



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-2845

Canc: Dec 04

CNSTCNOTE 1530
29 Mar 04

COMNAVSERVTRACOM NOTICE 1530

Subj: NAVAL RESERVE OFFICERS TRAINING CORPS (NROTC) MIDSHIPMAN
SUMMER TRAINING PROGRAM, 2004

Ref: (a) OPNAVNOTE 1530 of 24 Mar 2004
(b) NAVMEDCOMNOTE 6230 of 20 Apr 98, Subj: Immunization
Requirements and Recommendations (NOTAL)
(c) NETC P1533/3 (Rev. 6-97) (NROTC Administrative Manual
(NAM))
(d) Navy Pay and Personnel Procedures Manual
(NAVSO P-3050), Part 8, Chapter 4
(e) Midshipman Summer Training Manual (NAVEDTRA 37300P)

Encl: (1) General Information for NROTC Midshipman Summer
Training
(2) NROTC Training Plan for 2004
(3) Career Orientation and Training for Midshipmen
(CORTRAMID) Administrative and Instructional
Guidelines

1. Purpose. To provide information concerning the 2004 NROTC
midshipman summer training programs.

2. Scope

a. This notice addresses NROTC summer training programs for
the Navy and Marine Corps (USMC) (BULLDOG). Navy summer training
includes CORTRAMID for midshipmen third class and
Atlantic/Pacific Training of Midshipmen (LANTRAMID/PACTRAMID) for
midshipmen second class and first class.

b. References (a) through (e) are the primary source
documents for subject training. The general instructions for the
training of United States Naval Academy (USNA) and NROTC
midshipmen were promulgated by reference (a), and are delineated
in reference (e). Enclosures (1) and (2) provide additional
information specifically for NROTC midshipmen as a supplement to
reference (a). Enclosure (2) addresses transportation and
reporting instructions for NROTC midshipmen. Each NROTC unit
will be provided midshipmen training quotas via Officer Programs
Management Information System (OPMIS). Enclosure (3) provides
supplemental administrative and instructional guidance for
Officers in Charge (OICs) of CORTRAMID.

3. Discussion. A significant portion of the professional
training midshipmen receive during their 4-year curriculum is
received during summer training. In addition, midshipmen must

ultimately make the important decision as to which warfare area they will request to be commissioned. CORTRAMID and the various summer training programs are designed to instill this awareness and provide the background necessary for midshipmen to make informed decisions regarding their career aspirations. CORTRAMID will be conducted for 4-year scholarship third class midshipmen and second class scholarship midshipmen who have not previously attended CORTRAMID. Two phases (one east and one west) will be used to accommodate all midshipmen. Dates for CORTRAMID phases are included in enclosure (3). The emphasis of the other summer training programs will be to professionally develop midshipmen in various aspects of active naval service. The schedules of the other summer programs are given in enclosure (2).

4. Reports. Naval Service Training Command (NSTC) reports (1530-65, 1530-66, and 1530-67) discussed in enclosure (3) shall be used for 1 year from the date of this notice.


D. L. COLES
Acting

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GENERAL INFORMATION FOR NROTC
MIDSHIPMAN SUMMER TRAINING

I. Publications. The following publications will be issued to NROTC midshipmen by their units, as applicable, prior to their departure for training. These publications are available on NETC's website (<https://www.cnet.navy.mil>) under "Officer Programs."

- A. Midshipman Summer Training Handbook (NAVEDTRA 37301N)
- B. BULLDOG, NROTC Field Training Manual (NAVEDTRA 37302K)

II. OICs of Midshipman Summer Training

CAPT V. Huber, USN, NROTC Unit, Hampton Roads, Atlantic Midshipmen Embarkation/Debarcation Coordinator (LANTMEDC)

CAPT C. Turley, USN, NROTC Unit, University of San Diego, Pacific MEDC (PACMEDC)

CAPT D. Struble, USN, NROTC Unit, University of Rochester, OIC, CORTRAMID EAST, Norfolk, VA

COL D. Walter, USMC, NROTC Unit, University of Nebraska, OIC, CORTRAMID EAST, Marine Phase, Camp Lejeune, NC

CAPT R. Bahr, USN, NROTC Unit, University of Wisconsin, OIC, CORTRAMID WEST, San Diego, CA

COL J. Hulick, USMC, NROTC Unit, University of Pennsylvania, OIC, CORTRAMID WEST, Marine Phase, Camp Pendleton, CA

CDR T. Mahoney, USN, Officer Training Command, Newport, RI, OIC, Naval Science Institute (NSI), Newport, RI

Maj S. Lührson, USMC, NROTC Unit, University of South Carolina, OIC, BULLDOG I, Quantico, VA

Maj J. Grant, USMC, NROTC Unit, Oregon State University, OIC, BULLDOG II, Quantico, VA

III. Establishment of MEDCs and Midshipmen Embarkation/Debarcation Team (MEDT) Offices, and Ashore Training Headquarters. OICs of summer training programs will establish offices/headquarters per the following schedule:

A. LANTMEDC at NROTC Unit, Hampton Roads shall be established on or about 19 April 2004. In addition, as directed by OIC, LANTMEDC, MEDT offices will be established as follows:

1. MEDT Mayport, FL: To be established by Commanding Officer (CO), NROTC Unit, Jacksonville University, as required.

2. MEDT Norfolk, VA: To be established by CO, NROTC Unit, Hampton Roads, as required.

3. MEDT Washington, DC: To be established by CO, NROTC Unit, The George Washington University, as required during Mediterranean Training of Midshipmen (MEDTRAMID) embark/debark processing. On other days, MEDT will be located at NROTC Unit, The George Washington University.

B. PACMEDC at NROTC Unit, University of San Diego/San Diego State University shall be established on or about 19 April 2004. In addition, as directed by OIC, PACMEDC, MEDT offices will be established as follows:

1. MEDT San Diego, CA: To be established by CO, NROTC Unit, University of San Diego/San Diego State University, as required.

2. MEDT Seattle, WA: To be established by CO, NROTC Unit, University of Washington, as required.

C. OIC, CORTRAMID EAST, Norfolk shall be established on or about 17 May 2004 at Building B30, Naval Operations Base, Norfolk, VA.

D. OIC, CORTRAMID EAST, Marine Phase, Norfolk shall be established on or about 17 May 2004 at Camp Lejeune, NC.

E. OIC, CORTRAMID WEST, San Diego shall be established on or about 28 June 2004 at Copp Hall, Naval Station, San Diego, CA.

F. OIC, CORTRAMID WEST, Marine Phase, Camp Pendleton shall be established on or about 28 June 2004 at Camp San Onofre, Marine Corps Base, Camp Pendleton, CA.

G. OIC, NSI shall be established on or about 10 June 2004 at Nimitz Hall, Naval Education and Training Center, Newport, RI.

H. OIC, BULLDOG G-1 shall be established on or about 16 May 2004 at Base Personnel Office, Building 1006, Marine Corps Combat Development Center, Quantico, VA.

I. OIC, BULLDOG G-2 shall be established on or about 6 July 2004 at Base Personnel Office, Building 1006, Marine Corps Combat Development Center, Quantico, VA.

IV. Logistic Support to MEDTs and OICs. Commands at which embarkation or training detachments are established are requested to provide the OIC with logistic support as required. OICs of these embarkation or training detachments shall advise the commands concerned, as far in advance as possible, of logistic

support they will require. Government vehicles should be used for the local transportation of midshipmen in connection with summer training, if at all possible. NSTC (OD3) will issue work requests to the activities providing/procuring midshipmen bus transportation at each of the MEDT and training sites.

V. Surface nuclear billets will be assigned by NSTC (OD1) via OPMIS. Units are to enter clearances and travel itineraries in OPMIS but are not allowed to change assignments. For those midshipmen assigned surface nuclear billets, NROTC units will forward clearance data and travel itineraries via message or other expedient means to applicable squadrons.

VI. Foreign Exchange Training of Midshipmen (FOREXTRAMID) and Japanese Maritime Self-Defense Force (JMSDF) Exchanges. First class summer training quotas have been adjusted for NROTC units with FOREXTRAMID and JMSDF selectees. JMSDF billets will appear as normal Western Pacific (WESTPAC) assignments.

VII. Air Mobility Command (AMC) Transportation. MEDCs will promulgate AMC flight information for MEDTRAMID, WESTPACTRAMID, or other group travel programs.

VIII. Immunization Requirements. COs, NROTC units, shall ensure midshipmen receive immunizations required by reference (b) prior to their departure for summer training. In addition to recording the immunizations received in the midshipman's health record, a Public Health Service Form (PHS-731 (Rev. 11-91)) must be prepared for each midshipman. Each NROTC midshipman must have the PHS-731 in his/her possession, and will hand-carry his/her health record to the active duty training site.

IX. Uniforms. Midshipmen uniform requirements are contained in reference (e). Units having midshipmen assigned to submarines should contact the ship or parent squadron for additions or deletions to the standard uniform requirements. Midshipmen who report for summer training in the Continental (CONUS) or Hawaii will travel in summer whites unless otherwise directed. If summer whites are not issued, NROTC unit COs may authorize travel in service khakis. Midshipmen who are embarking overseas will travel to the point of embarkation in civilian attire unless otherwise directed by the MEDC.

X. Training Orders, Health Records, and Security Clearances

A. NROTC units are responsible for Reserve Personnel, Navy (RPN) travel obligations (excluding AMC) that will appear on the midshipmen's summer training orders. Obligation copies of midshipmen travel orders will be forwarded to CO, Naval Education and Training Professional Development and Technology Center (NETPDTC), N811, 6490 Saufley Field Road, Pensacola, FL 32509-5237. NSTC will centrally manage all other RPN obligations.

Note: It is imperative that summer training orders for "no shows" are cancelled immediately by the parent command and copies of the cancelled orders provided to NETPDTC (N811) and NSTC (N1) no later than 5 days following the scheduled embarkation.

B. Midshipmen first class who are requesting a precommissioning physical during summer cruise must have a statement in their orders indicating the type of physical requested. NROTC units, with approval from the appropriate MEDT OIC, may order midshipmen to report 2 days early or extend training for 2 days in order to obtain precommissioning physicals. The NROTC unit COs are to ensure that all midshipmen requiring precommissioning physicals receive them during the summer training period if unable to schedule physicals prior to summer training. Midshipmen to be embarked in submarines for cruises must have a valid physical and dental exam per SECNAVINST 6420.1D prior to reporting. In addition, for submarine cruises that involve extended underway periods, a thorough type 2 dental exam must be conducted. These midshipmen must meet dental class one or two to cruise for more than local operations. Of particular concern are impacted communicating third molars (wisdom teeth) and periodontal involvement/periodontitis of the third molar. Units having midshipmen requiring the type 2 exam will be notified upon assignment of a midshipman to a deploying submarine. Precommissioning physicals cannot be conducted on board submarines. Midshipmen participating in submarine cruises must report with their medical and dental records.

C. NROTC unit COs shall ensure that ALL midshipmen, prior to their departure for summer training, have in their possession the following items:

1. Health Record Folder (DD Form 722)
2. A completed Public Health Service Form (PHS-731 (Rev. 11-91))
3. An Armed Forces Identification Card (Reserve) (DD Form 2 (Reserve))
4. Original and 5 copies of NROTC Training Order
5. Midshipman Summer Training Handbook (NAVEDTRA 37301N)
6. Travel Claim DD1351-2
7. Copy of DDS account information: one copy of a "void" check, or bank form 1199A
8. 3x5 card with important phone numbers and e-mail addresses (NROTC unit, MEDC, Regional Support Organization (RSO), NSTC web page address, etc.)

9. A large pre-addressed, stamped envelope and instructions to return documents for liquidation of travel claims to:

DFAS Columbus
Travel Operations, Columbus
P.O. Box 369026
Columbus, OH 43236-9026

For proper liquidation, NROTC midshipmen travel claims are to be liquidated per references (d) and (e). Reference (d) states that summer training orders will be liquidated at the training site. Because of past widespread NROTC midshipmen reimbursement problems, NROTC orders will now be liquidated at Defense Finance and Accounting Service (DFAS), Columbus per reference (e).

D. Each midshipman shall be responsible for physically carrying and delivering these items to their training ship or command.

E. All orders will include the highest security clearance for which the individual midshipman is eligible and applicable source data. All midshipmen should have a satisfactorily completed National Agency Check and be granted a SECRET clearance prior to departing for summer training.

XI. Advance Pay. NROTC scholarship/college program midshipmen will be authorized advance cruise pay. This policy allows DFAS-Cleveland Center to provide 80 percent advance payment to all midshipmen prior to commencement of their proposed training. Leave and Earnings Statements (LES) will not be submitted to disbursing offices for payment.

XII. Pre-cruise Brief. Prior to the commencement of training, the NROTC unit will conduct an extensive pre-cruise brief for its assigned midshipmen using the publications discussed in reference (e). In addition to hand-carrying the appropriate handbook to their training site, midshipmen should thoroughly review the handbook and understand the scope of the training objectives. Units are responsible for ensuring that midshipmen understand procedures for verifying orders and for travel claim liquidation.

NROTC TRAINING PLAN FOR 2004

I. Introduction

This introduction is the first of three parts of this enclosure. Section II provides general information about summer cruises. Section III provides specific reporting instructions for each of the training programs. Quota allocations for each training program for each NROTC unit will be promulgated via OPMIS. Having determined that your unit has been assigned a quota via OPMIS, refer back to the third section of this enclosure for reporting instructions. Additional specific information for each training site and actual ship assignment procedures will be provided in Letters of Instruction promulgated by the MEDCs. The MEDCs have ultimate and final authority to adjust or reassign NROTC unit quotas as necessary when changes in fleet schedules modify available assets.

II. General Information

A. Midshipmen reporting to a MEDT are to report not earlier than 0800 and not later than 1400 on the date specified, unless otherwise directed in the MEDC Letter of Instruction. Midshipmen training orders shall indicate a stop enroute at the MEDT and specify a period of time for the stop (e.g., "...report via MEDT NORVA for a period not to exceed 8 hours for further transfer to USS DEYO."). Midshipmen should report as soon after 0800 as possible. The reporting instructions listed in Section III will generally apply to all midshipmen assigned to the specified training period. Some ships within each training period may require embarkation/debarkation earlier or later than the specified date. Each unit will be advised of this deviation by the MEDC. NROTC units must ensure that midshipmen understand that training periods may vary for a variety of reasons.

B. Any units that have billets assigned that cannot be filled by first class college program/scholarship midshipmen and second class scholarship midshipmen are to immediately notify the appropriate OIC, MEDC so that the unused billets may be reassigned.

C. NSTC (OD3) will maintain quota control until 17 May 2004 for CORTRAMID EAST and 28 June 2004 for CORTRAMID WEST, at which time the applicable OICs will assume accountability for all assignment changes. CORTRAMID changes required after 10 May 2004 (East)/21 June 2004 (West) should be of an emergency nature only. The respective MEDCs will control all other training quotas (i.e., first and second class quotas). NROTC units should liaise directly with the MEDC personnel regarding any changes to cruise assignments. Unused CORTRAMID quotas should be identified and returned to NSTC (OD3) promptly prior to 10 May 2004 (East)/21 June 2004 (West). To reduce the number of "no-shows" which are

not identified until the first day of training, each unit will designate at least one standby for CORTRAMID. Units shall emphasize to midshipmen their responsibility to keep their parent NROTC units advised of any change in their plans that would jeopardize their ability to report for active duty for training.

D. COs of NROTC units are to remind midshipmen that the port of embarkation will not necessarily be the port of debarkation. With prior approval, midshipmen may drive their privately owned vehicle (POV) to their scheduled embarkation port, but they must be prepared to incur the personal transportation expense back to the embarkation port to get their cars if the training terminates in another port, or if ship embarkation ports change at short notice.

E. Grooming standards for summer training will be per Navy fleet-wide grooming standards and Chapter 2, Navy Uniform Regulations. The midshipman's appearance must match that appearing on his or her Armed Forces Identification Card (e.g., hair color, wearing of mustache, etc.).

III. Reporting Instructions

A. Specific ports of embarkation are not indicated in this notice as fleet schedules are not yet firm and specific ship assignments will be made by the appropriate OIC, MEDC. Exact port and ship assignments will be provided by LANTMEDC (CO, NROTC Hampton Roads) for LANTRAMID and MEDTRAMID cruises, and the PACMEDC (CO, NROTC University of San Diego/SDSU) for PACTRAMID and WESTPACTRAMID cruises.

B. Nuclear Power. Midshipmen assigned to nuclear power training aboard SSNs, SSBNs, and nuclear surface cruises will receive specific reporting instructions from NSTC (OD1). Once nuclear cruise selections are announced, NROTC units are requested to return any unused training quotas to NSTC (OD1). In general, subsurface nuclear cruises will not be coordinated by a MEDC. Midshipmen assigned to nuclear surface cruises, however, will proceed via MEDTs when they are in close proximity to their assigned ship.

C. BULLDOG. First Class Marine Option midshipmen are to report to Headquarters, Officer Candidate School, Building 2189, Marine Corps Combat Development Center, Quantico, VA not earlier than 0800 and not later than 1600 on 30 May 2004 if in G-1 Company and on 11 July 2004 if in G-2 Company.

D. CORTRAMID. NROTC second and third class scholarship midshipmen are assigned to this training. Training will consist of surface, submarine, aviation, and Marine Corps Orientation training. Units must arrange round-trip transportation to and from the training site. Transportation between sites will be arranged by NSTC. Reporting instructions for each coast are as follows:

1. East: Report to OIC, CORTRAMID EAST, Norfolk, VA. Midshipmen reporting to Norfolk by commercial air should go to the Military Information Desk located at the Norfolk airport. Transportation will be provided from the airport only. If reporting by POV or other means, report to Penn Hall, Bachelor Enlisted Quarters, Naval Station, Norfolk, VA. Midshipmen should report between 0800 and 1600 on 27 May 2004 in Summer Whites, unless otherwise directed by the NROTC unit CO.

2. West: Report to OIC, CORTRAMID WEST, San Diego, CA. Midshipmen reporting to San Diego by commercial air should go to the Military Information Desk located at the San Diego airport. Transportation will be provided from the airport only. If reporting by POV or other means, report to Building 302, Copp Hall, Naval Station, San Diego, CA. Midshipmen should report between 0800 and 1600 on 8 July 2004 in Summer Whites, unless otherwise directed by the NROTC unit CO.

E. Ashore Aviation Option. Selected midshipmen first class will be ordered to report to an aviation squadron. Once ashore aviation option cruise selections are made, NROTC units are requested to return any unused training quotas to the appropriate MEDC.

CORTRAMID ADMINISTRATIVE AND INSTRUCTIONAL GUIDELINES

I. General

A. Objective. The objective of midshipman summer training is to further the professional development of midshipmen through introduction to the operational Navy and Marine Corps, and to reinforce their academic year programs, thereby instilling a sense of pride in their identification with the Navy and Marine Corps and inclining them toward careers in the naval service.

B. Goals. The specific goals of CORTRAMID are:

1. To enable midshipmen to make an informed decision about future career options.

2. To familiarize midshipmen with the mission, tasks, and equipment within the various warfare areas: surface, sub-surface, aviation, and Marine Corps.

3. To introduce midshipmen to the career development ladder within each warfare area.

4. To emphasize the importance of military customs, courtesies, smartness, and discipline.

5. To reinforce leadership training through practical application of basic leadership.

C. Concept

1. To meet the above-described objective and goals during CORTRAMID, each participating midshipman will receive indoctrination in each of the four warfare areas mentioned above. Each warfare community will dedicate time to provide the midshipmen with an overview of their community.

2. CORTRAMID 2004 will be conducted 27 May to 26 June in the Norfolk area, and 8 July to 7 August in the San Diego area. The program will be conducted in one 4-week phase per coast.

3. The content of the program is the responsibility of the host command for training in coordination with the OIC of the Midshipmen Training Detachment. The centrally located CORTRAMID office will be staffed full-time, and will be responsible for all aspects of training and administration.

4. CORTRAMID 2004 Host Commands

a. Commander, U.S. Atlantic Fleet (COMLANTFLT), Norfolk, VA and Commander, Naval Surface Force, U.S. Pacific Fleet (COMNAVSURFPAC), San Diego, CA will act as

overall coordinators for CORTRAMID on the East and West coasts respectively.

b. Commander, Naval Surface Force, U.S. Atlantic Fleet (COMNAVSURFLANT), Norfolk, VA and Commander, RSO, San Diego, CA will act as coordinators for surface indoctrination.

c. Commander, Submarine Force, U.S. Atlantic Fleet (COMSUBLANT), Norfolk, VA and Commander, Submarine Squadron 11 (COMSUBRON ELEVEN), San Diego, CA will act as coordinators for submarine indoctrination.

d. Commander, Naval Air Force, U.S. Atlantic Fleet (COMNAVAIRLANT), Norfolk, VA and Commander, Fleet Aviation Support Office Training Group, Pacific (FASOTRAGRUPAC), San Diego, CA will act as coordinators for aviation indoctrination.

e. Commanding General, First Marine Expeditionary Force (CG, I MEF), and Commanding General, Second Marine Expeditionary Force (CG, II MEF), Camp Pendleton, CA will act as coordinators for Marine Corps indoctrination.

II. Training Plan

A. Training will be conducted under the direction of the host commands.

B. Two groups of approximately 500 midshipmen consisting of eight companies, of up to 63 midshipmen per company, will be rotated through training over a 4-week period.

III. Training Objectives

A. Aviation Phase

1. To indoctrinate midshipmen in the concept, roles, and mission of naval aviation.

2. To provide midshipmen with an appreciation of the duties of a junior officer in naval aviation and the career patterns of naval aviators.

3. To provide midshipmen, as feasible, flight time in a fleet or training command type aircraft.

NOTE: NROTC units are responsible for ensuring their personnel have completed sickle cell and hematocrit testing and are 3/C swim qualified before arriving at CORTRAMID. CORTRAMID swim testing is only performed to satisfy aviation water survival requirements and to determine type of aircraft for flights. Only those who successfully complete all portions of water survival training will be assigned to flights in ejection seat aircraft.

B. Submarine Phase

1. To indoctrinate midshipmen in the roles and missions of the attack and fleet ballistic missile submarines.
2. To provide midshipmen with an appreciation of the duties of a junior officer in submarines and the career pattern of submarine officers.
3. To provide an introduction to shipboard damage control, as feasible.
4. To provide midshipmen, as feasible, 2 days at sea and 1 day of ashore training and orientation.

C. Surface Phase

1. To indoctrinate midshipmen in the missions of the surface forces of the Navy.
2. To familiarize midshipmen with the duties of a surface warfare junior officer and the career pattern of surface warfare officers.
3. To provide an introduction to shipboard damage control and firefighting, as feasible.
4. To provide midshipmen, as feasible, time at sea in a surface ship or ship's visits which should consist of maximum hands on exposure.

D. Marine Corps Phase

1. The orientation will include demonstrations, field firing of weapons, practical application, classroom instruction, and field exercises. The goal is familiarization of midshipmen with the highly mobile, flexible, and versatile nature of the Marine Corps in both combat and peacetime environments. This orientation will involve the active participation of midshipmen in small unit tactics, weapons firing, and amphibious assaults. Specific objectives include:

a. To enable the midshipmen to identify and operate select individual and crew-served weapons of the Marine Corps.

b. To demonstrate to midshipmen the tactical knowledge, military skills, and leadership qualities demanded of a junior Marine officer.

c. To introduce midshipmen to the various career opportunities available to the graduate commissioned into the Marine Corps.

d. To demonstrate the capabilities of Marine aviation, particularly in helicopter-borne operations.

e. To introduce midshipmen to the training environment and lifestyle of the junior Marine officer.

f. To maintain the physical fitness of midshipmen.

2. The immediate supervision during training will be the responsibility of the NROTC Midshipmen Detachment OICs, Marine Phase, assisted by officers and noncommissioned officers (NCOs) assigned temporary additional duty.

IV. Midshipmen Organizational Plan

A. Training Quotas. Each NROTC unit will be provided east and west coast CORTRAMID billet allocations via the OPMIS system by NSTC (OD3). COs will then fill the allotted billets, reporting any unused billets to NSTC.

B. Status of Midshipmen. During CORTRAMID, midshipmen will be berthed and messed in suitable spaces and facilities separate from enlisted personnel, except during training exercises requiring integration with fleet or Fleet Marine Force units. Midshipmen should be:

1. Provided with lectures and demonstrations geared at the junior officer level.

2. Assigned to observe officers and key petty officers/NCOs when embarked upon naval ships or naval aircraft or engaged in landing exercises.

V. Detachment OIC

A. Duties

1. Maintain administrative control of NROTC midshipmen undergoing training per local directives, NSTC directives, and higher authority.

2. Make inspections as necessary to ensure proper administration of the training schedule and that training objectives are being met.

3. Ensure current guidance is available to midshipmen on all matters pertaining to the NROTC Program.

4. Ensure turnover files are completed prior to the disbanding of the staff and are forwarded to the next year's OIC or forwarded to NSTC (OD3).

5. Organize assigned personnel to perform training mission.

6. Submit required reports.

7. Promulgate necessary directives to ensure proper command and administrative control of assigned personnel.

B. Reports

1. Initial Training Report (NSTC Report 1530-65). Detachment OIC shall submit to NSTC (OD3), as each group is formed:

a. A written list of midshipmen who did and DID NOT report for training including name, SSN, parent unit. Include six-digit tango number, and complete reason for those not reporting. Parent units may have to be contacted to determine the exact reason a midshipman did not report for training as scheduled.

b. Discrepancies noted by name/unit/discrepancy.

2. Final Training Report (NSTC Report 1530-66). Upon completion of the training, the CORTRAMID OIC shall submit a final training report summarizing the training with specific recommendations in the following subject areas:

a. Effectiveness of pretraining plans

b. Training organization

c. CORTRAMID staffing

d. Reporting/departure of midshipmen

e. Messing/berthing

f. Uniforms/equipment

g. Facilities

h. Improvements for next year

The report should be addressed to NSTC (OD3). Reports should be received by NSTC (OD3) no later than 15 September so program execution can be reviewed at the annual October NSTC Midshipmen Planning and Scheduling Conference.

3. Nonappropriated Fund Financial Report (NSTC Report 1530-67). Commands (Fleet, Type Commanders, OICs) that are provided an allocation of nonappropriated funds (\$3.46 per midshipman) directly from the Bureau of Naval Personnel (BUPERS) Central Fund for midshipmen recreation purposes shall forward a consolidated financial report to BUPERS (PERS-652D) within 30 days following completion of the midshipman summer training

period. This letter report shall include a listing, by dollar amounts, of the specific uses of the funds (e.g., Sightseeing Tour Expense, \$____; Recreation Field Meet, \$____), accompanied by a check or money order made payable to the "Bureau of Naval Personnel" for any residual amount. A copy of each final financial report shall be provided to NSTC (OD3).

4. CORTRAMID Critique. Each midshipman shall complete an End of Training Critique upon completion of all 4 weeks of training using the Midshipman Summer Training Questionnaire "bubble sheet," NETC 1533/69 (Rev.2-97). A CORTRAMID Phase Critique may be completed by each midshipman as required by the host commands for use by each host command. A summary of CORTRAMID Phase Critiques, if conducted, will be provided by each host command to NSTC (OD3) by 1 September for use in the NROTC Summer Training Summary. The OIC will be responsible for forwarding the End of Training Critiques to NSTC (OD3).

5. Special Incident Reports. Incidents involving death or serious injury of midshipmen during training or while in liberty status should be reported to the NSTC Duty Officer (commercial (847) 688-3300/3939 or DSN 792-3300/3939) per OPREP/SITREP procedures. In addition, major incidents involving midshipmen that have a potentially adverse public relations impact should be similarly reported. Less serious incidents involving misconduct, alcohol, or drugs should be reported not later than the next working day to the Head, NROTC Professional Development NSTC (OD3), DSN 922-9554 or commercial (850) 452-9554.

6. Midshipmen Evaluations. Midshipmen evaluations are optional. CORTRAMID OICs are encouraged to complete an Officer Fitness Report (BUPERS 1610-1), per reference (e), for particularly outstanding or deficient performance. Midshipmen receiving these reports will be evaluated by the officer and enlisted instructor in charge of each company and the fitness reports will be signed by the CORTRAMID OIC.

7. Midshipmen Travel Claims. Midshipmen orders shall be endorsed and travel claims liquidated by the CORTRAMID staff per enclosure (1), paragraph X.C.9 of this notice and reference (e).