

31 JUL 13

From: Commanding Officer, NROTC Unit, Tulane University
To: Tulane University Midshipmen

Subj: MIDSHIPMAN HANDBOOK

Ref: (a) CNETINST 1533.2 Series
(b) NSTCINST 1533.1 (Regulations for Officer Development)

1. Purpose. The purpose of this handbook is to emphasize and clarify regulations within references (a) and (b) that outline standards of personal conduct expected of midshipmen of Tulane University NROTC. This handbook also provides midshipmen with general guidance for conducting certain routine battalion operations. This handbook is not inclusive, and does not obviate midshipmen from compliance with regulations outlined in refs (a) and (b).

2. Cancellation. This publication cancels all previous editions of the handbook. All Battalion Orders and NROTC Unit Instructions remain valid.

4. Applicability. These regulations apply to all Tulane University NROTC students, regardless of which specific university the student attends. The term “midshipman” and “NROTC student” applies to Scholarship, College Program, MECEP and OC students. This document also covers subjects and activities that personnel administratively attached to the command are required to observe.

5. Action

- A. Read and understand the provisions of this handbook. Be aware of all changes to the handbook; changes will be highlighted on electronic versions of this document throughout the year. Changes will also be made via Battalion Notices and should be noted on the “Record of Changes” page.

B. Comply with the contents of this handbook.

C. Return all printed/bound versions of this handbook to the Marine Officer Instructor via the Midshipman Logistics officer if disenrolled from the unit or upon graduation.

A.P. Chatham
Captain, USN

Distribution:
NROTC Staff
NROTC Students
File

TABLE OF CONTENTS

CHAPTER 1 – PERSONAL CONDUCT.....	1
1. HONOR CODE.....	1
2. PERFORMANCE REVIEW BOARDS.....	1
3. ALCOHOL.....	2
4. DRUGS.....	3
5. SEXUAL CONDUCT.....	3
6. FRATERNIZATION.....	4
CHAPTER 2 – PERSONAL APPEARANCE.....	7
1. HEIGHT / WEIGHT STANDARDS.....	7
2. GROOMING.....	7
3. CIVILIAN DRESS CODE STANDARDS.....	10
4. ACCESSORIES IN UNIFORM.....	14
5. BODY ORNAMENTATION.....	14
CHAPTER 3 – CUSTOMS, COURTESIES AND ETIQUETTE.....	16
1. MILITARY COURTESY.....	16
2. ADDRESSING MILITARY PERSONNEL.....	17
3. MILITARY CORRESPONDENCE.....	17
4. NAVY BUILDING.....	17
APPENDICES	
A. COMMAND ALCOHOL POLICY.....	20
B. MARINE CORPS HEIGHT WEIGHT STANDARDS..	23
C. NAVY HEIGHT WEIGHT STANDARDS.....	24
D. IMPORTANT PHONE NUMBERS.....	25

CHAPTER 1 PERSONAL CONDUCT

1. HONOR CODE
A midshipman does not lie, cheat or steal.
Midshipmen are persons of integrity: They stand for that which is right. They tell the truth and ensure that the full truth is known. They do not lie. They embrace fairness in all actions. They ensure that work submitted as their own is their own, and that assistance received from any source is authorized and properly documented. They do not cheat. They respect the property of others and ensure that others are able to benefit from the use of their own property. They do not steal.
2. PERFORMANCE REVIEW BOARDS (PRBs)
 - A. A Performance Review Board (PRB) is an administrative tool available to the PNS to investigate, review, and document recommendations regarding the best course of action to be taken to ensure successful fulfillment of program requirements by students enrolled in the Naval ROTC program. Ideally, the unit will identify potential problems that may lead to a PRB and solve the majority of them through counseling or extra instruction, as appropriate.
 - B. Administrative action may result from a PRB. The characterization of the administrative action will be either a letter of warning, academic or aptitude probation, leave of absence (LOA) or disenrollment. The PRB may also prescribe “no action” if it believes no administrative action is required for the situation. Administrative action will likely be taken for the following reasons:
 - 1) Substandard academic performance
 - 2) Offenses that indicate moral turpitude
 - 3) A serious breach of discipline

- 4) A hardened disregard or contempt for authority
- 5) An incorrigible lack of energy and purpose
- 6) A culpable lack of sense of responsibility
- 7) Actions that bring discredit upon the naval service.
- 8) Persistent substandard physical fitness performance and/or failure to maintain BCA standards

C. The Commanding Officer will provide advanced written notification to the midshipman involved if a PRB is to be held. On the day the PRB is to be held, the midshipman will arrive with their full sea bag for inspection along with a change to appropriate civilian attire. Within five days of the PRB, the midshipman will receive a record of the proceedings followed by notification of the course action to be taken by the PNS.

3. ALCOHOL

- A. Underage Drinking. State and federal law prohibits any person under the age of 21 to consume (in any manner), purchase, or possess alcohol. Infractions will be considered honor code violations and grounds for disciplinary action and/or program disenrollment.
- B. Drinking and Driving. DO NOT DRINK AND DRIVE! DWI and DUI offenses are not tolerated in the Navy or Marine Corps and will not be tolerated at Tulane NROTC.
- C. Responsible Use. Refer to Appendix A for the command policy on alcohol consumption.
- D. Off-Limit Location to Under-Age Midshipmen. Midshipmen under the age of 21 will not be allowed to frequent **The Boot**. Any underage midshipmen found to be loitering in the establishment will be subject to an immediate Performance Review Board (PRB) and possible program disenrollment. Although students 18 and over are

legally allowed to enter, **The Boot** readily provides alcohol to underage students and has been linked to several alcohol incidents. **The Boot is OFF-LIMITS.**

4. DRUGS

- A. Military policy. The military has a "zero-tolerance" policy on drugs. No exceptions. It is unlawful by persons in the DON to use controlled substance analogues (designer drugs), natural substances (e.g., fungi, excretions), chemicals (e.g., chemicals wrongfully used as inhalants), propellants, synthetic compounds not for human use, spice / bath salts, and/or a prescribed or over-the-counter (OTC) drug or pharmaceutical compound, with the intent to induce intoxication, excitement, or stupefaction of the central nervous system, is prohibited and will subject disenrollment.
- B. Urinalysis. Urinalysis testing will be conducted randomly throughout each school term. Both prescription and OTC drugs need to be documented during each urinalysis session. Prescription drugs must be prescribed by a physician and used according to prescribed dosages. The use of drugs like Adderall without a prescription is the same as abusing an illegal drug.
- C. Off Limit Locations. **The Mushroom** and **Ra Shop** are declared off limits. The stores in question foster and perpetuate the use of illegal substances, sell drug use paraphernalia and shall be avoided by all midshipmen.

5. SEXUAL CONDUCT

- A. Sexual Assault Prevention and Response. Sexual harassment is a form of gender discrimination that involves unwelcome

sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment violates standards of behavior required of all Department of Navy personnel. It is unacceptable conduct; it debilitates morale, interferes with the work productivity of an organization and can cause serious psychological stress for the recipient. It is the responsibility of every member of the U.S. Navy to ensure that sexual harassment is prevented and that any instance of sexual harassment is dealt with swiftly, fairly, and effectively. Sexual harassment will not be tolerated in Tulane's NROTC unit. Reference Navy Knowledge Online (NKO) or consult with your advisor to become familiar with appropriate action in response to such an incident.

- B. The Navy commits itself to forging strong teams built on the strengths of our Sailors. Sexual Harassment and even worst, Sexual Assault, threatens the strength of our team. In particular the Navy focuses on eliminating Sexual Assault through a program entitled Sexual Assault Prevention and Response (SAPR). Midshipmen will participate in at least yearly SAPR training coordinated by the unit staff. This training is designed to bring awareness and sensitivity to the sexual assault problem, help people understand the importance of bystander intervention, and create an open communication chain. Tulane NROTC strictly supports and adheres to the standards and policies established by SAPR. Sexual assault will not be tolerated in Tulane's NROTC unit. Reference Navy Knowledge Online (NKO) or consult with your advisor to become familiar with appropriate action in response to such an incident.
- C. Summer Cruise. Sexual relations between a midshipman and any U.S. military member during summer cruise are prohibited by the Uniform Code of Military Justice (UCMJ) and will be prosecuted accordingly.

5. FRATERNIZATION

- A. Fraternization. Personal relationships between officer and enlisted members that are unduly familiar and that do not respect differences in rank and grade are prohibited and violate long-standing customs and traditions of the naval service. Similar relationships that are unduly familiar between officers or between enlisted members of different rank or grade may also be prejudicial to good order and discipline or of a nature to bring discredit on the naval service and are also prohibited.
- B. Prohibited Relationships. Fraternization between midshipmen and the NROTC staff is expressly forbidden and could result in disciplinary action against the involved staff member and midshipman. Relationships between midshipmen and Marine Enlisted Commissioning Education Program students (MECEPs)/Navy Officer Candidate students (OCs) are also forbidden.
- C. Midshipmen Relationships. Relationships between midshipmen are not considered fraternization. However, relationships between midshipmen within a direct chain of command may give the appearance of impropriety and should be avoided. In cases where such relationships cannot be avoided, the midshipmen involved need to bring the relationship to the attention of the unit staff. One or both midshipmen may be reassigned to different billets within the unit without prejudice to the midshipmen's performance records. It is the responsibility of all senior midshipmen to train and mentor the junior midshipman. Any relationship between 4/C midshipmen and NROTC upperclassmen jeopardizes training goals and is considered prejudicial to good order and discipline.
- D. Extracurricular Activities. Participation in extracurricular activities afforded to college students contribute to that student's development, and are generally encouraged.

However, midshipmen should realize that these activities may distract them from achieving their ultimate goal of graduation and commissioning. In particular, fraternities and sororities, whether academic, religious, or Greek, have been shown to require in many cases great demands on midshipmen time and resources. So much so, in fact, that the Tulane NROTC unit has witnessed severe degradation of academic and physical fitness performances by midshipmen joining these groups in the past. Also, there is concern that these organizations create unduly familiar relationships between upper classmen and freshman and sophomore midshipmen within the same organization. For this reason, a freshman or sophomore midshipman wishing to join a fraternity or sorority must submit an Academic Plan of Success to the Commanding Officer via the Executive Officer and his or her advisor. The plan will include current GPA, academic course load, academic goals, and a time management plan. The plan shall also be endorsed by a senior sponsoring midshipman as well. Both midshipmen will be held accountable for that joining midshipman's performance.

CHAPTER 2 PERSONAL APPEARANCE

1. HEIGHT/WEIGHT STANDARDS

Refer to Appendix B for tables outlining gender-specific, Marine-option maximum weights for given heights. Refer to Appendix C for tables outlining gender-specific, Navy-option maximum weights for given heights. Midshipmen who fail to meet height and weight standards will be subject to a body composition test in order to identify body fat percentages.

2. GROOMING

A. General. Grooming standards are based on neatness, cleanliness, safety, military image and appearance. The standards established are not excessively restrictive nor designed to isolate military personnel from society. The limits set forth are reasonable, enforceable, and ensure that personal appearance contributes to a favorable military image. The differences between male and female grooming policies recognize the differences between the sexes. Establishing identical grooming and personal appearance standards for men and women would not be in the NROTC unit's best interest and is not a factor in the assurance of equal opportunity. The primary consideration is to have a neatly-groomed, highly-professional appearance at all times- in and out of uniform.

B. Males.

- 1) Hair. Keep hair neat, clean and well groomed. Hair above the ears and around the neck should be tapered from the lower hairline upwards at least 3/4" and outwards not greater than 3/4" to blend with hair style.

Hair on the back of the neck must not touch the collar. Flair should be no longer than 3" and may not touch the ears, collar, extend below eyebrows when headgear is removed, show under front edge of headgear or interfere with properly wearing military headgear. The bulk of the hair cannot exceed 2". Bulk is the distance that the mass of hair protrudes from the scalp. Hair coloring must look natural and complement the individual. Faddish and multi-color hair is not authorized. The unique quality and texture of curled, kinked, waved and straight hair are recognized and in some cases the 3/4" taper at the back of the neck may be difficult to attain. In those cases, hair presents a graduated appearance and may combine the taper with a line at the back of the neck. Varying hairstyles are permitted if these styles meet the criteria of maximum length and bulk, tapered neck and sides and do not interfere with properly-worn military headgear.

- 2) Sideburns. Sideburns do not extend below the middle of the ear, are even width (not flared) and end with a clean shaven horizontal line. Muttonchops, "ship's captain" or -similar grooming modes are not authorized.
- 3) Facial Hair. The face should be clean-shaven everyday without exception. Mustaches and any other form of facial hair are not authorized for midshipmen.
- 4) Fingernails. Male fingernails should be clean and not extend past the fingertips.
- 5) Jewelry. Jewelry presenting a safety or Foreign Object Debris (FOD) hazard is not authorized. Jewelry must fall within the following guidelines:
 - a. Rings. While in uniform, wear no more than two rings.

- b. Earrings/ Piercings. Earrings and piercings of any kind are not authorized on campus. Earrings are prohibited for male personnel in civilian attire when in a duty status or while in/ aboard any ship, craft, aircraft, or in any military vehicle, or within any base or other place under military jurisdiction or while participating in any organized military recreational activities. One earring is authorized off campus.
- c. Necklaces / Chokers. While in uniform, midshipmen may wear only one necklace. However, the necklace must not be visible. Necklaces are not authorized during PT.
- d. Wristwatches/Bracelets. While in uniform, wear only one of each.

D. Females.

- 1) Hair. Keep hair clean, neatly- shaped and arranged in an attractive, feminine and professional style, Wear hair styles with a maximum of two braids. Do not wear exaggerated styles. Wear ponytails during physical training only. When in uniform, hair on back of the head may touch but not fall below the lower edge of the collar. Fasten long hair, including braids, neatly and inconspicuously. Do not dangle long hair freely. Hair does not show under the front of the brim of the combination, garrison or command ball cap. The bulk of the hair does not exceed 2". Hair coloring should look natural and complement the individual. Do not color hair in a faddish manner.
- 2) Hair Ornaments. Hair ornaments presenting a safety or FOD hazard are prohibited. Pin hair with a maximum of three barrettes that are similar in color to the hair. There

is no hair-pin limit as long as the hair pin(s) is inconspicuous.

- 3) Cosmetics. Use cosmetics that blend with natural skin tone and enhance natural features. Do not wear exaggerated or faddish cosmetic styles with uniforms. Avoid an artificial appearance. Use conservative lipstick colors that complement Navy uniforms. Do not wear long, false eyelashes while in uniform.
- 4) Fingernails. Fingernails should not exceed 1/4" beyond the fingertip. Use nail polish colors that complement skin tone.
- 5) Female Jewelry. Females may wear jewelry. Jewelry presenting a safety or FOD hazard is prohibited. Use the following guidelines for jewelry:
 - a) Rings. While in uniform, wear no more than two rings
 - b) Earrings. Only one earring per ear with any uniform is authorized. Earrings should be 1/4", ball shaped, plain with brushed matte finish and may be screw-on or use posts. Officers, chief petty officers and midshipmen wear gold and enlisted personnel wear silver. Wearing single pearl earrings is authorized with dinner and formal dress uniforms.
 - c) Necklaces/Chokers. While in uniform, midshipmen may wear only one necklace. However, the necklace must not be visible. Necklaces are not authorized during PT.
 - d) Wristwatch / Bracelets. While in uniform, wear only one of each.

3. CIVILIAN DRESS-CODE STANDARDS

A. Campus and Around the City. Midshipmen will be

expected to abide by the dress-code guidelines below when not in uniform.

- 1) Males.
 - a) Legwear. Shorts and trousers must be neatly hemmed. Boxers will not extend beyond the hem of the shorts. Garments with belt loops should be worn with belts.
 - b) Buttoned Shirts. Shirts with buttons should be buttoned at all times.
 - c) Shirt Tucking. Collared shirts and t-shirts do not have to be tucked into trousers but should appear clean and non- wrinkled.
 - d) Foot-wear. Shoes must be appropriate. Wear socks with shoes (except deck shoes, loafers and sandals) and tie shoes if they have laces.
 - e) Undergarments. Undergarments should not be exposed in any way. Clothing with slogans, symbols, language or graphics that are obscene or offensive in any way are not authorized.
 - g) Exceptions. Wear appropriate attire for the occasion. For example, crawfish boils and intramural sports require attire not suitable for everyday wear. Use good judgment.
- 2) Females.
 - a) Earrings. One earring per ear are authorized.

- b) Leg wear. Skirts and shorts should not be excessively short.
 - c) Tank Tops. Tank tops are authorized if they are not excessively low cut.
 - d) Mid-Drift Tops. Mid-drift tops (i.e. tops that bare the stomach) are only authorized for non-unit sponsored physical fitness training.
 - e) Piercings. Only ear piercings (one piercing per ear) are authorized.
 - f) Undergarments. Undergarments should not be exposed in any way.
- 3) General. Civilian dress should be in good taste. You are representing the naval service. Style is possible without discrediting yourself and the NROTC unit. Use common sense!
- 4) Common Dress Standards.
- a) Semi-formal. For males, the outfit includes a sport coat and tie. For females, the outfit includes a conservative dress.
 - 1) Proper Civilian. For males, this includes polo-style shirts or button-down collared shirts, slacks with belt loops, a belt and presentable shoes. For females, the outfit includes slacks, skirts or dresses with blouses of equal appearance and quality, short heels, loafers or dress sandals/slippers.
 - c) Appropriate Civilian. This term is used to describe

everyday clothing that should be in good taste, comfortable and presentable. Jeans, non-athletic shorts, jean shorts with hems, coaching shorts with belt loops, quality skirts (females) that are similarly worn with collared shirts or t-shirts that do not display racist, sexist or otherwise immoral/unethical character are all considered appropriate. This type of clothing can include ball caps and other tasteful contemporary head gear. It can also include deck shoes, sandals and other open-toed shoes that are of good quality. Shower shoes or similar shoes are not authorized. Any garment that has belt loops should be worn with a belt.

- d) Physical Training (PT) Gear. PT gear and equipment should be clean, non-revealing and should always be tasteful in nature. Wet or sweaty PT gear should not be worn outside of the PT environment, at the Bruff or the LBC.

B. Navy Building.

- 1) Underclass Midshipmen. Appropriate civilian attire should be worn in the Navy building at all times. Appropriate civilian attire is defined on the preceding page T-shirts do not need to be tucked in but should be clean and tasteful. Ball caps and sandals without a back strap should not be worn in the Navy building during working hours (0800-1600 M-F). During non-working hours and study hall athletic clothing is authorized.
- 2) First-Class Midshipmen. First-class midshipmen are expected to look and act like Navy and Marine Corps officers inside and outside the Navy building. A visiting

officer should be able to identify a 1/C midshipman when walking into the building by his/her clothing and manner. The only specific direction is that t-shirts will not be worn by 1/C midshipmen inside the Navy building during working hours. Button-up shirts and polo-style shirts with tails should be tucked in during working hours. Outside of working hours, 1/C midshipmen should conform to the same standards as underclassmen.

- C. and body scarring of any kind.
- C. Dental ornamentation. Dental ornamentation - the use of gold, platinum or other veneers or caps for decorative purposes - is prohibited.

4. ACCESSORIES IN UNIFORM

- A. Cell Phones. Do not walk and talk on a cell phone in uniform.
- B. Umbrellas. Single-colored umbrellas (only black or navy blue) are authorized for midshipmen to use during inclement weather.
- C. MP3 Players. Midshipmen will not use MP3 players while in uniform.
- D. Backpacks and Bags. Backpacks worn in uniform must be solid blue or black and looped over both shoulders or carried in the left hand. Marine-options are not authorized to wear bags on the shoulder at all.
- E. Food and Drink. Food and drink should be consumed while seated.

5. BODY ORNAMENTATION

- A. Tattoos. Existing tattoos should be disclosed to the class advisor during initial semester counseling. Midshipmen are not authorized to get new tattoos without first discussing the issue with their class advisor.
- B. Intentional Mutilation. The tattoo guidance also applies to brandings

CHAPTER 3
CUSTOMS, COURTESIES AND ETIQUETTE

1. MILITARY COURTESY

A. Saluting. A salute is an exchange of courtesy and respect between a junior and senior. Officers should be saluted at the first meeting of the day. Hold your salute until the officer returns it. Afford officers of other United States military services and friendly foreign countries the same courtesies (including the salute) as those of the Navy and Marine Corps. You will not salute uncovered or indoors unless under arms.

- 1) Greeting. Accompany your salute with the appropriate greeting of the day:
"Good morning, sir/ma'am.
"Good afternoon, sir/ma'am.
"Good evening, sir/ma'am.
- 2) Saluting Officers. Salute officers when they are stationary, riding or walking. Salute between 6 and 30 paces away.
 - a) Overtaking Officers. When passing an-Officer who is going in the same direction, salute when you come abreast and use the following greeting: "By your leave, sir/ma'am".
 - b) Officers Out of Uniform. If you recognize an officer, though he/she may not be in uniform, etiquette prescribes a salute and verbal greeting if you are in uniform or a verbal greeting alone if you are not in uniform.
 - c) Rifle Saluting. When armed with a rifle, give the

prescribed rifle salute instead of the hand salute along with the appropriate greeting.

- d) Carrying Objects. Midshipmen, while wearing their uniforms, carry their books, etc. in their left hand, leaving the right hand free to salute officers. Objects are not worn over the shoulder when in uniform.
- e) When in doubt, salute.

2. ADDRESSING MILITARY PERSONNEL

- A. Officers. When in uniform, midshipmen will salute all uniformed and non-uniformed officers and render the proper greeting of the day.
- B. Enlisted Assistant Instructors. Midshipmen show proper military courtesy to enlisted service members as well as the civilian staff of Tulane NROTC. Address enlisted Navy and Marine Corps personnel by their rank and their last name. Address civilian staff using Mr./Mrs./Ms. And their last name.
- E. Midshipman Officers. Midshipman officers are accorded the same courtesies as commissioned officers authorized.

3. MILITARY CORRESPONDENCE

All military correspondence, to include that coming from midshipmen, should be formatted as set forth in the Navy Correspondence Manual. The Navy Correspondence Manual, as well as other helpful resources, can be found on the Battalion's website.

4. NAVY BUILDING

- A. Drill Deck/Quarterdeck. The drill deck and quarterdeck are both considered professional areas. The quarterdeck is especially important to respect as it stands as a tribute to those who have gone before. Do not use cell phones, MP3 players, eat food, drink beverages, chew tobacco or loiter in these spaces.
- B. Wardroom. The wardroom is an area intended to be a place of relaxation and not work. Work will be conducted outside of the wardroom. Cell phone, MP3 and smokeless tobacco use are allowed within the confines of the wardroom. Snack foods are available, but they are not free, and should be paid for at the time of consumption. DVDs and VHS movies are allowed to be rented must be checked out and checked in upon return. You are expected to act like a future officer. The wardroom provides a relaxed environment but should not be abused. Clean the wardroom before leaving. Call, "Attention on Deck" when the Commanding Officer (CO) or Executive Officer (XO) arrives. All other unit staff members should be recognized with a greeting.
- C. Classrooms.
 - 1) Instructors Entering/Leaving. When an instructor enters the classroom, the section leader calls the class to attention. Midshipmen stand at attention until directed otherwise by the instructor. Do not call "Attention on Deck" - that is a courtesy reserved for the CO and XO.
 - 2) 'Attention on Deck' is a courtesy reserved for the Commanding Officer and Executive Officer and should be called when either officer enters or leaves the room.
- D. Unit Staff Offices.
 - 1) Reporting. When reporting to an instructor in an office, the midshipman will appear in proper civilian attire and knock on the office door. When acknowledged, the midshipman will

either state the purpose of his/her visit or request permission to enter the office, center himself/herself six inches in front of the desk at attention, identify himself/herself and the purpose of the visit (e.g., "Sir, Midshipman Jones reporting as ordered", or "Sir, Midshipman Jones respectfully requests to discuss academic problems").

- 2) General Conduct. At all times, midshipmen conduct themselves in a military manner and await the instructor's invitation to stand at ease, sit down, dismiss, etc. When speaking casually with an officer the midshipman should be standing at a modified parade rest - hands should not be on the hips or crossed in front of the body.

APPENDIX A

From: Commanding Officer, NROTC Unit, Tulane University
To: All hands

Subj: ALCOHOL USE AND ABUSE

Ret: (a) OPNAVINST 5350.4 (Series)

1. Background. Alcohol is a drug. As such, legal consumption of alcohol must be done in a responsible manner at all times. Year after year, alcohol related incidences and misconduct associated with abuse of alcohol plague the naval service more than any other causal factor. Every member of the naval service has a responsibility to conduct themselves in a professional manner at all times as it relates to alcohol use. Moreover, we must also employ bystander intervention whenever risky or inappropriate peer behavior is observed. As midshipmen and future naval leaders, you must learn the importance of shipmates taking care of shipmates.

2. Command Policy. **My policy on alcohol is "responsible use."** As a naval leader, you play a vital role in shaping service culture. I expect each of you to be an example in character and conduct, particularly when it comes to responsible use of alcohol.

- A. Responsible Use. Responsible use is defined as alcohol consumption that is moderate and appropriate in time, place and amount. Responsible use of alcohol does not impair judgment, dependability or safety
- B. Alcohol Abuse. Alcohol abuse is excessive or inappropriate use of

alcohol and alcoholic drinks that impairs judgment, dependability or reliability or that otherwise adversely affects your life in some way. Death is most certainly an adverse effect. However, poor academic performance, tardiness at drill or an argument with your spouse (or close friend) also constitute abuse when alcohol is a cause or contributing factor.

- C. Alcohol Related Incidents (ARI's). An ARI occurs when misconduct (punishable under the UCMJ or civilian laws) is committed by a unit member, to which, in the judgment of the PNS, the member's consumption of alcohol was a cause or contributing factor.

3. Preventing Alcohol Abuse. **In this unit, alcohol abuse will not be tolerated.** This means that no one in the unit should tolerate alcohol abuse, not just the staff and I. If you see someone adversely affecting his or her own life due to alcohol usage, INTERVENE. Do not let a shipmate fail, cause injury, or die when you could prevent it. You must incorporate bystander intervention into your leadership toolbox.

4. Handling of ARI's. All ARI's shall be immediately reported to the chain of command and promptly investigated. Any midshipman who is involved in an alcohol incident shall be immediately placed on interim leave of absence (suspension of benefits), and active duty students shall be immediately placed in disciplinary status. Upon completion of the investigation a PRB and/or NJP shall be conducted to determine substantiation and appropriate administrative and/or disciplinary action. In all cases continued suitability for commissioning shall be assessed.

- A. Underage Drinking. In the United States, state laws stipulate 21 as the legal drinking age. For all personnel at Tulane University NROTC, active duty and reserve, underage drinking is misconduct and constitutes an ARI.

5. Command Functions. At command functions where alcoholic

beverages would normally be considered appropriate (balls, dining-in's, picnics, etc.), they may be consumed only by those over 21, and then only in moderation and when accompanied by substantial food (not just snack foods). For such events, designated driver(s) shall be appointed before the event. The designated driver(s) shall consume no alcohol. No motor vehicle shall be operated by an intoxicated student. If you drink, even one beer, you don't drive.

6. Bottom Line. Exercise common sense and mature judgment when it comes to alcohol consumption. Obey the law, use moderation, maintain situational awareness, and intervene early to help your shipmates. Employ the designated driver concept for your personal activities, not just "command functions." I expect aggressive implementation of this policy from each of you. You should insist on the same from your subordinates, peers, and leadership when you get to the Fleet.

A.P. Chatham Capt, USN

Commanding Officer

APPENDIX B

USMC Height and Weight Standards (Male/Female)

MALE WEIGHT STANDARDS. Figure 20 contains weight standards for male Marines, regardless of age. The Marine Corps has established that 18 percent and below is the maximum allowable percent of male body fat.

Height (inches)	64	65	66	67	68	69	70	71
Weight (lbs.)								
Min.	105	106	107	111	115	119	123	127
Max.	160	165	170	175	181	186	192	197

FEMALE WEIGHT STANDARDS. Figure 21 contains weight standards for female Marines, regardless of age. The Marine Corps has established that 26 percent and below is the maximum allowable percent of female body fat.

Height (inches)	58	59	60	61	62	63	64	65
Weight (lbs.)								
Min.	90	92	94	96	98	100	102	104
Max.	121	123	125	127	130	134	138	142
Height (inches)	73							
Weight (lbs.)								

Min.	128
Max.	180

OPNAVINST 6110.1F
1 MAY 00

APPENDIX C

MAXIMUM WEIGHT FOR HEIGHT SCREENING TABLE
Maximum Weight in Pounds

Maximum Weight Men	Member's Height (Inches) less than or equal to	Maximum Weight Women
97	51	109
102	52	113
107	53	116
112	54	120
117	55	124
122	56	127
127	57	131
132	58	134
137	59	138
142	60	142
147	61	145
152	62	149
157	63	152
162	64	156
167	65	160
172	66	163
177	67	167
182	68	170
188	69	174
192	70	177
196	71	181
201	72	185
206	73	188
211	74	192
216	75	195
221	76	199
226	77	203
231	78	206
236	79	210
241	80	213
246	81	217
251	82	220
256	83	224
261	84	228
266	85	231
271	86	235

APPENDIX D

Important Phone Numbers

CAPT Chatham: 985-789-8094

CDR Reyher: 805-889-3171

1st LT Harbiston: 504-810-3927

LT Gillaspie: 504-343-1419

LT Leggett: 360-509-4969

LT Kane: 574-261-5371

GySgt Carver: 760-622-3732

TUPD: Emergency 504-865-5200

Non-Emergency 504-865-5381

TEMS: Emergency 504-865-5200

Non-Emergency 504-865-5868

SafeRide: 504-314-7233

The Well: 504-314-7400

United Cab: (504) 522-9771

White Fleet: (504) 822-3800

NOTE: PLEASE ALWAYS ASK FOR HELP IF YOU OR SOMEONE YOU KNOW IS IN TROUBLE, OR APPEARS TO BE IN A BAD SITUATION. THE CONSEQUENCES OF SEEKING HELP FROM THE UNIT OR LOCAL AUTHORITIES WILL BE NEGLIGIBLE COMPARED TO THOSE RESULTING FROM ANY INJURY TO A SHIPMATE. EXERCISING GOOD DECISION MAKING IS PART OF BECOMING A NAVAL OFFICER AND RESPONSIBLE ADULT.