

CHAPTER 3

UNIT POLICIES AND REGULATIONS

301. CUSTOM AND TRADITIONS. The first duty of the NROTC student is to learn and conform to the customs and traditions of the naval service. The rules for military etiquette are founded on customs and tradition, and their strict observance forms an important factor in the maintenance of discipline. It must be understood that these evidences of respect and courtesy are observed equally by all officers and enlisted personnel in the naval service and that the junior is always the one to take the initiative. However, concern over who is junior and who is senior too often creates an embarrassing situation for which there is really no need. There is nothing wrong with a senior initiating a courtesy. So when in doubt, take the initiative.

302. MILITARY COURTESY

a. Exchange of Hand Salutes

(1) The hand salute is the long-established form of greeting and recognition exchanged between persons in the armed services. All persons in the naval service shall be alert to render or return the salute as prescribed in these regulations.

(2) The salute by persons in the naval service shall be rendered and returned with the right hand, when practicable. With arms in hand, the salute appropriate thereto shall be rendered or returned.

(3) Juniors shall salute first. All salutes received when in uniform and covered shall be returned; at other times, salutes received shall be appropriately acknowledged. Persons uncovered shall not salute, except when failure to do so would cause embarrassment or misunderstanding.

(4) Civilians may be saluted by persons in uniform when appropriate, but the uniform hat or cap shall not be raised as a form of salutation.

(5) A person in the naval service not in uniform shall, in rendering salutes or exchanging greetings, comply with the rules and customs established for a civilian,

except that, when saluting another person in the armed services, the hand salute shall be used.

b. Occasions for Rendering Hand Salutes

(1) Salutes shall be rendered by persons in the naval service to officers of all the armed services of the United States, the National Oceanic and Atmospheric Administration, the Public Health Services, and foreign armed services.

(2) All persons in the naval service shall salute all officers senior to themselves on each occasion of meeting, overtaking, or passing near or when addressing or being addressed by such officers, except that:

(a) On board ship, salutes shall be dispensed with after the first daily meeting, except for those rendered to the commanding officer and officers senior to him or her, visiting officers, or officers making inspections, and to officers when addressing or being addresses by them.

(b) When such procedure does not conflict with the spirit of these regulations, at crowded gatherings or in congested areas, salutes shall be rendered only by a person addressing or being addressed by an officer who is senior to him or her.

(c) Persons at work or engaged in games shall salute only when addressed by an officer senior to them and then only if circumstances warrant.

(d) Persons in formation shall salute only on command.

(e) When boats pass each other with embarked officers or officials in view, hand salutes shall be rendered by the senior officer and coxswain in each boat. Officers seated in boats shall not rise when saluted. Coxswains shall rise unless it is dangerous or impracticable to do so.

(f) Persons operating moving motor vehicles should not render or return salutes. Passengers will render and return salutes.

(g) Persons guarding prisoners will not salute.

c. Other Marks of Respect

(1) Juniors shall show deference to seniors at all times by recognizing their presence and by employing a courteous and respectful bearing and mode of speech toward them.

(2) Juniors shall stand at attention, unless seated at mess, or unless circumstances make such action impracticable or inappropriate:

(a) When addressed by an officer senior to them.

(b) When an officer of flag or general rank, the commanding officer, or an officer senior to the commanding officer in the chain of command, or an officer making an official inspection enters the room, compartment, or deck space where they may be.

(3) Juniors shall walk or ride on the left of seniors whom they are accompanying.

(4) Officers shall enter boats, aircraft and automobiles in inverse order of rank and shall leave them in order of rank, unless there is special reason to the contrary. The seniors shall be accorded the more desirable seats.

(5) Subject to the requirements of the rules for preventing collisions, junior boats shall avoid crowding or embarrassing senior boats.

303. GENERAL POLICY

a. NROTC students should realize that these Regulations are guidelines for behavior in and out of uniform. As members of the Naval Service, you are bound to a high standard of personal conduct. No person subject to these regulations shall smoke, eat, drink beverages, place hands in pockets, publicly display affection (e.g., hold hands, walk arm-in-arm, embrace, etc.) while in uniform as a pedestrian. Such actions as hitchhiking, public intoxication, and use of profane or obscene language in uniform are prohibited (and strongly discouraged when not

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in uniform). Inappropriate conduct at a public event or toward a civilian instructor, which would bring discredit upon the Naval Service, is not allowed or tolerated.

b. All NROTC students are encouraged to participate in the legitimate, University-sanctioned extracurricular activities available on the Auburn campus. However, it is expected that NROTC students will at all times conduct themselves with restraint and dignity and will do nothing which will reflect adversely on the Naval Service. It should be noted that the PNS, and through him, all personnel associated with this Unit, are committed to the full support of any and all policies and regulations issued by the Board of Trustees and the President of Auburn University. Should this commitment result in a conflict of interest for a student, he/she should contact his/her Class Advisor for advice prior to undertaking any public activity.

c. It should be noted that the above applies whether the uniform is worn or not, and that it applies anywhere so long as the student is associated with the Naval Service.

d. Phone conversations on the Wardroom phone will be limited to 3 minutes per call because these are "incoming" lines, are for "Official Use Only," and subject to monitoring. The Security Watch is instructed to monitor the length of all calls in the Unit. No Unit member's phone number will be provided verbally over the phone. Unit telephones are for official business.

e. The Administrative Office is off-limits to all students unless they have official business that requires them to enter the office.

f. Unit furniture will only be used in a manner consistent with its manufacture. Keep your feet off the furniture and sit only in chairs.

g. Consumption of food is forbidden in Navy classrooms during regular operating hours (0700-1630). Food and beverages may be consumed in the Wardroom at anytime and Navy classrooms during study hours provided that those consuming clean up after themselves. The use of tobacco products in the building is prohibited at all times.

h. While in uniform, NROTC students are not allowed to participate in any political rally. It is the DOD's policy

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that all members of the armed services are not to display political preference or affiliation in uniform.

i. On brief visits, housebroken pets may be brought into the Unit on a leash. Pets will not be turned loose to run free in the Unit. For long duration visits, e.g., study hall or organizational meetings, pets should be left at home and will not be brought into the unit.

j. Each NROTC student is responsible for the care and upkeep of the Nichols Center. Continuous policing should take place every time you see trash in and around our building. No bicycles will be left in front of the Nichols Center's entrances. Bicycles will be kept in the bicycle racks.

k. NROTC students will neither visit nor call PSD Atlanta or I&I Montgomery, without permission of their Class Advisor, the YNC, or the AMOI as appropriate.

l. The unit after-hours space use policy is:

(1) Wardroom: TV lounge. The Wardroom is strictly a "study at your own risk" area. Organizational meetings are permitted only with permission of the Unit XO.

(2) Conference Room: Quiet study hall except when tutoring sessions are being conducted.

(3) NH 104: The primary quiet, individual study hall. Absolutely and strictly enforced. Group study prohibited.

(4) NH 108: Quiet individual or group study when not being employed for university tutor sessions.

(5) Organizational meetings conflicts: Prior arrangement with AROTC or AFROTC must be made by the organization to checkout an Army or Air Force controlled classroom to deconflict.

m. Because it is sized to support only the staffs of the three ROTC Units, NROTC students are not permitted to use the Nichols Center Staff Locker Room locker and shower facilities. The toilet facilities are open to all. Students that have a class IMMEDIATELY following PT may use the locker room to change provided that they do not interfere with staff using the facilities.

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n. Students shall enter the NROTC space across the Quarterdeck only, as is traditional in the fleet. Side doors are reserved for the unit staff and working parties only.

o. Students should not conduct business or informal meetings in unit passageways. Take informal discussions into the wardroom. When waiting outside of an office, please wait quietly.

304. THE NROTC STAFF

a. The officers and enlisted personnel assigned to NROTC duty are active duty USN and USMC personnel. They are selected from varied backgrounds representing many years of fleet and operational experience. All officers are approved for appointment to faculty status by the president of the university. The USN and USMC use great care in the selection of staff personnel. The enlisted men must all be high caliber petty officers or noncommissioned officers in order to be selected for this duty.

b. The NROTC Staff is at Auburn for only one purpose--to train college men and women to qualify for commissions for active duty in the Naval service. They are here to help, guide, and educate you. Take advantage of their experience and knowledge before you head to the fleet.

c. The instructor for each NAVS course is a commissioned officer. More importantly, he/she is also the advisor for any student assigned to his/her company. Any student may consult his/her advisor at anytime the advisor is free (known as the "Open Door Policy") or schedule an appointment to correct academic misunderstandings.

d. Every NROTC student shall be assigned to a company when they join the NROTC Unit. NROTC students shall be evenly distributed among the companies. The Company Officer shall be a unit staff member, appointed by the Commanding Officer. NROTC students will be transferred out of their companies to attend to BN functions, but they will return to their parent company upon completion of their tour. The company advisors will advise their company staff on the proper and efficient execution of their duties within the companies. After using their BN chain of command to resolve any issues or problems, NROTC students are encouraged to consult with their Company Officers regarding difficulties

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before their questions or difficulties become serious problems.

305. COMPLAINTS. Any NROTC student having a complaint against any person attached to this Unit should report such complaint in writing to the PNS via the chain of command. Complaints must be confined to facts, be couched in temperate language, and must not express the opinion of the writer nor attack the motives of others.

306. STAFF OFFICE HOURS

a. For a variety of reasons, it is necessary for NROTC students to see various NROTC Staff officers in their offices from time to time. In order to eliminate unnecessary trips and save valuable time of both students and Staff, at the initial class meeting each Advisor will announce a schedule when he/she will be available in his/her office for consultation.

b. Appointments may be made to see the PNS, usually at the most convenient time for the student. Such appointments will be arranged through the individual's class advisor and the PNS's executive secretary.

307. PROCEDURE FOR REPORTING TO OR VISITING UNIT STAFF OFFICES. Standing at attention, knock three times on the door (or door frame if the door is open) and identify yourself and the purpose of your visit. When asked to enter, move to one pace away from the center of the desk, come to the position of attention and report, "Good Morning/Afternoon, Sir/Ma'am. (Rank and name) reporting as ordered" or "Good Morning/Afternoon, Sir/Ma'am. (Rank and name) requests permission to speak." Remain at attention until directed otherwise. Do not sit down until you are invited to do so. These procedures do not apply to the Administrative Office.

308. ABSENCES. An essential part of any military training program is the development of punctuality. Attendance of all university classes (not just NAVS classes) is required of all students enrolled in NROTC. If Any NROTC student anticipates a need to be absent from class or Drill, he/she is expected to arrange for an excuse in advance through his/her Advisor or Professor. Absences will not be excused after-the-fact except in unusual circumstances. Cutting NAVS or university classes is not tolerated and is considered grounds for a Performance Review Board (PRB).

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Cutting a NAVS class without a valid excuse is grounds for a 10 per cent penalty on the final grade.

309. CORRESPONDENCE. All official correspondence originated by any NROTC student to another command or higher authority will be prepared in the Admin Office and will be forwarded to the PNS through the Executive Secretary and XO in all cases. Utilize the Department of the Navy (DON) Correspondence Manual when preparing official correspondence.

310. SAFEGUARDING MILITARY INFORMATION

a. NROTC students shall not release any military information for civilian use regardless of classification, (IAW OPNAVINST 5510.1 Series). While there is generally no classified material available to students at the unit, it is best to develop the habit of not discussing military matters with those outside the service.

b. No unit member's home phone number will be provided verbally over the phone. At no time will anyone's SSN be discussed over a telephone line.

c. If any member is aware of uncontrolled classified information or any other violation of classified material security, that individual is required by regulations to report the violations to the Unit Classified Material Security Manager, the Unit XO. Failure to report a classified material security violation is a violation in itself.

d. Students who have contact with personnel or establishments of Communist, Communist-controlled, or other designated countries (e.g., countries that sponsor terrorist activities) or who have information concerning actual or potential terrorism, espionage, sabotage, subversion, or the willful compromise of classified defense information are required to report that information to the XO (Security Officer) or Naval Criminal Investigative Service Regional Activity, Box 25, NAS Meridian, MS 39309-0025 (601-679-2158) for appropriate action. Any of the following must be reported:

(1) Any contact, intentional or unintentional, with any citizen, official, office, establishment, or entity of a Communist, Communist-controlled, or designated country (e.g., countries that sponsor terrorist activities).

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Official, work-related, social, and professional contacts must be reported under these or separate reporting procedures, such as those pertaining to defense attaches;

(2) Information concerning any international or domestic terrorist organization, sabotage, or subversive activity that is reasonably believed to pose or have a potential to pose a direct threat to DOD or other U. S. facilities, activities, personnel, or resources;

(3) A request by anyone (regardless of nationality) for illegal or unauthorized access to classified or controlled defense information;

(4) Any contact with an individual (regardless of nationality) under circumstances which suggest the employee concerned may be the target of an attempted exploitation by the intelligence services of another country;

(5) Information indicating the deliberate compromise of classified defense information attempted or contemplated by DOD personnel, with the intention of conveying classified documents, information, or material to any unauthorized persons.

e. In addition to the reporting requirements outlined above, students are required to notify the PNS before contacting or visiting any establishment of a Communist, Communist-controlled, or designated country, including those located within the United States and friendly countries, whether for private or official reasons. The PNS's approval must be obtained before visiting such establishments/entities. Subsequent to any such visit or contact, the reporting requirements of Paragraph 309.d., above, applies.

311. MEDICAL EXAMINATION. NROTC students will usually be given physical examinations prior to reporting to the Unit. Anyone entering without a physical will be given one prior to participating in any physical training or PFT. Additionally, all NROTC students will be given a physical examination within twenty-four (24) months of commissioning as well as other appropriate physical exams for special training (e.g., flight physicals). MIDN are reminded that the USN has no responsibility for your medical care unless you are participating in a Naval ROTC sponsored training evolution (such as the PFT). MIDN need to plan for other

ways to take care of medical expenses while at Auburn University.

312. PHYSICAL FITNESS

a. Each individual in the Naval service is responsible for maintaining a high state of individual physical fitness.

b. NROTC students are required to participate in unit programs to achieve and maintain physical fitness as measured by an official semiannual PFA/PFT, as outlined in the current OPNAVINST 6110.1 and MCO 6100.3. One can calculate his/her own scores by referencing the tables maintained by the BN Athletics Officer. The minimum points for each event and additional points from one or more of the other events must total more than the required minimum as specified by age. If height/weight standards are not met, a body fat percentage test must be taken and the results must meet the requirements specified in the current OPNAVINST 6110.1. Failure of either test constitutes failure of the PFA and requires assignment to the unit's Fitness Enhancement Program (FEP) until qualified.

c. A Swimming Test will be administered upon entering the NROTC, and those failing to qualify as Swimmer 3/C will be required to undergo remedial training. Those qualifying as Swimmer 1/C will be exempt from further Swimming Tests. Those qualifying as Swimmer 2/C and below will be required to requalify semiannually. Failure to qualify as a Swimmer 3/C by the start of the sophomore year will result in the MIDN or OC being placed on Physical LOA until the requirement is met.

d. There will be a Weigh-In of all MIDN and OCs prior to the semiannual PFA. Anyone whose weight is greater than the established standards for their height or who do not present a proper military posture will be required to undergo additional physical training and will be encouraged to obtain dietary assistance. Students repeatedly failing to meet the prescribed standards of physical fitness and body fat may be placed on Physical Probation, Physical LOA, or be recommended for disenrollment by a Performance Review Board. Active duty students who fail any portion of a semiannual PFA/PFT cycle three times in any four year period must be processed for immediate administrative separation in accordance with OPNAVINST 6110.1 or MCO 6100.3, as appropriate. Members will be classified as

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failing the PFA/PFT cycle if they fail the PFT and/or the body fat measurements taken in conjunction with the test. Maximum allowable body fat for men is 22%. Maximum allowable body fat for women is 33%.

e. NROTC students are required to complete the Battalion physical training sessions in the manner directed by the PNS or be placed on the unit's Fitness Enhancement Program (FEP).

313. SAIL QUALIFICATION. Each Navy Option MIDN and OC must be sail qualified prior to the start of his/her senior year. To qualify as Mate "A", MIDN and OCs must participate in sailing lectures and tests. Also, they must prove their working knowledge and boat handling skill by participating in one of the weekend sailing trips to nearby lakes. To become Skipper "B" qualified, MIDN and OCs must prove their skill in seamanship by sailing alone and by teaching another student the necessary skills.

314. ILLNESS AND PHYSICAL DISABILITY. When any NROTC student is seriously ill, injured, or convalescing, the PNS must place the student in a Medical LOA status and is required to submit to NETC a physician's statement setting forth the nature, extent, and probable duration of the illness together with any additional information pertinent to the case. MIDN in a Medical LOA status are not eligible for the financial benefits of the NROTC during such Medical LOA even though they may be attending all classes, labs, and drill. In cases where there is a high probability that a MIDN's convalescence period is expected to be short, a waiver may be granted by NETC to allow the MIDN to continue to receive benefits while not medically qualified. In every such case, the MIDN and OCs physical fitness for retention in the NROTC will be determined by NETC and BUMED before the MIDN or OC is returned to the status of an actively enrolled member of the NROTC. Subsistence pay, tuition, and other benefits are retroactive when the member is again found physically fit by BUMED. It is the responsibility of the individual concerned to notify the PNS as soon as possible of any illness or physical disability and to furnish necessary medical evidence to establish his/her physical qualification for retention in the Program.

315. INTERNET MAIL REQUIREMENTS. All students will have a University email account with the Office of Information Technology (OIT). Students are responsible for setting up this email account. Students will check their email daily

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for important announcements. They may arrange to forward their university email to other accounts if they so desire but their university account is mandatory.