY SPACES

1. Company wardrooms are meant to serve as a common space for upper class Midshipmen to relax and study. 4/C Midshipmen will not use the wardroom unless specifically given permission. 3/C Midshipmen will not use the wardroom except when on town liberty or as authorized in section 1.8.2(e). Midshipmen may reserve the wardroom for official functions or class meetings with the approval of the Company Commander.

2. Midshipmen officers authorized the use of a company bulletin board will display all immediately applicable directives and orders affecting personnel under their authority and be responsible for maintaining it in good taste.

3. Personnel will be responsible for knowledge of all orders and directives posted on bulletin boards.

4. 1/C will be responsible for ensuring a neat and orderly appearance of the halls within their company area.

5. Company wardrooms will maintain a printed copy of MIDREGS, Uniform Regulations, and the Honor Concept. In addition, each CO/SEL will maintain a printed copy.

6.6 LAUNDRY ROOMS

1. 1/C, 2/C, and 3/C Midshipmen may use the Bancroft Hall laundry rooms at any time. 4/C may only use the laundry rooms when on town liberty. The laundry rooms operate on a "first come, first served" basis with no priority privilege by class during authorized times.

2. Midshipmen will maintain the laundry rooms in an orderly fashion and remove their laundry as soon as it is finished washing or drying. Abandoned items will be discarded.

3. Color dyeing of clothing or articles and washing of painted sheet signs in the machines is prohibited.

6.7 SEVENTH AND EIGHTH WING LOCKERS

1. 1/C, 2/C, and 3/C Midshipmen will:

a. Occupy only one locker. Maintaining more than one locker may result in the lock being removed and the confiscation of property.

b. Be responsible for their personal property. All gear left adrift will be discarded.

c. Identify their lockers by posting their name, alpha code and company.

d. Lock lockers when not physically present in the locker room.

2. 4/C Midshipmen will not store items in seventh or eighth wing lockers.

6.8 BICYCLE STORAGE ROOMS

1. Midshipmen will keep all bicycles in designated bicycle storage rooms. Authorized storage rooms include: 8th Wing Mezzanine Brigade Bike Room (8M32C), Battalion Bike Rooms (3019, 5040, 7004, 4015, 6040, 8003), and Company Bike Rooms (2014, 4037, 4040, 4046, 5412J).

2. Midshipmen are not authorized to store bicycles in their respective rooms or in any space not designated as a bicycle storage room.

6.9 KING HALL

1. King Hall is the Brigade's wardroom. While in King Hall, Midshipmen are expected to address each other in a civil manner with a conversational tone, observe service etiquette, and maintain proper military bearing.

2. Midshipmen will not:

a. Touch utensils or food until the order "seats" is given.

b. Throw food.

c. Remove food items from unoccupied tables.

- d. Enter the sculleries, pantries, or galley.
- e. Use King Hall as a passageway.
- f. Remove silverware, serving containers, or reusable food items from King Hall.
- g. Place backpacks in any location which inhibits the flow of traffic or the conduct of King Hall operations.
- h. Wear civilian clothes, except 1/C or 2/C Midshipmen for carry-out food service between Friday night and Sunday afternoon.

6.10 GUESTS IN BANCROFT HALL

1. Guests to King Hall:

- a. With the authorization of the CO or SEL, Midshipmen may invite relatives and guardians, officers of the armed forces (O-5 and below), faculty members, and other guests to dine in King Hall.
- b. With prior approval from the Commandant, Midshipmen may invite members of Congress, special or distinguished guests, and officers of the armed forces (O-6 and above) to dine in King Hall.
- c. Midshipmen hosts will purchase meal tickets in advance for all guests from the accounting branch of the Midshipman Food Service Division.

2. Guests to Steerage or Smoke Hall area must be escorted by a Midshipman.

3. Instructors in Bancroft Hall during study period or after working hours must be escorted at all times.

4. Midshipmen shall not allow unescorted visitors access to corridors (except in the vicinity of main office), terraces, or Midshipmen rooms.

6.11 SPIRIT-RELATED ACTIVITIES

1. Spirit-related activities, including cheers, sheet posters, decorations, or skits, will remain within the bounds of good sportsmanship, good taste, and common decency. Spirit should focus on our team's efforts and not tearing down the opposition, and should not be destructive in any way.

2. Midshipmen will obtain Company Officer/SEL approval before conducting any spirit-related activity or "recon."

3. Midshipmen will not:

- a. Demean or offend any individual or group through offensive language or actions that could cause physical harm.

- b. Deface, destroy, or move any property, including missiles, aircraft, cannons, torpedoes, monuments, memorials, items of historical significance, and other decorative art or objects, unless sanctioned by the Commandant.

- c. Move, lift, or rearrange tables, chairs, or other equipment in King Hall, Dahlgren Hall, academic buildings, or associated spaces.

d. Block egress from occupied spaces.

4. With regards to videos posted on the internet:

a. Midshipmen may create videos for morale and expression purposes. However, those videos must be reviewed through the process outlined below before being posted to any online website (i.e., YouTube).

b. Videos intended for online publication must be in good taste and not bring discredit to the Navy or Naval Academy. Also, when videos are posted, a disclaimer shall be included, announcing that this video is the personal work of a particular person/group or persons, and not a Naval Academy or Navy/Marine Corps sponsored video. Midshipmen are personally responsible for all content they publish on social networking sites, blogs, video hosting websites, or other websites. In addition to ensuring Navy and Marine Corps content is accurate and appropriate, Midshipmen also must be thoughtful about the non-service-related content they post. Midshipmen must avoid offensive and inappropriate behavior that could bring discredit upon themselves and the Naval Academy. This behavior includes posting any defamatory, libelous, obscene, abusive, threatening, racially or ethically discriminatory, or otherwise offensive or illegal information or material. No mis-wear or inappropriate wear of uniforms may be used in the videos. Midshipmen must be acutely aware that they lose control over content they post on the internet. Thus Midshipmen should use their best judgment at all times and keep in mind how the content of their posts will reflect upon themselves, the Naval Academy, and the Navy or Marine Corps.

(1) Videos intended for online publication shall be reviewed through the following chain of command:

- (a) Commandant's Operations Officer (Final approval/disapproval)
- (b) Brigade Public Affairs Officer
- (c) Brigade Midshipmen Public Affairs Officer
- (d) Company Commander

(2) The videos must be in appropriate media format to be viewed from a computer, and must be accompanied by a typed memorandum format description of the video's content and proposed location of online posting (i.e., YouTube, Vimeo, etc.)

(3) Once the videos have been approved by the Commandant's Operations Officer, they will be allowed to be posted on websites listed within the memorandum description.

6.12 USE OF MIDSHIPMAN FACILITIES

1. While in academic and recreation buildings:

a. Midshipmen may:

- (1) Use government telephones for official calls.
- (2) Eat or drink in class at the discretion of the instructor.

(3) Post signs in academic spaces with proper authorization from the Operations chain of command.

b. Midshipmen will not:

(1) Sleep or chew tobacco in class.

(2) Escort unofficial guests to academic and recreational buildings.

(3) Sit on the decks of hallways or the ladders of academic buildings.

(4) Enter or use spaces without proper authorization, particularly laboratories that are normally secured during off-hours.

2. While in athletic facilities:

a. Midshipmen may use authorized facilities only during their hours of operation, and as specified by table of priorities.

b. Midshipmen shall follow all rules and regulations pertaining to a specific venue, including using towels when weightlifting, racking weights after use, and properly stowing all equipment.

c. Midshipmen shall not swim in any facility except during authorized times and in the presence of a lifeguard.

3. With regards to the Officers and Faculty Club:

a. 1/C Midshipmen may:

(1) Become members of the Officers and Faculty Club.

(2) Use the club facilities during approved periods of liberty and leave.

b. 2/C and 3/C Midshipmen may use the O & F Club during town liberty or while on leave as the guest of their sponsors, immediate family members, or other military officers.

4. With regards to the use of Drydock:

a. All Midshipmen may purchase food for take-out after 1915 on Monday and Wednesday and after 1800 on Tuesday, Thursday, and Friday. Midshipmen must be in uniform (Blue and Gold jogging suits or better) or appropriate civilian attire (based on class rates and liberty status). PT gear is not authorized in Drydock.

b. 1/C may sit in Drydock Monday through Friday after 1915 (Mon/Wed) or after 1800 (Tues/Thurs/Fri) in Blue and Gold Jogging Suits. 2/C and 3/C Midshipmen are authorized to sit and eat in Drydock on Tuesdays and Thursdays starting after 1800.

c. Drydock is open for Midshipman sit-down use during individual class town liberty times. Uniform is authorized liberty attire. Working uniforms and Blue and Gold Jogging Suits are not authorized during liberty except for 1/C and 2/C on Fridays after 1800.

d. 4/C are authorized sit-down use of Drydock during Town Liberty on Saturday and on Sunday afternoons in uniform of the day.

5. With regards to Smoke Park:

a. Midshipmen may use Smoke Park for leisure, study, and meeting with friends and family. It is also a venue for Battalion, Company, team or ECA gatherings, such as cook-outs or outdoor meetings, and will also be used for outdoor formation.

b. Smoke Park is to be respected as a Brigade common space as well as a location open to use by the general public. It is a high visibility area.

c. Midshipmen shall not:

- (1) Sunbathe, play contact sports, or damage the landscaping.
- (2) Build charcoal grill fires without a proper burn permit.
- (3) Litter or leave personal items unattended.
- (4) Smoke.

d. Midshipmen shall be in the uniform of the day or PT Gear while in Smoke Park during working hours. After working hours, Spirit Gear or better is authorized.

6.13 SPECIAL EVENTS FOOD SERVICE SUPPORT. Midshipmen Food Services Division (MFSD) will support company dining ins/outs and picnics, with company officer approval, to the fullest extent that resources allow. Requests must be submitted to MFSD at least two weeks prior to commencement of the event. Events will take place during town liberty if held off the yard.

6.14 MEDICAL AND DENTAL CARE

1. When at the Naval Academy, Midshipmen shall:

a. Utilize Brigade Medical and Dental as their primary health care and dental providers for initial evaluation, treatment, advice, and referral for all routine medical and dental conditions. After hours, the duty health care provider shall be contacted for all non-emergency medical issues. For emergency issues, Midshipmen shall immediately contact emergency medical services (3-3333 or 911), and notify the duty health care provider as soon as practicable.

b. Schedule medical and dental appointments during free periods or the afternoon sports period, unless approved by CO/SEL.

c. Cancel medical appointments at least 24 hours in advance if some circumstance prevents them from attending. Midshipmen shall prioritize medical appointments per the table of priorities.

(1) With regards to medical treatment at other military treatment facilities while at the Naval Academy, Midshipmen shall:

(a) Schedule appointments through the pre-commissioning office at the medical clinic.

(b) Notify the pre-commissioning office at least 24 hours in advance if they cannot keep the appointment.

(c) Wear the uniform of the day to all appointments outside the Naval Academy complex.

(d) Contact Main Office and their Company Officer/SEL if admitted to a hospital subsequent to an appointment.

3. When on leave and liberty, Midshipmen are entitled to civilian medical and dental care at government expense, provided the care is of an emergency nature. Although the initial visit to a civilian physician or hospital may be of an emergency nature, follow-up care should normally be obtained from a federal (preferably naval) medical treatment facility. Reimbursement for care of an elective, non-emergency nature is not authorized.

a. Midshipmen who become injured or ill during liberty or leave shall:

(1) Report to the nearest military medical treatment facility if practical or contact the duty health care provider.

(2) Notify the duty health care provider if not already done, OOW and the Company Officer/SEL.

(3) Direct civilian physicians to send all bills or claims to the Health Benefits Advisor, NHC Annapolis, Annapolis, MD 21402-5050.

b. Upon return to the Naval Academy, shall:

(1) Report to Brigade Medical Unit for an in-house exam.

(2) Bring all documentation of care and any claims to BMU in order to initiate payment process.

4. Midshipmen may only be classified as light duty or sick-in-quarters by approval of the Company Officer with a recommendation from a Brigade Medical provider. No trainer for a varsity athletic team may issue any chit to a Midshipman.

a. Light Duty: Midshipmen placed on light duty will be provided with a medical excuse authorization form. Midshipmen shall resume regular duties and deliver the original medical excuse authorization form to their Company Officer/SEL. Upon approval from Company Officer/SEL, the Midshipman must make three copies and deliver one each to the Company Officer, Company PMO, and PE Marking Office. Failure to provide a copy to the PE Marking Office may result in a Midshipman becoming a marking office failure. The original chit must remain in the Midshipman's possession at all times during the period of limited duty.

b. Sick-in-Quarters (SIQ): Midshipmen placed in an SIQ status shall deliver the original medical excuse authorization form to their Company Officer/SEL and return to their room. Upon approval, the Midshipman shall make four copies and deliver one each to the Company Officer, Company Academic Officer, CDO, and tape the fourth copy to his/her door. The Midshipman shall retain the original. SIQ Midshipmen may leave their rooms only for head calls, meals, and visits to the Clinic or Brigade Medical, unless their medical excuse authorization form stipulates class option or the Company Officer approves such a request.

(1) Midshipmen unable to attend meals due to illness or injury may have meals from King Hall picked up for them by another Midshipman.

(2) A Midshipman wishing to pick up food for an SIQ Midshipman must be provided with two copies of the medical excuse authorization form. One copy will be submitted to the diet kitchen, with all requirements (e.g., meal times and meal types) listed. Each time a Midshipman collects a meal from the diet kitchen, he will be required to present his copy of the SIQ chit.

c. Hospitalization. If a Midshipman is admitted to a military hospital, then that Midshipman will comply with Midshipmen Regulations and applicable regulations issued by the hospital commanding officer. Immediately after discharge from a hospital, Midshipmen shall report to Brigade Medical Unit and then to the Company Officer/SEL. If a military hospital issues discharge orders to a Midshipman recommending convalescent leave, then that Midshipman shall immediately contact his/her Company Officer or the OOW to establish whether convalescent leave is authorized. Midshipmen hospitalized in military treatment facilities will contact Brigade Medical upon return to the Naval Academy to arrange payment of hospital per diem charges.

6.15 USNA-SPONSORED SOCIAL EVENTS

a. As a general rule, any USNA-sponsored social event (e.g., dinner, dance, ball, etc.) is considered a military function. As such, all Midshipmen attending will be in uniform - unless otherwise specifically promulgated. As a point of clarity, Midshipmen are required to be in uniform at the following events (not an all-inclusive list):

- (1) Service Assignment/Community Assignment Dinners
- (2) Service Birthday Balls
- (3) International Ball
- (4) Ring Dance
- (5) Graduation Ball

b. A social occasion hosted by an officer, SEL, or other staff member (e.g., dinner, backyard BBQ, etc.) at the staff member's house is a personal event. The hosting staff may prescribe the uniform of the day or civilian clothing (if rated), as desired.