

Battalion Standing Orders for Fall Semester 1998

31 August 1998

From: Battalion Commanding Officer
To: NCSU NROTC Battalion

Subj: STANDING ORDERS FOR FALL 1998

The purpose of these standing orders is to supplement the Midshipman Regulations and provide the necessary guidelines for efficient operation of the battalion. The standing orders will cover the structure of communications within the battalion, specific regulations and various other administrative matters. These Standing Orders supersede all previous orders and are effective for the Fall Semester 1998. It is required that all Midshipmen, Officer Candidates, and MECEP's read and understand the provisions detailed below.

Note: The term Midshipman encompasses Officer Candidates and MECEP's unless otherwise stated.

A. STANDARDS

The following standards clarify those items which are not mentioned explicitly in the Midshipmen Regulations.

1. Physical Fitness: It is expected that all Midshipmen and Officer Candidates develop a physical fitness program to stay fit and prepare for the PRT/PFT. The Semper Fidelis Society and the Heritage Society PT on a regular basis and members of the battalion are encouraged to participate. The battalion will PT as a whole on a regular basis to serve as a gauge for individual midshipmen on their physical performance. Individual ability group PT will push each midshipman to their individual performance peak. It is to the discretion of the BN XO as to when a midshipman needs to be assigned to supplemental PT.

2. Professional Knowledge: Each member of the battalion should be knowledgeable of the Midshipmen Regulations and these standing orders. In addition, it is important for each midshipman to learn as much as possible about the service they are about to enter, or are considering. It is the responsibility of every Midshipman to get as much out of NROTC as possible. There are many ways to learn, from leadership labs to the internet. The best advice is to ask questions and question answers.

3. Uniforms: The uniform of the day for each Tuesday will be posted the previous week on the plan of the day. The uniform will be worn when on campus between the hours of 0730 and 1730.

The only exceptions are if the Midshipman, Officer Candidate, or MECEP is participating in a physical education or laboratory class. These individuals must submit a special request chit, outlining their exception, to their chain of command during the first week of classes. For any specific battalion activity requiring a uniform, the prescribed uniform will be worn for the events entirety. Conflict Platoon (B3) will wear the prescribed uniform of the day on Tuesday.

4. Personal Behavior / Appearance: Each battalion member's appearance will always be kept within the standards set in the Midshipmen Regulations - both in and out of uniform. This statement means that Midshipmen will be in proper civilian attire when out of uniform, and always clean-shaven. In addition, I expect everyone to uphold the highest of professionalism, military bearing, and integrity at all times.

B. CHAIN of COMMAND:

The chain of command is the backbone of the Navy. Without it we would never accomplish anything. It is the unit-link between seniors and subordinates which affords all members the right to communicate issues and ideas. In order for it to be effective, all information and orders must be communicated in a timely manner. All personnel are expected to follow the lawful orders of the personnel to which they are subordinate in accordance with military law and tradition. Any grievances should be addressed in a professional manner and through the chain of command when possible. The chain of command does not only work in one direction. Each person in the battalion is responsible for keeping those directly above him/her in the chain informed. When each person takes care of those in his/her chain and reports regularly, the battalion will operate more efficiently and most effectively.

Heritage and Semper Fi Societies

The Heritage Society and Semper Fi are vital to the professional development of NROTC members. Therefore, the presidents of these societies will wear the rank of Midshipman Lieutenant junior grade except when in formation. The presidents of these societies will report to the BN XO for all administrative purposes.

C. COMMUNICATIONS:

Our battalion has a chain of command that stipulates how information travels to ensure that everyone is informed. To assist in the dissemination of information the battalion will utilize the following tools:

I. Advisor Board - Inside Reynolds 123 is a board used by the active duty advisors. Messages are left for midshipmen and Officer Candidates concerning administrative issues, cruise information, and service selection.

II. Main Hot Board - Also inside Reynolds 123 is the primary information board, with allotted space for each company, staff members, and extracurricular groups. In addition to general weekly announcements, the following items are found on this board:

- a. Schedule - A list of battalion activities outside of lab for the semester. (ADMIN)
- b. Leadership Lab Schedule - A listing of the Leadership Laboratory topics for the semester. This is subject to change throughout the semester. (ADMIN)
- c. Plan of the Week - The plan for the upcoming week on the hot board. This will outline all battalion activities for the upcoming week. (OPS)
- d. Plan of the Day - The plan for each Tuesday Leadership Labs including the required muster site, uniform, and foul weather plan if the event is outdoors. (OPS)

III. E-mail - It is required that each member of the battalion check their e-mail prior to 1200 on Monday through Friday. This will allow the chain of command to communicate more frequently and thereby be more efficient.

General Regulations Governing Use of Boards:

1. Every member of the battalion will read the boards on a daily basis (Mon. - Fri.). Battalion personnel are responsible for knowing the information on all boards.
2. Each member of the battalion must initial beside his/her name, in black ink, any time it appears on the boards. This way the source of the message knows it has reached the appropriate people.
3. Only battalion officers, or midshipmen having approval of a battalion officer, are allowed to place information on the boards.
4. All messages will be typed in the proper format for naval correspondence.
5. Only one copy of any message will be posted.

Weekly Meetings: Various weekly meetings take place to plan and coordinate activities and to disseminate information.

1. Consortium Commanding Officer - Each week the Battalion CO and XO will meet with the Consortium CO to discuss weekly activities, specific concerns, and the overall direction in which the battalion is headed.

2. Battalion Advisor - Each week the Battalion CO and XO will report to the Battalion Advisor and Officer in Charge all battalion activities and gain feedback during a scheduled meeting.

3. Battalion Staff Meeting - The Battalion CO will meet with the Battalion XO, Company Commanders, Battalion Sergeant Major, and Battalion Staff on a regularly scheduled basis.

4. Platoon Meetings - All platoons will be given time during the Leadership Laboratory to handle platoon business. Any platoon meetings outside Leadership Lab will be on a voluntary basis and must be approved by the chain of command.

a. Squad Leaders will be allowed one hour per week outside of Lab time for Battalion related events or training. This limit can be extended with the permission of the Battalion Commanding Officer.

b. No events other than those already scheduled (i.e. Bulldog PT) are to be scheduled prior to 0800 without the BNCO's permission. Concurrence from the MOI and OIC is also required.

D. DISCIPLINARY ACTION:

All disciplinary action will take place through the chain of command and will be approved by the Battalion CO and the Battalion Advisor. It is important that all action be taken quickly. Therefore, a counseling chit or disciplinary action form (DAF) must be submitted up the chain of command as soon as possible. It is of utmost importance that the offender be informed that a DAF has been submitted and the nature of the complaint. The Company CO will then recommend discipline to the Battalion CO. When the DAF returns down the chain of command, the subject of the DAF will receive a copy and his/her immediate superior will see that the corrective disciplinary action is carried out.

In addition to submitting a DAF for corrective action, the person will be counseled promptly at BNCO's Mast along with their respective COC. A counseling form will be filled out and placed in the Midshipman's file for record of the counseling session. Disciplinary action will be recommended to the MOI and the OIC for their concurrence.

ABSENCES: If it is necessary for someone to miss a battalion activity, the absence must be approved by the chain of command. This requires the person to submit a special request chit no less than a week prior to the event to be missed. In case of illness, the person must contact his/her chain of command immediately and present proof of illness from the Infirmary or other physician.

Unexcused absences (UA) are taken very seriously. The policy regarding U/A's is as follows:

1st U/A - member will write a letter to the BN XO via his/her COC outlining the circumstances behind the U/A and the steps that will be taken to insure that it won't happen again. Extracurricular activities may also be assigned at the Platoon Commander's discretion.

Additionally, he/she will be formally counseled by their Squad Leader and Platoon Sergeant.

2nd U/A - the member's Platoon Commander will administer a counseling session at 0600 on the Tuesday following the U/A. The Platoon Sergeant and Squad Leader will attend the counseling session.

3rd U/A - member will attend Battalion Commander's mast and a DAF will be issued. The Company CO, XO, and Platoon Commander will attend the mast.

4th U/A - BNCO will recommend a review board of the individual to evaluate his/her future in the NROTC at NC State.

U/A's From Battalion PT will result in the individual attending BNCO PT along with their respective Platoon Sergeant and Squad Leader. BNCO PT will be held every WED morning necessary, at 0600 on the lower intramural fields.

E. BATTALION DUTIES:

The following is a listing of the Battalion responsibilities to other organizations and activities. I expect them to be completed in a prompt and professional manner. The manner in which we perform these duties is a direct reflection of ourselves and our Naval service.

Flag Detail: Our battalion, working with the Army and Air Force ROTC, raises and strikes the colors in the courtyard beside the library each day throughout the year. Company Commanders will be informed of the periods for which they are responsible, and will ensure that personnel are provided. Flag detail will be performed in the proper manner as promulgated in the Standard Operational Procedure. Unexcused absence to flag detail will result in disciplinary action.

Football Concessions: To obtain money to support our many activities the Battalion operates the NCSU Bookstore concessions at home football games. Personnel to work these games will come from all members of the battalion. Each Midshipman, OC, and MECEP will work two football games. Company Commanders and Battalion Staff will serve as MICs for each game. He/She will ensure that the Standard Operating Procedure for football concessions is carried out.

Basketball Concessions: Special teams will be slated to work basketball games in order to support funding for their specific events.

F. BATTALION AWARDS

Color Platoon: Each semester, the platoon that achieves the highest level of performance will receive the distinction of being the Color Platoon. Each member of the platoon will receive a ribbon to be worn the following semester. The purpose of the Color Platoon competition is to foster platoon unity, as well as emphasizing leadership skills, physical fitness, competitiveness, and motivation at the platoon level. The following criteria will be averaged for each platoon to calculate the color platoon for the semester:

GPA 40%

PRT/PFT 20%

CO's Inspection 10%

Drill Competition 10%

Field Meet/Platoon Competitions 20%

Midshipman of the Month Award: Each month the third and fourth class Midshipman who demonstrates the best unit participation and support is given the distinction of being the 3/C and 4/C of the Month. This is quite an honor, and each person eligible should be striving to obtain this distinction.

Academic Excellence Award: Given at the end of each semester to every Midshipman, Officer Candidate, and MECEP who is placed on the Dean's List.

Physical Fitness Award: Given to each Midshipman, Officer Candidate and MECEP who achieves a 280 or greater on the PRT/PFT.

IronMan/Woman Award: Given to the Midshipman and Officer Candidate who scores the highest point value on the PRT.

Cruise Ribbon: Given to those midshipmen who receive early promote status on their cruise evaluation or a letter of accommodation from their cruise evaluator.

A handwritten signature in black ink, appearing to read 'S.L. Anderson', with a stylized, cursive script.

S.L. ANDERSON
Midshipman First Class, USNR



N.C. STATE BATTALION OF MIDSHIPMEN
NAVAL RESERVE OFFICERS TRAINING CORPS
NORTH CAROLINA STATE UNIVERSITY
102 REYNOLDS COLISEUM BOX 7310
RALEIGH, NC 27695-7310
(919) 515-2757

The name of our student organization will be the NCSU Quarterdeck Society. Members of this organization shall consists of students who are currently enrolled in the Navy ROTC program at North Carolina State University. Membership for this organization will be based on good academic standing with the University as well as physical standards dictated by a Physical Readiness Test (PRT) given each semester. Upon acceptance into this society, members will be eligible for scholarships as mandated by the Naval Reserve Officers Training Corps and will not be subject to dues. Officers for the organization will be selected twice each academic year based upon individual merits as related to academics and physical conditioning standards set within the organization. All members of the NCSU Quarterdeck Society will assume the title 'midshipman' and both the organization and its members will be governed by the following mission statement:

To develop midshipmen mentally, morally, and physically and to imbue them with the highest ideals of duty, honor, and loyalty in order to commission college graduates as naval officers who possess a basic professional background, are motivated toward careers in the naval service, and have a potential for future development in mind and character so as to assume the highest responsibilities of command, citizenship, and government.

NC STATE UNIVERSITY

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November 4, 1997

Ryan McCulloch
President
Navy ROTC Quarterdeck Society
Box 7310
Room 102 Reynolds Coliseum
NCSU Campus

Dear Mr. McCulloch:

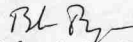
We have reviewed your organization's constitution and officers list and everything seems to be in proper order. You are now a registered student organization at North Carolina State University entitled to all privileges entailed in that status.

Understand that this registration in no way gives the University or Student Government responsibility for any financial liability which may be incurred by your group. Your status does, however, give you the opportunity to approach the Student Senate with a request for funds, and it gives you certain on-campus solicitation privileges. Also, this status enables you to link your student organization's homepage to the University's Web.

Please be aware that we ask each student organization to update its file whenever there is a change of officers and at the beginning of each school year. Failure to do so will result in a loss of registration.

If the Department of Student Development can be of assistance to your group, please do not hesitate to call on us. Good luck with your new group.

Sincerely,



Robert S. Bryan, Jr.
Interim Director
Student Development

cc: Chad Meyers, Student Government
Dick Parham, Reservations, Student Center
Gina Barrow, Registration and Records
Harry Nicholas, Computer Center