

MAMARICAD M-1533.2B

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DEPARTMENT OF NAVAL SCIENCE,  
MASSACHUSETTS MARITIME ACADEMY

# Standard Operating Procedures (SOP) for DNS MAMARICAD



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## DEPARTMENT OF THE NAVY

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DPTNAVSCI MAMARICAD Standard Operating Procedures (SOP)

### Executive Summary

This Executive Summary highlights to DNS MAMARICAD Staff and outside organizations items of importance contained in this manual and provides references for more detailed information.

This Manual is derived from Naval Service Training Command Manual 1533.2A (hereafter referred to as reference (a)) and is tailored to the unique operations and requirements of the Strategic Sealift Midshipman Program (SSMP) by the Department of Naval Science at Massachusetts Maritime Academy.

1. The purpose of this manual is to provide key administrative and managerial regulations for the SSMP, DPTNAVSCI MAMARICAD. A list of references can be found in Appendix A of this manual.
2. Specifically, the SSMP was created as one of several types of NROTC programs, whereby Strategic Sealift Midshipmen are United States Naval Reserve students who are appointed Ensign, U.S. Naval Reserve upon graduation.
3. Suggestions to improve program administrative policy and procedures are encouraged and shall be submitted to the DNS MAMARICAD Administration Officer.
4. The inventory of forms identified throughout reference (a), reference (b) and Appendix C of this manual are the only forms authorized for daily unit operations. Reference (a) forms can be downloaded via the Naval Service Training Command website at <http://www1.netc.navy.mil/nstc/manuals.asp>. Reference (b) forms and those identified throughout this manual will be maintained on file.

  
M. R. Ragusa

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**DEPARTMENT OF NAVAL SCIENCE  
MASSACHUSETTS MARITIME ACADEMY  
STRATEGIC SEALIFT MIDSHIPMAN PROGRAM  
BATTALION 73**

**STANDARD OPERATING PROCEDURES (SOP)**

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**1-1 Authorization.**

The United States originally established the Naval Reserve Officers Training Corps (NROTC) under authority of the Contract NROTC Program Act of 4 March 1925 (Sec. 22) and the Regular NROTC Program Act of 13 August 1946, as amended and reenacted. These acts have been replaced by the Senior Reserve Officers Training Corps Program Act of 13 October 1964 (10 U.S.C. 2101 et seq.). OPNAVINST 1534.1D transitioned to the Strategic Sealift Officer Program (SSOP) from the Merchant Marine Reserve (MMR) Program June 10, 2011. The SSMP, a program component of the NROTC, develops and commissions USCG licensed mariners as officers in the U.S. Naval Reserve SSOP.

**1-2 Supervision.**

1. In conformity with the provisions of existing law, the NROTC Program operates through appropriate directives issued by the Department of the Navy (DoN) and the Department of Defense (DoD). DoD Instruction 1215.8 outlines policy for the Senior Reserve Officers Training Corps Programs and provides guidance for the administration and operation of the NROTC Program.

2. Commander, Naval Service Training Command (CNSTC) prescribes courses for theoretical and practical professional naval education for SSMP at State Maritime Academies (SMAs), provides the unit with the necessary transportation and equipment, prescribes policies, and authorizes such expenditures from proper appropriations as necessary for the efficient execution of the SSMP.



3. Naval Service Training Command (NSTC) is the administrative agent for the SSMP and exercises military command of the Department of Naval Science (DNS). NSTC Officer Development (OD) is the Program Manager and the point of contact for NSTC OD programs and procedures.

### **1-3 Terms.**

The following standard terminology is used throughout this document:

1. Abbreviated references to Academies and/or Naval Activities will be in accordance with the Standard Naval Distribution List (SNDL), Catalog of Naval Shore Activities.
2. The term "student" is used to refer generically to any student in the SSMP without regard to gender, unless specifically noted.

### **1-4 Program Mission, Goals, Honor Code and Core Values.**

1. Mission. To develop future officers mentally, morally, and physically, and to instill in them the highest ideals of duty, loyalty, and the core values of Honor, Courage, and Commitment in order to commission college graduates as Naval officers who possess a basic professional background, are motivated toward careers in the Naval Service, and have a potential for future development in mind and character so as to assume the highest responsibilities of command, citizenship, and government.

2. Goals. The primary objectives are to imbue in students a strong moral compass, self-discipline, and a passion to serve and to provide students with:

a. An understanding of the fundamental concepts and principles of Naval Science.

b. A basic understanding of associated professional knowledge.

c. An appreciation of the requirements for national security.

d. An educational background which will allow students to perform successfully in their careers, pursue continuing

education in a field of application, and further their interest in the Naval Service.

e. A high state of physical readiness.

3. Honor Code. Military systems, which often operate under extreme duress, are built on a foundation of absolute trust and fidelity. SSMP must instill honor upon future officers during accession training and ensure that honor is carried into fleet service. A future officer does not lie, cheat or steal.

4. Core Values. Throughout its history, the Naval Service has successfully operated through reliance on certain values held by its personnel. Naval leaders have attributed these values to be among the most important factors that contributed to the success of our organization and to their own personal success. Core values are Honor, Courage and Commitment. A Naval officer must exhibit these values in the everyday practice of his or her profession.

a. Honor. Honor is a keen sense of ethical conduct, honesty, integrity, and responsibility. Honor includes honesty, at all times no matter the outcome. It is respect to both juniors and seniors. Finally, it includes upholding one's self at all times to the highest personal standards in responsibility and accountability.

b. Courage. Future officers must meet the demands of the Naval Service and the mission when it is hazardous, demanding or otherwise difficult, make decisions in the best interest of the Naval Service and the nation, without regard to personal consequences, meet all challenges while adhering to a higher standard of personal conduct and decency, be loyal to our nation, ensuring the resources entrusted to us are used in an honest, careful and efficient way, and have the moral and mental strength to do what is right, even in the face of personal or professional adversity.

c. Commitment. Every officer is responsible for the safety, professional, personal, and spiritual well-being of their personnel. Future officers must show respect toward all people without regard to race, religion or gender and treat each individual with human dignity. They must be committed to positive change and constant improvement, exhibit the highest degree of moral character, technical excellence, quality, and

competence in what we have been trained to do, and work together as a team to improve the quality of our work, our people, and ourselves.

#### **1-5 Intent of the SSMP.**

The intent of the SSMP is to provide officer accessions for the Naval Reserve specific to Strategic Sealift Officer Program and to provide and maintain Naval Officer strength by:

1. Qualifying students for appointment as ensigns in the Naval Reserve, unless otherwise selected, as ensigns in the Navy.
2. Increasing dissemination of information concerning the Navy, its purpose, ideals and achievements, thereby gaining and holding increased public interest in the maintenance of adequate Naval preparedness.

#### **1-6 Organization of the SSMP and Department of Naval Science.**

The SSMP is composed of a Naval unit established at SMAs, in this case Massachusetts Maritime Academy (MMA). The unit is officially designated as "Department of Naval Science, Massachusetts Maritime Academy (DPTNAVSCI MAMARICAD)."

#### **1-7 Establishment, Continuation, Withdrawal of Authority for Establishment and Cross-Enrollment of the Unit.**

Procedures for the Establishment, continuation, withdrawal of authority for establishment and cross-enrollment are covered by reference (a).

#### **1-8 Limitation of SSMP Size.**

Normally, the Officer in Charge (OIC) will determine program size based on available staffing, as well as guidance from NSTC. These plans are subject to statutory limits, funding constraints and approved strength levels.

#### **1-9 Facilities, Equipment and Services.**

The responsibilities of the SSMP unit and MMA, including facilities, equipment and services provided by MMA, shall be per the terms of the Agreement to Establish and Maintain a SSMP Unit.

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**2-1 SSMP.**

1. General. This chapter covers the selection and placement of students into the SSMP. Prescribed Academy requirements, Naval Science requirements and annual training requirements for the SSMP are specified in Chapter 3, Professional Development. The SSMP is an education and training program conducted by the DNS at MMA. It is designed to qualify participants for commissioned service. Program administration, eligibility, participation requirements, and training are directed by NSTC OD. Interested applicants may apply to the SSMP or enter the program while attending MMA, given that they have not yet reached 2 years prior to their estimated graduation date and a position for their year group exists. The SSMP is considered a four year commissioning program. Any exceptions to this due to special circumstances will be considered on a case by case basis and must be requested by DNS to NSTC. Failure to complete all commissioning requirements within four years may result in disenrollment from the program. Additional guidance is contained in OPNAVINST 1534.1(series), as well as in paragraph 2-4.

2. Midshipman Eligibility Requirements. To be eligible for enrollment as an SSMP midshipman, an applicant must meet the requirements of reference (a).

**2-2 Program Benefit Limitations.**

1. Benefits authorized for members of the USNR are outlined in BUPERSINST 1780.1 (series). Student Incentive Pay (SIP) for midshipmen is administered by the Maritime Administration (MARAD) through the academy SIP coordinator. Student inquiries concerning SIP benefits should be referred to the academy SIP coordinator. The Navy does not authorize financial benefits directly to members of the program. Dual federal benefits while concurrently participating in the SSMP are not authorized.

**2-3 Year Group Determination.**

1. Midshipmen must be selected for participation in the SSMP prior to starting the fall semester in which they are within 2 years of their estimated graduation/commissioning date. For example:

Est Grad Date	Est Comm YG	Term that they must be accepted and sworn in to the SSMP
June 17	17	Fall 2015
June 18	18	Fall 2016
June 19	19	Fall 2017
June 20	20	Fall 2018

2. SSMP Midshipmen that plan to execute an academic plan not ending in a June graduation (for their current YG) must submit a special request with a valid academic plan to DNS OIC. Requests must be submitted one calendar year prior to requested graduation date. Each request will be reviewed on a case by case basis by DNS OIC. YG will be reevaluated upon request approval.

**2-4 Application and Selection.**

1. General. The application and selection process will normally occur during the summer prior to the start of the academic year. The application process will be finalized as directed by the DNS normally during the first semester of the academic year. Candidates will be informed of their acceptance/non-acceptance shortly thereafter. The schedule and deadlines for the upcoming application season will be published via separate correspondence.

2. Application. The prospective SSMP candidate shall submit a completed application using Appendix C, MAMARICAD 1533/141, Application for Selection. Partial/incomplete applications will not be accepted.

a. Coordinate with the SSMP Administration Officer to be entered into DoDMETS. Applicants will then schedule and complete all medical examinations using DoDMETS and DoDMERB, to include any remedial information/requirements until final medical qualification letter is received by the SSMP.

b. Coordinate with the SSMP Administration Officer to schedule and complete a physical fitness assessment per Navy guidelines, passing the height and weight standards, body composition assessment (if applicable) and achieving a minimum score of "Good" or higher in each area on the physical readiness test portion.

c. The following will be scheduled once candidates have submitted complete applications:

(1) Coordinate with the SSMP Administration Officer to schedule and complete a personal officer interview.

(a) The personal officer interview should be scheduled normally to last approximately 45 minutes.

(b) The officer interview board will consist of DNS Staff personnel, normally the OIC (board chair), AOIC and Administrative Officer.

(c) The interview should ask questions to determine the applicant's level of knowledge in the following areas, at a minimum (not necessarily in this order):

- i. Strategic Sealift Officer Program (SSOP).
- ii. Student Incentive Pay (SIP).
- iii. Navy Core Values.
- iv. Strengths and weaknesses.
- v. SSMP requirements/obligations.
- vi. Leadership potential.
- vii. Priorities.
- viii. Naval Officer traits.

(d) At the end of the interview, the board chairman will ask the candidate to exit the room while the board deliberates their findings/opinions. The board will then ask the candidate to return for debriefing (not to reveal outcome or result of the interview), as well as clarify any major

misconceptions, provide constructive feedback and answer any questions the candidate may have. A score of 6.5 out of a possible 10 (averaged amongst board members) for the interview is considered competitive.

3. Selection. It is imperative for all applicants to understand that they are competing for a commission as an Officer in the Navy Reserve. As such, great emphasis will be placed on applicants that score above what is considered average on the national level. We are looking for above average candidates. Following the application deadline for the academic year, all candidates submitting a complete application will be reviewed and ranked overall comparing all areas of performance. All candidates at the end of the selection process will receive a formal written letter informing them of their selection/non-selection. Those selected for the SSMP will then complete their orientation and student file as directed in Chapter 4, Student Operations.

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**3-1 General.**

1. NSTC specifies the professional development program for officer accession personnel within the guidelines of the Professional Core Competencies (PCCs) for Officer Accession Programs and per the policies of the DoN. The professional development program includes education, training, professional development, and physical conditioning designed to prepare students for commissioned service in the Navy.

2. The SSMP is academic in nature. SSMP activities shall foster that intent and not establish unreasonable distractions. As a first priority, midshipmen shall focus on receiving the best education possible and maintain good standing in the unit. During the academic year, midshipmen shall consider other activities secondary.

3. A "Quick Reference Guide to SSMP Standards" (Appendix B) is provided for information related to this chapter.

**3-2 Staff Professional Conduct.**

The following standards of professional conduct shall be adhered to by all SSMP staff and all student staff personnel:



1. Addressing Trainees/Subordinates. All staff and students will be treated with the common human dignity and respect that they deserve. All members within the command will be addressed respectfully and the use of vulgar, obscene, profane, sexually explicit, racially/ ethnically-slanted, or otherwise offensive/ disrespectful language, either directly or indirectly, is prohibited.

2. Prohibited conduct and actions include: use of midshipmen and/or other students as personal servants, maltreatment, hazing, larceny, wrongful appropriation, extortion, soliciting gifts, and fraternization. These prohibited actions are outlined in numerous DoD, Navy and Marine Corps instructions and the Uniform Code of Military Justice (UCMJ). The intent of this section is not to re-publish each of these instructions but as a reminder of expected standards of conduct.

### **3-3 Responsibilities of OIC for Professional Development.**

1. Authority and Role in the Academy. Because of differences in students, their courses of study, and academic programs, both within and among institutions, a single, standard program of study is not feasible. Therefore, the OIC can structure the most effective program of study to meet individual requirements. However, the OIC/PNS is responsible for meeting the instructional objectives specified in the curricula provided by NSTC OD and for offering Naval Science courses in the recommended sequence. For further guidance, see reference (a).

2. Course Accreditation. The OIC, as head of an academic department, shall establish academic accreditation procedures for Naval Science courses. These courses shall be accredited academically by the Academy on terms mutually agreeable to the Navy and the Academy, regardless of whether degree credit is granted for each course.

### **3-4 Professional Development Responsibilities of Military Staff.**

1. Staff Instructors. Each military staff member assigned to the SSMP unit is an instructor and advisor. Accordingly, the Navy charges each staff member with fulfilling the intent and objectives of the professional and academic aspects of NSTC OD programs. Advising and developing officers is the primary professional development task assigned to all members of the staff.

2. Instructor Responsibilities. The primary job of instructors is to advise students and, as such, portray an upstanding academic, professional, and personal deportment. Advisorship includes academic instruction; professional training; monitoring of progression in Academy and Navy requirements; counseling on academic, personal, and professional standards; and motivating students in preparation for careers in the Naval services. Utilizing NSTC forms 115, 117 and 119, (provided in reference (a) and listed in Appendix C) instructors shall:

a. Acquire appropriate expertise in subject matter content for the courses assigned. Support other instructors and other courses with their professional expertise as needed.

b. Achieve and demonstrate competency in teaching methods and techniques of student evaluation. All officers ordered to SSMP instructional duty shall attend the New Instructors' Seminar (held each July) en route to or within a few months of reporting. Instructors reporting to units more than 6 months prior to the next scheduled seminar may attend at the discretion of the OIC.

c. Provide formal, scheduled counseling and advising to SSMP students at a minimum of twice per academic term.

d. Make themselves readily available to students during the normal working day. In all situations, the appropriate, confidential nature of personal and student information must be observed. The SSMP instructor shall use these counseling sessions and other situations to accomplish the following officer advisor responsibilities:

(1) Assist students in setting realistic academic performance goals, as well as overall academic planning and course scheduling;

(2) Assist students in evaluating academic performance against goals;

(3) Counsel students on aptitude evaluation once per academic term;

(4) Verify entries and ensure OPMIS student records are accurate and up-to-date;

(5) Closely monitor student performance on all SSMP requirements;

(6) Closely monitor performance in all professional requirements, including physical fitness, swimming, and body composition;

(7) Provide information on Naval Service career options and service assignment procedures;

(8) Provide information on SSMP regulations, student personnel administration, and SSMP requirements;

(9) Act as a positive role model and representative of the Naval Service. Instructors are role models at all times and must maintain a professional relationship with the students;

(10) Maintain a Student Performance File containing detailed counseling/advising records and other information required by CHAPTER 6;

(11) Prepare students for commissioning and, if applicable, summer training; and

(12) Demonstrate and assist midshipmen with uniform standards, appropriate dress and appearance.

e. Perform all academic and institutional responsibilities to the highest standards of the teaching profession and be an active member of the faculty of the Academy.

f. Establish and use channels of communication with the appropriate NROTC Course Coordinator for exchange of course information.

g. Maintain comprehensive academic course files that include updated lesson plans, instructional resource listings and academic records, including student grades and test files.

h. Participate in SSMP Military Laboratory (MIL-LAB) sessions, as directed.

i. Serve on unit boards and perform collateral duties, as assigned.

j. Pursue intellectual and professional growth. While opportunities for this growth may include working toward another degree, this endeavor is not a primary duty. As such, taking graduate classes shall not preclude advising of students or participating in collateral duties, summer training assignments, and special programs. The OIC shall carefully consider all circumstances which may impact instructor availability to the program or students.

k. Field questions from non-SSMP students inquiring about the SSMP and assist with applications, if necessary.

### **3-5 SSMP Academic Program Requirements.**

1. General. The SSMP groups commissioning requirements into academic and professional training categories. This section specifies the academic requirements. Professional training requirements are detailed later in this chapter.

2. Course Grading and Credit. The Academy must offer all Naval Science courses as a letter grade and not on a pass/fail grading basis, unless precluded by specific Academy policy.

a. Courses taken for college credit prior to entering the SSMP are acceptable so long as credit is awarded toward a baccalaureate degree by the Academy. In this case a letter grade is not required.

3. Academic Requirements. Students must complete academic requirements consisting of two parts: the Academy's baccalaureate degree program with a selected academic major of either Marine Engineering or Marine Transportation resulting in a USCG Unlimited Tonnage License and Naval Science courses. Normal loading for SSMP students should be between 15 and 20 semester hours per term, including all Naval Science course work. Expected length of degree programs are four years for midshipmen. **An academic term GPA of 2.5 or higher is required for continued participation in the program.**

4. Baccalaureate Degree Programs. The SSMP requires a bachelor's degree from MMA with USCG Unlimited Tonnage License for commissioning. During initial meetings with incoming students, DNS Staff shall discuss the need for technically competent officers to man the SSO community for the Navy. The discussion shall include the service assignment process,

including the positive consideration of technical prowess as demonstrated by a degree in either Marine Engineering or Marine Transportation. All students shall pursue electives that are relevant to one of these two degrees.

### **3-6 Naval Science Courses.**

1. General. The Naval Science courses are listed below in the recommended sequence. The curricula for these courses are developed by NSTC OD3 based on 3 semester credits. The actual credit granted by the Academy may vary. NSTC OD authorizes flexibility for individual unit course sequencing, provided the Introduction to Naval Science course is the first course taught and Leadership and Ethics is the last course taught.

2. Strategic Sealift Midshipman Program Required Courses.

a. Intro to the Strategic Sealift Program (Freshman/Sophomore year). The course provides candidates seeking a United States Coast Guard (USCG) Merchant Marine Officer's license with the basic professional information and skills needed to operate a U.S. registry merchant ship as a Naval or military auxiliary vessel in time of war or national emergency.

b. Naval Science for the Strategic Sealift Officer I (Sophomore/Junior year). The course introduces SSMP midshipmen to the organization of the Naval Service, varied career opportunities, long-held customs and traditions of the service, capabilities of the Navy, duties of a junior officer, and Navy policies on relative wellness issues. Additionally, the course prepares SSMP midshipmen for their first experience onboard a Navy ship by imparting basic information concerning shipboard procedures.

c. Leadership and Ethics (Fall of Senior year). The course completes the final preparations of ensigns for service in the Navy. The course integrates an intellectual exploration of Western moral traditions and ethical philosophy with a variety of topics, such as military leadership, core values, and professional ethics; the UCMJ and Navy regulations; and discussions relating to the roles of enlisted members, junior and senior officers, command relationships, and the conduct of warfare. The course provides midshipmen with a foundation of moral traditions, combined with a discussion of actual current and historical events in the United States Navy and Marine

Corps, to prepare them for the role and responsibilities of leadership in the Naval Service of the 21st century. Reference (a) refers to this course as Naval Science for the Strategic Sealift Officer II.

d. Naval Science for the Strategic Sealift Officer II (Spring of Senior year). This course shall be taught by the DNS OIC. SSMP midshipmen learn an ethical foundation and the basic leadership tools needed to be effective junior officers. Specifically, the course prepares midshipman for duty in the Individual Ready Reserve (IRR) as a Strategic Sealift Officers. This course is not required IAW reference (a); however is required for commissioning at OIC's discretion.

3. Instruction and Content shall be IAW current Officer Professional Core Competencies Manual (PCC).

4. Accreditation Status and Reporting. See reference (a).

### **3-7 Evaluation of SSMP Instructional Effectiveness.**

The evaluation of instruction and instructional programs is imperative. In the SSMP Program, evaluation occurs at the unit.

#### 1. SSMP Unit-Level Evaluation.

a. Measuring Achievement. The unit shall use achievement tests to assess subject matter mastery and student competency. Instructors shall become competent in test construction and make full use of the techniques of test construction and validation. Course syllabi prepared by instructors shall specify the methods used for measuring student achievement and the frequency of such testing. The testing process shall be reviewed during command self-inspections and by the NSTC OD Assist Visit team.

b. Evaluating Instruction. The OIC shall establish a system to evaluate the instruction provided by SSMP instructors. The OIC and the AOIC shall each personally observe and evaluate Naval Science classes at least once per term. Evaluation shall be in writing and maintained for the duration of the instructor's tour using MAMARICAD 1533/137 located in Appendix C. Where the institution specifies a system of instructional evaluation, the OIC shall use, but not be limited by, that system.

2. Test Security. The OIC shall also develop clear-cut guidelines for security of Naval Science tests and other sensitive Instructional material. Instructors shall avoid overuse of the same test questions. Instructors will collect all quizzes, tests and related material and keep on file for one academic term. Students shall not be allowed to retain any test material. Test material maintenance and security shall be reviewed during command self-inspections.

### **3-8 SSMP Professional Training.**

1. SSMP professional training includes Command and Leadership Training (CALT), Summer Training, indoctrination field trips and visits and physical readiness. Each of these is detailed in paragraphs 3-9 through 3-12.

2. Though no professional training is categorized as high risk training per the NSTC High Risk Training Safety Program (NSTCINST 1500.13 series), the instruction does provide additional requirements for some training. Examples include physical readiness and swimming.

### **3-9 Command and Leadership Training (CALT).**

1. In addition to the Naval Science courses listed, all SSMP midshipmen shall receive CALT. This training is structured to ensure midshipmen are able to demonstrate officer command and leadership qualities prior to commissioning. CALT places the midshipmen in settings that manifest conditions of stress, time management, personal accountability, management decision making, and command leadership. To the maximum extent practicable, CALT shall occur in settings that simulate an operational unit. All midshipmen shall receive a minimum of 20 hours of CALT training during each of their last two years prior to commissioning. This requirement is separate from participation in summer cruise and exposure to a range of CALT options is desirable. At a minimum, CALT shall include the options described below, with at least 10 hours per year being in one of the following options:

- a. Drill;
- b. Inter/intra-unit competitive military exercises;
- c. Battalion management, training and administration; and

d. Planning and coordination of major battalion functions (i.e. NSOD).

### **3-10 Summer Training.**

1. General. SSMP midshipmen expressing a strong interest in and show strong competitiveness for selection to active Naval Service following graduation are eligible to participate in at-sea cruises similar to those of NROTC midshipmen. However, as they are not NROTC midshipmen, they are ineligible for NROTC Program funding and generally pay all expenses out-of-pocket, including transportation, lodging, and meals. SSMP midshipmen shall request at-sea cruises via the OIC and NSTC OD3 no later than the end of the fall semester prior to summer training.

### **3-11 Indoctrination Field Trips and Visits.**

1. General. The professional training of SSMP students extends beyond the study of Naval Science on campus. This important aspect of training takes on a variety of forms as allowed by available opportunities. Visits to Navy and Marine Corps bases, surface ships, submarines, and aviation indoctrination visits are typical events that contribute to motivating and preparing students for future Naval Service.

2. Scheduling of Field Trips and Visits. OIC requests shall be addressed to the appropriate fleet commander, training command, or designated representative, with information copies to NSTC OD3. Because of the time involved in coordination of unit travel, early submission of requests is essential. Reference (a) provides further clarification based upon type of unit being visited.

3. Faculty Participation. In an effort to increase the value of indoctrination field trips and visits, cognizant commands are encouraged to authorize participation of a limited number of faculty members, in addition to SSMP midshipmen and staff. See reference (a) for further guidance.

4. Operational Risk Management (ORM). OICs must conduct a formal, written ORM assessment for any field trip, visit, orientation, etc. Training Time Out (TTO) may not be part of some visited units' operational mind-set, so the SSMP unit must ensure, before the visit, that TTO procedures shall be followed for midshipmen.



### **3-12 Physical Readiness/Fitness Training.**

#### 1. General

a. Physical fitness is a crucial element of mission performance and must be part of every midshipman's life. Mission readiness and operational effectiveness are built on the physical fitness of the individual; therefore, all SSMP students and military personnel shall maintain personal fitness by regular exercise and proper nutrition.

b. The principal goal of the Physical Readiness/Fitness Program is to create a culture of fitness to enhance a member's ability to complete tasks that support the command's mission. The SSMP unit OIC shall safely and effectively integrate physical readiness activities into the training program.

c. The Physical Fitness Assessment includes a Body Composition Assessment (BCA) and Physical Readiness Test (PRT). BCA is weight for height screening and body fat percentage (if required) estimation based on circumference measurements. The PRT consists of curl-ups, push-ups, and run.

d. All students are required to meet the standards set forth in this manual. Members who are unable to meet PFA standards shall be subject to administrative action. The OIC shall recognize members who make significant improvements in physical fitness or consistently score excellent or better through comments on fitness reports, evaluations, and other incentive awards.

#### 2. Command Physical Fitness and Conditioning Administration

a. Background. As potential future Naval Officers, the unit must indoctrinate students in a healthy and fit lifestyle congruent with military service. The professional development of students assigned to the SSMP unit shall include physical conditioning to meet military requirements. See Appendix B.

(1) Guidance from this chapter, along with reference (c), shall assist to safely and effectively administer a unit's physical training program.

(2) Providing student guidance on elements of physical training programs (e.g., proper hydration, warm-up, cool-down, etc.), enhances the safety of physical training. Guidance does not negate the need to conduct an ORM assessment prior to each and every off-campus physical training session. The risk factors to be assessed shall include the particular requirements of the unit, with emphasis on location, climate, season, weather, and the purpose of the event being conducted.

b. Responsibilities. Responsibilities are described in reference (c) and in the Navy Environmental Health Command (NEHC) Pre-Entry Physical Conditioning Program. Additional responsibilities include:

(1) The SSMP Unit shall:

(a) Ensure all medically qualified personnel meet or surpass all physical readiness standards.

(b) Provide, via letters/packages, notification of Navy height/weight and physical fitness standards, along with information on the NEHC pre-entry physical conditioning program and the planned dates of the initial and official PFA.

(c) Conduct at least one inventory PFA per term. The inventory PFA provides the individual students the opportunity to gauge their level of conditioning and physical readiness prior to an official PFA. The inventory PFA may also indicate a need to assign a Fitness Enhancement Program (FEP). Additional physical fitness tests may be administered at the OIC's discretion to facilitate the monitoring of students.

(d) Provide information and activities to assist students in achieving physical fitness standards. Unit directed activities to meet this requirement should not occur more than three times per week.

(e) Conduct an official fitness evaluation in compliance with reference (c) twice per year with the tests at least four months apart.

(f) Develop and implement a FEP that meets the needs of all personnel striving for improved fitness, not simply those who do not meet standards. FEP plans may direct activity more

than three times per week. The FEP must be designed to increase and maintain cardio respiratory fitness, muscular strength, endurance, and flexibility, reduce excess body fat, promote year-round fitness and health, and provide nutritional guidance.

(2) See reference (a) for further responsibilities.

c. Action. The OIC shall ensure completion of the following in the execution of their physical training programs per reference (a).

d. PT sessions shall incorporate:

(1) Direct staff supervision at all unit sponsored/directed PT sessions, to include swim qualifications. Personnel other than unit staff are prohibited from independently conducting or supervising unit PT. Unit PT is for midshipmen students;

(2) Adequate hydration through replenishment of lost fluids;

(3) A 5-minute warm-up, 5-10 minutes of stretching, aerobic or muscular endurance activity appropriate to the level of the individual, 5 minutes of cool down and 5-10 minutes of stretching;

(4) Up to three unit-directed PT sessions per week as part of an individual fitness plan to ensure an appropriate fitness level. In special circumstances, when approved by the CFL, an individualized training plan may include more than three unit-directed PT sessions, such as FEP.

(5) FEP shall be separate from general unit-directed PT.

(6) Sound ORM and physical training practices at all times.

(7) All students are encouraged to participate in the FEP to improve their physical conditioning and maintain established standards. If needed, and approved by the CFL, an individualized training plan may include more than three unit-directed PT sessions.

(a) Participation in FEP is required when a student does not meet the physical fitness or body composition standards given in reference (c).

(b) Students shall not be released from required participation in the FEP until they meet both the physical fitness and body composition standards given in reference (c) for an official PFA.

### **3-13 Academic Standards of Midshipman Performance.**

The OIC shall encourage their midshipmen to work to the limits of their individual potential in whatever endeavors they may undertake, including academics. Sound academic foundations are necessary to ensure that SSMP graduates can satisfactorily complete Navy post-accession training and be professionally competitive in the various warfare communities. To maximize the opportunity to achieve these important standards, the OIC may direct mandatory study, not to exceed 15 hours per week.

1. Academic Standards. To ensure SSMP graduates are properly prepared academically, each student shall meet the following standards:

a. Have no failing grade in any subject required for completion of degree or commissioning requirements, referred to as critical-path courses hence forth as listed in Appendix B;

b. Maintain a minimum cumulative GPA of 2.5 on a 4.0 scale, with the following exception:

1) Any midshipman that was sworn in prior to September 1, 2016 must maintain a minimum cumulative GPA of 2.0 on a 4.0 scale.

c. A minimum term GPA of 2.5 on a 4.0 scale;

d. Maintain satisfactory overall progress toward completion of degree requirements within established program time limits per Academy regulations; and

e. Keep their SSMP class advisors fully informed about all matters pertaining to performance, degree progress, and changes to degree completion program.

2. Academic Deficiencies.

a. An academic deficiency is defined as a failure to comply with one or more of the standards addressed in this chapter. Administrative procedures for academic deficiencies are addressed in CHAPTER 6. Appendix B provides guidelines and reference (a) provides detailed instructions.

b. An academic deficiency exists when any of the following apply:

(1) Failed or incomplete courses.

(2) Failure to maintain good academic standing with the Academy.

(3) Failure to meet standards identified under paragraph 1 above.

(4) For a repeat failure of a critical-path course the OIC must appoint a PRB.

**3-14 Conduct/Aptitude Standards of Midshipman Performance.**

1. All student performance standards when evaluated together, provide a measure of aptitude for commissioned service. Delineation between satisfactory and substandard aptitude is a responsibility of the OIC. The OIC shall determine aptitude performance based on personal observation, counseling records, and discussions with unit personnel. The OIC shall document this performance on the midshipman's fitness reports (Section 6-4) and in OPMIS.

2. Students are expected to conduct themselves per the standards of socially acceptable behavior and display military officer bearing and demeanor at all times. Inappropriate standards of conduct are categorized as major and minor offenses.

a. Major offenses. Major offenses are those offenses which violate the SSMP Honor Code or involved moral turpitude, a serious breach of discipline, disregard or contempt for authority, lack of a sense of responsibility, or actions which bring discredit upon the Naval service. Major offenses include but are not limited to the following:

- (1) Falsehoods of any nature, including fraud, cheating, and plagiarism;
- (2) Theft;
- (3) Moral offenses;
- (4) Alcohol/drug abuse;
- (5) Insubordination;
- (6) Assault;
- (7) Hazing;
- (8) Destroying or defacing property;
- (9) Irresponsibility in contracting debt;
- (10) Aggravated or repeated unauthorized absence;
- (11) Sexual harassment/assault; and
- (12) Pattern of conduct unbecoming an officer.

b. Minor offenses. Minor offenses are those offenses of a less serious nature that involve comparatively minor infractions of instructions, orders, regulations, or grooming standards. Repeated infractions of a minor nature may be treated as a major offense.

3. An aptitude deficiency is defined as failure to comply with one or more of the standards addressed in this chapter. An aptitude deficiency exists when any of the following apply:

- a. Unauthorized absence from prescribed Naval Science classes or activities.
- b. Improper grooming or personal appearance.
- c. Poor display of leadership or personal conduct.
- d. Committing a major or minor offense.

e. Term aptitude mark less than 2.5. All students who receive a term aptitude grade of 2.5 or below shall receive, at a minimum, an "Aptitude Warning" letter from the OIC (See section 6-5). The OIC may also choose to place the student on probation. Marginal performers who are retained in the SSMP are to be regularly supervised and counseled by the responsible class advisor and the OIC. If improvement to full acceptability is not noted, OIC will consider disenrollment.

### **3-15 Physical Readiness Standards.**

All students must strive for their highest levels of excellence in physical fitness. The amount of personal effort and improvement shall be used to determine aptitude for the service. The standards regarding physical fitness and body composition are addressed in reference (c).

#### 1. Physical Fitness Standards.

a. SSMP midshipmen must obtain a PFA score of "Good" as outlined in reference (c) in all areas.

b. All students must meet the applicable standard above during their Senior year in order to commission.

c. All students are expected to improve their level of physical readiness achievement as they progress through the program. The effort and initiative shown in this regard is a direct measure of aptitude for service as a commissioned officer.

2. Body Composition Standards. SSMP students whose height/weight and/or body fat percentage exceed established standards contained in reference (a) shall participate in FEP physical conditioning and are encouraged to obtain professional dietary assistance, if necessary, to maintain an acceptable standard. If out of standards, midshipmen shall not be commissioned. Neither OIC nor NSTC OD may waive.

3. Physical Fitness Deficiencies (see Appendix B). A physical fitness/aptitude deficiency exists when any of the following apply:

a. Failure to meet the physical fitness or body composition standards given above during an official PFA.

(1) For Seniors the OIC shall appoint a PRB and shall not commission the student prior to them subsequently meeting the above physical fitness and body composition standards.

(2) For Freshmen through Juniors who fail to meet the above standards the OIC shall take disciplinary and/or remediation actions as appropriate for the severity and number of failures. Appendix B provides guidance.

### **3-16 Midshipman Military Organization.**

1. General. This section provides general guidance in structuring the military organization of SSMP midshipmen. The actual military organization of the students of the SSMP unit shall conform to unit requirements and abide by Academy policies, as long as they are not inconsistent with SSMP goals. The battalion will be formed as follows:

a. One battalion containing three departments: Alpha, Bravo and Charlie. Charlie Department will be comprised of freshman and training cadre during the fall semester. Charlie Department will then integrate with Alpha and Bravo Departments for the spring semester.

b. Each department containing four divisions.

c. Each division will be spread equally amongst the battalion.

d. SSMP student officers shall be as follows:

(1) Battalion Staff

(a) Commanding Officer (BCO):

i. Midshipman Captain.

ii. Overall responsible for the performance of the battalion.

iii. Reports directly to DNS OIC.

(b) Executive Officer (BXO):



- i. Midshipman Commander.
- ii. Oversees discipline and daily administration of the battalion.
- iii. Responsible for drafting and routing weekly MIL-LAB agenda due to AOIC three days prior.
- iv. Reports directly to BCO and DNS AOIC.

(c) Operations Officer (B-OPS):

- i. Midshipman Lieutenant Commander.
- ii. Responsible for drafting and routing Plan of the Week due to DNS Admin-O three days prior to new week.
- iii. Responsible for planning of all Battalion events and authorized to use the Battalion Admin-O and PAO in the performance of such duties.
- iv. Reports directly to BXO and DNS Admin-O.

(d) Command Fitness Leader (B-CFL):

- i. Midshipman Lieutenant Commander.
- ii. Responsible for planning and executing all physical fitness related activities.
- iii. Responsible for delivery of formal plan and requested documents to include facilities, weather, emergency contact information and ORM no later than two days prior to event.
- iv. Reports to BXO via B-OPS and DNS CFL.

(e) Training Officer (B-TRO):

- i. Midshipman Lieutenant.
- ii. Responsible for familiarizing themselves with this manual and reference (a) on all academic related issues.

iii. Responsible for planning and tracking of academic tutoring and study hours for the Battalion. This includes drafting and routing for approval a watchbill for Saturday study hall sessions.

iv. Responsible for the scheduling and execution of all Midshipman briefings during Mil-Lab.

v. Responsible for the maintaining and updating the SSMP Breast Insignia Personnel Qualification Standard (PQS) and study guide.

vi. Reports directly to B-XO; for all academic related issues, including weekly Training Reports to the AOIC.

(f) Administrative Officer (B-AO):

i. Midshipman Lieutenant Junior Grade.

ii. Responsible for administrative support of Battalion staff, to include routing of all correspondence.

iii. Responsible for reporting full musters of all Battalion events to DNS Admin-O and COMCAD as required.

iv. Responsible for updating the Battalion Admin-O Calendar with all Battalion special requests using the following key:

a) Highlighted yellow for those chits received by the B-AO and in the routing process.

b) Highlighted green for those chits received by the B-AO and approved by DNS.

c) Highlighted red for those chits received by the B-AO and disapproved by OIC.

v. Reports directly to B-OPS and DNS Admin-O.

(g) Public Affairs Officer:

i. Midshipman Lieutenant Junior Grade.

ii. Responsible for all community outreach events, social media and photography of Battalion events, working in close coordination with B-OPS.

iii. Responsible for organizing Battalion participation at Academy Open House events.

iv. Reports directly to B-OPS.

(h) Master-At-Arms:

i. Midshipman Lieutenant Junior Grade.

ii. Responsible for familiarizing themselves with this manual and reference (a) on all disciplinary related issues.

iii. Accountable for maintaining good order and discipline at all Battalion events.

iv. Responsible for planning and conducting personnel inspections, to include tracking and correcting discrepancies.

v. Reports directly to BXO.

(i) Drill Body:

i. Midshipman Lieutenant Junior Grade.

ii. Responsible for planning and execution of weekly military drill-oriented training through the use of Battalion DH's.

iii. Responsible for familiarizing themselves with the USMC Manual of Arms.

iv. Reports directly to BXO.

(3) Departmental Staff

(a) Department Head (DH):

i. Midshipman Lieutenant

ii. Responsible for the performance and conduct of their respective department.

iii. Responsible for deliverables to Battalion staff (i.e. muster reports to B-AO).

iv. Reports directly to BXO.

(b) Division Officer (DivO):

i. Midshipman Ensign

ii. Responsible for the performance and conduct of their respective division.

iii. Reports directly to their respective DH.

(c) First Class Staff:

i. Midshipman Ensign

ii. Responsible for tasking as assigned by senior staff (MIDN LTJG or higher).

e. The OIC is authorized to deviate from this structure in cases where such action is appropriate, normally for reasons of unit size. Where this is done, the basic intent of establishing a military structure and promoting midshipmen professional growth shall be observed.

f. At no time shall SSMP unit, when drilling, use fixed bayonets, either in practice or during exhibition.

g. The intent of the battalion organization is to promote the military development of SSMP students. Each student should be assigned to a position of responsibility prior to commissioning in order to develop leadership skills. Units shall make assignments to students as early as possible and not reserve assignments for seniors. Special attention shall be given to those students whose development indicates a need for both guidance and the opportunity for experience.

h. The battalion shall seek academic excellence. The battalion shall exercise considerable responsibility in organizing and conducting tutoring, remedial instruction, and

other forms of academic assistance. The battalion training officer shall coordinate these programs and report to directly to the AOIC.

2. SSMP unit staff shall constantly monitor safety procedures when allowing midshipmen to supervise other midshipmen. Under no circumstances shall midshipmen be the sole supervision of unit functions with elevated risk.

### **3-17 New Student Orientation Program.**

1. New Student Orientation (NSO). Orientation programs for new midshipmen are traditionally conducted at SSMP units in conjunction with SMA orientation. Typically, these programs range from one to two weeks in duration and are used to orient our students to the SMA. DNS MAMARICAD is encouraged to conduct a separate NSO program specific to SSMP after selection into SSMP. This program also provides excellent leadership training for upper-class SSMP students to serve as orientation staff.

2. Objectives. When conducting an orientation program for new midshipmen, the following objectives shall be considered:

a. Conducting basic instruction in Navy uniform regulations and grooming standards;

b. Instruction in the basics of military customs, courtesies, traditions, and organization, including unit regulations and chain of command;

c. Acquiring basic competency in military drill and ceremony;

d. Physical fitness activities to determine readiness to meet SSMP and Navy requirements;

e. Instruction in the privileges and benefits of participation in the SSMP and individual responsibilities;

f. Orientation in such other subject matter as desired by the unit (e.g. GMT and administration topics); and

g. The importance of team work and how the Naval Services function as a team.

3. The OIC must communicate to all incoming students during the initial enrollment period that the SSMP commissioning program prepares them for service as a reserve officer in the Navy's Strategic Sealift Officer Program. There is no guarantee of selection to active duty component of the Navy.

4. Military Orientation Limitations. Active duty staff members must be present at all evolutions during orientation, to include movement between events. Orientation programs for new midshipmen are not the equivalent of boot camp. These programs shall not be a "weeding out" process, a hurdle, or an ordeal for newcomers to the program. Overzealous application of military training shall not be permitted during orientation. Hazing is never acceptable. The orientation staff shall demonstrate excellence through leadership and introduce new members of the Naval service to a military environment. The four years which follow shall provide ample opportunity for identification of those who do not measure up to the standards of the Navy.

5. Planning. Orientation and Active Duty Staff members shall develop a detailed plan for the student orientation program utilizing the objectives as a general framework. ORM shall be used to help identify and mitigate risks. The day's itinerary for midshipmen shall incorporate ample time for meals and rest. Planning for drill and physical readiness training shall reflect a graduated conditioning program of increasing difficulty. Reference (c) and Chapter 3 of the Command Fitness Guide provide guidelines for warm-up and conditioning exercises. New midshipmen shall demonstrate the minimum passing standards of "GOOD" in the Navy PFA Program. Program plans shall clearly define the duties, responsibilities, and scope of authority of all staff personnel and midshipmen who shall supervise and assist with the program. Training plans shall go beyond the preparation of the day's itinerary. SSMP staff shall prepare, review, and approve lesson plans for each lecture or evolution contemplated. The unit OIC shall approve the orientation program, ensuring a risk assessment of each physical training evolution is conducted and procedures/safeguards are developed and implemented to eliminate or minimize the hazards involved. TTO procedures shall be incorporated into all curricula where hazards cannot be eliminated or reduced to an acceptable level of risk.

6. Execution. Staff supervision is the key to a successful orientation program. The OIC shall be directly involved with

the orientation program. Officers, other staff, and upper-class midshipmen who are selected for leadership positions must be fully cognizant of the purpose of the program, safety considerations, and the OIC's directions regarding their responsibilities and authority. Fully qualified instructors shall conduct all evolutions. DNS staff will select top performing upper-class midshipmen to assist officers or staff members in charge of events. Upper-class midshipmen shall not be placed in charge of any group of new students without frequent oversight by a DNS staff member. The OIC shall assign at a minimum one staff member as a safety officer. The new midshipmen will be allowed sufficient time for hygiene/showers and provided with as much privacy during this time as facilities permit. Hygiene/showering shall not be conducted as a military training evolution.

7. Orientation Program Responsibilities.

a. The OIC shall:

(1) Review and approve, in consultation with the Training Safety Officer and with appropriate university authorities, all orientation program plans and curriculum;

(2) Ensure that medical physical exams have been completed on all new midshipmen prior to participating in any strenuous training, to include physical fitness training, and that risk screenings are completed in compliance with the Navy PFA;

(3) Ensure that new students complete the Annual Certificate of Physical Condition (NSTC 1533/107) screening forms prior to NSO. Those identified as possible risks must be cleared by MMA medical authority before participating in any demanding exercise or other elevated-risk training;

(4) Ensure compliance with reference (d).

(5) Select only top performing upper-class midshipmen for orientation duty and ensure they are fully cognizant of the goals of the program and scope of their authority;

(6) Ensure maximum OIC/AOIC on-scene oversight of orientation evolutions and progress;

(7) Provide direction to orientation staff regarding safety, risk reduction, TTO procedures, and deviation from planned schedules or evolutions to reduce risk (e.g., very hot/humid conditions). Reasonable contingencies that may occur during training evolutions with elevated risk;

(8) Ensure new students receive adequate fluids, food, and rest; and

(9) Ensure availability of EMT, AED and access to medical facilities for physical readiness events as required by reference (c).

b. Staff Personnel in charge of training evolutions shall:

(1) Provide leadership-by-example, exercising firm, fair control over the new students;

(2) Direct and guide upperclassmen assisting with the program;

(3) Be thoroughly familiar with the curriculum, training plan, and details of the evolution, including all inherent risks and safety considerations;

(4) Establish an atmosphere where midshipmen are challenged, yet unafraid to call a TTO for any reason;

(5) Be familiar with indications that a participant is experiencing potentially harmful physical stress;

(6) Be alert to emerging hazards;

(7) Modify or cancel scheduled PT evolutions when environmental conditions pose a risk to those who participate;

(8) Ensure the presence of one or more personnel qualified to administer cardiopulmonary resuscitation (CPR)/Automatic External Defibrillator (AED) during strenuous training evolutions, including PFA and other evolutions that are based on risk assessment.

c. Orientation Midshipmen Student Staff. Upper-class midshipmen participating in orientation training shall:



(1) Carry out the directions and orders of DNS staff conducting training evolutions;

(2) Provide leadership-by-example by demonstrating the highest standards in military appearance and physical fitness;

(3) Be familiar with training plans of evolutions in which they shall assist and be fully cognizant of risk and safety precautions;

(4) Assist DNS staff by encouraging an atmosphere where new students are unafraid to call a TTO for any reason;

(5) Be knowledgeable on Navy policy regarding hazing and specific relevant examples of prohibited behavior;

(6) Be familiar with indications that a participant is experiencing potentially harmful physical stress;

(a) Be alert to emerging hazards; and

(b) When assigned temporary responsibility for leadership of new students, exercise firm, fair control within the scope of the guidance of the OIC and DNS staff in charge of orientation evolutions.

8. Safety. SSMP unit staff shall not schedule unnecessarily hazardous activities. The required medical screening that precedes physical readiness testing and strenuous physical activity applies to orientation programs as well. ORM must be applied at all stages of planning to reduce risks. Strict adherence to safety considerations during execution cannot be over-emphasized during orientation programs.

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### 4-1 Student Classification.

1. Students are classified by their standing in the SSMP for Naval Science year purposes only. This classification does not determine the point of obligation. Classification will normally be based upon projected graduation year:

a. Midshipmen Fourth Class. Students who are enrolled in their freshman year at the Academy.

b. Midshipmen Third Class. Students who are enrolled in their sophomore year at the Academy.

c. Midshipmen Second Class. Students who are enrolled in their junior year at the Academy.

d. Midshipmen First Class. Students who are enrolled in their senior year at the Academy.

2. A midshipman is expected to meet academic year critical courses prior to advancing to the next midshipman rank. Changes to classification will be made on a case by case basis by the OIC.

#### **4-2 Date of Appointment.**

Except where a student reports late or is selected during the school year, the effective date of appointment into the SSMP is the date they are sworn into the SSMP by the OIC. This date is the student's Date of Initial Entry into Military Service.

#### **4-3 Enrollment.**

1. Each candidate for enrollment in the SSMP must meet the following qualifications:

a. Meet the enrollment requirements of reference (a) applicable to SSMP, with the following exception.

(1) There are no maximum age limitations for SSOP.

b. Be accepted into a USCG unlimited tonnage license track major.

#### **4-4 Welcome Aboard Letters.**

The OIC shall send the student a Welcome Aboard Letter as soon as the unit selects the student as a member of the SSMP. In accordance with Section 3-15 the letter shall include notification of Navy height/weight and physical fitness standards, along with information on the NEHC pre-entry physical conditioning program and the planned dates of the initial and official PFA. The letter shall also advise the midshipman that the following requirements will be fulfilled during their first semester sworn in to the Battalion:

1. Questionnaire for National Security Positions (SF 86) and Fingerprints;

2. Dependency/Emergency Data Record, reference (b) Enclosure (4);

3. OPNAV Drug and Alcohol Statement of Understanding, OPNAV 5350/1;
4. NROTC Acceptance and Oath of Office, NSTC 1533/126;
5. Other service agreements as applicable; and
6. Any forms unique to the unit.

**4-5 Officer Program Management Information System (OPMIS).**

1. OPMIS shall be used as stated in reference (a).
2. All newly commissioned students shall schedule and execute an OPMIS checkout prior to detaching from DNS MAMARICAD.

**4-6 Reporting Incoming Students.**

1. SSMP Midshipmen. The DNS MAMARICAD is informed of incoming students through personal contact by the student. Those interested in participating in the SSMP must complete an SSMP application.

**4-7 Student File.**

The unit will maintain a Student File for each student as directed by reference (b).

**4-8 Evidence of Citizenship.**

1. With the exception of foreign persons permitted to participate in the SSMP in accordance with reference (a), participants in the SSMP shall be citizens of the United States and shall submit positive proof of citizenship at the time of enrollment. Permissible forms of proof of citizenship include original or certified copy of the birth certificate, Office of Vital Statistics issued DD Form 372 (Request for Verification of Birth), Department of State issued FS 240 (Report of Birth Abroad of a U.S. citizen), Department of State issued DS 1350 (Certification of Report of Birth Abroad), or a U.S. foreign service post issued FS 545 (Certification of Birth Abroad). Documents provided by the student as evidence of

citizenship shall be maintained in the Student File until commissioning.

2. Birth certificates must meet all of the following criteria to be considered valid: Full Name (birth records must have complete first and last names, birth records without a middle name or where the middle name is represented by an initial are acceptable), birth date, birth place (must list at least the state of birth), birth record validation (the birth record must bear appropriate validation markings such as an original or machine-produced signatures or raised, impressed, embossed, multicolored seals or stamps, or a combination of these, any one combination is acceptable). A birth certificate with "Baby Boy" or "Baby Girl" instead of a given name is not valid for evidence of citizenship purposes. Puerto Rico birth Certificate Law 191 of 2009 invalidated all birth certificates issued prior to 1 July 2010. All persons born in Puerto Rico using a birth certificate to establish citizenship must possess a valid birth certificate issued on or after 1 July 2010 by the Puerto Rico Vital Statistics Record Office.

3. U.S. Citizenship and Immigration Services (USCIS) issues USCIS N-550/N-551/N-570 (naturalization certificate) or USCIS N-560/N-561 (certificate of citizenship) which establishes eligibility as a naturalized citizen of the United States. A current (unexpired) U.S. passport issued by the Secretary of State can also be used to establish eligibility as a naturalized citizen.

4. The unit shall photocopy the proof of citizenship documentation and maintain it in the Student File. The Armed Forces are authorized to copy documents used for eligibility determinations, to include documents which state that it is unlawful to reproduce or copying is not authorized. The copy(s) shall have "Original document sighted and reproduced for military records and reference purposes only," written or typed in a conspicuous location to ensure that the original was sighted. Originals will be immediately returned to the student.

5. Applicants with dual citizenship must be willing to renounce non-U.S. citizenship.

**4-9 Physical Exam/BUMED Waiver Recommendation.**

1. Prior to enrollment, midshipmen are required to pass a DoDMERB Physical Exam or receive a BUMED waiver recommendation. Sports physicals and the Annual Certificate of Physical Condition (NSTC 1533/107) are only acceptable for candidates applying and awaiting selection. Additional guidance is contained CHAPTER 9.

**4-10 Drug and Alcohol Abuse Statement of Understanding.**

1. All students are required to meet the standards regarding drugs or alcohol in accordance with reference (a).

2. All students shall sign and have explained to them by the unit representative the Drug and Alcohol Abuse Statement of Understanding (OPNAV 5350/1) prior to executing the Enlistment Contract (DD Form 4) and Acceptance and Oath of Office (NSTC 1533/126).

3. Evidence of wrongful drug or alcohol use requires a PRB. Wrongful drug use mandates disenrollment on the first offense and prohibits AES. SSMP students will be processed for administrative separation. SSMP midshipmen enrolled in the MARAD SIP program may be subject to recoupment of all funds received.

4. With the legalization of marijuana in the Commonwealth of Massachusetts as of 15 Dec 2016, it is imperative that midshipmen understand that they are considered federal employees. Therefore, midshipmen are bound by federal law which still prohibits the use of marijuana in any form.

**4-11 Acceptance and Oath of Office.**

All midshipmen must execute "The Acceptance and Oath of Office" (NSTC 1533/126) prior to enrollment, witnessed by a commissioned officer. Any student who refuses to execute such an oath or affirmation shall be denied enrollment.

**4-12 The Concept of Honor.**

All students shall execute "The Concept of Honor" (NSTC 1533/121) at the time of enrollment in the program. The original will be filed in the Student File and a copy provided to the

student. The original must contain the OIC's or AOIC's original signature.

**4-13 Enlistment/Reenlistment.**

1. All midshipmen must execute an Enlistment/Reenlistment Agreement (DD Form 4/1) to serve in the USN Reserve for a period of eight years concurrently with being appointed a midshipman, as required by Title 10, USC, Sections 2103a, 2104 and 2107. For preparation of DD Form 4/1 see guidance in COMNAVCRUITCOMINST 1130.8J Vol III.

2. SSMP midshipmen shall be enlisted in the U.S. Navy Reserve while enrolled.

**4-14 MARAD SIP Obligation.**

1. Students not receiving SIP may participate in the SSMP. These students may be appointed and enlisted in the same manner as SIP recipients.

2. Those receiving Maritime Administration (MARAD) Student Incentive Payments (SIP) must have a copy of the signed Service Obligation Contract for State Maritime Academy (MA Form 890) to be included with their DNS MAMARICAD Student Record.

**4-15 Dependency/Emergency Data Record.**

The unit will prepare a Dependency/Emergency Data Record using enclosure (4) of reference (b) for all incoming students. The unit will maintain a copy in the Student File. This form must be verified annually by the student by an annotation on the back of the form. If updates are required, a new form will be generated and added to the file on top of the old copy. The outdated copy will then marked "SUPERSEDED" in a conspicuous manner and kept in the file for verification of annual reviews.

**4-16 Servicemember's Group Life Insurance (SGLI).**

SSMP midshipmen are not eligible for and or not covered by SGLI, and must seek a commercial life insurance policy if so desired.

#### **4-17 Personnel Security Investigations (PSI).**

1. Refer to reference (a) for further guidance.
2. Security Clearance Required for Commissioning. SSMP students shall not be commissioned without a security clearance. Because the authority to take action to deny acceptance or retention in the Navy is vested in the Commander, NPC, the OIC shall immediately notify NSTC OD4 in all cases where a student is scheduled to be commissioned but has not obtained a proper security clearance. Each January, NSTC OD4 will verify via OPMIS report that all First Class midshipmen are reported to have clearances.
3. Misconduct/Security Issues. The OIC must report any serious student misconduct or security issue that has the potential to affect the student's security clearance. The OIC must submit any such report as soon as possible in writing to the Department of the Navy, Central Adjudication Facility (DONCAF), with a copy to OPM (if the PSI has not been closed), and NSTC. The report shall set forth all relevant facts with a course of action.

#### **4-18 Status Reports.**

In addition to OPMIS input, the SSMP unit is responsible for additional status reports:

1. Semi-annual SSMP Roster and Commissioning Report. If OPMIS is unavailable, DNS MAMARICAD must submit a SSMP Roster and Commissioning Report to NSTC OD4 for the periods of 1 January through 30 June and 1 July through 31 December. This report must be submitted no later than 15 days after each reporting period.

#### **4-19 Midshipman Subsistence and Training Pay.**

SSMP midshipmen are not entitled to subsistence or training pay, due to the nature of the program and requirements.

#### **4-20 Foreign Language Testing and Registry.**

The SSMP Unit may submit SSMP foreign language screening and test results using a spreadsheet or reporting via OPMIS. This report shall be maintained as current as possible.



#### **4-21 Service Assignment for SSMP Midshipmen.**

Most SSMP midshipmen receive reserve commissions, however a limited number of active duty URL designator billets are often available for them, if desired. Reference (a) provides detailed information and instruction for active duty requests for service assignment. This request must be initiated via the assigned academic advisor during the fall of their Second Class year.

#### **4-22 Commissioning Scrolls.**

1. Initial accessions are commissioned as regular or reserve officers. All officer accession sources must prepare commissioning scrolls for Secretary of Defense (SECDEF) approval. This requirement applies to officers of the armed forces.
2. If requested by NSTC OD4, SSMP midshipman data are added to the regular and/or reserve commissioning scrolls. The OIC may be responsible for preparing and verifying possibly two distinct commissioning scrolls for the SSMP (regular and reserve). The OIC is responsible for providing scroll input to NSTC OD4 during service assignment. Shortly thereafter, NSTC OD4 will return the commissioning scrolls to the OIC for verification. Verification and notice of any changes must be emailed to NSTC OD4 followed by receipt acknowledgment. NSTC OD4 shall forward the scroll to OSD via CNSTC and CNP. When preparing or verifying commissioning scrolls, the OIC shall include those midshipmen pursuing Recall to Active Duty on both the regular and reserve officer commissioning scrolls, as they may be selected to one or another community. An SSMP midshipman who does not receive SECDEF approval prior to graduation will not commission on time.
3. Once PERS-8 receives the SECDEF approved scrolls, DNS MAMARICAD must request commissioning packages from PERS-806.

#### **4-23 Commissioning Procedures.**

1. The Officer Appointment Acceptance and Oath of Office (NAVPERS 1000/4) is mailed to Massachusetts Maritime Academy by PERS-8. Upon receipt, the OIC and individual commissioning midshipmen shall verify the name, commissioning date, and designator listed on each document. The commissioning document is prepared for the requested date of appointment and may not be

used for any other date. OIC shall report any errors found on the commissioning document, to include misspelled words to PERS-806 immediately. Signatures must match the typed name on the commissioning document.

2. The OIC is responsible for certifying that the student is fully qualified to be commissioned. Under no circumstance shall a student be commissioned while awaiting trial, on probation, or serving a suspended sentence without concurrence from NSTC OD. If the student cannot be commissioned on the date printed on the commissioning document, the OIC must contact PERS-8 and notify NSTC OD4.

3. See reference (a) for additional guidance.

#### **4-24 Disposition of Student File.**

The Student File will be closed upon commissioning and maintained at the unit for a minimum of three years in accordance with references (a) and (b).

#### **4-25 Health and Dental Record Disposition.**

1. Refer to references (a) and (b) for the disposition instructions.

#### **4-26 Midshipman Awards**

1. Semester Awards. The following awards should be issued each fall and spring semester:

a. Physical Excellence. Awarded to any midshipman that receives an overall score of "OUTSTANDING" on the official PFA and if not applicable, the highest PFA score within the battalion.

b. Academic Excellence. Awarded to any midshipman that receives a term GPA of 3.8 or above, and if not applicable, the highest GPA within the battalion.

c. Midshipman of the Semester. Awarded to the midshipman that is a model midshipman within the battalion and receives the highest combination of term GPA and highest PFA score.

2. Commissioning Awards.

a. Chief of Naval Operations Distinguished Midshipman Award. Awarded to the midshipman who demonstrates the highest standards of leadership, academic, and military performance. Selection criteria are detailed in OPNAVINST 1520.38. All nominations are due to OD4 upon request.

b. Surface Navy Association (SNA) Award. Awarded to the top Active Duty SWO midshipman by the SNA Constitution Chapter.

3. Commencement Awards.

a. National Sojourners Award for Americanism. The National Sojourners is an organization of past and present commissioned and warrant officers who are master mason. The National Sojourners honor the outstanding NROTC student at each unit. The award recognizes NROTC students who have encouraged and demonstrated Americanism within the unit and on campus. The award consists of a ribbon with medal and accompanying certificate. Nominations are due to the nearest local chapter of the National Sojourners (during January and 90 days prior to presentation). Only one nomination per unit will be accepted. In cases where a local chapter does not exist, the nomination should be sent to:

National Sojourners, Inc.  
8301 East Boulevard Drive  
Alexandria, VA 22308-1399  
(703) 765-5000  
FAX: (703) 765-8390

1) Criteria for nominees

a) Have encouraged and demonstrated the ideals of Americanism by deed, conduct, or both.

b) Have demonstrated a potential for outstanding leadership.

b. Navy League Award. Presented as a sword for the top Active Duty graduate.

c. USAA Spirit Award. A clock awarded to recognize the midshipman at each unit that best displays the traits and characteristics which embody the spirit of service to others.

d. Military Order of the World Wars Award. A pewter mug awarded to the top deck and engine graduating midshipmen. A lifetime membership award may also be given to the midshipman if selected for Active Duty Service.

e. Massachusetts Society of the Sons of the American Revolution Award. A medal awarded to a Massachusetts native graduating midshipman that exemplifies the spirit of freedom which won our nation's independence.

**CHAPTER 5 Unit Operations and Administration**

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**5-1 General Policies.**

1. Program Supervision. Supervision, control, and direction of the Officer Development Programs are administered by SECNAV and NETC through NSTC.

2. Academic Relationships. Academic institution officials have the same academic relationship with the Department of Naval Science that they have with other departments of the institution. SMA is responsible for management of SIP through MARAD.

3. Unit Supervision. The OIC shall ensure that each individual in their command is aware they are fully accountable for their own actions. They shall assign clear lines of authority and

responsibility, provide adequate resources and supervision for subordinates to meet prescribed responsibilities, and initiate appropriate corrective action when individuals fail to meet their responsibilities.

**5-2 Head of the Department of Naval Science.**

1. Assignment.

a. Officer-in-Charge. The Head of the DNS, also referred to as the Professor of Naval Science (PNS) at a Maritime Institution where an NROTC unit is NOT established is the officer ordered by BUPERS as OIC.

2. Reporting Relationships. The OIC reports:

a. Directly to CNSTC via NSTC OD4 for all matters relating to the command and control of a Naval activity and for the professional development of SSMP midshipmen;

b. To the Naval Installations Command, Regional Commander for the purposes of antiterrorism and force protection (AT/FP) and other regional functions; and

c. To college or university officials responsible for academic and institutional governance for matters relating to the instruction of Naval Science on campus.

3. Duties. The PNS shall:

a. Perform General Administration and Management. Carry out all duties required by applicable law and policy and ensure the appropriate personnel at the academic institution are aware of any changes to such law and policy. Maintain appropriate records for the staff and students assigned, resources allocated, and other matters relating to, their unit. Request appropriate resources and execute program resource allocations to meet SSMP and host institution goals and objectives.

b. Act as OIC. The PNS at each maritime academy has authority over all Naval Service personnel assigned to their unit. The PNS shall conduct periodic inspections of military service members attached to the DNS staff.

c. Provide Curriculum Support. Supervise and evaluate the instruction of the Naval Science curriculum. Plan and implement improvements and changes in courses to meet the requirements of the Navy and the Academy. Establish high standards of teaching effectiveness and student achievement. Teach Naval Science courses and lecture on Naval Science subjects as appropriate.

d. Evaluate Performance of Naval Science Instructors. Evaluate the performance of the Naval Science faculty to ensure a high level of performance per Section 3-7. In all cases, the goal of the evaluation is to improve instructor delivery and enhance student understanding of subject material. The OIC shall also encourage professional growth of the Naval Science faculty.

4. Supervise Student Instruction and Development.

a. SSMP Students. Supervise the ethical, professional, and military development of students, ensuring that each maintains high standards of performance and meets all qualifications to become a newly commissioned officer in the Navy or the USNR Strategic Sealift Officer Program. Ensure service above self is promoted in all unit activities. Conduct periodic inspections of students. Supervise the planning of academic study programs for students to ensure compatibility with the needs of the Naval Service and the students. Ensure that students are given advisors and role models through SSMP staff assignments.

b. Host Institution Committees and Organizations. The PNS shall work closely and cooperate with officials of the Academy on all matters affecting SSMP and the DNS. The PNS shall also:

(1) Serve on committees and boards and participate in planning activities as a faculty member.

(2) Encourage membership and participation by DNS staff in and on standing and special faculty committees.

(3) Encourage DNS staff to join faculty clubs, societies, and similar organizations.

c. Community Relations. Maintain liaison with campus and community organizations, military related groups, veteran organizations, active and reserve military commands, and other groups or organizations having an interest in the Naval Service.

Seek assistance from and work with those groups and organizations encouraging their cooperation to improve NSTC OD programs and the national defense posture.

d. Area Coordination. Support military area coordinator functions and any other duties requested by seniors in the military coordination chain of command.

e. Safety. Have primary responsibility for the safety and health of staff members. Coordinate with institution safety and health personnel to ensure that classrooms and training devices are also in compliance with institution safety policies and procedures. Ensure ORM is used routinely to evaluate all aspects of the Naval Science Program per OPNAVINST 3500.39 series.

f. Anti-terrorism. Anti-terrorism guidance is provided in OPNAVINST 3300.53 series. Contact Naval Installations Command, Regional Commander regarding force protection measures and guidance.

### **5-3 Duties of Assistant Officer in Charge (AOIC).**

1. Assignment. Serves as the DNS Department Head.
2. Duties. The duties and responsibilities of the AOIC of the SSMP unit include, but are not limited to:
  - a. Student Instruction.
  - b. Prepare all administrative actions required by current NSTC OD program regulations, directives, notices, and other forms of official correspondence in a timely manner.
  - c. Assign SSMP staff as student advisors.
  - d. Act as the SSMP unit OPMIS manager, responsible for the accuracy and timeliness of all data entered into OPMIS.
  - e. Serve as the supervisor/rating official of all civil service employees assigned to the unit.
  - f. Perform other duties as assigned by the OIC.



g. Due to the nature of command manning, is responsible for the following collateral duties:

- (1) Disciplinary Officer;
- (2) Training Officer;
- (3) ORM Manager;
- (4) Safety Officer;
- (5) AT/FP Manager;
- (6) Summer Cruise Coordinator;
- (7) DTS Coordinator;
- (8) Command Privacy Act (PA)/PII Program Supervisor; and
- (9) AA&E Accountability Officer.

#### **5-4 Duties of Naval Science Instructor.**

1. Naval Science instructors train future Naval Officers and civilian mariners in the merchant fleet and Naval Reserve Officers and are critical to the success of the SSMP program. They must model the characteristics and values they are attempting to instill and foster in their students. Academic and professional training responsibilities are defined in CHAPTER 3. General duties include, but are not limited to:

- a. Provide counsel and advice to students.
- b. Maintain appropriate confidentiality about personal information on students (Privacy Act requirement).
- c. Perform academic and institutional responsibilities to highest standards as an active member of the academic community.
- d. Act as a positive role model and professional representative of the Naval Service.
- e. Document all proceedings of PRBs and submit correspondence in a timely fashion, as assigned.

f. Prepare students for commissioning through professional development activities outside the classroom.

g. Pursue opportunities for personal and professional development by taking advantage of formal education and training opportunities.

h. Perform a wide variety of collateral duties. A staff member shall not be required to sign a contract with the institution to serve in the hierarchy of the Regiment of Cadets.

#### **5-5 Duties of Other Officers and Enlisted Personnel.**

1. Officers/Enlisted Personnel. Staff officers and enlisted personnel ordered to the SSMP unit for duty shall perform such duties as assigned by the OIC.

2. SSMP Staff as Faculty. So that maximum coordination may be achieved between the Naval Science and other academic departments, it is desired that the officers assigned to the staff of the DNS be made members of the Academy faculty in appropriate ranks and be accorded the rights and privileges, excluding tenure, of faculty members. As such, it is desired that the OIC encourage the institutional authorities, when appropriate, to use these officers on special faculty committees in the same manner as other faculty members. It is further desired that all SSMP staff members accept invitations that may be extended them to join special college faculties within the Academy and join faculty clubs, societies, and faculty student organizations.

#### **5-6 Duties to the Academy Unrelated to SSMP.**

1. In accordance with DoD Instruction 1215.08 series at Para 6.4.1, SSMP staff members may undertake duties and responsibilities for the Academy not related to their SSMP duties, provided such duties:

- a. Are approved in writing and in advance by the OIC;
- b. Are performed during non-duty hours;
- c. Do not interfere with the full and effective performance of their official duties to SSMP;

- d. Do not bring discredit upon the Government;
- e. Comply with the DoD Joint Ethics Regulation; and
- f. Do not interfere with the customary or regular employment of local civilians in their art, trade or profession.

2. Any expenses incurred by staff members in performance of such duties shall not be the responsibility of the federal government, but the member may be reimbursed by the Academy. In no case will the continued performance of such duties (e.g., teaching a non-DNS course or serving as a coach) be considered sufficient reason for modification of military orders.

3. Reimbursement by the Academy for expenses incurred by the member for services that are performed at the request of the Academy and, although clearly beyond the scope of regularly assigned military duties, that might have been expected to perform by virtue of the position, such as hosting a social function for visiting dignitaries or conducting an off-campus workshop for faculty or students. Itemized bills for these expenses must be presented to the Academy. Whenever practicable, arrangements should be made for the Academy to be billed for these expenses. Under no circumstances may a commuted or fixed allowance be accepted from the Academy for the purpose of meeting these expenses.

#### **5-7 Unit Viability.**

Annual evaluations regarding the viability of SSMP units are conducted by NSTC OD5. By 30 November each year, each unit must provide to OD5 the Academy Enrollment, Grade Point Average, and Scholastic Assessment Test Report in the format directed by the annual OPMIS OFFICIAL MAIL tasking. Academy enrollment data reflects full time undergraduate enrollments for the previous fall term. GPA data reflects the average GPA of all students graduating from the Academy during the past school year. If the Academy will not release that information, notify NSTC OD5 via email.

#### **5-8 Unit Military Manpower.**

1. Detailing of Personnel. The detailing and relief of officer and enlisted personnel for duty with the SSMP unit is a function of the Bureau of Naval Personnel (BUPERS). Direct liaison

between the unit and BUPERS in matters relating to the nomination and institutional acceptance of staff officers and personnel is authorized. Nominations for OIC will be initially coordinated between NSTC OD and BUPERS. These nominees, once approved by NSTC OD, will be forwarded to the SSMP unit OIC for presentation to the appropriate institutional authorities for acceptance. The unit should not initiate discussions with Academy officials regarding OIC fills until the endorsement from NSTC OD is received. Once acceptance has been granted by the academic institution, the OIC shall notify NSTC OD via email, and BUPERS via letter.

2. SSMP Unit Manpower. The number of officers and enlisted personnel assigned to duty with the SSMP unit will be determined by the CNO, based upon the needs of the Navy. NSTC determines unit manpower requirements based on unit mission, throughput, capacity and Navy requirements determination regulations. Requests for changes to requirements should be addressed to NSTC OD5 for review and submission to NSTC N1 Manpower for evaluation and recommendation.

3. Personnel Rotation. An institution normally will be notified by BUPERS (nomination and orders processes) via NSTC OD before any change of military personnel is made. Military personnel slated for SSMP duty must be acceptable to the institution and pass a high-risk screening in accordance with OPNAVINST 1500.75 series and OPNAVINST 3500.39 series, prior to final execution of orders.

4. Navy Sponsor Program. The OIC shall ensure the Sponsor Program is OPNAVINST 1740.3 series using MAMARICADINST 1740.3 series.

5. Biography Sheets and Photographs. Upon reporting for duty, each OIC shall submit biographical background information utilizing the Officer Biography Sheet, an 8x10 color photograph in Service Dress Blue (Navy) and home telephone number to NSTC OD Directorate Administrator (ODS). These should be updated as required throughout the tour.

6. Leave Authorization. Authority to grant leave rests at the unit commander level. The OIC should have their leave requests approved by their AOIC for accountability purposes. However, a letter requesting OIC separation or terminal leave must be routed to the NSTC Chief of Staff (CoS) via the Director, OD.

The OIC must keep NSTC OD informed of their leave plans and identify the officer acting in their stead during their absence. Military service members on unit staffs should be encouraged to take leave when practical during times when students are on breaks or vacations. As directed by NAVADMIN 252/10, all leave transaction will be accounted for using Electronic Leave via the Navy Standard Integrated Personnel System (NSIPS). NSIPS can be accessed online at <https://nsips.nmci.navy.mil/>.

#### **5-9 Communications.**

It is the responsibility of the OIC to ensure that the information promulgated by regulations, manuals, instructions, and notices is properly disseminated to Academy officials, departmental staff personnel, and students as appropriate, within the limitations imposed by the Privacy Act.

#### **5-10 Officer Program Management Information System (OPMIS).**

OPMIS supports the SSMP by linking each NROTC/SSMP unit and vital student information to NSTC, DFAS, BUPERS, CNRC, and DoDMERB. The OIC shall ensure applicable information is entered into OPMIS in a timely manner.

#### **5-11 Inspector General (IG) Programs.**

For all IG programs below, the NSTC point of contact is the NSTC IG.

1. NSTC IG Assist Visits. Visits by the NSTC IG staff will be conducted once every four years to provide additional command oversight and ensure compliance with NSTC and USN regulations. The current governing instruction is NSTCINST 5040.1D. This instruction should be read carefully.

2. Manager's Internal Control Program (MICP). Conducted in accordance with the annual NSTCNOTE 5200, NSTC Manager's Internal Control Program. This note is published each spring and provides detailed guidance on MICP including inventory, flowcharts, ORM Assessments, Internal Control Systems Test and Annual MICP Certification Statement.

3. Command Evaluation (CE) Program. This program is currently waived for DNS MAMARICAD by NSTC. If this waiver is rescinded,

a review of reference (a) and revision to this manual should be thoroughly conducted.

**5-12 Mishap and Incident Reporting.**

1. Any mishap or incident requires a telephone report within 8 hours of occurrence to the chain of command. For further information and guidance, see reference (a).

**5-13 Physical, Personnel, and Information Security Programs.**

1. OPNAVINST 5530.14 series details the minimum requirements for Physical Security and Loss Prevention. The OIC shall maintain a comprehensive Physical Security Program. Physical Security is that part of an overall security program which is designed to apply physical measures for protection of activities and their facilities, materials, equipment, personnel, and documents against theft, sabotage, or other covert acts which would in some degree lessen the ability of the activity to perform its mission. Refer to all current directives for further guidance.

**5-14 Sexual Assault, Equal Opportunity (EO)/Sexual Harassment, Massachusetts Law Title IX.**

Reporting procedures in the case of sexual assault are provided in OPNAVINST 1752.1 series and OPNAVINST F3100.6 series. Reporting procedures for EO/Sexual Harassment complaints are provided for in OPNAVINST 5354.1 series. Midshipmen are covered by Massachusetts Law, Title IX, regarding sexual assault and harassment matters. Those midshipmen that are dependents of active duty service members are covered under both Massachusetts Law, Title IX, and DoN policies. Refer to SAPR Program flow chart to determine procedures and requirements. Due to command size, a Letter of Coverage has been established with NS Newport SARC to provide SAPR coverage. The Letter of Coverage is required to be reviewed annually.

**5-15 Command Managed Equal Opportunity (CMEO) for Military.**

Due to command size, a Memorandum of Understanding (MOU) has been established with NSTC OTC to provide CMEO coverage. The MOU is required to be reviewed annually.

**5-16 Alcohol and Drug Abuse Prevention and Control.**

The OIC is responsible for implementing the requirements of reference (e) series, with regards to the MOU established with NTSC OTC for the DAPA. The OIC will aggressively support these policies, and taking corrective measures in all cases where active duty personnel or dependents of active duty service members are involved in drug and alcohol abuse.

**5-17 Urinalysis Testing.**

1. All military personnel (including military staff members, officer candidates, and any other active duty military assigned to the command such as DUINS) and midshipmen assigned to or administered by an SSMP unit are subject to urinalysis testing as prescribed by reference (e) series and NSTCINST 5350.1 series. All midshipmen will sign an OPNAV Drug and Alcohol Statement of Understanding (OPNAV 5350/1), agreeing to be tested within 30 days of joining the unit and to random testing thereafter.

2. Monthly and Annual testing. Due to command size, an effective and legal command urinalysis program is not possible. Therefore, an MOU is established with NSTC OTC to provide command urinalysis program coverage. This MOU shall be reviewed annually.

**5-18 Drug and Alcohol Program Advisor (DAPA).**

Due to command size, an MOU with NSTC OTC has been entered into to provide DAPA coverage and should be reviewed annually. All DAPA MOUs must be sent for review to the NSTC ADCO prior to signature.

**5-19 Suicide Prevention.**

The OIC will conduct a Suicide Prevention Program in accordance with OPNAVINST 1720.4 series. Suicide prevention training shall be conducted at least annually for all active duty service members. Suicide prevention training should be included in GMT for midshipmen.

#### **5-20 Recreation Funds.**

1. The establishment of a Student Recreation Fund is authorized and shall be managed by the Battalion midshipmen. This fund must be generated from local sources and separated at all times from any other funds. The use of official U.S. Navy emblems or endorsement is not authorized. No report of a Student Recreation Fund is required by BUPERS.

#### **5-21 Postal Services.**

1. Due to the remote location and command size, all postal services will be closely coordinated with the Academy Post Office. The handling of mail is of a sensitive nature and DoD 4525.6-M, Department of Defense Postal Manual, and OPNAVINST 5112.6 series should be referenced for procedures in handling mail.

a. The OIC shall coordinate with Academy Administration regarding the source of funds to be used as payment for all official mail sent by DNS in direct support of unit operations.

b. Administrative Officer. The Administrative Officer will normally be designated as the POC with regards to postal matters. If the Administrative Officer position is vacant, then a POC shall be designated in writing and maintained with the unit postal records.

c. Records.

(a) All records associated with postal services shall be maintained on file with the unit postal records for 5 years and then disposed of.

(b) The Administrative Officer will maintain a copy of all receipts for outgoing mail. A written log will be maintained for all incoming mail directly related to official business of the unit.

#### **5-22 Health and Wellness Promotion Program**

1. Purpose. The SSMP unit will support to the best of its ability, using Academy, area and local military resources, the comprehensive Navy Health and Wellness Promotion Program. The overall goal of this program is to improve and sustain military



readiness by focusing on health, fitness and quality of life for Sailors, DoD personnel, SSMP midshipmen and other beneficiaries as required.

2. Unhealthy lifestyles are a major health, economic and readiness burden. Health and wellness promotion must be an integral part of the SSMP unit's daily activities and overall goal. This directly supports the CNO's "Pillars of Wellness" and DNS staff shall establish and maintain a comprehensive and effective Health and Wellness plan that meets the intent of OPNAVINST 6100.2 series. Due to command size and remote location, DNS staff will work with resources available at the Academy, local area and Naval Station Newport to conduct an effective program.

3. DNS Staff. DNS staff shall aggressively support the Health and Wellness Program through personal example and active participation in command-directed activities that promote a healthy lifestyle.

a. OIC. The OIC shall write a command policy statement dealing with the Health and Wellness Program and the specific issues peculiar to the unit's needs and interests.

(1) The statement should state specific objectives, the methods for attaining and how the effectiveness will be measured.

(2) The statement and program should be reviewed annually after the academic year to determine progress toward the attainment of program objectives.

b. AOIC. The AOIC will work with DNS and Academy staff to develop a training plan that meets the goals of the command policy statement. The AOIC shall oversee the Health and Wellness Program and ensure that the SSMP unit is actively pursuing these goals.

c. Administrative Officer. The Administrative Officer shall execute training plan and ensure SSMP unit activities are directly reinforcing the unit Health and Wellness Program through awareness, education/motivation and intervention.

4. Elements of the Health and Wellness Program. The following areas shall be covered as part of the Health and Wellness Program:

- a. Drug Abuse Prevention and Control;
- b. Alcohol Abuse Prevention and Control;
- c. Tobacco Use Prevention and Cessation;
- d. Overweight and Obesity Elimination and Nutrition;
- e. Sedentary Lifestyle Elimination and Physical Fitness Promotion;
- f. Injury and Illness Prevention;
- g. Sexual Health and Sexual Responsibility;
- h. Suicide Prevention and Stress/Anger Management; and
- i. Interpersonal Violence Reduction.

5. Resources. OPNAVINST 6100.2 series is the governing instruction for this program. Additional resources can be found at <http://www.med.navy.mil/sites/nmcphc/health-promotion/Pages/default.aspx> and [www.militaryonesource.org](http://www.militaryonesource.org).

#### **5-23 Applicant Outreach**

1. Purpose. To inform current and future students of Massachusetts Maritime Academy of the SSMP and its opportunities. There is not a minimum number of applicant openings per year, however the maximum number will be determined by the OIC if not directed by NSTC OD4.

2. Events. DNS MAMARICAD will coordinate with Academy Admissions Department and COMCAD to participate in the following Academy-hosted functions:

- a. Open House.

1) Static display with at least one DNS staff member and midshipmen to interact and answer any questions.

b. Welcome Aboard briefings.

1) Presentation to all license track majors with entire DNS staff present to inform, interact and answer any questions.

c. Cadet Orientation.

1) Presentation to all incoming freshman during Academy Orientation to interact and answer any questions related to SSMP or other commissioning related opportunities.

**CHAPTER 6 Performance Evaluation and Counseling**

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**6-1 General.**

This chapter covers performance evaluation and counseling from reporting through commissioning or disenrollment.

**6-2 Definitions.**

1. "Good Standing". All academic and aptitude requirements within the SSMP are met.

a. A student in this status will be eligible for all Midshipman privileges.

2. "Not in Good Standing". Any Midshipman who is on academic, aptitude or disciplinary probation or upon the OIC's discretion (i.e. pending PRB for extenuating circumstances).

a. A student in this status will be ineligible for rank. Any senior (1/C MIDN) will remain with the junior Academic Advisor.

3. "Bad Standing". Any student in this status will be ineligible for rank and not included on the notification to the SIP Coordinator for Request for SIP payment.

a. Any midshipman that meets any of the following standards:

1) Cumulative GPA less than a 2.5 for all midshipmen sworn in after September 1, 2016 (2.0 for those prior).

2) Failed to meet the minimum required scores on most recent official PFA.

3) On academic, aptitude or disciplinary LOA.

4. Special LOA. A form of LOA where the midshipman is considered in "good standing" but not actively participating in the SSMP due to a personal request by the midshipman. However, since their performance cannot be evaluated due to absence and will therefore not be included on the notification to the SIP Coordinator for Request for SIP payment. This request must be approved by the OIC.

#### **6-3 Student Performance File.**

The Student Performance File is maintained by the counselor or class advisor and will be maintained according to reference (b).

#### **6-4 Midshipman Counseling and Fitness Reports.**

Midshipman counseling and fitness reports should be conducted as directed by reference (a). Deficiencies that occur throughout the year shall be documented using DNS MAMARICAD M-1533/139 - Record of Counseling Form located in Appendix C.

#### **6-5 Warning, Probation, and Leave of Absence.**

All matters relating to Warnings, Probation and Leave of Absence (LOA) shall be conducted as directed by reference (a) with the following additional guidance.

1. Letter of Instruction (LOI). Deficiencies not requiring disciplinary action in accordance with reference (a) and Appendix B of this manual, the OIC shall direct the academic advisor to issue a LOI to the midshipman. The LOI shall be used to document the deficiency, course of action, and ramifications of failure to correct. The midshipman should also be advised that failure to meet the intent of the LOI will result in further administrative action.

2. Requests to participate in MMA Shanghai Maritime Exchange Program (SMEP)/Semester at Sea. These programs require midshipmen to miss all SSMP related evolutions for the semester. Students with approved waivers will be placed on special LOA.

a. Midshipmen desiring to participate in the MMA SMEP or Semester at Sea must submit a special request chit through all

members of the DNS staff prior to enrolling. This will be considered on a case by case basis and must be submitted in a timely manner (at least one semester prior to).

b. The following items will be assessed as part of the special request:

1) Confirmation of current status within the SSMP and SMA (not on any LOI, warning, probation or LOA).

2) Statement regarding how participation in the SMEP/Semester at Sea will meet requirements of four year academic plan, SSMP requirements and experience overall.

3) Copy of four year academic plan that does not put the midshipman in extremis or deemed unviable (i.e. able to meet degree, licensing and commissioning requirements).

4) Required security clearance adjudicated.

5) Must have completed both Naval Science I and SSO I.

#### **6-6 Non-judicial Punishment (NJP) and Administrative Separations.**

Due to SSMP midshipmen not being in an active duty status, they are not subject to NJP and Administrative Separations.

#### **6-7 Performance Review Board (PRB), Disenrollments, Recoupment and AES.**

All matters relating to PRBs, to include disenrollment, recoupments and/or AES shall be conducted as directed by reference (a) and all current directives. Refer to the flow charts in appendix E for additional guidance.

**CHAPTER 7 Pay, Allowances and Benefits**

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**7-1 General Benefits, Scholarship Tuition, Fees and Related expenses.**

SSMP midshipmen do not receive general benefits entitled to NROTC students, to include NROTC scholarship for tuition, fees and related expenses.

**7-2 Subsistence Allowances.**

1. MARAD SIP and Allowances. See reference (a) for additional guidance.

a. Simultaneous participation in more than one officer accession program is prohibited.

b. SIP Program. See reference (f) for specific information and guidance.

1) Definition. As an incentive to become licensed officers in the U.S. Merchant Marine, the Maritime Administration (MARAD), U.S. Department of Transportation provides a limited number of student incentive payments to the SMAs to award to eligible students. The SIP program is a voluntary program designed to assist cadets in defraying the cost of tuition, books, uniforms, and subsistence in return for certain obligations on the part of the cadet.

2) Management. The SIP program will be managed locally by the SMA. DNS staff will provide a list of midshipmen not in "bad standing" with the SSMP to the SMA as required. DNS will maintain a copy of the MA Form 890 with the student record in accordance with reference (b) for commissioning/disenrollment

purposes. All other SIP paperwork/documentation will be maintained by the SMA.

3) DNS staff shall not be involved in the selection for or distribution of SIP funds in order to avoid an inherent conflict of interest between DNS staff duties of impartiality towards midshipmen and the distribution of funds in accordance with the Joint Ethics Regulation (3-301).

4) Application. All midshipmen showing interest in applying for SIP will be directed by DNS staff to the SMA point of contact. DNS staff will provide the midshipmen with a copy of the required DoD related documents (i.e. DD Form 4).

#### **7-3 Active Duty Pay.**

SSMP midshipmen, by nature of the program, are not entitled to active duty pay.

#### **7-4 Payments and other Benefits in Cases of Disability or Death.**

Reference (a) provides guidance to determine eligibility, though not normally applicable to SSMP midshipmen.

#### **7-5 Space Available and Reduced Fare Travel.**

SSMP midshipmen are not eligible to travel on a space-available basis.

#### **7-6 Federal Taxes.**

SIP is considered taxable income and midshipmen receiving SIP are required to file taxes each year.

#### **7-7 Record of Education Expenses.**

Records of Education Expenses are not required to be kept for SSMP midshipmen as they receive no monetary reimbursements from the DoD for the cost of their education.

#### **7-8 Non-Government Funds.**

1. Funds allocated to the SSMP unit by the Academy will be administered using the policies and procedures of the Academy. It is imperative that non-government funds are maintained and



accounted for separately from the appropriated funds provided to the unit.

2. Midshipman/Battalion Funds. Midshipman/Battalion organizations, which receive non-governmental funds, should be linked to the Academy in a manner similar to other student organizations. This relationship requires adherence to policies and procedures prescribed by the Academy.

3. Contributions to Midshipman/Battalion funds or fundraising activities may not be required as a condition to continue in the SSMP. All fundraising activities must be approved by DNS Staff prior to.

**CHAPTER 8 Supply Procedures**

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**8-1 General Supply Management.**

1. Introduction. Due to command size, staffing and structure, DNS MAMARICAD supply management is conducted by NSTC N412. All purchases related to operation of DNS MAMARICAD unit are completed via purchase order requests via NSTC N414 Supply Technician.

2. SSMP Unit Resources.

a. General. DNS offices located at SSMP units receive OMN funds only.

b. Other Navy Resources. Certain materials are provided to support the SSMP even though the SSMP unit is not directly involved in funding for these items. Examples include requirements for instructional materials, training aids, IT equipment, and unit vehicles.

e. Non-governmental (Academy) Funds. The Academy may provide funds to DNS because of its departmental status at the institution. Support may be provided in the form of classroom and office space, equipment, utilities, secretarial services, reproduction and office supplies, and other miscellaneous support. Management and accountability of this monetary allowance is a matter between the DNS and the Academy.

4. Budget Calls.

a. OMN. A budget call is forwarded to the DNS each year by NSTC OD via OPMIS OFFICIAL MAIL message. Each unit shall submit a completed budget request and spending plan to NSTC OD53 not later than the second Friday in March. Past and current year

budget data are requested by expense element (See Appendix H) and spending plans by quarters. Justification for the amount requested in each expense element is required. The spending plan will enable NSTC N8 to distribute funds in the order of unit execution and NSTC OD5 to monitor execution. Special attention shall be given to the fact that funds shall be completely expended each quarter. An approved OPTAR with annotations on disapprovals is forwarded to the DNS by 30 August each year.

## **8-2 Property Accountability.**

### **1. Roles and Responsibilities.**

a. OIC. The OIC has command responsibility and supervisory responsibility, respectively, for property within their organization. They shall designate a Personal Property Manager (PPM)/Responsible Officer in writing. The Personal Property Manager ensures all property is properly maintained, safeguarded, accounted for, and accurately reported via CDMIS.

b. Personal Property Manager. The PPM Implements DoN/NETC personal property policies and procedures; schedules training of Personal Property Personnel; ensures NROTC Online Supply System (NOSS) data integrity; schedules and monitors physical inventories; and controls access to NOSS, ensuring compliance. The current NOSS is CDMIS run through NetFocus. SSMP units are responsible for all supplies, material and equipment issued to and/or stocked at the unit.

## **8-3 Inventory Requirements.**

The SSMP unit shall inventory all equipment (INVENTORY SUMMARY) to include computers, printers, audiovisual (AV), all other government-owned equipment, during the 6-month period prior to 1 November. The unit shall forward a copy of the memorandum only (not the automated inventory listing) signed by the responsible officer to NSTC OD54 by 10 November every calendar year.

1. OIC Change of Command. The SSMP unit shall complete a 100% equipment inventory before the change of OIC.

2. Change of Unit Supply Technician. The SSMP unit shall conduct a 100% equipment inventory upon change/relief of unit supply technician. Supply Technician shall report to the OIC

the condition of the stock, the storeroom, and the inventory accuracy.

#### **8-4 Government-wide Commercial Purchase Card (GCPC) Program Overview.**

1. Due to command size, staffing and structure, DNS MAMARICAD does not hold a GCPC.

#### **8-5 Drill Rifles.**

1. DNS staff will establish a memorandum of understanding (MOU) between the SSMP, the Academy, and the Academy Public Safety. This MOU will cover the minimum requirements for use and transport of training and ceremonial weapons in the SSMP.

a. Maintain a written Standard Operating Procedure (SOP), signed by the OIC, DNS MAMARICAD, to include the NROTC policy and minimum requirements for use and transport of SSMP training and ceremonial weapons.

b. Require every DNS staff member receive a brief on the SOP and acknowledge such in writing, to be incorporated as part of the unit's check-in procedures.

c. Notify MMA Public Safety prior to any use or transportation of weapons, regardless of nomenclature and venue.

d. Ensure that any use of weapons, regardless of nomenclature, when transported to/from the current storage facility to any venue outside of the unit's controlled spaces shall be transported in an appropriate carrying/transport device.

e. Any use or transport of weapons, regardless of nomenclature, when used for any purpose outside of unit controlled spaces, will be conducted in uniform, specifically either the MMA cadet uniform, Navy official uniform or Navy Physical Training Uniform, and in formation.

f. The use of personal weapons, regardless of nomenclature, at the SSMP/NROTC unit or for any SSMP/NROTC event will be preceded by notification to MMA Public Safety. The use of personal weapons, regardless of nomenclature, may only be done with prior written authorization from MMA Public Safety and will

be handled in accordance with all NSTC guidance on the use and transport of government-owned training and ceremonial weapons.

2. Storage. SSMP drill rifles will be stored in 7th Company Honor Guard Room. Access will be controlled by the 7th Company Officer. DNS Staff shall have access at all times to all SSMP rifles. Rifles shall be locked and the fire selection lever in the "Safe" position at all times. Weekly log entries shall be made in the record book stating verification of inventory and status of rifles. The record book shall be considered a legal document.

3. Issue/Return. DNS staff will be present for all SSMP drill rifle issues for SSMP events. A log entry shall be made any time a rifle is issued or returned, to include date, time, rifle serial number and event. Personnel making log entry are accountable for any discrepancies.

#### **8-6 DNS Staff POV Parking.**

Since there is no fee for staff parking at the Academy, no reimbursement is required for member POV parking. DNS Staff will register their vehicle(s) with Academy Public Safety Department and receive a 'Classified' parking decal.

#### **8-7 Tutorial Services.**

SSMP Midshipmen and staff are not eligible reimbursement for or payment of tutorial services. The Academy provides free tutoring services for all students.

#### **8-8 Storage of Supplies.**

1. DNS MAMARICAD supplies will be stored in the following spaces provided by the Academy:

- a. Harrington Storeroom.
- b. DNS staff offices.

**CHAPTER 9 Medical**

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**9-1 Medical Examinations.**

1. SSMP Midshipmen.

a. State Maritime Academies. DoDMERB medical examinations for SSMP (obligated) midshipmen at the state and regional maritime academies are initiated by the unit on an individual basis. SSMP midshipmen will obtain their DoDMERB medical examination through an authorized DoDMERB physician. Medical examinations for applicants deemed not physically qualified are forwarded to BUMED. Applicants deemed not physically qualified or waiver denied shall not be allowed to sign any service agreements. Applicants may be provisionally selected while awaiting DODMERB approval, however they must receive a sports physical and complete an Annual Certificate of Physical Condition (NSTC 1533/107) before participating in unit physical training.

b. DoDMERB qualification is required prior to being sworn into the SSMP.

**9-2 Immunizations.**

1. All students are required to receive immunizations as specified in reference (a). A copy of midshipmen immunization records will be maintained as part of the student health and dental record.

**9-3 Pre-commissioning Physicals.**

1. A pre-commissioning, specialty designator physical (for those selected for active duty) should be scheduled no earlier than 24 months prior to the student's estimated commissioning date, if required. Pre-commissioning physicals may be conducted at a MTF or MEPS. The extent of the pre-commissioning physical is determined by the community. DoDMERB physicals must be within 5 years of commissioning into the SSOP. See reference (a) for details and guidance.

**9-4 Health and Dental Records.**

Health and Dental Records will be maintained using reference (b).

**CHAPTER 10 SSMP Unit Routine Operations**

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**10-1 Military Labs.**1. Purpose.

2. Mil-Labs will be two hours in length and held normally each Monday during the fall and spring semesters, after normal school hours at Admiral's Hall auditorium. Mil-Labs will not be scheduled when the school is closed for holidays or other reasons.

3. Topics. Topics for Mil-Labs will cover general military training topics as well as briefings by each major officer community manager.

4. Scheduling. MIDN participating within the Battalion will register for Mil-Labs in the same manner as other Naval Science or Academy courses with the Registrar's Office during each semester's registration period. Mil-Labs have no credit for semester hours, however this will prevent potential conflicts between Battalion events and midshipman time schedules.

**10-2 Battalion PT.**

1. Purpose. To build physical fitness and foster a sense of health and wellness amongst individual midshipmen as well as esprit d' corps.

2. Battalion PT will normally be held each Wednesday morning from 0600 - 0700 at the Clean Harbors Gym. The Battalion CFL will plan activities to meet and maintain physical readiness goals as well as be responsible for the conduct of each session. The Battalion CFL will receive concurrence from DNS Staff in sufficient time prior to each session. The Battalion CFL will direct each session, through delegation with fellow MIDN 1/C to ensure an effective PT session occurs.



3. The Battalion CFL will be CPR and AED trained and certified, and will be responsible for ensuring that an AED is on hand at all PT sessions. Should PT sessions be conducted off campus, an AED will be maintained with the group at all times.

#### **10-3 Battalion FEP.**

1. Purpose. To build physical fitness and foster a sense of health and wellness amongst individual midshipmen as well as esprit d' corps.

#### **10-4 Military Drill and Rifle.**

1. Purpose. To develop the qualities of discipline, procedural compliance and foster a sense of esprit d' corps. The secondary purpose of this training is to afford the MIDN 1/C the opportunity to develop leadership and attention to detail skills.

2. Scheduling. Military Drill and Rifle will be approximately one hour in length and held normally each Friday during the fall and spring semesters, before normal school hours at the Clean Harbor's Gym. Military Drill and Rifle will not be scheduled when the school is closed for holidays or other reasons. Midshipmen will muster no later than 0545 at the Academy armory to receive their rifle and then fall in to formation. The Battalion will then march in a military manner with cadence to the Clean Harbor's Gym.

3. The Battalion Drill Body, or leader for Military Drill and Rifle, will develop a training plan and activities to ensure that all midshipmen throughout the Battalion are not only proficient at military drill and rifle procedures, but also the conduct of inspections, discipline, procedural compliance, and attention to detail.

#### **10-5 Administrative Correspondence.**

1. Purpose. To develop a standard for the creation, routing, tracking and filing of administrative correspondence within the SSMP unit and to outside entities.

2. All administrative correspondence will follow the guidance of this manual, reference (a), and the Navy Correspondence

Manual (SECNAV MANUAL M-5216.5 series). Correspondence will be routed and tracked using MAMARICAD 1533/138 - DNS MAMARICAD Correspondence Routing Sheet located in Appendix C. All official correspondence signed by the OIC shall be serialized, logged, and copy placed in the annual correspondence binder for future reference.

#### **10-6 Special Request Chits.**

1. Purpose. To provide guidance and instruction for the submission of routine special request chits not covered elsewhere in this manual.
2. Special request chits are used by midshipmen to make formal requests via the chain of command. Examples of which include:
  - a. Excused absence to miss a battalion event. This must be approved no less than one week prior to the event. It is the responsibility of each midshipman to deconflict non-battalion commitments to include regimental watchbills, extra-curricular events, etc. Lack of foresight or proper communication will result in further disciplinary and/or administrative action.
  - b. Prior to obtaining a tattoo, a request shall be submitted via the chain of command to the DNS OIC. Midshipmen are required to verify that the desired tattoo meets Naval directives and policy. This request must include a description and/or drawing of the tattoo and location on the body.
  - c. Travel outside the immediate area.
    - (1) Midshipmen travelling outside the established liberty boundary shall submit a special request chit via the chain of command. The liberty boundary is defined as a 300 mile radius from the Academy.
    - (2) Travel to a foreign country requires prior approval from DNS. Due to the nature of the program, possible travel restrictions could apply. Purchase of tickets or any other monetary commitments made prior to approval will not be considered in the decision making process. Extra documentation will be required along with generous lead times for completion, for guidance speak with a DNS advisor.

### **10-7 Midshipman Uniform Regulations.**

1. General. Midshipman Uniform Regulations are derived from the U.S. Navy Uniform Regulations NAVPERS 15665 with the intent to train Midshipmen to properly wear and understand uniform requirements upon graduation. Midshipmen are required to follow the uniform guidelines outlined below when wearing SSMP directed uniforms. For any uniform that is not covered in this section, a Midshipman will adhere to U.S. Navy Regulations and seek guidance from the OIC.

2. Standard Phraseology for Uniforms. When making official references to the uniforms, insignia, and grooming standards in any official publication, the terms set forth in these regulations shall be used.

a. Required Items (Basic Uniform Components). Uniform items required as part of the basic uniform. These are the minimum items which must be worn unless the prescribing authority directs otherwise.

b. Prescribable Items. Uniform items which may be directed or authorized to wear with the basic uniform. Prescribable items may be worn with the basic uniform at the individual or unit commander's discretion unless otherwise directed.

c. Optional Items. Uniform items purchased at the wearer's expense, which may be worn with the basic uniform, but which are not prescribable. Optional items may be worn with basic uniform at the individual's discretion unless otherwise directed.

d. Uniform of the Day. The Uniform of the Day (UOD) or the Working Uniform is the prescribed dress and will be worn at all times following guidance of the Regimental Manual for Massachusetts Maritime Academy, unless specifically directed otherwise in this instruction, the Plan of the Week or by notice. Midshipmen may relax their uniform only when in their own rooms.

### 3. Types of Uniforms.

a. Regimental Uniforms. Uniforms will be worn in accordance with the Regimental Manual as directed by the Massachusetts Maritime Academy Commandant of Cadets. DNS Staff

will coordinate and receive approval for midshipmen to wear SSMP uniforms per OIC following guidance in following section.

b. SSMP Uniforms. SSMP Uniforms may also be directed for wear by the OIC for occasions other than those listed below as deemed appropriate.

(1) SSMP Breast Insignia. Authorized for wear upon completion of Personnel Qualification Standard (PQS).

(2) Service Khakis. Service khakis will be worn by MIDN 1/C only. Normally these will be worn on Mondays to coincide with Military Labs.

(a) Required:

Shirt, Service, Khaki  
Trousers, Service, Khaki  
Cap, Garrison, Khaki  
Shoes, Service, Black  
Socks, Dress, Black  
Undershirt, Crew Neck, White  
Shirt-stays  
Belt, Khaki w/ Gold Clip  
Buckle, Gold, Plain  
Collar Insignia  
Name Tag, Black with White Lettering  
SSMP Breast Insignia  
Ribbons (DoD awarded only)  
Males only:  
    Undershorts  
Females only:  
    Brassiere  
    Underpants

(b) Prescribable:

Jacket, Relaxed Fit, Black  
Metal Shoulder Insignia  
Gloves, Leather, Black

(c) Optional:

Sweater, V-Neck, Black  
Females only:

Earrings, Ball, Gold

(d) Figures:



(3) Navy Working Uniform (NWU). NWUs will be worn by all MIDN in the SSMP as directed by the OIC, on Fridays to coincide with Military Drill and Rifle. NWU Type I will be replaced by the Type III, beginning with the class of 2020.

(a) Required:

Blouse, NWU

Trousers, NWU

Cap, Eight Point, NWU

Collar Insignia

Name Tape, NWU with Gold Lettering

SSMP Breast Insignia  
U.S. NAVY Tape, NWU with Gold Lettering  
Straps, Blousing

Type I only:

Boot, Steel Toed 9", Black  
Socks, Boot, Black  
Undershirt, Crew Neck, Blue  
Belt, Web, Khaki w/ Gold Clip  
Buckle, Gold, Plain

Type III only:

Boot, Desert Tan or Brown, or  
Steel Toed 9", Black  
Undershirt, Crew Neck, Brown  
Socks, Boot, Black, Green or Brown  
Belt, Riggers, 1 3/4", Brown  
Buckle, Open Face, Black

Males only:

Undershorts

Females only:

Brassiere, Athletic  
Underpants

(b) Prescribable:

Cap, Knit, Black

Type I only:

Fleece, Liner, Black (with tab)

Type III only:

Fleece, Liner, Tan (with tab)

(c) Optional:

Coat, Parka (with Black Fleece Liner)

Name Tape, NWU with Gold Lettering on left  
sleeve flap

Rank tab with Collar Insignia

Mock Neck, Black

Earmuffs, Black (with outer garment only)

Type I only:

Gloves, Knit, Black

Type III only:

Gloves, Leather, Black

Females only:

Earrings, Ball, Gold

Handbag, Black

(d) Figures:





(4) Navy Physical Training Uniform (PTU). PTUs will be worn by all MIDN in the SSMP as directed by the OIC, on Wednesdays during command physical training periods.

(a) Required:

Shorts, PTU, Blue (6" or 8" Inseam)

Shirt, PTU, Gold, Short Sleeve

Socks, Athletic, Solid White

Shoes, Athletic (Sneakers)

Males only:

Undershorts

Females only:

Brassiere, Athletic

Underpants

(b) Prescribable:

None

(c) Optional:

Cap, Knit, Black



Sweatshirt, Navy Blue with hood  
Sweatpants, Navy Blue

(d) Figures:



4. Wear of Uniform Components.

a. Belts, All. Wear the belt through all loops. Men wear the belt with the clip to the LEFT of the buckle and women wear the belt with the clip to the RIGHT of the buckle. Belt buckles will be plain Navy brass buckles.

b. Blouse, NWU, Type I or III. Normal wear of the NWU shirt is outside the waistband of the NWU trousers. Sleeves may be worn rolled up as directed by appropriate authority. When authorized, NWU sleeves will be rolled (cuff right-side out) forming a 3-inch wide band covered by the cuff of the sleeve (the outside digital camouflage pattern of the NWU will show). The termination point of the roll is approximately 2 inches above the elbow. This manner of sleeve roll presents a short sleeve appearance and facilitates expeditious unrolling and fastening during emergent situations. All closures shall be secured with sewn buttons through holes.

c. Boots, Steel Toed 9", Black. Keep clean, well blackened, and in good repair. Lace shoes from the inside out so as to create a 'bridge' at the bottom of the laces, inboard over outboard, through all eyelets and tie.

- d. Cap, Eight Point, NWU Type I or III. The cap will be worn squarely on the head so that the visor is on a line and just above the level of the eyes.
- e. Cap, Garrison, Khaki. Wear squarely on the head, with fore and aft crease centered vertically between the eyebrows and the lowest point approximately 1 inch above the eyebrows.
- f. Cap, Knit, Black. The cap will be double folded approximately 2-1/2 inches to 3 inches, and worn diagonally from the base of the back of the head, across the ears and on the forehead. Rank insignia is not authorized to be worn on the watch cap.
- g. Earmuffs. Wear earmuff retainer underneath the cap/hat.
- h. Earrings. Earrings shall be 4 mm - 6 mm ball (approximately 1/8 inch to ¼ inch), plain with shiny or brushed matte gold finish, screw on or with posts.
- i. Gloves, Black. Black leather or knit gloves shall be worn with NWU parkas and fleece liners. Black leather gloves are worn, never carried. Gloves are removed to shake hands.
- j. Handbags. Women may wear civilian handbags while in uniform in the manner prescribed below, while on liberty. The handbag must be of plain black, white grain leather or synthetic leather, rectangular in shape and designed with a flap. The color of the handbag must match the color of the shoes worn. Dimensions must be between 7-1/2 to 12 inches in width, 5-1/2 to 8 inches in height, and 2 to 3-1/2 inches deep. Exotic materials such as eel, alligator or ostrich skin are not authorized. The handbag may not have any visible ornamentation, decorative stitching, embossed design, or manufacturer's logo. The closure hardware will be brass-plated or gold-colored. If the flap has a closure, it must be a clasp (no buckles, zippers or string ties are allowed). The strap will be of the same material as the purse and may have a gold-colored or black-colored buckle. Carry handbags over the left shoulder or forearm, placing the top of the handbag at waist level.
- k. Jacket, Relaxed Fit, Black. Close zipper at least ¾ of the way. May be worn with liner. For insignia, see guidance in following section. Patches and name tags are not authorized for wear on jackets.

1. Name Tags/Tapes. Name tags shall have a black foreground with white background for wear with Service Khakis. Name tags shall be worn centered, 1/4" above the right breast pocket. Name tapes shall be of the same material as the NWU blouse, with letting in gold thread and sewn onto the blouse with the name centered above the right breast pocket and lower name tape seam flush with the top seam of the right breast pocket. Name Tapes on the NWU Parka shall follow this convention with the exception of being sewn onto the flap of the left arm pocket.

5. Insignia.

a. Shirt Collar Insignia.

b. Figure.



## **Appendix A**

### List of References:

- (a) NSTC M-1533.2 (series), REGULATIONS FOR OFFICER DEVELOPMENT (ROD) PROGRAMS
- (b) MAMARICADINST 5210.1 (series), DPTNAVSCI MAMARICAD STUDENT RECORDS PROGRAM
- (c) OPNAVINST 6110.1 (series), PHYSICAL READINESS PROGRAM
- (d) NSTC 1500.13, NAVAL SERVICE TRAINING COMMAND HIGH RISK TRAINING SAFETY PROGRAM
- (e) OPNAVINST 5350.4 (series), NAVY ALCOHOL AND DRUG ABUSE PREVENTION AND CONTROL
- (f) DoT MARAD OFFICE OF MARITIME WORKFORCE DEVELOPMENT SIP PROGRAM HANDBOOK, DECEMBER 2014

## Appendix B

### Quick Reference Guide to SSMP Standards

The following list of courses are considered critical path courses for the SSMP:

EN-1112 Engineering systems and safety  
EN-2112 Machine Tool Technology  
EN-2231 Sea Term II: ME  
EN-2232 Internal Combustion Engines I  
EN-3231 Sea Term III: ME  
EN-3232 Commercial Sea Term: ME  
EN-4231 Sea Term IV: ME  
MT-1121 STCW Basic Training  
MT-2121 Deep Sea Navigation  
MT-2161 Rules of the Road  
MT-2222 Celestial Navigation  
MT-2371 Sea Term II: MT  
MT-3122 Radar Observer Certification  
MT-3222 ARPA  
MT-3371 Sea Term III: MT  
MT-3372 Commercial Sea Term: MT  
MT-4241 Stability & Trim  
MT-4371 Sea term IV: MT  
SM-1111 Algebra and Trig  
SM-1212 Calculus I  
SM-1214 Applied Calculus  
SM-1232 Chemistry II  
SM-2113 Calculus II  
SM-2121 College Physics I  
SM-2123 Engineering Physics I  
SM-2222 College Physics II  
SM-2224 Engineering Physics II  
SM-3125 Engineering Physics III  
ST-0999 Sea Term I

## Appendix C

### List of SSMP Forms and Examples

1. NSTC 1533/107 - Annual Certificate of Physical Condition
2. NSTC 1533/115 - Academic Term Performance Evaluation
3. NSTC 1533/117 - Academic Planning Schedule
4. NSTC 1533/119 - NROTC Student Performance and Counseling Record
5. NSTC 1533/121 - NROTC Concept of Honor
6. NSTC 1533/126 - NROTC Acceptance of Oath and Office
7. NSTC 1533/138 - Physical Activity Risk Factor Questionnaire
8. OPNAV 5350/1 - OPNAV Drug and Alcohol Statement of Understanding
9. MAMARICAD 1533/137 - DNS MAMARICAD Instructor Evaluation Sheet
10. MAMARICAD 1533/138 - DNS MAMARICAD Correspondence Routing Sheet
11. MAMARICAD 1533/139 - DNS MAMARICAD Record of Counseling Form
12. MAMARICAD 1533/141 - DNS MAMARICAD Application for Selection