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CHAPTER 1

Subj: BATTALION ORGANIZATION

A. GENERAL. The Navy Battalion is organized into four departments consisting of two divisions per department. In general, the organization conforms to the organization of a naval vessel.

B. PURPOSE. The purpose of the Navy Battalion is:

1. To provide a military structure in which the Officer Candidates and Midshipmen function, thereby gaining practical experience in the operation of a military organization.

2. To expose Officer Candidates and Midshipmen to real time leadership situations; to provide a forum for the practical application of leadership skills addressed in the classroom; and to obtain experience in the area of leadership skills.

3. To provide a situation in which the leadership potential of Officer Candidates and Midshipmen can be evaluated.

4. To allow the quick and accurate dissemination of information throughout the battalion chain of command.

C. MISSION. The mission of the Navy Battalion is:

1. To provide experience for Officer Candidates and Midshipmen in the development, participation, and execution of various Battalion level exercises.

2. To develop a sequence of social activities that enhance the morale of the Battalion as well as expose Officer Candidates and Midshipmen to the types of formal social activities that can be expected to be encountered by officers of the Naval Services.

3. To establish and administer such organizations as will enhance the professional development of the Officer Candidates and Midshipmen.

4. To establish an organization that is capable of coordinating and administering all professional and academic organizations within the Battalion.

5. To develop leadership skills and other military skills required for successful service as a commissioned officer.
D. ASSIGNMENT OF BATTALION OFFICERS. Battalion officers are selected from Officer Candidates and Midshipmen who have previously demonstrated proper leadership potential to effectively hold and carry out the duties of the assigned positions. Selections are made to allow Officer Candidates and Midshipmen to progress in leadership and staff billets, building on each to progress to a more senior billet. Every opportunity will be made available to allow all Officer Candidates and Midshipmen the opportunity for command positions. Personnel are assigned with input from prescribed Senior Officer Candidates and Midshipman in correlation with the Senior Naval Instructor.

E. DUTIES OF BATTALION OFFICERS. Duties and responsibilities of battalion officers parallel those prescribed for commissioned officers as outlined in appropriate sections of Navy Regulations. Specific adaptations and local deviations will be authorized and published in separate instructions. Battalion officers should bear in mind that a two-fold objective is sought in creation of officer billets within the Battalion organization. Primarily the occupation of these positions of responsibility is a valuable method for training future officers of the naval service. Secondly, the appointment of some Officer Candidates and Midshipmen as battalion officers serves as a mark of achievement and recognition of leadership ability. Recommendations for all rank insignia and billet nominations will be reviewed by the Senior Naval Instructor. All Battalion Staff members shall maintain an accurate turnover file.

F. DESCRIPTION OF BATTALION BILlets. The following is a list of specific duties, responsibilities and administrative duties for battalion billet holders. A description of the rank insignia for battalion officers is located in chapter six of the United States Navy Uniform regulations.

1. Commanding Officer, (5 stripes/Midshipman CDR) The Battalion Commanding Officer is responsible for the smooth and efficient operations of the Battalion in the performance of its stated mission. As such, he or she is responsible for the establishment and implementation of a training schedule, which will achieve the stated Battalion mission objectives. Additionally, he or she is responsible for the determination and implementation of those activities that enhance the morale of the Battalion. The
Battalion Commanding Officer is specifically charged with the following duties and responsibilities:

(a) Review and approve all documents relative to the training of the Battalion.
(b) Continually monitor and promote the morale and welfare of the Battalion.
(c) Review and approve all documents relative to Battalion ceremonies and special events.
(d) Supervise the administration of the Officer Candidates and Midshipmen Performance Evaluation System.
(e) Utilize assigned Officer Candidate mentor for guidance and assistance.

2. **Executive Officer**, (4 stripes/Midshipman LCDR) The Battalion Executive Officer is the principal assistant to the Battalion Commanding Officer and is charged with the following duties and responsibilities:

(a) To coordinate the activities of the Battalion staff to provide for the smooth and efficient operation of the Battalion.
(b) To perform the duties of the Battalion Commanding Officer in his absence.
(c) To monitor the activities of all Battalion divisions.
(d) To act as liaison and coordinator between the Battalion Staff and the Battalion Commanding Officer.
(e) Utilize assigned Officer Candidate mentor for guidance and assistance.

3. **Operations Officer**, (3 stripes/Midshipman LT) The Battalion Operations Officer is charged with the following duties and responsibilities:

(a) Ensure proper supervision and leadership of the following areas of responsibility:

(1) **Training**: Devise a weekly training schedule to incorporate all aspects of training needed for Midshipman and Officer Candidates to become Naval Officers.
(2) **Sailing**: Plan and execute the training of Junior Midshipman and Officer Candidates in boat
handling, rules of the road and any other areas needed to properly handle a vessel.

(3) Social Events: Plan, organize, and implement battalion social events, to include an annual spring dining-in and fall dining-out and any additional social events as directed by battalion staff, within the constraints of the training schedule and budget.

(4) Fleet Training Exercises: The Operations Officer will develop a plan and execute it for all designated training evolutions.

(5) Develop any special committees needed to plan and carry out operations within the Naval Unit.

(b) The Battalion Operations Officer is to be a Senior Officer Candidate to ensure adequate time and ability to plan Battalion events. He or she is also required to have a Senior Midshipman as a direct assistant.

4. **Adjutant**, (3 stripes/Midshipman LT) The Battalion Adjutant is charged with the following duties and responsibilities:

a. To ensure the highest level of military bearing is maintained.

b. To ensure the Battalion Division Officers Complete all appropriate counseling’s and discipline in accordance with this instruction.

b. To inspect the Battalion Division Officer binders for complete and accurate information.

d. To maintain an accurate Battalion Master roster.

e. To report directly to the Battalion Commanding Officer on any and all issues involving discipline and accountability.

f. Utilize assigned Officer Candidate mentor as guidance and assistance.

5. **Department Head** (3 stripes/Midshipman LT): The Battalion Department Head is charged with the following duties and responsibilities:

a. To review all Division Officer Notebooks, and to function as the administrative assistant to the battalion Executive Officer.

b. To maintain accountability within the department in order to assist the Battalion Adjutant in overall accountability for his or her department.
c. To provide counseling to personnel within the department in situations where counseling is either beneficial or necessary.

d. Ensure the proper completion of training objectives established by the Battalion Training Officer.

e. To develop and maintain military discipline within the department and to ensure a sharp military appearance is maintained at all times by personnel.

f. To ensure physical readiness of the department.

g. Provide professional mentorship to the department.

h. To ensure the overall well being of the department.

6. **Supply Officer**, (2 stripes/Midshipman LTJG) The Battalion Supply Officer is responsible for the following duties and responsibilities:

(a) To ensure efficient handling of all matters relating to the material requirements of the Battalion.

(c) To perform such administrative action necessary to support the funding of Battalion activities and to account for all funds entrusted to the Battalion.

(d) To report regularly to the Battalion Executive Officer the status of Battalion funds.

(e) To prepare battalion inputs to the annual budget, and to prepare the Battalion Annual Budget.

(f) Ensure the Battalion accounts are audited semi-annually and prior to Supply Officer turnover.

(g) To reserve classrooms and facilities for Battalion activities.

(h) The Battalion Supply Officer is to be a qualified Officer Candidate to comply with Navy regulations.

7. **Athletics Officer**, (2 stripes/Midshipman LTJG) The Battalion athletics officer is charged with the following duties and responsibilities:

(a) Post dates of PFA screening, weigh-in, PRT, and PRT makeup a minimum of ten weeks prior to each event.

(b) Conduct the Battalion PRT qualification.

(c) Tabulate and publish PRT and swim qualification scores. Post Officer Candidate scores in PRIMS as per Navy Regulations.

(d) Organize and manage the Battalion FEP Program.
(e) Athletic Officer will be a qualified CFL Officer Candidate. He or she is also required to have a Senior Midshipman as a direct assistant.

8. Training Officer, (2 stripes/Midshipman LTJG) The Battalion Training Officer is to maintain a training program that develops Officer Candidates and Midshipmen professionally throughout their time at the Citadel NROTCU to prepare them as junior officers for the fleet. In order to minimize redundancy, training will be conducted by class. The Battalion Training Officer is charged with the following duties and responsibilities:

(a) Promulgate training curriculum by class.
(b) Two Senior Officer Candidates will be assigned to each class to conduct weekly training with assigned class, in accordance with command directives.
(c) Training Officer will ensure that all required GMT is complete.
(d) Training Officer will utilize Department Heads and Division Officers to ensure personnel within the Battalion are meeting Navy education standards. Those who fall below standards will be places on an individual training program designated by Training Officer.
(e) The Battalion Training Officer will be a qualified Senior Officer Candidate to ensure proper needed Fleet training is given to proper classes.

9. Mentoring Officer (2 stripes/Midshipman LTJG) The Mentor Officer is to provide a quality mentor program that provides students with access to an experienced member of the Battalion in order to help create well-informed, knowledgeable, and capable junior officers.

(a) Details of this program are located in Chapter 4 of this instruction.

10. Division Officer (2 stripes/Midshipman LTJG) The Battalion Division Officer is charged with the following duties and responsibilities:

(a) To provide and maintain the muster and counseling sheets, and to function as the administrative assistant to their
(b) To provide the Adjutant, via their respective department head, with an accurate muster of division personnel.
(c) To ensure the smooth and efficient operation of his or her division.
(d) To ensure the training of his or her division in order to achieve those training objectives established by the Battalion Operations Officer and Battalion Training Officer.
(e) To ensure the overall well being and discipline of his or her divisional members.
(f) To develop military discipline and courtesy within the division.
(g) To evaluate subordinates and complete Performance Evaluations as required by appropriate directive.
CHAPTER 2

Subj: GOOD ORDER AND DISCIPLINE POLICY FOR NAVAL BATTALION

Ref: (a) MANUAL FOR COURTS-MARTIAL, UNITED STATES, 2002 (MCM)
(b) UNIFORM CODE OF MILITARY JUSTICE
(c) JAGINST 5800.7D
(d) OPNAVINST 3120.32C
(e) CNETINST 1533.12G
(f) CNETINST 1533.15D

Encl:(1) Extra Military Instruction Order
(2) Notification of Mast

1. Purpose. To provide guidelines for the proper use of non-punitive measures and proceedings, which are necessary for the student chain of command to effectively regulate the good order and discipline of Navy Option Midshipmen and Officer Candidates that are assigned to the Citadel’s NROTC Naval Battalion.

2. Discussion. All disciplinary actions will be conducted in a timely manner and at the lowest level possible. Resorting to extra military instruction should only occur when counseling and normal training fail to accomplish the necessary objective. Such actions must be balanced by recognition of exemplary behavior and performance.

3. Non-Punitive Corrective Measures. The term “Non-Punitive Corrective Measures” is used to refer to various leadership techniques, which can be used to help develop acceptable behavioral standards in members of a command. Non-punitive corrective measures generally fall into two areas: 1) Non-punitive censure 2) Extra military instruction (EMI). Battalion Leadership is authorized and expected to use non-punitive measures to further the efficiency of the command. Non-punitive measures may never be used as a means of informal punishment for any military offense. Furthermore, whatever means of non-punitive measure is applied, it must further the efficiency of the command.

   (a) Non-Punitive Censure. Non-punitive censure is nothing more than criticism of a subordinate’s conduct or performance of duty by a superior. This form of criticism may be oral, in writing, or both.
(1) **Verbal Counseling.** Verbal performance counseling is generally given for first time minor infractions of Battalion or Command policy. Verbal counseling will be informative and professional. The individual being counseled will be made aware of the specific disciplinary infraction and guidance will be provided to help prevent any further infractions.

(2) **Written Counseling.** Written performance counseling is generally given for repeated minor infractions of Battalion or Command policy using enclosure (1). All written counseling will be conducted using enclosure (1) as guidance and will be documented with the offender present.

(b) **Extra Military Instruction (EMI):**

(1) **Definition.** Extra military instruction is instruction in a particular phase of military duty in which an individual is deficient, and is intended for and directed towards the correction of the identified deficiency. It is a bona fide training technique to be used for improving the efficiency of a command or a unit and must, therefore, be genuinely intended as such. **EMI is neither a punishment nor a substitute for punishment. It is not to be used as a substitute for judicial action (court martial) or non-judicial punishment (NJP), and must be logically related to the deficiency in performance for which it was assigned.**

(2) **Implementation.** Extra military instruction shall be implemented, when required, within the following limitations:

(a) EMI will not be assigned for more than 2 hours per day.
(b) EMI will be assigned at a reasonable time, in an attempt to not interfere with other military or Citadel obligations.
(c) EMI will not be conducted over a period that is longer than necessary to correct the performance deficiency.
(d) EMI should not be assigned on a member’s Sabbath.

(3) **Authority.** The authority to assign EMI is held by Battalion Staff in connection with the
duties and responsibilities assigned to them. The Senior Naval Instructor, as part of their normal supervisory duties, will monitor and approve EMI. EMI will be assigned in person using enclosure (2). All EMI assigned by battalion members will be approved by a Senior Naval Instructor. EMI will not start until it has received approval from a Senior Naval Instructor on enclosure (2).

4. Proceedings:

(a) Battalion Executive Officer Inquiry (XOI). All disciplinary or performance infractions by Battalion staff will be sent directly to the Battalion Executive Officer (BXO) for review. The BXO has the authority to implement any combination of the non-punitive measures outlined in paragraph 3 in order to correct an individual’s deficiency and increase the efficiency of the command. If deemed necessary the BXO will refer individual/s to Battalion Mast.

(b) Battalion Mast. Any student can be referred to Battalion Mast at the discretion of the BXO or BCO. Along with NROTCU Staff, Battalion Mast is attended by the Department Heads, BCO, BXO and BCO / BXO Mentors. The Commanding Officer can implement any combination of the non-punitive measures outlined in paragraph 3 in order to correct an individual’s deficiency and increase the efficiency of the command. If deemed necessary by the BCO, a PRB will be recommended instead of Battalion Mast.

5. Action. Good order and discipline is the responsibility of every student that is assigned to the Citadel NROTC Battalion, regardless of their organizational authority. All Counseling Chits and EMI assignments will be kept on record by the counselees Division Officer for one Academic year (fall and spring semester). All Battalion Mast documentation will be kept on file by the Division Officer until the student graduates or is no longer a member of the Battalion.
EMI Assignment Order

Citadel Battalion

From: ________________________________

To: ________________________________

Subj: ASSIGNMENT OF EXTRA MILITARY INSTRUCTION (EMI)

Ref: (a) Good Order and Discipline instruction

1. Your performance indicates the following deficiencies:

   ___________________________________________________________________________

   ___________________________________________________________________________

   ___________________________________________________________________________

2. These performance deficiencies stem from:

   ___________________________________________________________________________

   ___________________________________________________________________________

   ___________________________________________________________________________

3. Per the reference, the following extra military instruction is assigned to assist you in overcoming these deficiencies (Document start/stop time and date YYYY/MM/DD):

   ___________________________________________________________________________

   ___________________________________________________________________________

   ___________________________________________________________________________

Signature and Date of Person Imposing EMI:

_____________________________________________________________________________

1. I hereby acknowledge notification of the above EMI. I have read and understand reference (a) and am aware that failure to perform said EMI in the manner set out therein is a violation under Article 92, UCMJ, which is punishable by either non-judicial punishment, court martial, or disenrollment from the program.

Signature and Date of Person Assigned EMI

_____________________________________________________________________________

Signature and Date of Approving Naval Officer

Enclosure (1)
Mast Notification
NROTCU The Citadel, Naval Battalion

From: ____________________________________________
To: ____________________________________________

Ref: (a) Good Order and Discipline instruction

Subj: NOTIFICATION OF MAST

1. Pursuant to reference (a), a Disciplinary Review Board will be convened at __________ on _________________ at the _________________________________.

2. This Mast will address your deficiency as described below:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. You have the following rights with regard to these proceedings:

a. The right to request a performance review board in lieu of disciplinary review board.

b. The right to submit a statement on your own behalf.

c. The right to present documents or witnesses on your own behalf.

d. The right to review your personnel record with your class advisor prior to the DRB.

4. The uniform for the Mast is ___________________________

_________________________
Signature and Date

_________________________
Signature and Date of BCO

_________________________
Signature and Date SNI

Enclosure (2)
CHAPTER 3
Subj: MAINTAINING OF TRIDENT SOCIETY FUNDS

Encl:(1) Navy Battalion Transaction Form

1. Responsibilities:
   (a) Battalion Staff. Develop events to raise funds for the Battalion as well as events that may require the use of Trident Society funds.
   (b) Battalion Supply Officer. Maintain a binder with an updated copy of all Navy Battalion Transaction Forms. Verify sufficient funds for all withdrawal requests, disburses approved funds and complete deposit transactions in the Trident Society Fund.
   (c) Senior Naval Instructor. Makes the final decision to approve or disapprove the release of money from the Trident Society Fund. Spend Battalion funds in a manner that benefits the Entire Battalion. Battalion funds shall not be used to purchase alcohol at anytime.
   (d) NROTC Staff Supply Officer. Supervises the Trident Society Funds and ensures the responsible use of these funds.

2. Execution:
   (a) Enclosure (1) will be completed and submitted for approval one week prior to the event date. Enclosure (1) will be completed and submitted for approval as soon as possible for incoming funds.

3. Procedure:
   (a) Enclosure (1) is submitted to the Battalion Supply Officer who verifies sufficient funds for the request.
   (b) Battalion Commanding Officer/Battalion Executive Officer makes his or her recommendations (as necessary).
   (c) The Senior Naval Instructor makes the final decision on approval or disapproval.
   (d) Purchases Made: Based on SNI’s approval, the Supply Officer releases funds for the event.
(1) The applicant or applicant’s designated assistant makes the purchases listed on Enclosure (1). The applicant is ultimately responsible for distributed funds.

(e) Post Event:

(1) Return the transaction form and all receipts to the Battalion Supply Officer.
(2) The Battalion Supply Officer updates the treasury record.

(f) The Battalion Supply Officer will brief the Battalion monthly on the status of the Trident Society Fund.

<table>
<thead>
<tr>
<th>Navy Battalion Transaction Form</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Transaction Number:</strong></td>
<td><strong>Date:</strong> / /</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Out (Debit) / In (Credit)</th>
<th><strong>Amount:</strong> $</th>
</tr>
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<table>
<thead>
<tr>
<th>Description of Transaction</th>
<th>Quantity/Unit Cost</th>
<th>Description</th>
<th>Amount</th>
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</table>
Enclosure (1)

CHAPTER 4
Subj: MENTOR PROGRAM

Ref: (a) NAVSEA/PROGRAM 29

1. **Purpose.** To provide guidelines for developing and maintaining a mentor program for assigned NROTC Unit personnel.

2. **Background.** Reference (a) expresses the Navy’s commitment to the professional and personal development of our Sailors. Mentoring is a tool that connects experiential learning, community knowledge and moral unity across international boundaries. Every professional, regardless of rank or experience, can benefit from mentoring. The need for mature, knowledgeable, and approachable resources within an organization is especially poignant when new personnel are immersed in a radically different culture. As future Naval Officers, Citadel Cadets and Officer Candidates can experience an intense
and particularly demanding adjustment during their first year aboard the Citadel. Because of the lasting importance of quality mentorship, only Sailors who exhibit a certain degree of maturity, organizational expertise, and interpersonal skill will be designated as mentors.
3. **Definitions.**
   a. Mentor: functionally synonymous with trusted advisor, coach, guide, teacher, or counselor. A mentor is a trusted person with greater knowledge and wisdom who guides another person.
   b. Protégé: somebody under instruction of another. A Protégé is a person who seeks and receives help, guidance, training, and support from somebody who is more experienced or knowledgeable.
   c. Mentoring: a primarily communication-based relationship of mutual trust and respect in which the mentor engages, guides, and directs the protégé to benefit the protégé professionally and personally. Mentoring is a form of professional interaction and counseling.

4. **Discussion.**
   a. Scope: This program is not intended to replace the chain of command under any circumstance but to provide students with access to an experienced member of the battalion in order to help create well-informed, knowledgeable, and capable leaders of the future.
   b. This instruction is not intended to be explicit for every situation by itself and anticipates additional direction given verbally. Mentor program personnel are expected to be thoughtful, ethical, professionals who can successfully apply situational leadership and in case of doubt, seek more experienced advice.
   c. In support of a quality process, mentors, the Mentor Program Manager, and the Mentor Program Officer should meet together periodically to share practices, advice, and lessons learned.
   d. Active duty personnel desiring the increased responsibility and impact of being a mentor must first be recommended by the Mentor Program Coordinator and approved by the Mentor Program Officer on the basis of their maturity, organizational expertise, and interpersonal skill.
   e. Although certain students holding positions of authority may be automatically assigned a mentor, any student desiring a mentor may and should submit their request through their chain of command to the Mentor Program Coordinator.
   f. Mentoring should always be honest and so the protégé may see it as firm at times. Although it may seem intrusive at times, discovering what the protégé does not yet know or understand will benefit the protégé’s
development. To maintain the highest levels of trust and respect, the mentor-protégé relationship should not be taken lightly or be a short term assignment. Mentoring shall never be permitted to be unduly familiar or prejudicial to good order and discipline.
5. **Action.**
   a. **Mentor Program Officer.** A commissioned officer responsible for ensuring the mentor program is instituted and executed in accordance with Navy and command regulations and as specified herein.
   
   b. **Mentor Program Coordinator.** Individual designated by the Mentor Program Officer to develop, maintain, and manage the Mentor Program in accordance with command objectives. Additionally he or she shall:
      1. Ensure all Personnel assigned to certain positions of authority (list provided via SEPCOR) are assigned a mentor and continuously monitor the effectiveness of the assignments.
      2. Assign a mentor to newly reporting personnel.
      3. Review and approve mentor assignments and mentor requests.
      4. Maintain a record of mentor assignments, and mentoring efforts, and make reports thereof upon request.
         a. NOTE: The Mentor Program Coordinator shall be the designated custodian of any retained copies of privacy sensitive/For Official Use Only (PII/FOUO) correspondence for an appropriate length of time and which shall not be disclosed for any purpose except as directed by the command.
      5. Ensure periodic mentor training and maintain records of training.
      6. Maintain a list of mentor cadre and make recommendations to the Mentor Program Officer.
      7. Maintain and publish a record of all written and verbal directives and issuances amending or amplifying this instruction such that the efforts of all mentor program personnel are unified in purpose.
      8. Monitor and assess ongoing program effectiveness, report discrepancies, initiate periodic review of the program, and solicit improvements for consideration of future changes.
   
   c. **Mentors.** Mentors must maintain the highest ethical accountability while engaged with the protégé. Mentors may have more than one protégé. Mentors shall:
      1. Be approachable by their protégé. This is a cornerstone of a successful mentor relationship. It requires empathy, sincerity, trust, respect, patience, self control, and strong communication skills.
      2. Be available for their protégé at all reasonable times. This requires a mutual agreement on methods and times of accessibility. The mentor is expected
to be present and available for their protégé at all NROTCU training functions. Any absence or lack of availability should be planned in such a way that both the protégé and program manager are aware and an alternate mentor has been arranged to be present training functions and in case of emergency.

3. Become aware of their protégé’s strengths, weaknesses, and concerns and engage the protégé in collaborative improvement (“Know Your People”). Be understanding of the protégé’s situation and focus on their specific challenges.

4. Make periodic reports upon request characterizing the success of the relationship and immediately report worthwhile discrepancies.

5. Review and become thoroughly familiar with the Mentor Training Handbook (Reference (c)) and be committed to fostering a strong mentor relationship.

**d. Protégés.** As the mentor relationship is one of mutual trust and respect, input from both the mentor and protégé will be considered when selecting mentors and care will be taken to ensure that the mentor assigned will best benefit the Protégé. However, certain Citadel Cadets and Officer Candidates in positions of authority may be required to have a specific mentor to adequately address the concerns and issues of those positions. Protégés shall:

1. Engage their mentor. This requires seeking contact and being reachable.

2. Be reasonable and open minded. Understand that there is much to learn and limited resources in a vast organization like the Navy. As an adult and future Naval Officer, be prepared to hear the truth in concise terms even when it is disagreeable.

3. Recognize that identifying weakness is an important step in improvement.

4. Ensure that they are being adequately mentored. If they feel that they are not receiving sufficient mentoring, they should notify their mentor or chain of command.

**Responsibility.** The success of this program is dependent on the earnestness each Sailor brings to the process. All mentors and protégés are charged with understanding the importance and value of mentorship. “The choices and challenges you face in life are yours. Only by sharing your concerns and thinking with your mentor can you get feedback before committing to action.” Being mentored is not a passive endeavor.
CHAPTER 5
Subj: NROTC UNIT THE CITADEL BATTALION AWARDS

Presentation of Awards

Awards are presented based on the performance of midshipmen during each semester. The Unit Staff and outside organizations each sponsor awards for outstanding academics, physical fitness, and leadership.

Unit Ribbons

a. Contained below, in order of precedence, is a list of internal NROTC Unit Ribbons authorized for use.

Unit Awarded Ribbons.

a. All Around Performance Award
b. Academic Excellence Award
c. Academic Achievement Award
d. Leadership Award
e. Cruise Award
f. Commendation Award
g. Community Service Award
h. Outstanding Physical Fitness Award
i. Recruiting Award
j. Sailing Ribbon

b. Unit Awarded Ribbons. Performance requirement criteria are listed below for each NROTC Unit internal award. The Unit staff evaluates and determines the awardees. For ribbons, the second and subsequent awards are designated by the addition of a gold star to the ribbon. A silver star replaces five gold stars on the ribbon. A ribbon, once awarded, is worn throughout the time the Midshipman is in the NROTC Unit.

(1) All Around Performance Award - Awarded each semester to the top-rated Midshipman Of The Semester. Nominated by the Battalion Staff, reviewed by the NROTC Unit Staff and approved by the PNS.
(2) **Academic Excellence Award** - Awarded each semester to every midshipman who achieves a semester GPA of 3.75-4.00 (on a 4.00 scale). Nominated by the NROTC Unit Staff and approved by the PNS.

(3) **Academic Achievement Award** - Awarded each semester to every midshipman who achieves a semester GPA of 3.00 - 3.74 (on a 4.00 scale). Nominated by the NROTC Unit Staff and approved by the PNS.

(4) **Leadership Award** - Awarded to a midshipman for exceptionally commendable leadership performance of duty in support of Unit objectives. Nominated by the Battalion Staff, reviewed by the NROTC Unit Staff and approved by the PNS.

(5) **Cruise Award** - Awarded at the completion of summer training for meritorious performance as identified by the host command. Nominated by the NROTC Unit Staff and approved by the PNS.

(6) **Commendation Award** - Awarded to a midshipman for exceptionally commendable performance of duty in support of Unit objectives. Nominated by the Battalion Staff, reviewed by the NROTC Unit Staff and approved by the PNS.

(7) **Community Service Award** - Awarded to midshipmen who demonstrate selfless services to the Unit, College or community through organization of or significant participation in projects aimed towards improvement of quality of life issues. Nominated by the Battalion Staff, reviewed by the NROTC Unit Staff and approved by the PNS.

(8) **Outstanding Physical Fitness Award** - Awarded each semester to every midshipman with a PFA score of “Outstanding-Low” or higher. Nominated by the NROTC Unit Staff and approved by the PNS.

(9) **Recruiting Award** - Awarded to a midshipman whose personal efforts result in any of the following. Nominated by the NROTC Unit Staff and approved by the PNS.

   (a) Acceptance of at least 2 students into the NROTC Unit.

   a. Sustained, significant participation in school
sponsored recruiting events

(10) Sailing Ribbon - Awarded to all students who successfully complete their Skipper (B) sail qualification. Nominated by the NVSC 210 instructor and approved by the PNS.

c. Wearing of Ribbons.

(1) Ribbons will be worn only on uniforms for which they are prescribed and will be worn on the bar centered 1/4" above the left breast pocket, arranged in order of precedence from the wearer's right to left. Unit ribbons may not be worn away from the school campus. The Midshipmen Summer Training Manual prohibits Midshipmen from wearing Unit ribbons while on active duty, on orientation trips to military installations, and on leave. Navy marksman awards and awards earned during previous active duty or reserve service will not be mixed with Unit ribbons and will be worn away from the campus on cruise and indoctrination trips.

1. Officer Candidates are authorized to wear awards such as stars for academic or all-around achievement earned from NROTC in accordance with the U.S. Navy Uniform Regulations. Mixing ribbons with fleet awards is not authorized.

d. Documentation of Awards.

(1) A member’s nomination for any of the above awards shall be formally documented in his or her training jacket.
NROTC Ribbons Order of Precedence

All Around Performance Award

Academic Excellence Award

Academic Achievement Award

Leadership Award

Cruise Award

Commendation Award

Community Service Award

Outstanding Physical Fitness Award

Recruiting Award

Sailing Ribbon