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Commanding Officer’s Welcome Aboard

Welcome to the Naval Reserve Officer’s Training Corps (NROTC) Unit San Diego. NROTC San Diego is one of the largest NROTC units in the country; our consortium consists of the University of San Diego, San Diego State University, the University of California San Diego, Point Loma Nazarene University, and California State University San Marcos. As one of the largest fleet concentration areas in the world, with several Navy and Marine Corps bases nearby, San Diego presents an outstanding opportunity for you to discover and learn about all aspects of the naval service.

We are extremely pleased that you are joining us for the 2021/2022 school year to begin your journey towards a career as a Navy or Marine Corps officer. As an NROTC student, you are entering one of the most challenging and rewarding college programs available. Your participation in the program exhibits your motivation, initiative, and patriotism.

This year we are returning to an in-person orientation program that will provide you a solid foundation in the basics of military customs, courtesies, traditions, and how to succeed in the college environment. New Student Orientation (NSO) is not “Basic Training,” but it will provide you a moderately intense exposure to the military environment. We are fortunate to be allowed to spend a few days at Marine Corps Base, Camp Pendleton. Our objective is to welcome you aboard, get you oriented to the program, and start your transformation from high school student to military officer. This is a four year process, so we have plenty of time to get there! Historically, one of the most demanding parts of the week’s activities is the physical training. I cannot stress enough for you to start your physical fitness preparation now! Information is provided in the enclosed materials to help you improve your fitness and get ready over the summer.

Our NROTC offices are located on the campus of the University of San Diego. Please feel free to stop by anytime you are in the area. We are located in temporary modular buildings adjacent to the law school. You are joining an outstanding group of young leaders – scholars, athletes, and most importantly, your future shipmates! We look forward to meeting you and welcoming you aboard.

Sincerely,

G. R. Olin
Captain, U.S. Navy
Captain Gerald R. Olin
Commanding Officer, NROTC San Diego

Captain Gerald R. Olin was born in Minneapolis, Minnesota and attended high school in Phoenix, Arizona. He enlisted in the Navy in 1983, reaching the rank of Fire Controlman (Aegis) Chief Petty Officer before earning a commission in 1994. His enlisted assignments include USS HAROLD E HOLT (FF 1074), USS CHOSIN (CG 65), and Aegis Training and Support Group, Pearl Harbor.

Following commissioning, CAPT Olin served at sea in USS BENFOLD (DDG 65) as Systems Test Officer and in Cruiser Destroyer Group FIVE as Assistant Strike Officer. During this tour, he deployed as Tomahawk Liaison Officer to Joint Task Force NOBLE ANVIL in Naples, Italy in support of Operation ALLIED FORCE and the Kosovo Air Campaign. As a Department Head, Captain Olin served as Weapons Officer in USS DECATUR (DDG 73) and as Training and Readiness Officer for Carrier Strike Group SEVEN, embarked in USS RONALD REAGAN (CVN 76). CAPT Olin’s most recent sea assignment was as Chief of Staff, Carrier Strike Group ONE/Carl Vinson Strike Group.

Ashore, Captain Olin has served as Officer in Charge, Center for Surface Combat Systems, Detachment San Diego. He served on the staff of Commander, Naval Surface Forces Pacific as Human Resources Program Manager and on the staff of Commander, Multi-National Forces-Iraq as a liaison officer to the Prime Minister’s National Operations Center. His most recent shore assignment was as Director, Commander’s Action Group, Naval Surface Forces Pacific.

Having served as commissioning XO, CAPT Olin commanded USS INDEPENDENCE (LCS 2), Gold Crew, conducting fleet integration and mine warfare developmental testing. In Major Command, CAPT Olin served as Commander, Amphibious Squadron ONE/ESSEX Amphibious Ready Group. Under his command, ESXARG completed a successful deployment to Fifth and Seventh Fleets which included the first West Coast deployment of the F-35B.

In December 2020, Captain Olin assumed command of the Naval ROTC Unit at University of San Diego/San Diego State University.

Captain Olin holds a Bachelor of Business Administration from National University, a Master of Science in Global Leadership from the University of San Diego, and a Master of Arts in National Security and Strategic Studies from the U.S. Naval War College.
Commander Jason Langham
Executive Officer, NROTC San Diego

CDR Jason “GP” Langham, a native of Traverse City, MI, graduated from Hope College in 1992 with a B.A. in Spanish Literature. He was commissioned through Officer Candidate School at Naval Air Station Pensacola, FL then designated a Naval Flight Officer in 1997.

Operational assignments include Electronic Attack Squadron 140 flying in support of Operation ALLIED FORCE, and later Operation SOUTHERN WATCH while deployed in USS EISENHOWER (CVN 69). Handpicked to attend the Electronic Attack Weapons School and obtained a Prowler Tactics Instructor designation, he subsequently served as Division Officer, Training Officer, and Electronic Warfare Department Head during his first tour with the Patriots. CDR Langham was the Electronic and Information Warfare Officer for Commander, Carrier Strike Group ELEVEN and deployed in USS NIMITZ (CVN 68) in support of Operation IRAQI FREEDOM. During his Department Head tour, he served as Maintenance Officer in Electronic Attack Squadron 132, obtained the CVW-17 Strike Lead qualification, and deployed to Al Asad AB, Iraq in support of Operation IRAQI FREEDOM and then a Partnership of Americas cruise in USS GEORGE WASHINGTON (CVN 73). During his last sea tour he served as the Strike Operations Officer in USS RONALD REAGAN (CVN 76).

Ashore, CDR Langham served as an EA-6B FRS and Weapons School Instructor. While attached to Electronic Attack Squadron 129 he was hand picked to be the SEAD Duty Officer in PSAB, Saudi Arabia for the “Shock and Awe” phase of Operation IRAQI FREEDOM. Post Department Head tour he served as the Airborne Electronic Attack Readiness Officer for Commander, Naval Air Force, Pacific. CDR Langham subsequently served as the Information Operations Syndicate Head at Tactical Training Group, Pacific. He is currently the Executive Officer at NROTC San Diego.

Personal awards include: Meritorious Service Medal (three awards), Air Medal (two awards, one w/ combat distinguishing device), Strike/Flight Air Medal (seven awards), Joint Service Commendation Medal, Navy and Marine Corps Commendation Medal (four awards), Navy and Marine Corps Achievement medal (two awards), in addition to various campaign, service, and unit awards.
CMCDS (NAC/AW/SW/IW) Matthew Dawson 
Command Senior Chief, NROTC San Diego

A native of Racine, Wisconsin, Command Senior Chief Matthew Dawson enlisted in the Navy in June of 1999 and attended recruit training at Naval Station Great Lakes, Illinois. After graduation, he attended Naval Aircrew Candidate School and then Hospital Corpsman “A” School.

His shore duty assignments include: Naval Medical Center Portsmouth, Branch Health Clinic Key West, flying with the Naval Air Station Key West Search and Rescue unit, Naval Aviation Schools Command, Pensacola, instructing at Aviation Rescue Swimmer School/Naval Aircrew Candidate School, and Aviation Survival Training Center, Whidbey Island.

His sea duty assignments include: Helicopter Sea Combat Squadron TWO TWO and Carrier Air Wing SEVENTEEN, Senior Chief Dawson also deployed with the Navy’s very first dedicated MEDEVAC unit, the historic 2515th Naval Air Ambulance Detachment (DET 1).

In February 2018 Senior Chief Dawson was selected for the Command Senior Chief Program. In December 2018 he reported to the USS CHAMPION (MCM-4) in San Diego as the Command Senior Chief where he Decommissioned her on August 25, 2020. Senior Chief Dawson reported to the NROTC San Diego Unit in October 2020 where he is currently serving as the Command Senior Chief.

Senior Chief Dawson holds an Associate’s Degree in Healthcare Management as a graduate of the Executive Medical Department Enlisted Course and the U.S. Navy Senior Enlisted Academy (203 Green), where he was awarded the Oral Communications award. Senior Chief Dawson is designated as a Naval Aircrew Warfare Specialist, Enlisted Aviation Warfare Specialist, Enlisted Surface Warfare Specialist, Enlisted Information Warfare Specialist and Master Training Specialist.

Senior Chief Dawson has accumulated over 1,000 hours in various rotary and fixed-wing naval aircraft. His decorations include Strike/Flight Air Medal (two awards), Navy and Marine Corps Commendation Medal (three awards), Army Commendation Medal, Navy and Marine Corps Achievement Medal (seven awards), Army Achievement Medal, Military Outstanding Volunteer Medal and various unit and campaign awards. He is also a recipient of the American Red Cross Certificate of Merit and Red Cross Hero Award for lifesaving actions.

Senior Chief Dawson is married to his wife Michele Young of 13 years, who served honorably in the United States Navy for six years as a Hospital Corpsman and currently live together in San Diego, CA.
Mission of the Navy
To recruit, train, equip, and organize to deliver combat ready Naval forces to win conflicts and wars while maintaining security and deterrence through sustained forward presence.

Mission of the USMC
The Marine Corps is the Nation’s expeditionary force in readiness. On a day-to-day basis, we are forward deployed, forward engaged, and prepared for crisis response.

Mission of NROTC
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.

Founding Dates
United States Navy: 13 October 1775
United States Marine Corps: 10 November 1775

~

“There is no greater honor than the opportunity to serve and help preserve our freedom - it’s the essence of humanity.”
- Major General James E. Livingston, United States Marine Corps, Vietnam War
(Medal of Honor Recipient)
History of the Rank of Midshipman
The rank of Midshipman originated in the 16th century, referring to a seaman who resided amidships and possessed an extent of naval knowledge and experience greater than his counterparts. However, in the 17th century a Royal Navy “Midshipman” came to refer to an officer in training onboard a ship, who possessed the same social status but not the same authority as an officer. These young men would start their naval career at the Royal Naval College, graduate, and then commission after several years of shadowing officers at sea. In the United States, the rank of Midshipman held the same significance and was listed as a warrant officer rank until the founding of the U.S. Naval Academy. Since then, the modern training system for Midshipmen of attending school for four years and training over the summer has been in place. Today, Midshipman legally ranks above an E-9 and below a W-2, yet little power in the fleet is delegated to Midshipman as their primary objective is working toward a commission in the United States Navy or Marine Corps.

Concept of Honor
A Midshipman does not lie, cheat, or steal.

Navy and Marine Corps Core Values
- Honor
- Courage
- Commitment
## Drill Ditties

<table>
<thead>
<tr>
<th>Command</th>
<th>Phrase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ears</td>
<td>Open</td>
</tr>
<tr>
<td>Eyes</td>
<td>Click</td>
</tr>
<tr>
<td>Attention</td>
<td>Snap</td>
</tr>
<tr>
<td>At Ease</td>
<td>~</td>
</tr>
<tr>
<td>Rest</td>
<td>~</td>
</tr>
<tr>
<td>Right - Face</td>
<td>To the Right - Cock and Drive</td>
</tr>
<tr>
<td>Left - Face</td>
<td>To the Left - Cock and Drive</td>
</tr>
<tr>
<td>About Face</td>
<td>Lock the knee, trace the C, Ease about</td>
</tr>
<tr>
<td>Forward - March</td>
<td>Stand Tall Lean Back – And Step</td>
</tr>
<tr>
<td>Halt</td>
<td>Step Freeze</td>
</tr>
<tr>
<td>Cover</td>
<td>Short choppy steps, align to the right, everybody moves, except for the guide</td>
</tr>
<tr>
<td>Left Oblique on the March</td>
<td>Small Angles</td>
</tr>
<tr>
<td>Right Oblique on the March</td>
<td>Small Angles</td>
</tr>
<tr>
<td>To the Rear</td>
<td>Chop, Ease, About</td>
</tr>
<tr>
<td>Column Left</td>
<td>~</td>
</tr>
<tr>
<td>Column Right</td>
<td>~</td>
</tr>
<tr>
<td>By the Left Flank</td>
<td>~</td>
</tr>
<tr>
<td>By the Right Flank</td>
<td>~</td>
</tr>
<tr>
<td>Mark Time</td>
<td>Step, Together and Up</td>
</tr>
<tr>
<td>Forward - March from Mark Time</td>
<td>Ex – Plode</td>
</tr>
<tr>
<td>Port Arms</td>
<td>Grab and Port - Stock</td>
</tr>
<tr>
<td>Order Arms</td>
<td>Grab, guide to the seam, stop, one thousand, rip shoot, ease to the deck</td>
</tr>
<tr>
<td>Left Shoulder arms</td>
<td></td>
</tr>
<tr>
<td>Right Shoulder Arms</td>
<td></td>
</tr>
<tr>
<td>Present Arms</td>
<td></td>
</tr>
<tr>
<td>Trail Arms</td>
<td>~</td>
</tr>
<tr>
<td>Double Time - March</td>
<td>Get Some – Marine Corps</td>
</tr>
<tr>
<td>Change Step</td>
<td>Step, together, Left right left</td>
</tr>
<tr>
<td>Right Dress</td>
<td>~</td>
</tr>
<tr>
<td>Half Arm Interval</td>
<td>~</td>
</tr>
<tr>
<td>Eyes Right</td>
<td>~</td>
</tr>
<tr>
<td>Eyes Left</td>
<td>~</td>
</tr>
<tr>
<td>(Eyes) Ready, Front</td>
<td>~</td>
</tr>
</tbody>
</table>
11 General Orders (Marine Corps)  
(Navy General Orders version is also acceptable for inspections)

1. To take charge of this post and all government property in view.

2. To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.

3. To report all violations of orders I am instructed to enforce.

4. To repeat all calls from posts more distant from the guardhouse than my own.

5. To quit my post only when properly relieved.

6. To receive, obey, and pass on to the sentry who relieves me all orders from the commanding officer, officer of the day, and officers and noncommissioned officers of the guard only.

7. To talk to no one except in the line of duty.

8. To give the alarm in case of fire or disorder.

9. To call the corporal of the guard in any case not covered by instructions.

10. To salute all officers and all colors and standards not cased.

11. To be especially watchful at night and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.

**Weapons Safety Rules**

1. Treat every weapon as if it were loaded.

2. Never point your weapon at anything you don’t intend to shoot.

3. Keep your finger straight and off the trigger until you are ready to fire.

4. Keep your weapon on safe until you intend to fire.
Code of Conduct

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

2. I will never surrender of my own free will. If in command, I will never surrender the members of my command while they still have the means to resist.

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

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

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

6. I will never forget that I am an American, fighting for freedom, responsible for my actions, and dedicated to the principles, which made my country free. I will trust in my God and in the United States of America.
# Navy Enlisted Ranks

<table>
<thead>
<tr>
<th>GRADE</th>
<th>RATE</th>
<th>ABBREVIATION</th>
<th>COLLAR INSIGNIA</th>
<th>DESCRIPTION</th>
<th>SLEEVE INSIGNIA</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-1</td>
<td>SEAMAN RECRUIT</td>
<td>SR</td>
<td>NO INSIGNIA</td>
<td>N/A</td>
<td>NO INSIGNIA</td>
<td>N/A</td>
</tr>
<tr>
<td>E-2</td>
<td>SEAMAN APPRENTICE</td>
<td>SA</td>
<td>2 DIAGONAL STRIPES</td>
<td>2 DIAGONAL STRIPES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-3</td>
<td>SEAMAN</td>
<td>SN</td>
<td>3 DIAGONAL STRIPES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-4</td>
<td>PETTY OFFICER THIRD CLASS</td>
<td>PO3</td>
<td>PERCHED EAGLE ATOP 1 CHEVRON</td>
<td>PERCHED EAGLE ATOP SPECIALTY MARK AND 1 CHEVRON</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-5</td>
<td>PETTY OFFICER SECOND CLASS</td>
<td>PO2</td>
<td>PERCHED EAGLE ATOP 2 CHEVRONS</td>
<td>PERCHED EAGLE ATOP SPECIALTY MARK AND 2 CHEVRONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-6</td>
<td>PETTY OFFICER FIRST CLASS</td>
<td>PO1</td>
<td>PERCHED EAGLE ATOP 3 CHEVRONS</td>
<td>PERCHED EAGLE ATOP SPECIALTY MARK AND 3 CHEVRONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-7</td>
<td>CHIEF PETTY OFFICER</td>
<td>CPO</td>
<td>GOLD FOULED ANCHOR BEHIND SILVER USN</td>
<td>PERCHED EAGLE ATOP ROCKER, SPECIALTY MARK AND 3 CHEVRONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-8</td>
<td>SENIOR CHIEF PETTY OFFICER</td>
<td>SCPO</td>
<td>GOLD FOULED ANCHOR BEHIND SILVER USN WITH 1 SILVER STAR</td>
<td>1 SILVER STAR, PERCHED EAGLE ATOP ROCKER, SPECIALTY MARK AND 3 CHEVRONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-9</td>
<td>MASTER CHIEF PETTY OFFICER</td>
<td>MCPO</td>
<td>GOLD FOULED ANCHOR BEHIND SILVER USN WITH 2 SILVER STARS</td>
<td>2 SILVER STARS, PERCHED EAGLE ATOP ROCKER, SPECIALTY MARK AND 3 CHEVRONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMC</td>
<td>COMMAND MASTER CHIEF</td>
<td></td>
<td>AS ABOVE</td>
<td>2 SILVER STARS, PERCHED EAGLE ATOP ROCKER, SILVER STAR IN LIEU OF SPECIALTY MARK AND 3 CHEVRONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FLTCM FORCM</td>
<td>FLEET / FORCE MASTER CHIEF</td>
<td></td>
<td>AS ABOVE</td>
<td>2 GOLD STARS, PERCHED EAGLE ATOP ROCKER, GOLD STAR IN LIEU OF SPECIALTY MARK AND 3 CHEVRONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MCPON</td>
<td>MASTER CHIEF PETTY OFFICER OF THE NAVY</td>
<td></td>
<td>GOLD FOULED ANCHOR BEHIND SILVER USN WITH 3 SILVER STARS</td>
<td>3 GOLD STARS, PERCHED EAGLE ATOP ROCKER, GOLD STAR IN LIEU OF SPECIALTY MARK AND 3 CHEVRONS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Marine Corps Enlisted Ranks

<table>
<thead>
<tr>
<th>E-1</th>
<th>E-2</th>
<th>E-3</th>
<th>E-4</th>
<th>E-5</th>
<th>E-6</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private 1&lt;sup&gt;st&lt;/sup&gt; Class</td>
<td>Lance Corporal</td>
<td>Corporal</td>
<td>Sergeant</td>
<td>Staff Sergeant</td>
<td></td>
</tr>
<tr>
<td>E-7</td>
<td>E-8</td>
<td>E-9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gunnery Sergeant</td>
<td>Master Sergeant</td>
<td>First Sergeant</td>
<td>Master Gunnery Sergeant</td>
<td>Sergeant Major</td>
<td>Sergeant Major of the Marine Corps</td>
</tr>
</tbody>
</table>
# Navy Officer Ranks

<table>
<thead>
<tr>
<th>0-1</th>
<th>0-2</th>
<th>0-3</th>
<th>0-4</th>
<th>0-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensign</td>
<td>Lieutenant Junior Grade</td>
<td>Lieutenant</td>
<td>Lieutenant Commander</td>
<td>Commander</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>0-6</th>
<th>0-7</th>
<th>0-8</th>
<th>0-9</th>
<th>0-10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Captain</td>
<td>Rear Admiral Lower Half</td>
<td>Rear Admiral Upper Half</td>
<td>Vice Admiral</td>
<td>Admiral</td>
</tr>
</tbody>
</table>
# Marine Corps Officer Ranks

<table>
<thead>
<tr>
<th>0-1</th>
<th>0-2</th>
<th>0-3</th>
<th>0-4</th>
<th>0-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Lieutenant</td>
<td>1st Lieutenant</td>
<td>Captain</td>
<td>Major</td>
<td>Lieutenant Colonel</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>0-6</th>
<th>0-7</th>
<th>0-8</th>
<th>0-9</th>
<th>0-10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colonel</td>
<td>Brigadier General</td>
<td>Major General</td>
<td>Lieutenant General</td>
<td>General</td>
</tr>
</tbody>
</table>
14 Leadership Traits

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

II DID TIE BUCKLE

11 Leadership Principles

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

President of the United States: The Honorable Mr. Biden

Vice President of the United States: The Honorable Ms. Harris

Secretary of State: The Honorable Mr. Antony Blinken

Secretary of Defense: The Honorable Mr. Lloyd Austin

Secretary of the Navy: The Honorable Mr. Thomas Harker (Acting)

Chairman of the Joint Chiefs of Staff: General Milley, USA

Chief of Naval Operations: Admiral Gilday, USN

Commandant of the Marine Corps: General Berger, USMC

Master Chief Petty Officer of the Navy: MCPON Smith, USN

Sergeant Major of the USMC: SgtMaj Black, USMC

NROTC Staff

Commanding Officer NROTC: Captain Olin

Executive Officer NROTC: Commander Langham

Command Senior Chief: Senior Chief Dawson

Officer Instructors: LT Arnold/LT Berry/LT Hampel/LT Wootten/LT Landry

MOI/AMOI: Captain Dye/Gunnery Sergeant Hayden

HR Assistants: Mr. Oscar Albano/Ms. Phyllis Moss/Ms. Jennifer Fuentebella

Executive Assistant: Ms. Amanda Ford

Supply Chief: LSC Garcia
NROTC Battalion Staff

Battalion CO: MIDN Caroline Doolin
Battalion XO: MIDN Jacob Michel
Battalion OPS: MIDN Conor Byrne
Battalion CMC/Sgt Maj: SSGT Trevon Harris

Alpha Company Commander: MIDN
Alpha Company Executive Officer: MIDN
Alpha Company Senior Enlisted Officer: MIDN

Bravo Company Commander: MIDN
Bravo Company Executive Officer: MIDN
Bravo Company Senior Enlisted Advisor: MIDN

Charlie Company Commander: MIDN
Charlie Company Executive Officer: MIDN
Charlie Company Senior Enlisted Advisor: MIDN
Uniform Inspection Cheat Sheet for NWUs/MARPATS

1. Blouse – Free of threads, no wrinkles, free of lint, no hair and/or dust
2. Trousers – Free of threads, free of lint, no hair and/or dust
3. Boots – Free of threads, polished (Navy), tight lacing
4. Hair – Detailed in Grooming Standards Overview below
5. Sleeves – Rolled up (Navy – From stitching down; Marines- 4 finger widths) (subject to change during weather), free of threads
6. Buttons – Free of threads, all done and secure
7. Blousing – Just below the top of the boot, tight blousing tucked in
8. Cover – Free of threads, sitting 2 inches from eyebrows, to be marked with: Recruit tape containing last name in capital letters placed on the inside on the left hand side
9. Belt – 2 to 4 inches from the end of the buckle to the belt metal tip, through every belt loop

Proper Greetings of the Day

● Good Morning
  ○ 0000-1159 OR Morning Chow to Afternoon Chow
● Good Afternoon
  ○ 1200-1659 OR Afternoon Chow to Evening Chow
● Good Evening
  ○ 1700-2359 OR After Evening Chow
Saluting

1. If possible, always use your right hand. Use your left hand only if your right hand is injured. Use your left hand to carry objects and to leave your right hand free to salute.

2. Accompany your salute with a cheerful, respectful greeting; for example, “Good morning, Sir”; “Good afternoon, Commander [Jones]”; “Good evening, Chaplain [Smith].”

3. Always salute from the position of attention. If you are walking, you need not stop; but hold yourself erect and square. If on the double, slow to a walk when saluting.

4. Look directly into the officer’s eyes as you salute.

5. If you are carrying something in both hands and cannot render the hand salute, look at the officer as though you were saluting and render a verbal greeting as previously described.

6. Remove a pipe, cigar, or cigarette from your mouth or hand before you salute.

7. Salute officers even if they are uncovered or their hands are occupied. Your salute will be acknowledged by a verbal greeting, such as “Good morning,” “Good afternoon,” or something similar.

8. Army and Air Force policy, unlike the Navy’s, is to salute when uncovered. Suppose you are in an office with several Army personnel, and all of you are uncovered. An officer enters and the soldiers rise and salute. You should do likewise; to do otherwise would make you seem ill-mannered or disrespectful.

9. If you are walking with or standing by a commissioned officer and the occasion for a salute arises, do not salute until the officer salutes. Assume that you are walking with a lieutenant. A commander approaches. Do not salute the commander until the lieutenant salutes; but as soon as the lieutenant starts to salute, you should quickly do the same.

10. When approaching an officer, start your salute far enough away from the
officer to allow time for your salute to be seen and returned. This space can vary; but a distance of about six paces is considered good for this purpose. Hold your salute until it is returned or until you are six paces past the officer.

11. Salute all officers who are close enough to be recognized as officers. It is unnecessary to identify an officer by name; however, ensure that he/she is wearing an officer uniform.

12. Salute properly and smartly. Avoid saluting in a casual or perfunctory manner. A sharp salute is a mark of a sharp Sailor/Marine/Midshipman.

13. If you are in uniform and recognize an officer in civilian clothes, you should initiate the proper greeting and salute.

**Who to Salute**

- Enlisted personnel salute all officers, and officers salute their seniors
- Salutes are returned by persons saluted except when they are uncovered. The person saluted should acknowledge the salute with an appropriate greeting or a nod of the head
- Midshipman Officer who wear bars as collar devices
- When inside and the Commanding Officer enters a room, stand and call “Attention on deck.” Others if sitting stand at attention until the CO says “At Ease”

**When Not to Salute**

- When uncovered
- In formation, except on command
- On a work detail (the person in charge of the detail salutes)
- When engaged in athletics or assembled for recreation or entertainment
- While eating
Grooming Standards Overview

**Navy Male:**
- Need to be clean shaven. A safety razor and shaving cream is recommended.
- Hair no longer than 4 inches
- Cannot touch ears, collar, extend below the eyebrows, or show in front when covered
- Hair will taper to the neck
- Sideburns will not extend past the middle ear
- Mustaches - cannot extend below lip line, may not extend past lips, must be thinner than ½ inch
- Nails - may not extend past fingertips
- Earrings - not authorized for males

**Navy Female:**
- Short Hair: Symmetrical, Must not fall below collar
- Long Hair: No more than 2 inches in bulk. Hair will be kept in bun
- Ponytail authorized. 2 combs / barrettes allowed
- Natural looking cosmetics (Includes nail polish and makeup)
- Nails trimmed to ¼ inch past fingertip

**Marine Male:**
- Hair will not exceed 3 inches
- Bulk of 2 inches
- Hair will be faded from a zero at all times
- Sideburns will not extend past top of ear orifice
- Mustaches - cannot extend below lip line, may not extend past lips
- Must be thinner than ½ inch
- Nails may not extend past fingertips
- Earrings are not authorized

**Marine Female:**
- Short Hair: no more than 1 inch
- Medium Hair: No longer than bottom edge of collar
- Long Hair: Pinned or otherwise fastened up to head
- No portion of bulk except a bun may exceed 2 inches
- For PT purposes, long hair may be worn in a ponytail, but must be secured
- All cosmetics shall be conservative, and blend with natural skin tone
- Nails may not extend more than ¼ inch from fingertip
- Nail polish may not be worn with utility uniform
- Inconspicuous hairpins may be used if necessary
Proper Email Correspondence

Midshipmen will be timely, concise, and respectful in all email correspondence. Follow these guidelines to ensure you are maintaining professionalism:

1. Check your inbox frequently and respond to pertinent emails as soon as possible.
2. Use your subject line to provide a targeted synopsis of what the email aims to accomplish:
   ○ Don’t write: “Form Needed”
   ○ Write: “REQUEST: FITREP Documents Due for Evaluation 1 May 2021”
3. Address the recipient immediately, paying close attention to their rank or title and time of day. Begin with the proper greeting of the day and write out the rank or title of who you are addressing:
   ○ Example: Good Afternoon Lieutenant Alpha,
   ○ Example: Good Evening Staff Sergeant Alpha,
   ○ Example: Good Morning LSC Alpha,
4. Be clear and concise in what you say and what actions need to be taken.
5. If it is a very long email with a lot of information, include a BLUF (bottom line up front) at the start of the email. This is a concise statement with key takeaways from the email:
   ○ Example: BLUF: There is a mandatory Alpha Company event on November 10. Time and location is TBD. I will send more details tomorrow.
6. Sign the email using this method *(SECNAV M-5216.5)*:
   
   Very respectfully,
   (Full Rank and Name)
   (University)
   (Degree)
   (Phone Number)

   Example:
   Very respectfully,
   MIDN 4/C Alpha
   University of San Diego
   Finance
   123-456-7890