



DEPARTMENT OF THE NAVY

OFFICER TRAINING COMMAND NEWPORT
1356 MEYERKORD AVENUE
NEWPORT, RHODE ISLAND 02841-1644

IN REPLY REFER TO:

OTCNINST 1530.6L
OCS
24 Feb 2020

OTCN INSTRUCTION 1530.6L

From: Commanding Officer, Officer Training Command Newport

Subj: OFFICER CANDIDATE REGULATIONS

1. Purpose. To provide officer candidates detailed regulations pertaining to their training while assigned to Officer Candidate School (OCS) at Officer Training Command Newport (OTCN).
2. Cancellation. OTCNINST 1530.6K.
3. Scope. Since this Officer Candidate Regulations (OCR) is limited to matters of internal organization, it may in no way be construed as contradicting, altering, or amending the provisions of higher directives (e.g. OPNAV/SECNAV directives).
4. Action. All officer candidates and assigned OCS staff members are required to have a detailed knowledge of and comply with the OCR.
5. Responsibility. The Director, Officer Candidate School (DOCS) has overall responsibility for issuance and maintenance of the OCR. All proposed changes will be submitted to the DOCS for review.
6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 January 2012.
7. Review and Effective Date. Per OPNAVINST 5215.17A, OTCN will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



M. A. NICHOLSON

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the NWPT_OTCN sharedrive to users with authorization in the folder of the OTCN_Document_Library.

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PREFACE

This instruction standardizes training regulations and procedures for OCS. Much of the sustained superior operational execution and efficiency of the World's Greatest Navy rests upon a time-honored tradition of procedural compliance and attention to detail. It is in that tradition that compliance with this document is a requirement of all Officer Candidates. Further, you are not authorized to make copies of this publication or major portions thereof without specific authority of the Commanding Officer (CO), Executive Officer (XO), or the Director of OCS (DOCS).

Officer Candidate School is the Navy's largest Officer Accession Program. Of all the Navy's Commissioning sources, approximately 50% of all Navy Line Officers commission annually through OCS. OCS is an intensely rigorous 13-week program, which convenes approximately 17 classes a year with up to 100 candidates per class.

SCOPE

This instruction contains information on all aspects of training at OCS and is intended to be both comprehensive and prescriptive, but it is not a substitute for sound judgment. Emergencies and other unique situations not clearly covered within this document, to include events that may involve the safety or property of others, may require modification of the procedures contained herein. Candidates must read this instruction from cover to cover and are expected to have a complete knowledge of its contents.

HOW TO GET COPIES

If this instruction is not up to date with the latest changes or is missing pages, candidates should contact the DOCS via their class officer, Lead Class Officer (LCO) and Deputy Director of OCS (DDOCS) to request an update or replacement, as appropriate.

UPDATING THE MANUAL

To ensure the manual contains the latest procedures and information, OCR review conferences are held semi-annually. The result of each review conference, including a summary of submitted changes, is forwarded to the CO. Change recommendations are submitted via the chain of command to the DOCS on the Change Recommendation Form found in Appendix H.

CANDIDATE RESPONSIBILITY

The OCR is kept current through an active instruction change program. Any corrections, additions, or constructive suggestions for improvement of its content should be submitted at once using the procedures outlined above.

WARNINGS, CAUTIONS AND NOTES

The following definitions apply to “WARNINGS”, “CAUTIONS” and “Notes” found throughout the manual.



WARNING

An operating procedure, practice, or condition, etc., which may result in injury if not carefully observed or followed.

CAUTION

An operating procedure, practice, or condition, etc., which may result in damage to equipment or property.

Note

An operating procedure, practice, or condition, etc., which needs emphasis.

DISTRIBUTION

The DDOCS is charged with the distribution and tracking of this instruction. Copies of the instruction should be distributed as follows:

Commanding Officer, OTCN (1) Executive Officer, OTCN (1) Director, Officer Candidate School (1) Deputy Director, Officer Candidate School (1) Lead Class Officer (1) Lead Instructor (1) Lead RDC (1) Chief Drill Instructor (1) Leading CPO (1) Class Officers (1 Each Assigned)

Class Recruit Division Commanders (1 Each Assigned) Class Drill Instructors (1 Each Assigned) Nimitz Hall Officer of the Deck (1 Each Assigned) Nimitz Hall Quarterdeck Stations (2)

Callaghan Hall Watch (1 Each Assigned) Indoctrination Officer Candidate Berthing Spaces (1 per room (50)) Learning Standards Department (1) Safety Officer (1) Medical Liaison (1)

CHAPTER 1

MISSION AND POLICIES

SECTION 1 – MISSION AND NAVY CORE VALUES

“When we imagine truly world class leaders – those who are consistently at the top of the pack; victorious in the most challenging contests – they embody one essential quality:

Top leaders inspire their teams to perform at or near their theoretical limits. By making their teams stronger, they relentlessly chase “best ever” performance. They study every text, try every method, seize every moment, and expand every effort to outfox their competition. They ceaselessly communicate, train, test, and challenge their teams. They are toughest on themselves; they routinely seek out feedback, and are ready to be shown their errors in the interest of learning and getting better. When they win, they are grateful, humble, and spent from their effort. By doing all these things, great leaders bring their teams to a deeply shared commitment to each other in the pursuit of victory.”

ADM John Richardson, USN – Navy Leader Development Framework – January 2017

111. Mission Statement The mission of OTCN is to morally, mentally, and physically develop future Leaders of Character and Competence – imbuing them with the highest ideals of Honor, Courage, and Commitment in order to serve as Professional Naval Officers worthy of special trust and confidence.

a. OCS accomplishes this mission by building the foundations of professional “OFFICERSHIP” — Leadership, Profession of Arms, Academics and Fitness.

(1) Leadership: Instilling within candidates the qualities of a Professional Naval Officer. These qualities include Honesty, Integrity, Work Ethic, Military Bearing, Character, Dependability, Initiative, Accountability, Toughness and Teamwork. Further, OCS develops officer candidates to perform capably under pressure and in adverse conditions while testing and strengthening their time management skills and confidence.

(2) Profession of Arms: Instilling discipline, military bearing, attention to detail, patriotism, pride, and building esprit de corps.

(3) Fitness: Instilling a “Culture of Fitness” that will endure well beyond OCS through the entirety of a career. A professional Naval Officer must be physically strong and resilient — ready to LEAD/sustain a culture of fitness in an austere and challenging sea-duty environment.

(4) Academics: Providing candidates a fundamental knowledge of the Naval Profession through classroom and practical instruction that forms the basis for their commitment to the

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Naval service and establishes personal standards of excellence which will remain with the graduate throughout the individual’s professional career.

112. Oath of Office

The essence of professional officership is most succinctly captured by the Oath of Office – our solemn promise to support and defend the Constitution and to well and faithfully discharge the duties of the office. Understanding and truly *living the relationship of the Oath to Navy Core Values* is the fundamental Leader Development Outcome of the basically trained officer.

I, _____, having been appointed an Ensign in the United States Navy, do hereby accept such appointment and do solemnly swear, that I will Support and Defend the Constitution of the United States against all enemies, foreign and domestic, that I will bear true faith and allegiance to the same; that I take this obligation freely, without any

mental reservation or purpose of evasion, and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

113. Navy Core Values, Navy Ethos, and Chief of Naval Operations (CNO) Guidance

HONOR: “I will bear true faith and allegiance...”

I am accountable for my professional and personal behavior. I will be mindful of the privilege I have to serve my fellow Americans. I will:

- Abide by an uncompromising code of integrity, taking full responsibility for my actions and keeping my word.
- Conduct myself in the highest ethical manner in relationships with seniors, peers and subordinates.
- Be honest and truthful in my dealings within and outside the Department of the Navy.
- Make honest recommendations to my seniors and peers and seek honest recommendations from junior personnel.
- Encourage new ideas and deliver bad news forthrightly.
- Fulfill my legal and ethical responsibilities in my public and personal

life. **COURAGE**: “I will support and defend...”

Courage is the value that gives me the moral and mental strength to do what is right, with confidence and resolution, even in the face of temptation or adversity. I will:

- Have the courage to meet the demands of my profession.

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- Make decisions and act in the best interest of the Department of the Navy and the nation, without regard to personal consequences.
- Overcome all challenges while adhering to the highest standards of personal conduct and decency.
- Be loyal to my nation by ensuring the resources entrusted to me are used in an honest, careful and efficient way.

COMMITMENT: “I will well and faithfully discharge the duties...”

The day-to-day duty of every man and woman in the Department of the Navy is to join together as a team to improve the quality of our work, our people and ourselves. I will:

- Foster respect up and down the Chain of Command (CoC).
- Care for the personal and spiritual well-being of my people.
- Show respect toward all people without regard to race, color, religion, sex (including gender identity), national origin, and sexual orientation.

- Always strive for positive change and personal improvement.
- Exhibit the highest degree of moral character, professional excellence, quality, and competence in all that I do.

Navy Ethos:

- We are the United States Navy, our nation's sea power – ready guardians of peace, victorious in war.
- We are professional sailors and civilians - a diverse and agile force exemplifying the highest standards of service to our nation, at home and abroad, at sea and ashore.
- Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.
- We are a team, disciplined and well-prepared, committed to mission accomplishment. We do not waver in our dedication and accountability to our shipmates and families.
- We are patriots, forged by the Navy's Core Values of honor, courage and commitment. In times of war and peace, our actions reflect our proud heritage and tradition.
- We defend our nation and prevail in the face of adversity with strength, determination, and dignity.
- We are the United States Navy.

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Chief of Naval Operations (CNO) Commander's Intent:

Four core attributes of our professional identity serve as guiding criteria for our decisions and actions. If we abide by these attributes, our values should be clearly evident in our actions.

INTEGRITY: Our behaviors as individuals and as an organization align with our values as a profession. We actively strengthen each other's resolve to act consistently with our values. As individuals, as teams, and as a Navy, our conduct must always be upright and honorable both in public and when nobody's looking.

ACCOUNTABILITY: We are a mission-focused force. We achieve and maintain high standards. Our actions support our strategy. We clearly define the problem we're trying to solve and the proposed outcomes. In execution, we honestly assess our progress and adjust as required – we are our own toughest critic.

INITIATIVE: On their own, everybody strives to be the best they can be; we give 100% when on the job. Our leaders take ownership and act to the limit of their authorities. We foster a questioning attitude and look at new ideas with an open mind. Our most junior teammate may have the best idea; we must be open to capturing that idea.

TOUGHNESS: We can take a hit and keep going, tapping all sources of strength and resilience: rigorous training for operations and combat, the fighting spirit of our people, and the

steadfast support of our families. We don't give up the ship.

114. Officer-like Qualities (OLQ). The development and display of OLQ determines a candidate's suitability to move forward into the next phase of training and ability to ultimately commission as an Ensign in the United States Navy.

a. The OLQ for which all candidates are continuously evaluated are those that are most critically important for their initial success as junior officers:

- (1) Honesty
- (2) Integrity
- (3) Work Ethic
- (4) Initiative
- (5) Military Bearing
- (6) Character
- (7) Dependability
- (8) Teamwork

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- (9) Toughness
- (10) Accountability
- (11) Leadership

b. OLQ are evaluated from check-in through graduation. Unsatisfactory performance is grounds for a roll-back in training or recommendation for drop from the program.

SECTION 2 – TRAINING POLICIES AND PROCEDURES

121. The Honor Code. In his strategic guidance and commander's intent, our CNO identified *Integrity* as the primary core attribute of our professional identity as professional officers and as a service. Our ability to successfully fight and win as a navy through decentralized operations guided by commander's intent is wholly reliant upon trust and confidence in leadership and in having leaders of integrity.

The Honor Code of OCS outlines the expectations of integrity and honorable behavior for officer candidates as future leaders of character and competence and is aligned with Navy Core Values and the honor codes of the other commissioning sources. Our Honor Code is an affirmative statement rather than simply a list of prohibitions – as living an honorable life of integrity as an officer is an affirmative act that is aspirational and self-regulated rather than consequence based. Our honor code guides how we will live our personal and professional lives - its lasting simplicity declares:

Officer candidates are persons of integrity:
WE STAND FOR THAT WHICH IS RIGHT.

We tell the truth and ensure that the full truth is known:
WE DO NOT LIE.

We ensure that work submitted as our own is our own, and that assistance from any source is authorized and documented.
WE DO NOT CHEAT.

We respect the property of others and ensure that others are able to benefit from the use of their own property.
WE DO NOT STEAL.

“An officer candidate does not lie, cheat or steal; nor tolerate those that do.”

The underlying principles of the Honor Code are the Navy Core Values of Honor, Courage and Commitment. Its objective is to inspire and encourage one to act honorably in all actions, both within and outside of the Navy. Hand-in-hand with *Integrity* goes *Accountability*. Naval officers

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readily take individual responsibility for their actions and those of their subordinates. This principle is at the heart and soul of command and professional officership and is of paramount importance in the leadership development of officer candidates.

Violations of the Honor Code are cause for immediate dismissal from OCS.

a. Definitions. The following definitions are pertinent to the Honor Code:

(1) Lying. Lying is to knowingly state an oral or written untruth or actively preventing the full truth from being known. A lie may be either a declarative statement or a knowingly false response to a question. It is also a lie to knowingly omit or subtly word information in such a way as to leave an erroneous or false impression of the known situation. The misrepresentation may be either by word or by deed.

(2) Cheating. Cheating is knowingly taking credit for work that is not one's own. A candidate's individual work or performance must represent their own individual efforts. This is not intended to discourage teamwork or collaboration between candidates during study hours or free time to help in understanding concepts or procedures. Helping another candidate or candidates prepare for an evolution from a knowledge or skill perspective is not cheating.

(3) Stealing. Stealing is to wrongfully take, obtain or withhold property or anything of value from the possession of the true owner with the intention of permanently or temporarily depriving the owner of its use or possession.

b. Reporting. All Navy personnel who witness another service member commit an offense will report the violation to the proper authority.

c. Uniform Code of Military Justice (UCMJ). All candidates upon arrival are subject to the articles of the UCMJ. The UCMJ is federal law, enacted by Congress; it is the standardized

bedrock source of military law. Articles 77 through 134 of the UCMJ, known as "punitive articles" are specific offenses, which, if violated, can result in punishment by courts-martial.

122. Program Attrition. Graduation from OCS and earning a Commission in the United States Navy is a PRIVILEGE, NOT A RIGHT. Candidates may be removed from training for specific incidents or a cumulative pattern of poor performance and subsequently recommended for attrition following a Performance Review Board (PRB) or at recommendation of the Director of OCS (DOCS). Candidates may also be recommended for attrition due to failure to meet basic physical fitness standards in a reasonable period of time or if being diagnosed with an injury that will keep a candidate out of training for greater than 30 days. All attrition recommendations are submitted to the CO for final disposition. Candidates may be placed in Remedial Holding Company (RHC) at the discretion of the DOCS or Student Pool Division at the direction of the CO while awaiting adjudication.

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123. Not Physically Qualified (NPQ). Candidates found to be NPQ by Navy medical staff from all designators will be removed from training and processed for separation. Candidates who are found to be NPQ from their assigned designator, but are medically eligible for another designator are typically offered an opportunity to re-designate and remain in training.

124. Drop On Request (DOR). Candidates are enrolled in OCS on a voluntary basis and may voluntarily request termination of their training at any time. Anytime a candidate makes a statement such as "I quit" or "I DOR", they will be immediately removed from the training environment and referred to their class officer. DOR will not be confused with calling Training Time Out (TTO). If a candidate requests to DOR at any time, the candidate will be removed from the training environment and counseled by their class officer to determine the reasons for the DOR. After completion of interviews with the OCS CoC, the candidate will be transferred to Student Pool Division to await final interviews and processing.

125. Training Time Out (TTO). A TTO will be called when a candidate or staff member has concern for their personal safety, the safety of another or when a candidate requests clarification of procedures or requirements. A TTO is also an appropriate means for a candidate to obtain relief if they are experiencing serious physical discomfort. Conditions that will generally trigger a TTO are chest pain, headache with blurred vision and dizziness, difficulty breathing, or if a staff member or student falls during training. Leg cramps, cramp in side, congestion or tiredness do not generally call for a TTO; however, if a candidate believes their safety and well-being are in jeopardy, they will follow those procedures. Following a TTO, a staff member will clarify the situation by providing additional instruction as appropriate. TTO procedures remain in effect throughout the training day.

a. Procedure. A TTO can be requested by stating "Training Time Out", "TTO" or by displaying an appropriate hand or arm signal. When the noise level is such that words may not be easily understood, a signal such as the one used in football (making a "T" with the hands) will be used. A waving of the hands to get attention prior to giving the time out signal may also be necessary. For minor injuries or minor discomfort that DO NOT require an emergent action such as seeing a Health Care Provider, Automated External Defibrillator (AED), Cardio-Pulmonary Resuscitation (CPR), or Base Emergency Medical Services (EMS), locate the closest staff member for assessment and follow-on directions instead of calling a TTO. The safety and well

b. Refusal to Train. Candidates who refuse to train after receiving TTO instruction or use a training time out to avoid military training or Reinforcement Physical Training (RPT) will be removed from training and referred to their class officer. Candidates who refuse to train will be subject to a PRB or disciplinary action as directed by the DOCS. Repeatedly calling a TTO for minor reasons that are not conditions that fall within the TTO bounds will be considered a refusal to train.

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126. Hazing

a. Definition. Hazing is defined as any conduct whereby a military member or members, regardless of service or rank, without proper authority causes another military member or members, regardless of service or rank, to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to perpetrate any such activity is also considered hazing. Hazing need not involve physical contact among or between military members; it can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator.

b. Policy. It is Department of the Navy's (DON) policy that:

(1) Hazing is prohibited and will not be tolerated.

(2) No service member in the DON may engage in hazing or consent to acts of hazing being committed upon them.

(3) No commander or supervisor may, by act, word, deed, or omission, condone or ignore hazing if they know or reasonably should have known that hazing may have or did occur.

(4) It is the responsibility of every service member to ensure hazing does not occur in any form at any level. Every service member has the responsibility to make the appropriate authorities aware of each violation of this policy.

(5) Commanders or individuals in supervisory positions are responsible for ensuring all ceremonies and initiations conducted within their organizations or commands comply with policy and participants are treated with dignity and respect during these events.

(6) Reprisal actions against any victim or witness of hazing incidents are strictly prohibited.

c. Hazing does not include command-authorized or operational activities, required training to prepare for missions or operations, administrative corrective measures, Extra Military Instruction (EMI), athletic events, command-authorized physical training, contests or competitions, and other similar activities that are authorized by the CoC.

d. Reporting Requirements. Suspected incidents of hazing will be immediately reported to the class officer, Deputy Director OCS (DDOCS), DOCS, or any OTCN staff member and will

127. Sexual Assault

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a. Definition. Sexual Assault is defined as intentional sexual contact characterized by the use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. Sexual assault includes rape, forcible sodomy (oral or anal sex), and other unwanted sexual contact that is aggravated, abusive or wrongful (including unwanted and inappropriate sexual contact), or attempts to commit these acts. Sexual Assault crimes strike at the health, welfare and dignity of our service members and undermine the readiness of our force.

b. Policy. The goal of the Department of Defense (DOD) is a culture free of sexual assault through an environment of prevention, education and training, response capability, victim support, reporting procedures, and appropriate accountability that enhances the safety and well being of all persons.

(1) OTCN recognizes the fundamental need to provide a confidential disclosure process for students to have access to the Restricted Reporting option throughout their training; therefore, students will not be required to give an explanation or disclose a reason to request access to medical or to see a chaplain, if they so choose.

(2) Additionally, the DOD Safe Helpline is a crisis support service for victims of sexual assault providing one-on-one support by trained professionals. Candidates will have 24/7 access to this confidential and anonymous helpline through the use of a Sexual Assault Prevention and Response (SAPR) hotline phones located in the Nimitz Hall and King Hall prayer/mediation rooms. The focus is to provide support and resources to service members as well as reinforce a culture where sexual assault is not tolerated.

c. Reporting. The Navy's SAPR Program is designed to meet the needs of the victim. There are two types of reporting options: Unrestricted and Restricted.

(1) Unrestricted Reporting. Allows a person who is sexually assaulted to access medical treatment and counseling, command involvement, and request an official investigation of the allegation.

(2) Restricted Reporting. Allows sexual assault victims to confidentially disclose the assault to specified individuals and receive medical treatment, including emergency care, counseling, and victim advocacy, *without* triggering an official investigation or command notification. The following individuals can maintain a Restricted Report of sexual assault: **Sexual Assault Response Coordinator, Victim Advocate, Medical Provider, or Chaplain**. Additionally, a close personal confidant may also maintain a restricted report as long as they are not a member of the victim's CoC. If individuals not listed above are told about the sexual assault, restricted reporting option cannot be guaranteed.

128. Sexual Harassment. All military and civilian personnel in the DON have a responsibility to maintain high standards of honesty, integrity, and conduct to assure proper performance of business and to maintain public trust. Sexual harassment violates those standards, especially

with regard to principles of equal opportunity. Sexual harassment is unacceptable conduct; it debilitates morale, interferes with work productivity, and causes serious psychological stress to victims.

a. Definition. Sexual Harassment is a form of sexual discrimination that involves unwelcome sexual advances, requested sexual favors and any other verbal or physical conduct of a sexual nature, when:

(1) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay or career.

(2) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting this person.

(3) Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile or offensive environment.

b. Supervisors. Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence or affect the career, pay or work of a military member or civilian employee is engaging in sexual harassment. Similarly, any military member or civilian who makes deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature is also engaging in sexual harassment.

c. Acceptable Behavior. Acceptable behavior includes non-sexual touching (shaking hands, pat on the shoulder); counseling on military appearance; showing concern or encouragement; or a polite compliment or friendly conversation.

d. Unacceptable Behavior. Examples of unacceptable behavior are violating personal space, whistling, questions about personal life, repeated requests for dates, sexual favors in return for workplace rewards, threats if sexual favors are not provided, sexually explicit pictures or remarks, using status to request dates, obscene letters, jokes, or comments, lewd or suggestive comments, touching or gestures, leering and staring, and offensive language.

e. Reporting Requirements. Suspected incidents of sexual harassment will be immediately reported to the class officer, DDOCS, DOCS, or any OTCN staff member.

129. Fraternization. The term traditionally used to identify personal relationships which contravene the customary bounds of acceptable senior-subordinate relationships. Although it has most commonly been applied to officer-enlisted relationships, fraternization also includes improper relationships and social interaction between officer members as well as between enlisted members, regardless of the service affiliation of the other officer or enlisted member, including members of foreign military services.

a. Fraternization also can occur between staff members and students. At OCS, this includes students assigned to different classes.

b. Fraternization is punishable under UCMJ Article 134. All members, both senior and subordinate, are accountable for their conduct.

c. Reporting Requirements. Suspected incidents of fraternization will be immediately reported to the Class Officer, DDOCS, DOCS or any OTCN staff member.

130. Equal Opportunity (EO). The Navy's EO policy is to ensure that all employees have an equal opportunity in all aspects of employment and are free from discrimination and harassment in any form. It is expected that service members fully support a continuing commitment to exhibiting the highest professional conduct and courtesy in accomplishing its mission. It is the responsibility of every member of the Navy to ensure sexual harassment is prevented and all instances of sexual harassment are dealt with swiftly, fairly and effectively.

a. Ambiguous Situations. Ambiguous situations, where intent is not clear, require the perceived victim to let either the individual involved or the immediate supervisor know of the situation. The supervisor must approach the alleged perpetrator if the victim requests such action. If the problem is not resolved at this level, then formal action must be taken.

b. Discrimination Complaint (Grievance) Procedures

(1) Policy. The Navy Regulations (NAVREGS) and the Navy's EO Manual mandate that the military workplace be free from discrimination and harassment and that an environment of equal opportunity exists. Grievance procedures exist for the purpose of resolving complaints. There are two general classifications of grievances: Informal and Formal.

(a) Candidates who perceive they have been discriminated against and/or harassed will attempt to resolve the complaint at the lowest level possible utilizing their class team CoC.

(b) Candidates have the right to be educated on Navy's Grievance Procedures and procedures for appealing decisions.

(c) Candidates have the right to present grievances/complaints to the command without fear of intimidation, reprisal or harassment.

(d) Candidates also have the right to communicate with the CO regarding their complaint/grievance per the proper channels and request processes.

(e) Candidates have the responsibility to advise the command of the specifics of the complaint and to provide the command the opportunity to rectify, remedy or take appropriate

action before the complaint/grievance becomes formal and is brought to the attention of higher

authority.

(f) Candidates will submit only legitimate grievances/complaints and exercise caution against immature or reckless charges.

(g) Candidates have the right to seek advice/assistance from the Command Managed Equal Opportunity (CMEO) advisor and OTCN Legal Officer to resolve complaints.

(2) Informal Grievance Procedures

(a) Inform the individual(s) of the issue and attempt to resolve the situation. If the grieved individual is not comfortable with this course of action then;

(b) Inform the class team CoC of the issue and request to speak with the CMEO advisor. The class team CoC and CMEO will advise of the next steps in the informal process.

(c) Candidates have the right to submit a NAVPERS 1336/3 Special Request Chit to speak with the CO (CO's Mast) on this topic, if desired. Typically, chits take three business/working days to process to the CO.

(d) If the informal resolution process is does not provide proper resolution of the complaint, candidates may use Formal Grievance procedures in concert with the CMEO advisor.

(3) Formal Grievance Procedures

(a) Candidates desiring to file a formal EO complaint will contact the CMEO advisor. The CMEO Advisor will instruct the candidate on the proper complaint procedures and inform the CO of the complaint.

(b) Grievances against a superior in the same command, other than the CO, are submitted per the NAVPERS 5354.2 form under NAVREGS Article 1150 using Chapter III, Manual of the Judge Advocate General (JAGMAN).

(c) Grievances against a superior not in the CoC, are submitted per NAVREGS Article 1150 and Chapter III of the JAGMAN.

(d) Grievances against the CO are submitted per the Uniform Code of Military Justice (UCMJ), Article 138 complaint using procedures in Chapter III of the JAGMAN.

(4) False Discrimination Complaints. Intentionally filing a false discrimination complaint is a violation of the UCMJ Article 107. Knowingly filing a false discrimination complaint for the purpose of harassment or embarrassment of military personnel will not be

tolerated. The Navy applies the same administrative and/or disciplinary actions to those who file false complaints as it does to those who discriminate.

131. Resolving Conflict.

a. Definition. Conflict is a disagreement between two or more people that raises serious

concerns and needs to be resolved.

b. One of the simplest and most effective methods to resolve conflict is using the Informal Resolution System. The Informal Resolution System enables workplace conflict resolution at the lowest possible level.

c. Options to resolve conflicts include:

(1) Direct approach in writing or in person. When approaching an individual in person, use a courteous manner in trying to resolve the conflict. Do not add to the conflict by being angry. If writing to the individual, state the facts, your feelings about the behavior and an expected resolution.

(2) Informal third party. Request assistance from another person who could serve as a mediator to help solve the conflict.

d. The Navy has formal systems in place to report and resolve cases of discrimination, harassment or other forms of inappropriate behavior if the Informal Resolution System is unsuccessful.

e. If you feel you have been a victim of discrimination, harassment or inappropriate behavior, or require assistance in using the formal resolution system, request to speak with the CMEC advisor via your class team CoC.

132. Bedrock Standards of Conduct. To maintain the public's confidence in our institutional and individual integrity, all DON personnel will:

a. Avoid any action, whether or not specifically prohibited by the rules of conduct, which might result in or reasonably be expected to create an appearance of:

- (1) Using public office for personal gain,
- (2) Giving preferential treatment to any person or entity,
- (3) Impeding government efficiency or economy,
- (4) Compromising complete independence or impartiality,

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(5) Making a government decision outside of official channels,

(6) Adversely affecting the public's confidence in the integrity of the government.

b. Not engage in any activity or acquire or retain any financial or association interest which conflicts or appears to conflict with the public interests of the United States.

c. Not accept gratuities from DOD contractors unless specifically authorized by law or regulation.

d. Not use their official position to improperly influence any person to provide any personal

benefit.

e. Not use inside information for personal gain.

f. Not wrongfully use rank, title or position for commercial purposes.

g. Not accept outside employment or activities incompatible with their duties or which may discredit the Navy.

h. Never take or use government property or services for other than officially approved purposes.

i. Not give gifts to superiors or accept them from subordinates when it is inappropriate.

j. Not conduct official business with persons whose participation in the transaction would violate a law or regulation.

k. Seek ways to promote efficiency and economy in government operations.

l. Preserve the public's confidence and trust in the Navy and its personnel.

m. Become thoroughly familiar with and support Navy Core Values.

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CHAPTER 2

OFFICER CANDIDATE SCHOOL ORGANIZATION

SECTION 1 – OCS STAFF ORGANIZATION AND PHASES OF TRAINING

211. General. OCS is a 13-week program where prospective Naval Officers are developed through an intense program of militarization, leadership development, naval academics, and physical training (PT). A Naval Officer is a leader who is morally, mentally, and physically sound and discharges his/her duties with the highest levels of character and competence. The highest ideals of Honor, Courage and Commitment are the foundation for serving as a professional Naval Officer worthy of special trust and confidence. OCS leadership and staff are as follows:

212. OCS Leadership

a. Director, OCS (DOCS). Serves as the course supervisor and oversees all operations, administration, and safety of OCS. Oversees initial training required for candidates in preparation for further training as Naval Officers. Responsible for the development and monitoring of program curriculum requirements set forth in the Professional Core Competencies (PCCs). Responsible for the training, discipline, conduct, and general performance of assigned personnel. Proposes policies consistent with OTCN regulations and higher-level directives.

b. Deputy Director, OCS (DDOCS). Directly supports the DOCS with overseeing operations, administration and safety of OCS.

c. Lead Instructor (LI). Responsible for the execution of training, administration, and general performance of assigned OCS instructors.

d. Lead Class Officer (LCO). Responsible for the execution of training, administration, discipline, conduct, and general performance of assigned class officers and officer candidates. The LCO is the class officer for Remedial Holding Company (RHC).

e. Administrative Officer (AO). Responsible for maintaining all OCS administrative processes and serves as the assistant class officer for RHC.

f. Chief Drill Instructor (CDI). The CDI assists the DDOCS, in coordination with the LCO and LCPO, in the execution of training, administration, discipline, conduct and general performance of officer candidates. The CDI supervises and coordinates OCS DIs. The CDI serves as the DI for RHC.

g. Leading Chief Petty Officer (LCPO). The LCPO assists the DDOCS, in coordination with the LCO and CDI, in the execution of training, administration, discipline, conduct and

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general performance of officer candidates. The LCPO will supervise and coordinate OCS RDCs in concert with the OTCN Lead RDC (LRDC). The LCPO serves as the RDC for RHC.

213. Class Team

a. Class Officer. Responsible for all aspects of assigned officer candidate's development, safety, training, discipline, integrity, conduct, and the general performance of assigned candidates from the reporting date through graduation and commissioning.

b. Assistant Class Officer (ACO). Assists the class officer in all aspects of the leadership, administration, and safety of assigned officer candidates.

c. Recruit Division Commander(s) (RDCs). Indoctrinate officer candidates in basic military procedures, adapt candidates to the military lifestyle and intense environment expected during fleet assignment, and develop and teach candidates the crucial Division Officer/Chief Petty Officer relationship.

d. Drill Instructor (DI). Provide militarization, physical fitness, ceremonial drill, and leadership training to officer candidates, adapting them to the military lifestyle and intense environment expected during future operational assignments.

214. Training Phases. Officer candidates transition through four training phases: Indoctrination phase, Officer Candidate phase, Candidate Officer/Applied Leadership phase, and Senior Candidate Officer/Out-processing phase.

a. Indoctrination Phase. This phase spans weeks 1 through 3. The focus of this phase is to introduce candidates to the profession of arms by instilling discipline, military bearing and attention to detail, and building unit cohesion. **Student Rank: Indoctrination Candidate.**

b. Officer Candidate Phase. This phase spans weeks four through nine. The focus of this phase is primarily academics and drill in support of meeting the PPCs required for graduation. Officership and the instilling of discipline will continue while leadership and teamwork are developed. Candidates in weeks 4 through 6 of training are referred to as Junior Officers Candidates (JOCs) and candidates in weeks 7 through 9 of training are referred to Senior Officer Candidates (SOCs). **Student Rank: Officer Candidate.**

c. Candidate Officer/Applied Leadership Phase. This phase spans weeks 10 through 12. The focus of this phase is to allow candidates the opportunity to apply the leadership attributes through the daily administration of the OCS Squadron. Candidate Officers are encouraged to interact with OTCN staff in a professional manner that reflects a realistic junior-senior relationship. Interaction between OTCN senior enlisted staff and Candidate Officers should be in the spirit of mentorship to further help them transition into Junior Officers. Candidate Officers will set the example for all other junior OCS classes. **Student Rank: Candidate**

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Officer (Candidate Ensign through Candidate Captain). NOTE: Candidate Officers are also commonly referred to as “Candi’Os.”

d. Senior Candidate Officer/Out-processing Phase. This phase spans week 13. The focus of this phase for is for candidates to receive required fleet trainings and briefs, and to participate in scheduled mentorship sessions with staff members. Out-processing and final graduation preparations will also occur during this phase. Candidates are not involved with the daily administration of the OCS Squadron. **Student Rank: Senior Candidate Officer (Candidate Ensign).**

SECTION 2 – ORGANIZATION AND CLASS/SQUADRON BILLETS

221. General Organization

a. Classes in Training. OCS typically has five classes on deck in various phases of training. Classes in the Indoctrination, Officer Candidate, and the Senior Candidate Officer/Out processing phases of training will be led by a Candidate Commanding Officer (CO) and Candidate Executive Officer (XO). Classes are divided into two companies led by a Candidate Company Commander. Companies are structured with various departments that support the day to day operations of the company and the class.

b. Remedial Holding Company (RHC). Candidates will be assigned o RHC after failing their Initial Strength Test (IST) during week 1 of training, when placed in a Light Limited Duty (LLD) or Sick in Quarters (SIQ) status for a prolonged period, when awaiting a PRB, or as directed by the DOCS or DDOCS for other administrative or disciplinary reasons. Candidates in

RHC for physical fitness reasons will be afforded a period of time (typically three weeks) to improve their fitness to a level requisite with their phase of training, and attempt to pass the required physical tests in order to join a new class. Candidates in other situations will be assigned until either directed to join a new class or transferred to Student Pool division pending program separation.

c. The Squadron. OCS utilizes a model of an operational destroyer squadron to provide officer candidates a general naval organizational framework to operate within, referred to as “The Squadron.” The Squadron is led by Candidate Officers in the Candidate Officer/Applied Leadership phase of training. The Squadron is responsible for candidates in all phases of training, with the exception of Senior Candidate Officer/Out-processing phase candidates, and candidates assigned to RHC. The Squadron is structured per the organization chart found in figure 2-2.

222. Class/Company Organization. OCS classes, with the exception of candidates in the Candidate Officer/Applied Leadership phase of training and RHC are structured per the organization chart found in Figure 2-1.

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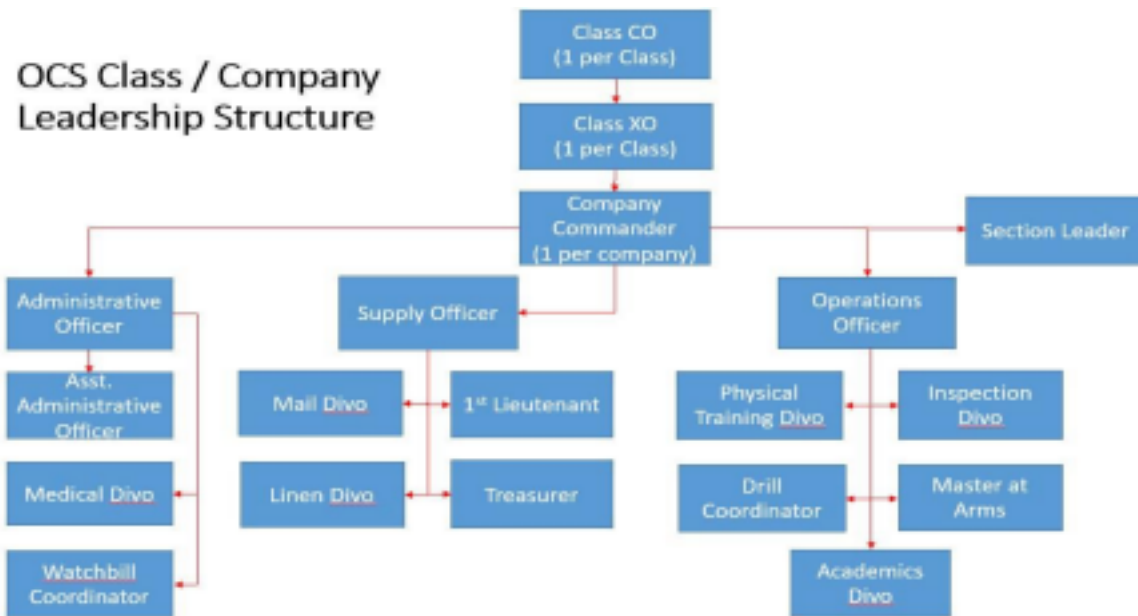


Figure 2-1

223. Class/Company Billets

a. Billets are assigned after the completion of the first week of training. Each company will submit nominations and then vote for CO. The candidate in each company who receives the highest number of votes will then be voted on by the entire class for the CO position. The candidate who receives the highest number of votes will be designated as the class CO. The remaining candidate in the runoff whom received less votes will be designated as the class XO. Company commanders, department heads, division officers, and special assistants will then be designated by the class team. The class officer must approve any removal of a candidate from his/her billet.

(1) Class Commanding Officer (CO). The CO is charged with the overall responsibility for the efficient organization, administration, and operation of the class. The CO is also the direct link between the class and the class team, and is charged with reporting the daily status of the class to the class officer.

(2) Class Executive Officer (XO). The XO is the direct assistant to the CO and performs duties as assigned by the CO and class team. The XO is the conduit to the CO from the Company Commanders, and is overall in charge of ensuring the execution of the class plan of the day requirements. The XO will assume the duties of the CO during his/her absence.

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(3) Company Commander. The Company Commander is charged with the overall responsibility for the efficient organization, administration, and operation of the company. The Company Commander is ultimately responsible to the CO, but works directly with the XO to carry out the daily routine and implement directives from the class team, via the CO.

(4) Company Administrative Officer (AO). The AO is responsible for the administration and submission of all required reports, including the daily muster, sick call, and medical down reports. The AO completes other administrative duties as needed or directed.

(5) Company Assistant Administrative Officer. The Assistant AO reports directly to the AO and supports all duties and responsibilities of the department. The Assistant AO also maintains the company whiteboard and bulletin board.

(6) Company Medical Division Officer (MEDDIVO). The MEDDIVO reports directly to the AO and is charged with keeping track of all appointments, submitting LLD and SIQ chits, and reporting conflicts between appointments and mandatory events.

(7) Company Watchbill Coordinator. The Watchbill Coordinator reports directly to the AO and is charged with coordinating and scheduling watches stood by company members. The Watchbill Coordinator will report to the Squadron Senior Watch Officer as directed.

(8) Company Supply Officer (SUPPO). The SUPPO reports directly to the Company Commander and is charged with coordinating all logistical needs of the company, including, but not limited to, maintenance discrepancies, mail, linen, and overall cleanliness of company spaces.

(9) Company Mail Division Officer (DIVO). The Mail DIVO will be designated a Mail Orderly by the OTCN Facilities Dept. Duties include collecting outgoing mail from members of the company and delivering it daily to the outgoing mailbox. The Mail DIVO ensures that all mail incorrectly delivered to their company is returned to the outgoing mailbox.

(10) Company Linen Division Officer. The Linen DIVO is responsible for collecting bed linens from members of the company on linen collection day as well as sorting, counting, and delivering linens to designated laundry pick up. The Linen DIVO also receives company linens from Squadron Supply Officer on linen collection day and delivers them to the company.

(11) Company Treasurer. The Treasurer collects and accounts for all funds to pay for

class emblematic items, student staff challenge, pre graduation reception, and other items paid for by the company.

(12) Company First Lieutenant. The First Lieutenant is responsible for ensuring the cleanliness of the company spaces and adjacent passageways is maintained. The First Lieutenant assigns and supervises all cleaning assignments, ensuring assigned cleaning tasks are completed,

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supply lockers are clean and orderly, and all maintenance discrepancies are reported to the class team for action. The First Lieutenant reports to the Squadron First Lieutenant as directed.

(13) Company Operations Officer. The Operations Officer is responsible for assisting the class team with the efficient and effective training of the class, including but not limited to physical training, academics, drill, and inspections.

(14) Physical Training (PT) Division Officer. The PT DIVO conducts warm-up and cool-down stretches as well as other PT duties when directed.

(15) Drill Division Officer. The Drill DIVO is responsible for reviewing drill procedures and leading extra drill practice for the company. All questions regarding drill should be directed to the class DI via the Drill DIVO.

(16) Inspection Division Officer. The Inspection DIVO supports the company's preparation for all inspections. All questions or discrepancies regarding inspection preparation are directed to the class team through the Inspection DIVO.

(17) Master-at-Arms. The Master-at-Arms coordinates with the Squadron Master-at-Arms on completion of demerits and EMI, and tracks all conduct deficient candidates.

(18) Academics Division Officer. The Academics DIVO serves as a conduit between candidates and academic staff, coordinating with the squadron academic liaison for assistance and guidance on preparation, study materials, academic tutoring, and study sessions. The Academics DIVO also serves as a single point of contact for documents on the student shared drive.

(19) Section Leader. The Section Leader is responsible for the daily operation and administration of the company. The Section Leader is the direct representative of the Company Commander. The Section Leader is a rotating 24-hour duty that turns over daily at 0500.

(a) Purpose. The Section Leader watch provides candidates an opportunity to manage personnel and assets, and serves as an important leadership development tool. All candidates will stand Section Leader on a rotating schedule designated by the class team.

(b) Duties and Responsibilities:

1. Ensure complete compliance with this instruction.

2. Ensure communications are passed to all members of the company, whether from the class team or other members of the CoC.

3. Report all RPT conducted by a non-class team staff member within the previous hour to the class team prior to any drill or instructional period.
4. Report any unusual occurrence (e.g. hospitalization, emergency leave, etc.) to the class team and to the OCS Officer of the Deck (OOD). The CoC will be followed at all times (i.e. Section Leader, DI, RDC, Class Officer, etc.).
5. Report the movements of the class to the class team as directed.
6. Know the count and location of all members of the company at all times.
7. Ensure the class is on time to all training evolutions.
8. Ensure proper decorum and military bearing are maintained. Any deviation from proper military bearing will be reported to the class team.
9. Assist the First Lieutenant in ensuring assigned spaces are clean.
10. Supervise candidates while marching. Ensure road guards are posted when going to and from class and crossing a road.
11. Organize and supervise cleaning details.
12. Report any maintenance discrepancies (lights, plumbing, etc.) to the First Lieutenant.
13. Read the OCS Plan of the Day (POD) to the company, and post it on the company bulletin board.
14. Conduct a proper turnover and face-to-face watch relief with the oncoming Section Leader.

(c) Reporting. The Section Leader's primary reporting responsibility is to the Company Commander. When Squadron business or duties are required, the Section Leader will receive guidance and report to the assigned Squadron Liaison or class Assistant Operations Officer (see Figure 2-2).

224. Squadron Organization. The OCS Squadron is structured per the organization chart found in Figure 2-2.

OCS SQUADRON ORGANIZATIONAL CHART

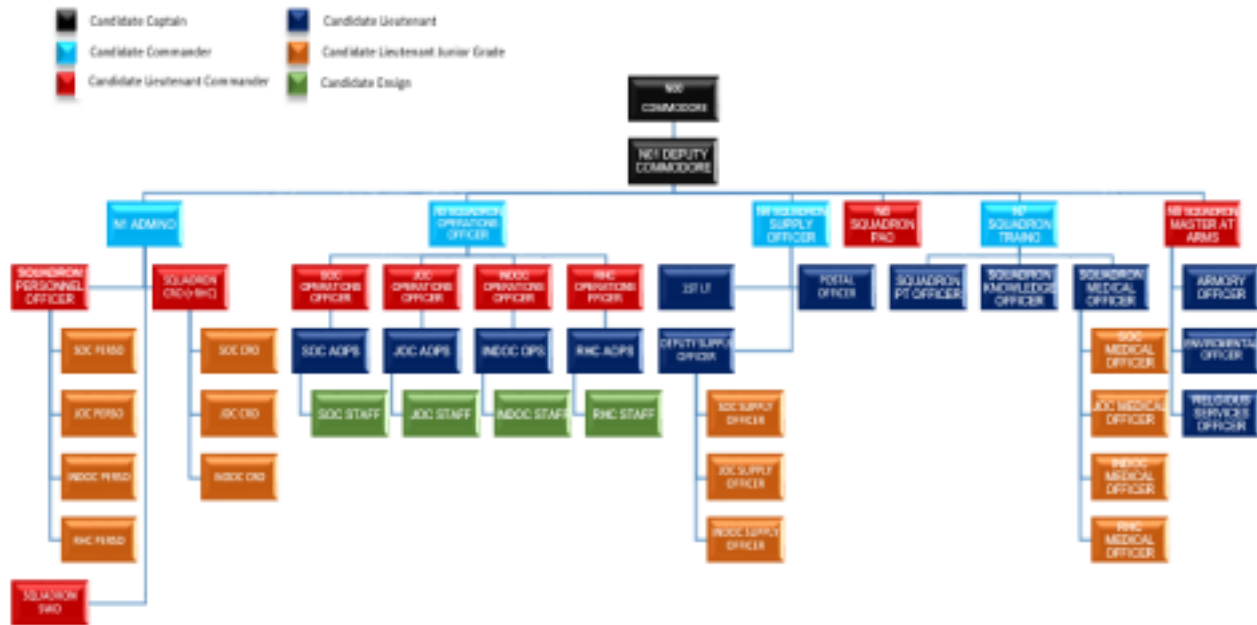


Figure 2-2

225. General

a. **Assumption of Duties.** During the absence of the Commodore, the Deputy Commodore will assume his/her duties. In the absence of the Deputy Commodore, the Squadron Operations Officer will assume those duties and so on following the organizational chart and rank structure. In all cases, those duties will be assumed until relieved by competent authority.

b. **Pass Down Folders.** Comprehensive pass-down folders will be maintained by all Candidate Officer billet holders and turned over to the candidate officer who relieves them.

c. **Job Qualification Requirement.** Candidates will complete a qualification for their assigned billet prior to relief. While the qualifying of some Candidate Officer billets may be delegated, the class officer remains the overall qualification authority and personally qualifies all billets of the Candidate Lieutenant rank and above.

d. **Execution of Duties.** All billet holders on the Indoctrination, JOC, SOC, and RHC staffs report to their respective Assistant Operations Officer for staff duties. Those candidates holding billets who have a Squadron staff counterpart report to them for specific job responsibilities. For

example, the JOC Supply Officer reports to the Squadron Deputy Supply Officer for supply issues, but reports to the JOC Assistant Operations Officer for all other duties.

226. Squadron Billets

a. Squadron Commodore. The Commodore (N00) is charged with the overall responsibility for the efficient organization, administration, and operation of the Squadron. The class officer for the Candidate Officer class guides the Commodore in the performance of his/her duties.

(1) Duties and Responsibilities:

(a) Delegate duties and authority to members of the Squadron Staff, Indoctrination and RHC Operations Officers as necessary to carry out the daily routine of the Squadron.

(b) Maintain established standards of performance and discipline.

(c) Disseminate all orders, directives and policies from higher authority to the Squadron using the proper CoC; ensure their prompt and efficient compliance.

(d) Ensure muster reports are submitted as required.

(e) Assign and revise, as necessary, the uniform of the day for the squadron. (f)

Conduct Squadron quarters as scheduled in the Course Master Schedule. (g) Perform other duties as assigned.

(2) Reporting. The Commodore is responsible to the LCO for the daily activities of the Squadron.

b. Squadron Deputy Commodore. The Deputy Commodore (N01) functions as an executive to the Commodore. The Deputy Commodore is specifically charged with executing the orders of the Commodore and coordinating and supervising the performance and administration of the Squadron as a whole. Their duties include matters pertaining to discipline, training, drill, watches, and morale (including rights and privileges) of all officer candidates. They are responsible for the execution of the POD and all watchstanding within the Squadron.

(1) Duties and Responsibilities:

(a) Supervise and coordinate the activities of their staff.

(b) Coordinate evolutions with the Class Operations Officers and staff.

(c) During the absence of the Commodore, assume the duties as acting Commodore until relieved by competent authority.

(d) Responsible for proper coordination and cleanliness of Nimitz Hall and OCS spaces along with Squadron First Lieutenant.

(e) Perform other duties as assigned.

(2) Reporting. The Deputy Commodore reports to the Commodore. The Squadron staff and all class Operations Officers report to Deputy Commodore on all matters pertaining to the Squadron.

c. Squadron Administrative Officer (AO). The AO (N1) is responsible for all administrative reports and class records in the squadron. The AO reports to the Deputy Commodore.

d. Squadron Personnel Officer (PERSO). The PERSO functions as an executive assistant to the AO for all evolutions and required reports.

(1) Duties and responsibilities:

(a) Coordinate training evolutions within the Squadron through Class PERSOs. (b)

Issue and disseminate directives and policies to the Squadron. (c) Formulate plans and schedules, as required.

(d) Prepare Squadron inspection schedules.

(e) Report on the administrative policies and procedures of the Squadron.

(f) Maintain permanent rosters of all classes and submit a daily Squadron muster report to the OCS AO and any other staff as directed.

(g) Perform other duties as assigned.

(2) Reporting. The PERSO reports to the Deputy Commodore. All Class Personnel Officers report to the PERSO on matters pertaining to their billet.

e. Class Personnel Officers. Class Personnel Officers function as an executive assistant to the Squadron PERSO and the Class Assistant Operations Officers for all evolutions and required reports.

(1) Duties and Responsibilities:

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(a) Coordinate training evolutions within the class.

(b) Issue and disseminate directives and policies to the class.

(c) Formulate plans and schedules.

(d) Report administrative policies and procedures of the class.

(e) Prepare and maintain permanent class rosters.

(f) Perform other duties as assigned.

(2) Reporting. Class Personnel Officers report to the Squadron PERSO regarding matters pertaining to their billet. Class Personnel Officers report to the Class Assistant Operations Officers regarding all other matters.

f. Squadron Senior Watch Officer (SWO). The SWO is responsible for ensuring watchstanding qualification and scheduling watches stood by the squadron.

(1) Duties and Responsibilities:

(a) Ensure all watchstanders are qualified.

(b) Ensure all watchstanders are briefed on watch standing procedures.

(c) Ensure all watchstanders report to all watches on time and in a properly maintained uniform.

(d) Prepare the Squadron Watchbill, submit to the OTCN Student Watchbill Coordinator for approval, and disseminate to the Squadron.

(e) Perform other duties as assigned.

(2) Reporting. The SWO will report to the OTCN Student Watchbill Coordinator on all matters concerning watch standing. The SWO reports to the AO for all other matters.

g. Squadron Candidate Records Officer (CRO). The CRO is overall responsible for Class CROs assigned and serves as a direct assistant to the AO regarding the maintenance and upkeep of candidate records. The SOC, JOC, and INDOC CROs will report to the Squadron CRO.

(1) Duties and Responsibilities:

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(a) Serve as the CRO for RHC.

(b) Oversee the SOC, JOC, and INDOC CROs in the performance of their duties.

(2) Reporting. The CRO reports to the LCO for matters concerning RHC CRO duties. CRO reports to the AO for all other matters.

h. Class Candidate Records Officer (CRO). Class CROs are assigned to a specific class to assist the class officer with administrative duties pertaining to the maintenance and upkeep of candidate records. The SOC, JOC, and INDOC CROs report to the Squadron CRO.

(1) Reporting. Class CROs report to the Squadron CRO for matters concerning their duties.

i. Squadron Operations Officer (OPS). Squadron OPS (N3) is responsible for the efficient organization, administration, and operation of the squadron. The Candidate Officer Class Team and the respective SOC, JOC, INDOC and RHC Class Teams guides the Operations Officer in the execution of his/her duties. The OPS reports to the Deputy Commodore. The SOC, JOC, INDOC and RHC Operations Officers report to the Squadron OPS.

j. Class Operations Officers. Class Operations Officers are charged with overall responsibility for the efficient organization, administration, and operation of their class. The class team guides their respective class Operations Officer in the execution of his/her duties.

(1) Duties and Responsibilities:

(a) Delegate duties and authority to members of the staff as necessary to carry out the routine of the class.

(b) Ensure all class formations, drills, and meetings are conducted punctually and in a military manner.

(c) Maintain established standards of performance and discipline.

(d) Forward recommendations to the class officer for disciplinary matters or meritorious comments concerning members of the class.

(e) Disseminate all orders, directives, and policies from higher authority to the class using the proper CoC, ensuring their prompt and efficient compliance.

(f) Make frequent tours of class spaces to ensure students are conducting themselves in accordance with the OCR and other established regulations, and to ensure material conditions are maintained to a high standard.

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(g) Ensure Class muster reports are submitted as required.

(h) Be thoroughly familiar with watch guides.

(f) Perform other duties as assigned.

(2) Reporting. The Class Operations Officers reports to the Squadron OPS.

k. Indoctrination Class Operations Officer. The Indoctrination Class Operations Officer is charged with overall responsibility for the efficient organization, administration, and operation of the Indoctrination Class. The Indoctrination class team guides and supervises the Indoctrination Class Operations Officer in the execution of their duties.

(1) Duties and Responsibilities:

(a) Ensure all facilities, equipment, and administrative paper work are prepared for receiving the newly arriving OCS class on check-in day.

(b) Responsible for candidate officers assigned to Indoctrination staff (those directly involved with the indoctrination process for the new OCS class), ensuring they are properly briefed by the graduating candidate officers and the Indoctrination Class Team on check in procedures and proper conduct with Indoctrination Candidates.

(c) Delegate duties and authority to members of the Indoctrination Staff as necessary to carry

out the indoctrination routine.

(d) Ensure all Indoctrination formations, drills, and meetings are conducted punctually and in a military manner in accordance with the Indoctrination Training Standard Operating Procedures (SOP).

(e) Maintain established standards of performance.

(f) Forward recommendations to the class officer for disciplinary matters or meritorious comments concerning members of the Indoctrination Class.

(2) Reporting. The Indoctrination Class Operations Officer reports to the Indoctrination class team on all matters regarding the Indoctrination Class and the Squadron OPSs on all other matters.

1. Remedial Holding Company (RHC) Operations Officer. The RHC Operations Officer is responsible for the efficient organization, administration, and operation of RHC. The RHC class team guides and supervises the RHC Operations Officer in the execution of his/her duties.

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(1) Duties and Responsibilities:

(a) Delegate duties and authority to members of the company staff as necessary to carry out the plan of the day.

(b) Ensure all company formations, drills, meetings, and appointments are conducted punctually and in a military manner.

(c) Maintain established standards of performance.

(d) Report all disciplinary matters to the class team.

(e) Disseminate all orders, directives, and policies from higher authority to the company via the CoC.

(f) Ensure muster reports are submitted as required.

(g) Ensure a check-out log is maintained and all company candidates are made aware of their responsibility to log in-and-out whenever they leave the Squadron.

(h) Perform other duties as assigned.

(2) Reporting. The RHC Operations Officer reports to the RHC class team and the Squadron OPS.

m. Class Assistant Operations Officers. Class Assistant Operations Officers function as an executive to their respective Class Operations Officer. Class Assistant Operations Officers are charged with executing the orders of the Class Operations Officer. They coordinate and supervise the performance and administration of the class as a whole, including matters of discipline, training, drill, watches, and morale (including rights and privileges) of Officer

Candidates in their assigned class.

(1) Duties and Responsibilities:

(a) Serve as Senior Watch Officer (SWO) of the class, provide watchbill inputs for the class, and ensure proper qualification of class watchstanders.

(b) During the absence of the Class Operations Officer, the Class Assistant Operations Officer will assume the duties as acting Class Operations Officer until relieved by the competent authority.

(c) Perform other duties as assigned.

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(2) Reporting. The Class Assistant Operations Officer reports to the Class Operations Officer. Assigned Class Staff reports to the Class Assistant Operations Officer on all matters pertaining to the class.

n. Squadron Supply Officer (SUPPO). The SUPPO (N4) is responsible for the handling and distribution of materials used by the Squadron.

(1) Duties and Responsibilities:

(a) Supervise and coordinate the requisition, receipt, stowage, handling, and distribution of materials used by the Squadron.

(b) Supervise the inventory, turn-in and issue of all linens/blankets. Submit weekly linen inventory reports to the OCS LCPO.

(c) Account for, issue, and request requisition of replacement cleaning supplies. (d)

Function as the Assistant Armory Officer.

(e) Perform other duties as assigned.

(2) Reporting. The SUPPO reports to the Deputy Commodore. All requisitions will be submitted to and approved by the LCO and then routed to the DOCS. All Squadron Supply billets report to the SUPPO on matters of supply.

o. Deputy Squadron Supply Officer (SUPPO). The Deputy SUPPO assists the SUPPO with their duties and responsibilities. In addition to assisting the Squadron SUPPO with his/her duties, the Deputy SUPPO acts as the Supply Officer for RHC.

p. Class Supply Officers. Class Supply Officers function as an executive to the Deputy SUPPO. Class Supply Officers are charged with executing the orders of the Squadron and Deputy SUPPOs and with coordinating and supervising the logistics and supply requirements for their assigned class.

q. Squadron First Lieutenant. The Squadron First Lieutenant is responsible for the material condition and cleanliness of OCS squadron spaces and adjacent grounds.

(1) Duties and responsibilities:

(a) Coordinate the Squadron cleaning bill with subordinate First Lieutenants to ensure the cleanliness and material condition of all assigned spaces (classrooms) and grounds.

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(b) Inspect all OCS spaces and grounds at least daily, taking corrective action when necessary. Inclement weather will require more than the daily sweepers in order to maintain cleanliness.

(c) Maintain a master discrepancy log and make reports to the OTCN Facilities Manager regarding discrepancies in the material condition of OCS spaces and grounds.

(d) Assist the Squadron SUPPO in accounting for, ordering and issuing cleaning supplies.

(e) Ensure curtains are properly displayed and windows are closed throughout Nimitz Hall unless directed otherwise by OTCN staff.

(f) Ensure enough office supplies and printer paper are on hand to support both student and staff requirements. Submit order requests through the Squadron SUPPO as needed.

(g) Perform other duties as assigned.

(2) Reporting. The Squadron First Lieutenant reports to the Squadron SUPPO. The Squadron First Lieutenant seeks guidance from and coordinates responsibilities with the OTCN Facilities Manager. Subordinate First Lieutenants report to the Squadron First Lieutenant.

r. Squadron Postal Officer. The Squadron Postal Officer is responsible for the handling and distribution of materials used by the squadron.

(1) Duties and Responsibilities. Fully comply with the provisions of Appendix (I).

(2) Reporting. The Postal Officer will report to the Squadron SUPPO on all matters pertaining to mail procedures, issues, or discrepancies.

s. Squadron Public Affairs Officer (PAO). The Squadron PAO (N6) serves as an assistant to the OTCN staff PAO in the photo/video documentation of daily operations and training at OCS.

(1) Duties and Responsibilities:

(a) Take photographs and video of OCS evolutions as directed by the OTCN staff PAO.

(b) Maintain the camera check out log in the OTCN PAO office.

(c) Distribute and collect Fleet Home Town News Release Forms for their class and turn them into the OTCN PAO for processing and release.

(d) Assist the OTCN PAO on special projects and other matters regarding public affairs.

(e) Perform other duties as specified.

(2) Reporting. The Squadron PAO reports to the OTCN PAO regarding all matters related to public affairs. The Squadron PAO reports to the Deputy Commodore regarding all other matters.

t. Squadron Training Officer (TRAINO). The TRAINO (N7) is responsible for all aspects of candidate training in the squadron. This includes supporting the Squadron PT Officer, Knowledge Officer, and Medical Officer, providing them additional manpower from the squadron as needed. The TRAINO is also responsible for supporting the SOC class team in their preparation for Battle Stations and providing assigned Battle Stations Candidate Officers with the any assistance necessary to conduct the evolution. The TRAINO reports to the Deputy Commodore.

u. Squadron Physical Training (PT) Officer. The Squadron PT Officer is responsible to the OCS Staff PT coordinator for all matters regarding candidate PT.

(1) Duties and Responsibilities:

(a) Disseminate the PT uniform throughout the Squadron per the OCS Staff PT Coordinator.

(b) Set up and secure all equipment necessary for conducting morning PT. (c)

Distribute and collect hand held radios to staff members.

(d) Ensure first aid/AED equipment and bags, extra water, and properly prepared ice buckets and sheets are available as required.

(e) Ensure availability of road guards, PT vans, and PT van drivers. (f)

Lead the squadron in warm up exercises.

(g) Submit the PT muster to the OCS Staff PT Coordinator.

(h) Ensure availability of cellphones, vests, and bull horn for staff Safety Observer/AED operators.

(i) Perform other duties as assigned.

(2) Reporting. The Squadron PT Officer reports to the OCS Staff PT Coordinator on all matters regarding PT; the on-site Safety Observer for any safety related issues/concerns; and the Squadron TRAINO for all other matters.

v. Squadron Knowledge Officer. The Squadron Knowledge Officer serves as a conduit between the students and academic staff. He/she ensures classes are informed of their academic schedule, provide assistance and guidance on preparation and study materials, coordinate with class staff to hold academic tutoring and study sessions, and act as a single point of contact for documents on the student drive for studies. The Squadron Knowledge Officer has finished in the top 10% of their class in the field of academics. Class Academics Officers report to the Squadron Knowledge Officer who reports to the TRAINO.

w. Squadron Medical Officer. The Squadron Medical Officer is responsible for all medical requirements for students assigned to the Squadron. **It is extremely important to safeguard all documents that contain Personal Identifiable Information (PII) and those who fall under the Health Insurance Portability and Accountability Act (HIPAA).**

(1) Duties and Responsibilities:

(a) Coordinate all sick calls.

(b) Ensure emergent medical needs are immediately brought to the attention of the respective class team. After hours, inform the Command Duty Officer (CDO). In the absence of the class team or CDO, notify another OTCN staff member.

(c) Coordinate and manage medical appointments through the OTCN Staff Medical Liaison, ensuring all medical appointments are disseminated promptly to respective Class Medical Officers.

(d) Coordinate box chow and medical transportation for candidates with medical appointments.

(e) Coordinate box chow for SIQ candidates.

(f) Perform other duties as assigned.

(2) Reporting. The Medical Officer reports to the Squadron TRAINO and the OTCN Staff Medical Liaison as required. The SOC, JOC, Indoctrination, RHC, and OCS Class Medical Officers report to the Squadron Medical Officer on all matters of medical care.

x. Class Medical Officers. Class Medical Officers carry out the same duties and functions as the Squadron Medical Officer for their respective class. They receive information from and

report directly to the Squadron Medical Officer, while keeping their class team and the OTCN Staff Medical Liaison informed of any medical situations within their class.

y. Squadron Master-at-Arms. The Squadron Master-at-Arms (N8) is responsible for tracking and reporting all conduct related issues. The Conduct System, from initial deficiency processing

through a candidate's removal from a Conduct Deficient status, falls under the cognizance of the Squadron Master-at-Arms.

(1) Duties and Responsibilities:

(a) Coordinate all musters for Conduct Deficient candidates.

(b) Coordinate all times allotted for the completion of demerit work off. (c) Process demerit documentation forms as directed by OCS staff. (e) Execute the conduct review system as specified in Chapter 4 of this enclosure. (f) Perform other duties as specified.

(2) Reporting. Squadron Master-at-Arms will report to the Deputy Commodore and receive reports from Class Master-at-Arms on all matters of candidate conduct.

z. Armory Officer. The primary job of the Squadron Armory Officer is to maintain accountability and an accurate inventory of all swords and drill rifles stored in the Nimitz Hall Armory.

(1) Duties and Responsibilities:

(a) Issue and receive all weapons and swords to candidates.

(b) Generate an Armory Access List and submit weekly Armory Inventory reports to the Class DI.

(2) Reporting. Squadron Armory Officer reports to the Squadron Master-at-Arms in the conduct of his/her duties and to the OTCN Facilities Manager for any noted issues with drill arms or the armory.

aa. Squadron Environmental Officer. The Squadron Environmental Officer assists the OCS staff with informing students how to properly dispose of their trash and recycling in appropriate dumpsters and enforcing students' adherence to OTCN and Naval Station Newport's (NAVSTA Newport) waste disposal policies. The Squadron Environmental Officer reports to the Squadron Master-at-Arms.

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bb. Squadron Religious Services Officer. The Squadron Religious Services Officer serves as a liaison between the OTCN Chaplain and the Squadron.

(1) Duties and Responsibilities

:

(a) Collect, submit, and route all special request chits through the CoC for off-base religious services.

(b) Coordinate the time and place for candidates mustering for on and off-base religious services.

- (c) Coordinate transportation with the Squadron and CDO for off-base religious services.
- (d) Ensure box lunches are ordered for all candidates who are expected to miss Ney Hall chow times due to attending off-base services.
- (e) Perform other duties as assigned.

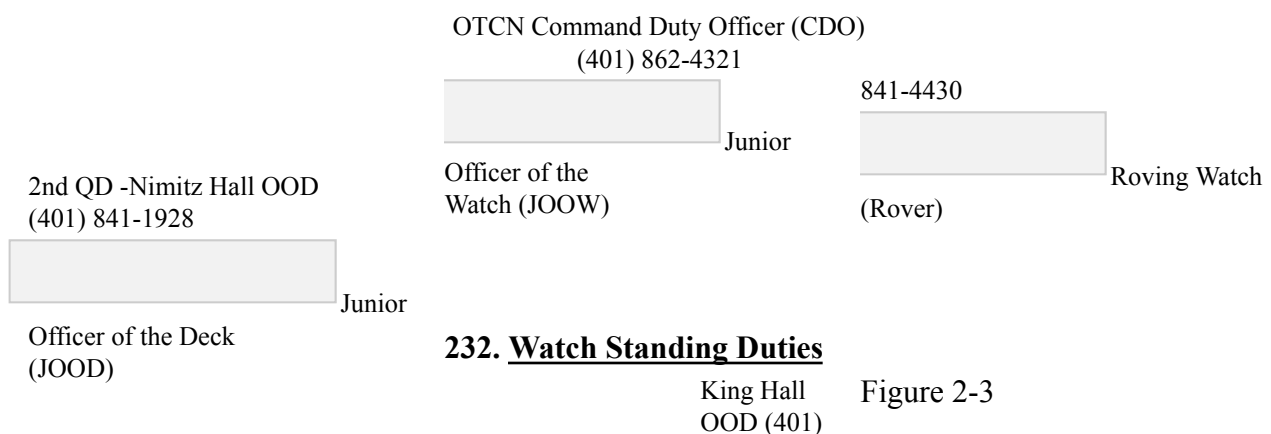
(2) Reporting. The Squadron Religious Liaison Officer reports to the Squadron Master at-Arms in the conduct of his/her duties and to the OTCN Chaplain as required.

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SECTION 3 – WATCHES

231. Organization. The watchstanding reporting hierarchy is shown in Figure 2-3. Due to the nature of training at OCS, it is sometimes necessary for a senior class to be absent from the training area, requiring junior personnel to assume a senior watch station. Moreover, the XO may order additional watches to be manned or stand down certain watches.



232. Watch Standing Duties

Figure 2-3

Duty Driver/Navigator
Duty Drivers/Navigators (401)
841-6997
(401) 862-4676

Friday & Saturdays/Holidays

Shore Patrol

Primary QD-Nimitz Hall OOD

- a. Indoctrination Phase. Candidates in Indoctrination Phase are not assigned watches.
- b. Officer Candidate Phase. During the Officer Candidate Phase, Officer Candidates will stand the King Hall Roving Watch, the Nimitz Hall Junior Officer of the Deck (JOOD) and Nimitz Hall OOD after completing two Under Instruction (UI) watches for each. These watches will be assigned by the SWO.
- c. Candidate Officer/Applied Leadership Phase. Candidate Officers stand watches defined in OTCNINST 1601.1 (series) with the exception of CDO.
- d. Senior Candidate Officer. Senior Candidate Officers stand watches defined in OTCNINST 1601.1 (series) with the exception of CDO. Typically, they stand King Hall OOD.
- e. RHC. RHC assigned candidates will not stand watches.

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233. General Watchstanding Requirements

- a. General. All watchstanders will conduct themselves in the spirit of the 11 General Orders of a Sentry.
- b. Watch Instructions. Watchstanding in OCS is governed by OTCNINST 1601.1 (series). General watch descriptions are provided below and detailed watch instructions are provided at each watch station.

NOTE: OTCNINST 1601.1 (series) “DUTIES AND RESPONSIBILITIES FOR OFFICER TRAINING COMMAND NEWPORT WATCH ORGANIZATION” takes precedence over any conflict with this document.

Each candidate will qualify for their assigned watch by standing a minimum of two watches UI of a qualified watch stander and completing the Student Watchstander JQR as outlined by OTCNINST 1601.1 (series) before standing any watch. Candidates will read and understand all standing orders and instructions prior to assuming the duty.

- c. Precedence. Watch takes precedence over all activities. Exceptions are handled on a case by case basis and must be approved by proper authority.
- d. Meals. Watchstanders will manage their time to ensure no meals are missed. Relief

by a qualified watchstander is authorized in order to meet this requirement.

e. Wristwatches. Watchstanders are authorized to wear a wristwatch while on duty.

f. Scheduling. The Squadron Watchbill Coordinator is responsible for developing and promulgating a watchbill in concert with the OTCN Student Watchbill Coordinator. The watchbill mans all required watches and is rotated daily through all classes. The watch rotation will normally be in 4-hour shifts. Candidates are assigned watches from the beginning of the fourth week of training until 1200 on the Thursday before graduation. Any deviation from an approved watchbill requires the consent of the OTCN Student Watchbill Coordinator.

234. Candidate Watches Overview.

a. Nimitz Hall (NH) & King Hall (KH) OOD. The Nimitz Hall (primary and secondary quarterdeck) & King Hall OOD watches are responsible for the safety, security, and good order and discipline of their respective buildings and watch teams. They will execute watchstanding duties in accordance with OTCNINST 1601.1 (series). Academic study materials are the only authorized literature that may be read while on watch. The oncoming OOD will report to their assigned watch station 30 minutes prior to assuming the watch for inspection by the off going OOD and to receive a thorough briefing prior to turning over.

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(1) Reporting. The NH and KH OOD report all items of interest to the OTCN CDO.

b. NH & KH JOOD. The JOOD assists the OOD in overseeing the Rover watches and Junior Officer of the Watch (JOOW). The JOOD remains on the Quarterdeck and ensures students and staff conduct proper quarterdeck procedures while standing watch. Ensures the integrity of Nimitz Hall and King Hall through a minimum of hourly rounds. Log the completion of these rounds in the deck log.

c. King Hall Rover Watch (OTC Rover). The Rover is responsible for ensuring the proper security of spaces. Candidates must complete two UI watches before qualifying as Rover. The Rover is responsible for knowing and complying with instructions pertaining to this watch.

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CHAPTER 3

RIGHTS, RESPONSIBILITIES, REGULATIONS AND PROCEDURES

SECTION 1 – RIGHTS AND RESPONSIBILITIES

311. Candidate Rights and Procedures

a. The following candidate rights are established and are to be respected by students and staff alike:

(1) Medical Treatment. In relation to medical treatment, candidates have the right to attend sick call for routine medical and dental treatment and to obtain emergency medical treatment at any time. Candidates exercising this right are not required to provide a detailed reason to the OCS staff member/class team member who they are reporting the issue to; however, OCS staff members should make every effort to obtain a basic description of the ailment to ensure the candidate receives timely emergency care if needed (i.e., EMS is called if the symptoms warrant; the medical duty driver is called in case of non-emergent/urgent concerns). Candidates will be placed in a Light Limited Duty (LLD) or Sick in Quarters (SIQ) status by either King Hall Medical personnel or Naval Health Care New England (NHCNE) medical personnel. All chits will be routed to the candidates' class officer, then the OTCN safety officer. SIQ chits will also be posted on the candidates hatch and LLD chits will be maintained by the candidate at all times. Medical related documentation will be handled per the Privacy Act guidelines and only presented on a "need to know basis." Compliance with the Privacy Act of 1974 will be adhered to at all times by both staff and candidates.

(2) Sleep. Candidates will be afforded 7 hours of uninterrupted sleep in their designated room/rack between taps and reveille. Exceptions to this rule are scheduled watch, fire drills, quiet waking of individuals for documented administrative purposes (e.g., receipt of American Red Cross (AMCROSS) message), and command authorized searches. Candidate officers assigned to support early morning training events such as Fast Cruise, Battle Stations, etc., are authorized early taps to compensate for their earlier wake up time.

(3) Meals. Candidates will be afforded three meals per day. Candidates may not possess or consume food or beverages, other than water, except those provided by Ney Hall during scheduled meal hours, unless authorized by the class officer or in a liberty status. Class teams should not generally approve additional foods that have little nutritional value. Candidates who are SIQ are authorized to consume dining facility provided meals in their room. No other food items are permitted in Training Country. The only food and beverage restrictions are those listed below.

(a) Coffee, Tea, and Soda are authorized starting in Candidate Officer phase.

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(b) Desserts, to be defined as the pies, cakes, cookies, brownies, and puddings in the rotisserie turnstile as well as ice cream, doughnuts, and pastries, are authorized starting in Candidate Officer phase. Jellies, honey, condiments, etc. are authorized. Any deviations from this policy must be approved by the DDOCS or DOCS.

(c) Special Warfare designated candidates may receive an additional portion of protein at meals, provided they have the designated meal card from their class team and present it to Ney Hall dining facility staff at the serving line.

(d) Protein bars are not authorized for candidates at any time during training. If a candidate requires additional protein, they must route a chit to the class officer for a protein

powder and shaker. The protein powder and shaker will only be used and kept in the candidate's room.

(4) Consultation

(a) Chaplain. Candidates may request and attend a chaplain's consultation at the earliest possible opportunity. For accountability purposes, all requests to see the chaplain should be arranged through the class team during normal operating hours or the OTCN CDO after normal operating hours.

(b) Class Officer. Candidates may consult with their class officer at any time.

(c) Legal. The Regional Naval Legal Service Office (RNLSO) provides military walk in service for legal assistance. Appointments may also be made. Candidates will notify their class team prior to any consultation.

(5) Religious Services

(a) DON policy is to accommodate the doctrinal or traditional observances of the religious faith practiced by individual members when these doctrines or observances will not have an adverse impact on military, unit or individual readiness, unit cohesion, health, safety, discipline, or mission accomplishment. Accommodation of a member's religious practices cannot be guaranteed at all times and is subject to military necessity. Determination of necessity rests with the CO.

(b) The attendance of religious services is strictly voluntary. Candidates may participate in services, religious education, choir, and serve as ushers at the Chapel of Hope on Sundays. Additionally, candidates after the first week of training, may attend Wednesday evening bible study as mission accomplishment permits. The following procedures will be followed during the indoctrination and officer candidate phase for services at the Chapel of Hope:

1. Candidates will form up 20 minutes prior to the start of the worship service of their choice in front of the Nimitz Hall secondary quarterdeck and be marched over by a

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candidate officer to the south end of the Kay Hall parking lot. They will be dismissed and immediately enter the Chapel of Hope through the double doors. Upon the completion of the service and brief fellowship period, they will immediately depart the sanctuary and form back up at the south end of the Kay Hall parking lot and be marched back to Nimitz Hall by a candidate officer. Those attending the bible study prior to or after services will be marched to and from Perry Hall from the Kay Hall parking lot.

2. Candidates wishing to attend services not offered aboard Naval Station Newport, or who wish to attend services at a time other than on Sunday morning may do so after obtaining approval from the class officer, after consultation with the command chaplain, via a NAVPERS 1336/3 Special Request Chit. Requests via NAVPERS 1336/3 for off-base religious services must be submitted no later than three working days prior to the service. These candidates may request duty driver support to and from the services. Candidates who are authorized to attend off-base religious services will wear the following: NWU (per Navy Uniform Regulations) during weeks 1-6 of training and service khakis after week 6 of training (Navy PTU is authorized if a

candidate has not yet purchased and received the NWU).

(6) Grievances and Mast. Grievances may be reported verbally or in writing to the CO, via the CoC. If the grievance is against the CoC, a candidate should report the incident starting with the first member in the CoC above the accused individual per the same prescribed procedures.

(a) Discrimination Complaint (Grievance) Procedures:

1. Per reference (u), grievance procedures exist for the purpose of resolving complaints. There are two general classifications of grievances: informal and formal.

2. Candidates who perceive they were discriminated against and/or harassed should first attempt to resolve the complaint at the lowest level possible utilizing the CoC; however, this is not a requirement.

3. Candidates have the right to present grievances/complaints to the command without fear of intimidation, reprisal or harassment.

4. Candidates have the right to communicate with the CO regarding their complaint/grievance. Proper notification and request procedures will be followed.

5. Candidates have the responsibility to advise the command of the specifics of the complaint and to provide the command the opportunity to rectify, remedy or take appropriate action before the complaint/grievance becomes formal and is brought to the attention of higher authorities.

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6. Candidates will submit only legitimate grievances/complaints and exercise caution against immature or reckless charges.

7. Candidates have the right to seek advice/assistance from the Command Managed Equal Opportunity (CMEO) program manager and legal officer to resolve complaints.

(b) Informal Grievance Procedures:

1. Inform the individual(s) of the issue, address it and attempt to resolve the situation. If the grieved individual is not comfortable with this course of action then;

2. Inform the class team CoC of the issue and request to speak with the CMEO advisor. The class team CoC and CMEO will advise of the next steps in the informal process.

3. Candidates have the right to submit a NAVPERS 1336/3 to speak with the CO (CO's Mast) on this topic if desired. Normally, chits take three business/working days to process to the CO.

4. If the informal resolution process is does not provide proper resolution of the complaint, candidates may use Formal Grievance procedures in concert with the CMEO advisor.

(c) Formal Grievance Procedures:

1. Formal grievance procedures are per Chapter 4 of OPNAVINST 5354.1 (series).
2. Grievances against a superior in the same command, other than the CO, are submitted per the NAVPERS 5354.2 form under NAVREGS Article 1150 using Chapter III, Manual of the Judge Advocate General (JAGMAN).
3. Grievances against a superior not in the CoC, are submitted per NAVREGS Article 1150 and Chapter III of the JAGMAN.
4. Grievances against the CO are submitted per the UCMJ, Article 138 complaint using procedures in Chapter III of the JAGMAN.
5. Intentionally filing a false discrimination complaint is a violation of the UCMJ Article 107. Knowingly filing a false discrimination complaint for the purpose of harassment or embarrassment of military personnel will not be tolerated. The Navy applies the same administrative and/or disciplinary actions to those who file false complaints as it does to those who discriminate.

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(d) Requesting Mast / Speak to the Commanding Officer. Candidates may request Mast or to speak directly to the CO via a NAVPERS 1336/3 routed through the candidate's CoC. Routing is required to be completed within **three working days**.

(7) Administrative Matters. Candidates may tend to pending administrative matters, including personal affairs, when time permits. Any issues will be reported to the candidates' class team.

(8) Mail. Candidates will receive all packages and all mail, including letters, literature, and newspapers addressed to them, regardless of phase in training. Candidates may write letters during personal time. Privacy of written correspondence will be maintained to include, but not limited to, incoming and outgoing mail. All packages received will be opened by addressee in view of a member of the class team in order to prevent the introduction of contraband into the training environment. Contraband will be discarded or shipped back home. Personal correspondence will be stowed in the candidates' personal gear drawer. Candidates may drop off mail at the blue United States Postal Service drop box located outside of King Hall. The standard procedures for receiving mail are as follows:

1. The squadron postal officer will be designated as a mail orderly by the OTCN mailroom. The squadron postal officer, or his/her assistant, will receive all mail and packages for OCS candidates from the OTCN mailroom and distribute the mail and packages each evening. All mail will be stored and secured in either the OCS mailroom located in Nimitz Hall, 3rd Deck, Room 319, or the OTCN mailroom located in Nimitz Hall, 1st Deck, Administrative Suite.
2. The standard work week mail schedule is as follows:

Note: Mail will not be delivered on weekends or on federal holidays.

0800: OTCN mailroom opens. Postal officer updates mail call muster.

1200: Mail is delivered to Nimitz Hall.

1300: Mail is picked up from OTCN mailroom and sorted.

1900: Class/company musters are posted on corkboards.

2000: OCS mailroom opens, mail call begins.

2115: OCS mailroom closes, mail call ends.

3. The company mail division officer will be designated by the class team. He/she is responsible for obtaining a list from the postal officer for all candidates within the company that have mail and informing the company of their designated mail pick-up time.

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2000: Remedial Holding Company

2005: Indoctrination Candidates (1st Company)

2015: Indoctrination Candidates (2nd Company)

2025: Junior Officer Candidates (1st Company)

2035: Junior Officer Candidates (2nd Company)

2045: Senior Officer Candidates (1st and 2nd Companies)

2055: Candidate Officers and Senior Candidate Officers

4. Refer to the Mail Pickup/Distribution SOP for detailed mail procedures.

(9) Visitors. Candidates are authorized to receive visitors at the King Hall quarterdeck or the Chapel of Hope on Sundays from 0730 to 1100. If visitors do not personally have proper credentials for base access (CAC, Retiree ID, etc.) they must be listed on the base access form. Typically candidates will not be authorized to proceed to the main gate and escort visitors onboard until Candidate Officer phase. Specific requirements are listed below:

Note: OCS berthing areas and associated main passageways are considered restricted areas. Unless specifically authorized by the DOCS, access to these areas will be limited only to OTCN staff, OCS candidates, and any personnel conducting authorized building maintenance with the proper credentials. Any guests of staff personnel will be escorted by an assigned staff member at all times when present within OCS facilities. Any other personnel found within these restricted areas will be challenged, escorted out of the area, and the incident reported to the DOCS and Facilities Department Head.

(a) Indoctrination Phase. Candidates in the Indoctrination Phase of training are not authorized visitors. If a candidate has been attached to RHC for greater than three weeks, they may submit a NAVPERS 1336/3 to the LCO for a visitation request.

(b) Officer Candidate Phase. Candidates must request visitors through their class officer via a NAVPERS 1336/3. If the requested visitor doesn't have base access, a SECNAV 5512/1 access request form is required to be submitted to the base security officer no later than **10 business days** prior to the requested visitation.

(c) Candidate Officer Phase/Senior Candidate Officer Phase. Candidate Officers may sign out on liberty with a visitor as their liberty buddy, providing they submit a NAVPERS 1336/3 and receive approval from their class officer.

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(d) Restricted Candidates/Conduct Deficient Candidates. Candidates in this status are not authorized to receive visitors. To request an exception, candidates must submit a NAVPERS 1336/3 to the DDOCS via their class officer.

(10) Phone Calls. Candidates will be provided the opportunity to make one **five-minute phone** call on check-in Sunday to apprise family or their point of contact of their safe arrival. At the conclusion of the Indoctrination Phase of training, candidates are authorized to make phone calls on weekends via the Nimitz Hall secondary quarterdeck landlines. Candidates will sign up in advance for phone times on the applicable Nimitz Hall secondary quarterdeck log. Candidate officers/senior candidate officers will be authorized calls via their cell-phones. Additional Quarter Deck phone usage is at the discretion of the Class Officer and additional cell phone usage is at the discretion of the LCO; both must be requested and approved via NAVPERS 1336/3. Candidates who roll or otherwise have a change in their graduation status will be afforded a Quarter Deck phone call by the Class Officer to notify family/friends of their change in status.

312. Responsibilities/Computer Use

a. Financial. Candidates will not be delinquent in their financial responsibilities. Difficulties in meeting debts must be brought to the attention of the class team. Failure to meet financial obligations may be investigated as a possible OLQ failure. The DOCS will forward college loan deferment requests, but will not favorably endorse the correspondence until a candidate meets all qualifications for graduation. Deferments will not be endorsed until the final week of training.

b. Personal Business. Candidates are responsible for conducting and completing all personal business to ensure it does not interfere with training. The class team will assist with any special telephone or correspondence requirements for conducting personal business, but candidates must ensure all personal affairs are in order.

c. Regulation Compliance. Candidates are responsible for complying with all written and verbal instructions.

d. Computer Use. Computer usage is governed by current OTCN policy as outlined and reviewed during the command Automated Data Processing (ADP) brief.

(1) Monitoring. All government computer activity is monitored. The use of external memory devices (thumb drives, cameras, iPod, iPads, or any other hardware with a USB or serial port) is prohibited. Candidates will not access commercial web email accounts or pornographic/inappropriate websites on the internet or download any type of data onto government computers. Examples of inappropriate sites include but are not limited to:

(a) Racist/Hate sites.

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(b) Dating Services.

(c) Gambling.

(d) Social media or blogging sites.

(2) Usage Hours. As candidates progress through training, they will receive increased computer usage hours. The following hours are authorized:

(a) Indoctrination Candidates: Not authorized computer usage until tokens are received and upon permission of the class team to begin academic studying.

(b) Officer Candidates: Officer Candidates are authorized academic use of computers Monday-Saturday during study periods. Personal use of computers is only authorized on Sundays and holidays from 0730 to 1800, or in an emergency situation with the approval of the class team. Personal use of computers is defined as using the computer for any matter not related to training at OCS.

(c) Candidate Officers/Senior Candidate Officers: Candidate Officers are authorized the use of computers in conjunction with their squadron duties from reveille to taps. Personal use of computers is limited to 1800-2200 Monday-Saturday and Sundays from 0600 to 2200, or while in liberty status. Personal use of computers is defined as using the computer for any matter not related to training at OCS.

(4) Music, personal photos or personal videos are not authorized on the student share drive. Candidates are not authorized to upload, download, play, copy, share, or maintain music or personal videos on the student share drive.

SECTION 2 - REGULATIONS

321. Gifts. The only gifts which candidates are authorized to give to class team/staff members are:

a. Class T-Shirt/PT outer-gear.

b. Class Coin.

c. Class / Company Bandana.

NOTE: The giving of any of the above gifts is completely voluntary. No other gifts are

authorized, and will be considered a conduct violation.

322. Room Regulations

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a. Living Space Set-up and Regulations. All furniture is labeled with appropriate room numbers. Furniture will not be rearranged, added, or removed for any reason. Candidates' rooms will be maintained in the following manner: (Refer to Figure 3-1, next page).

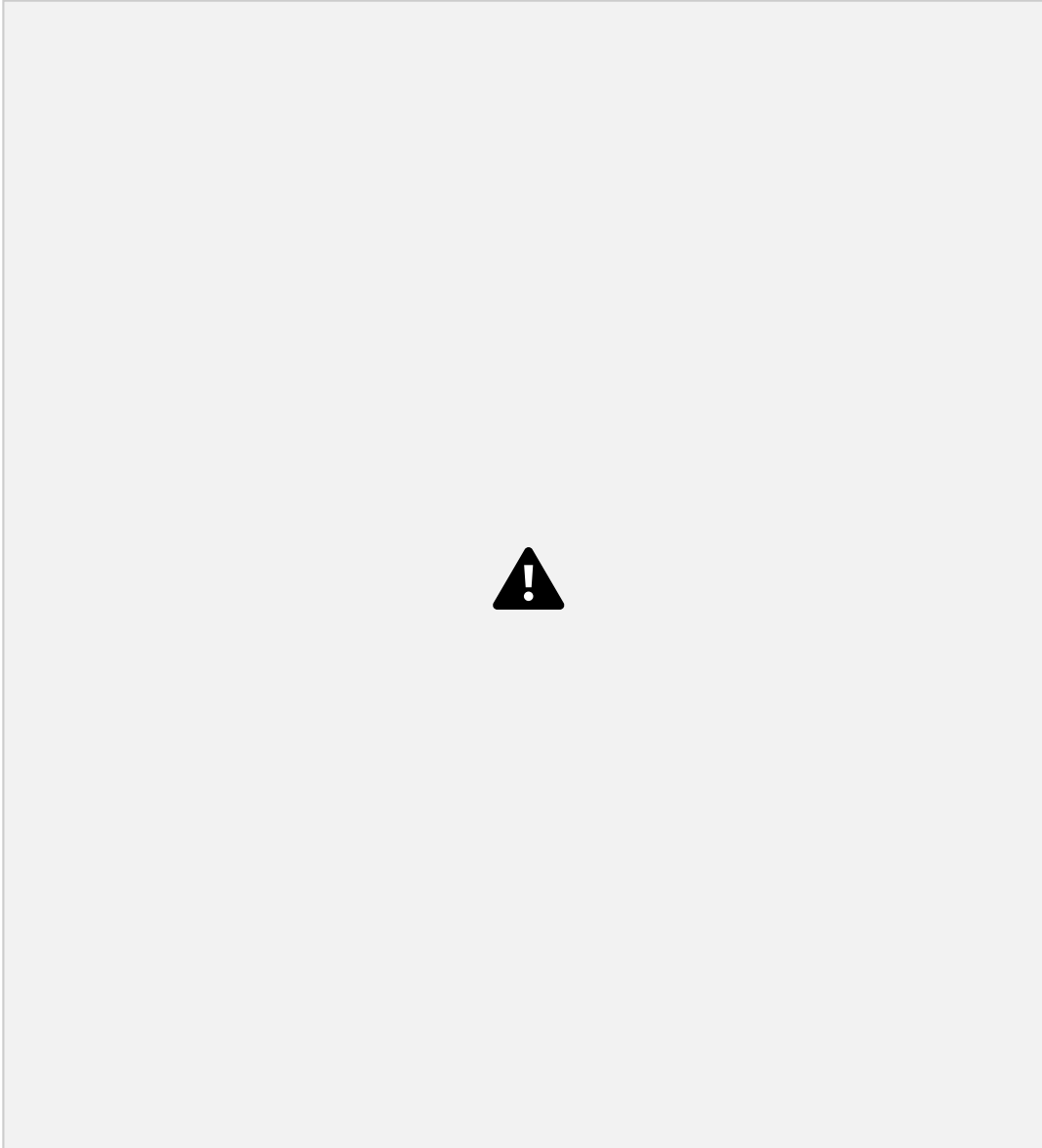


Figure 3-1

A – Rack and Pillow; B – Desk and Chair; C – Two Drawer Unit; D – Wall Locker; E – R2D2 Locker*; F – Trash Can

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*Note- Indoctrination candidates and RHC will maintain the R2D2 locker in their wall

locker. (1) Racks (refer to figure 3-2 for further guidance)

(a) Racks will be 3 inches from the forward bulkhead and grounded to the port or starboard bulkhead.

(b) The mattress will be grounded to the headboard and the inboard side of the rack.

(c) The bed will be made with two clean sheets and one blanket. The lower sheet will be tucked under the mattress in a “hospital corners” method (45-degree angle) at the head of the bed. The upper sheet and the blanket will be tucked under the mattress with “hospital corners” (45-degree angle) at the foot of the bed. The upper sheet and blanket will be folded back 12 inches from the front edge and center of the mattress. The fold will be 6 inches wide. The only exception is during linen exchange/cleaning. The fire blanket will be folded and centered at the foot of the bed.

(d) A pillow in a clean pillowcase will be centered at the head of the bed with excess material tucked into the pillowcase opening. The “admiral’s smile” (opening) will face outboard. Candidates shall sleep between the sheets in their own rack every night.

(e) Rifles, when issued, will be secured with a lock and lanyard. The lanyard shall secure the rifle to the top rung of their rack at the foot of the bed. Lock shall be set to zero.

(f) The Fire Blanket will be neatly folded and placed on the rack and centered at the foot of the bed.

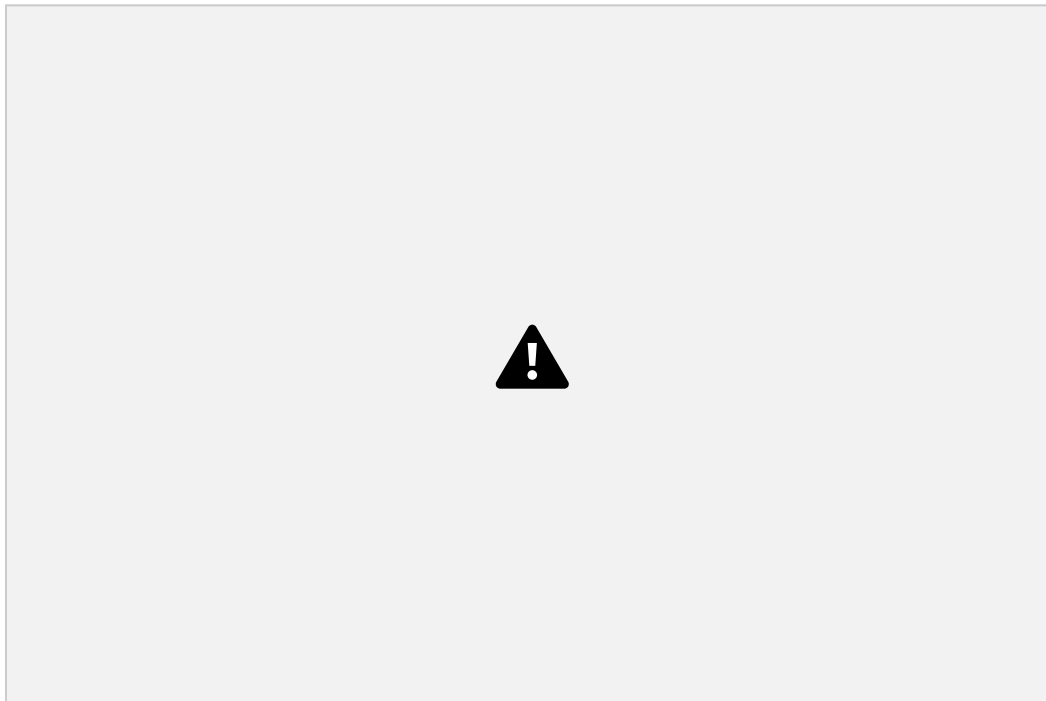


Figure 3-2

(2) Two Drawer Unit. Two drawer units will be grounded to the port or starboard wall, 6 inches from the desk, and positioned per Figure 3-1. Two drawer unit will be locked at all times when candidates are not in the room with locks set to zero.

(3) Desks and Chairs. Desks will be grounded to the PORT or Starboard (STBD) bulkhead as applicable. Chairs not in use will be centered and tucked under the desk. If armrests are present, they will be fully extended and grounded to the front of the desk and port armrest grounded to the port side of the desk. If present, computer keyboard and mouse will be grounded to the front corner of the desk on the same side as the computer monitor (refer to Figure 3-3). If present, headphones will be zip-tied to the base of the monitor. Desk drawers will not be locked and are subject to inspection at any time. There is no expectation of privacy in desk drawers. All academic materials (pens, pencils, papers, issued texts, etc., are authorized to be stored, neatly, in the desk drawers).

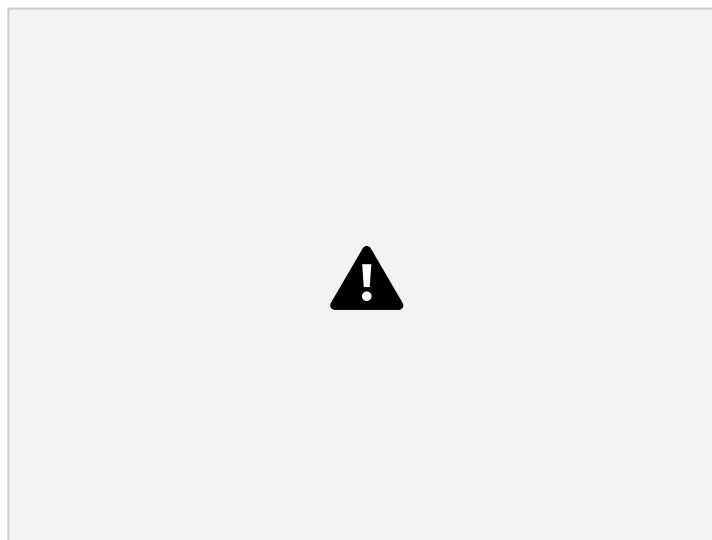
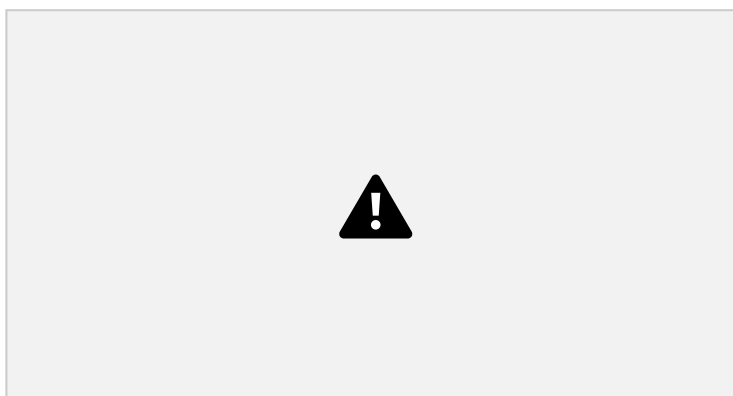


Figure 3-3



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Figure 3-4

(4) Wall Lockers. Wall lockers will be grounded to the centerline bulkhead and AFT bulkhead on the bulkhead opposite of the sink. Wall lockers are subject to inspection at any time. There is no expectation of privacy within this locker. Footwear will be stowed on top of the wall locker (refer to Figure 3-4). Toes of shoes will be grounded to the front edge of the wall locker. The first pair of shoes will be grounded to the edge of the port side of the locker and arranged in the following order: black, white, athletic and shower shoes. Shoes will be polished and laced in accordance with Chapter 5 of this enclosure.

(a) In addition to the above requirements, wall lockers will present a neat, orderly, and professional appearance (refer to Figure 3-5) with items arranged similar to the Room Locker and Personnel Inspection requirements found in Appendix E of this instruction with the following modifications:

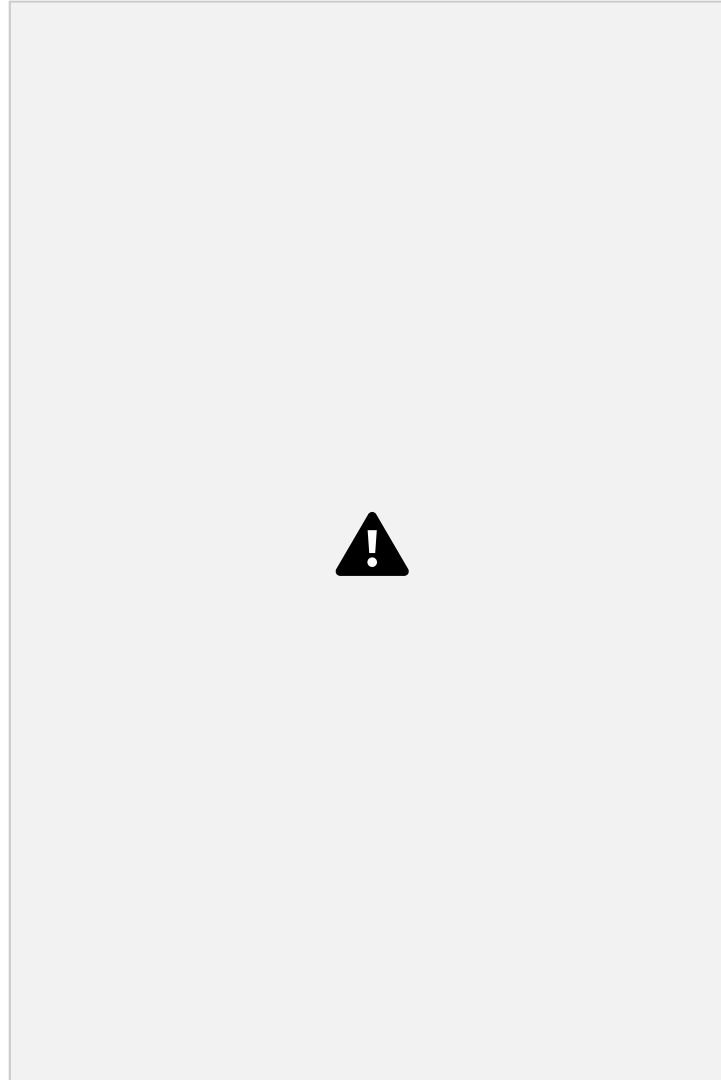


Figure 3-5

1. Measurements for folds and hanger spacing are not required. Items will be folded and hung in neat and orderly fashion.

2. Book bags will be neatly stowed at the bottom of the wall locker grounded to the port side with latches facing starboard as you are looking at it.

3. The upper compartment may be used to store additional items other than those found in Appendix E such as gear boxes, toiletry bags, etc., as long as they are stored in a neat and orderly fashion (Refer to Figure 3-6 for example).

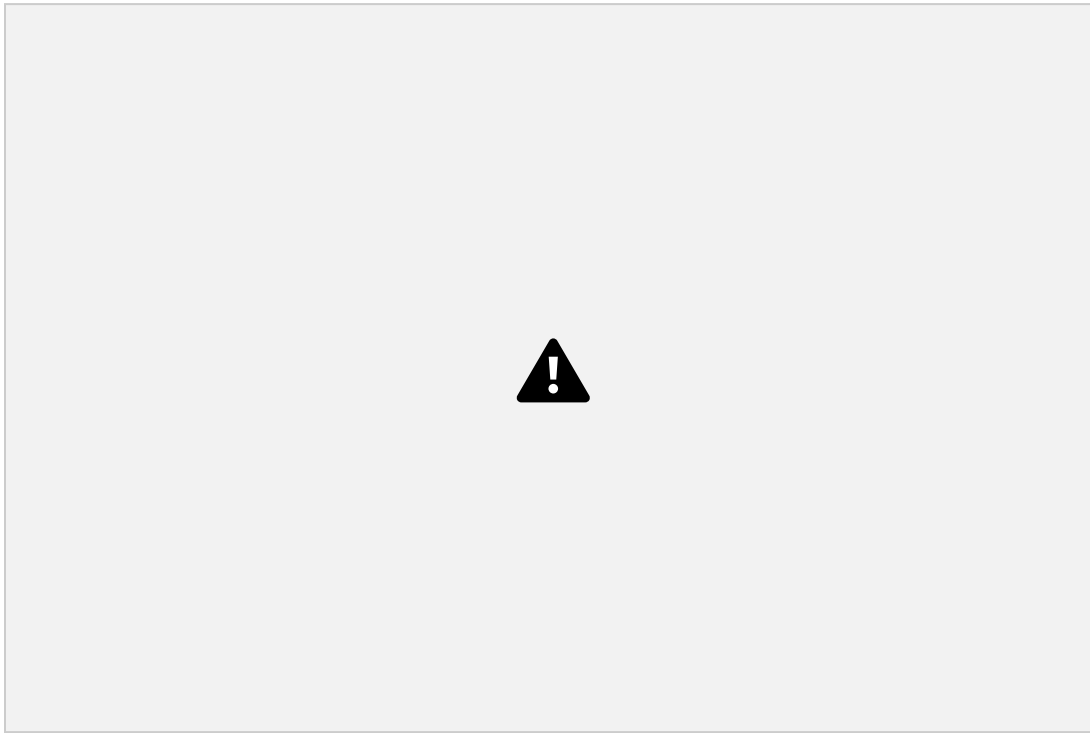


Figure 3-6

(5) R2D2 Lockers. R2D2 lockers will be located inside the wall lockers during Indoctrination Phase. After Indoctrination Phase, R2D2 Lockers will be displayed between the wall lockers. The right R2D2 will be 3 inches from the wall locker. (refer to Figure 3-7) No lockers will be moved from their location for any reason. R2D2 lockers are subject to inspection at any time. There is no expectation of privacy within this locker.

(a) In addition to the above requirements, R2D2 lockers will present a neat, orderly, and professional appearance with items arranged similar to the Room Locker and Personnel Inspection requirements found in Appendix E of this instruction with the following modifications:

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1. Measurements for folds and spacing are not required. Items will be folded in a neat and orderly fashion.

2. Top drawer shall contain all socks, underwear, laundry bag (while not in use), and reflective belt (while not in use).

3. Middle drawer shall contain all under shirts and any additional PT uniform items (PT shorts/shirts).

4. Bottom drawer shall contain all towels and washcloths.

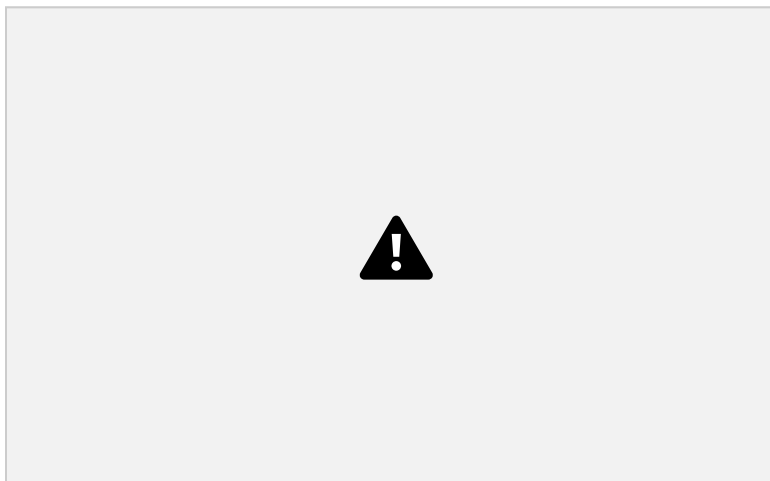


Figure 3-7

(6) Windows. Room windows will be closed and locked unless authorized to be opened by a staff member. Curtains will be closed when candidates are not fully clothed. Curtains will be opened at all other times between reveille and sunset. Curtains will be closed between sunset and reveille. Articles will not be hung in windows or stowed on windowsills.

(7) Doors

(a) Doors of occupied rooms will remain fully open from reveille to taps whether or not the occupant is present. Doors will be closed from taps to reveille, during hygiene periods, or when changing uniforms. Doors of unoccupied rooms will remain open 24-7.

(b) Head and shower doors will remain open when not in use.

(c) Latches on the doors will not be used at any time for any purpose, neither to lock nor prop door open.

(8) Trash Cans. Trash cans will be grounded to the bulkhead and centered in between the R2D2 lockers (Indoctrination and RHC Candidates will center between the wall lockers). Trash cans shall have a liner and be emptied by 0800, or when necessary, and never contain garbage above $\frac{3}{4}$ full.

(9) Sink and Cabinet Area. The sink, mirror and light fixture will be clean and free of any gear adrift. Hand soap will be displayed behind the faucet with the nozzle and faucet handle both facing forward and centered (refer to Figure 3-8). The compartment under the sink will contain authorized cleaning gear/products grounded to the starboard side nozzles facing inboard as well as laundry detergent/dryer sheets and toilet paper grounded to the port side in a neat and orderly manner (refer to Figure 3-9).



Figure 3-8

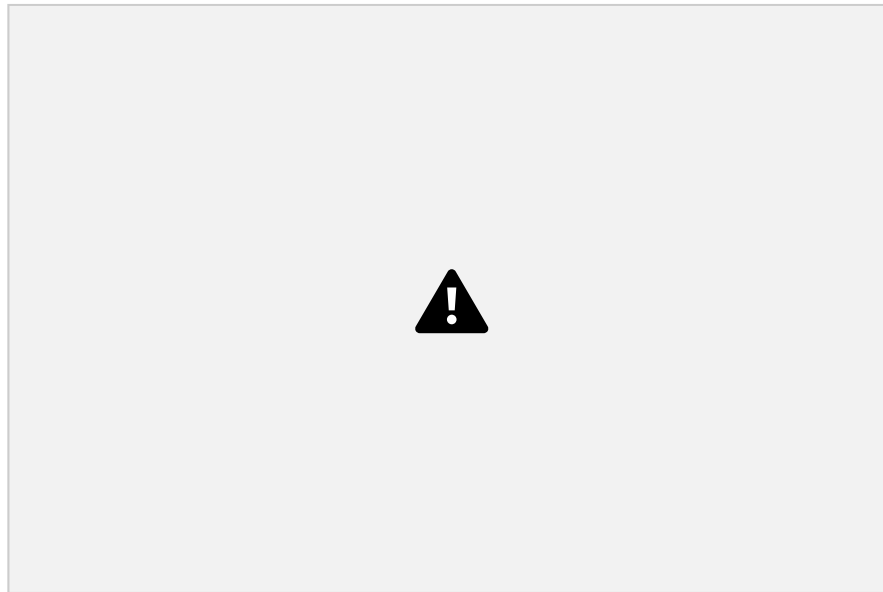


Figure 3-9

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(10) Shower Area

(a) The shower area will be clean and free of any gear adrift. Candidates are responsible for their own side of the shower area. The shower curtain will be clean and will be open and grounded to the center of the shower stalls.

(b) PT/wet gear used that day will be hung on the shower rod on hangers spaced 4 inches apart from outboard to inboard in the following order: Cold Weather Parka (if wet); Navy Sweat Shirt; Navy Physical Training Uniform (PTU) Shirt; Navy Sweat Pants (see Figure 3-10). Items that were not used and are clean are not required to be displayed. Empty hangers will not be displayed.

(c) Towel Rack. (see Figure 3-11) Navy PTU Shorts will be hung on the rack closest to the aft bulkhead. Nothing will be hung on the second rung from the aft bulkhead. The wash cloth will be folded in half and hung on the third rung from the aft bulkhead. The towel will be folded in half and hung from the fourth rung from the aft bulkhead. The laundry bag will be tied to the bottom rung and will be grounded to the aft bulkhead.

(d) Shower Bench. Shower bench will be stored in the down position.

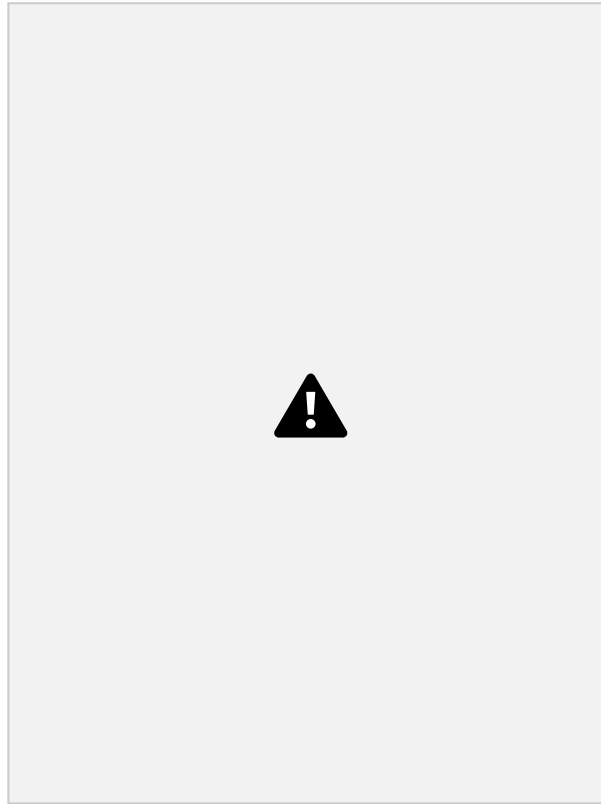


Figure 3-10

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Figure 3-11

(11) Head Area. The head will be clean and free of any gear or contraband. The door to the head will be fully open and grounded against the nearest door of the compartment under the sink. The toilet bowl seat and lid will be in the UP position.

b. Cleanliness

(1) Company Spaces. Furniture, windowsills, and curtains will be dust free. Racks will be made, gear will be stowed, and decks will be clean. All unlocked drawers may be inspected.

Drawers will be organized and neat. Personal valuables and Personally Identifiable Information (PII) will be stored in a locked drawer.

(2) Common Squadron Spaces. Such spaces (e.g., classrooms and laundry rooms) will be maintained, cleaned, and stowed. Squadron and Class First Lieutenants will assign a common space cleaning bill.

(3) Cleaning Gear Lockers. All cleaning equipment will be properly stowed. Lockers will be kept clean and properly stocked with cleaning supplies and toilet paper. Swabs will be rinsed out and stored in the racks provided outside.

c. Linen Exchange. On specified days, sheets and pillowcases will be removed from racks and collected by the Linen Body. While awaiting clean linen, blankets will be folded and centered on the rack. The pillow will be placed lengthwise on top of the blanket.

d. Unassigned Rooms. The main door will remain open and the head door will remain shut. Curtains will be open at all times. All linens will be removed and turned in to Squadron Supply. Unassigned rooms will remain in an inspection ready state at all times. **Candidates will not stow gear in a room that is not assigned to them or use unassigned rooms.**

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e. Gear Adrift. Only authorized when items are being actively used by a candidate in their room. Whenever leaving a room all gear adrift shall be stowed and secured.

f. Inspection-Ready Requirements. Rooms shall be inspection ready from 0800-1800 Monday through Saturday. Candidates are required to have a filled out copy of the OCS Room Inspection Sheet from Appendix H during these hours. This only applies to the Candidate's specific room and common space requirements as laid out above. At no time will candidates leave their room with gear adrift, lockers/drawers unsecured, lights on, or curtains closed.

323. Prohibited Activities. Candidate involvement in any activity discrediting in nature or prejudicial to good order and discipline or safety is prohibited. Candidates are always expected to use good judgment. The following activities are specifically prohibited:

a. Fraternization. Fraternization, as defined in paragraph 129, will not be tolerated. The Combined Bachelors' Quarters is off limits. Socializing between candidates and staff is prohibited except at official OCS functions such as the staff and student challenge, graduation reception, and the graduation ceremony. Socializing between candidates in different classes is prohibited, except while at Religious Services. Socializing between candidates within the squadron and candidates in Student Pool Division is prohibited, except while at religious services.

b. Hazing. Hazing, as defined in paragraph 126, will not be tolerated. Candidates suspected of hazing will be referred to a PRB for a Class "A" Offense.

c. Candidate Relationships. Dating and sexual contact between candidates is prohibited. Closed door meetings between any two candidates who are not already roommates is prohibited.

d. Decorum. Public displays of affection, including holding hands, are not appropriate.

e. Sleeping. Sleeping, resting, and sitting on racks is not permitted between reveille and taps. For Candidate Officers, sleeping or resting on racks is permitted during periods of mandatory rest and authorized liberty periods. Footwear and uniforms will not be worn while sleeping or resting on the racks. Exceptions to this policy are candidates who are SIQ whom may sleep or rest in their rack between reveille and taps. Between taps and reveille, lights will be off to facilitate sleep. **Candidates will sleep only in their assigned rooms and assigned racks unless directed otherwise by the DOCS or CDO.**

f. Tobacco. The use of any type of tobacco product, or nicotine delivery device, while in training at OCS, is prohibited. This applies to both on and off-duty (liberty/leave) situations.

g. Gambling. Gambling in any form is prohibited.

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h. Pets. Candidates are not allowed to have pets within Squadron spaces.

i. Tattoos/Body Art/Brands. The application of new tattoos is prohibited while assigned to OCS.

j. Mutilation. Intentional body mutilation, piercing, branding, intentional scarring is prohibited. Some examples are:

- (1) A split or forked tongue.
- (2) Foreign objects inserted under the skin to create a design or pattern.
- (3) Enlarged or stretched out holes in the ears other than a normal sized piercing.

k. Motorcycle Riding/Driving. Motorcycle riding/driving while at OCS is prohibited.

l. Hitchhiking. Hitchhiking is prohibited.

m. Hazardous Activities. Participating in hazardous activities, such as scuba diving, sky diving, bungee-jumping, hunting or private piloting/flying, is prohibited.

324. Personal Property

a. Privately Owned Vehicles (POV). POVs will be parked in the designated OCS candidate long term parking area, located near the warehouses before the exit at Gate 17. Vehicle keys will be secured in the candidate's Lucky Bag. Only candidate officers and senior candidate officers are authorized to operate their POVs during liberty hours. Candidates may be allowed special access to their POVs with permission from the Class Officer; however, all OCS rules regarding tobacco and cell phone use remain in effect while accessing a vehicle.

b. Civilian Clothing and Baggage. Candidates are not permitted to wear civilian clothing except during periods of leave. Each class will be provided access to the gear locker (Lucky Bag Room) to stow their civilian clothing and baggage. All bags, containers, and gear will be marked with the full name and class number of the owner. Gear lockers will be locked; however, OCS is not responsible for articles left behind, improperly secured, or damaged.

Note: Food, weapons, and/or unauthorized supplements/medicine MUST NOT be stored in lucky bags and will be mailed home or disposed of as appropriate.

c. Authorized Optional Items. The following sections list optional items approved for possession. Use restrictions for items are listed individually.

(1) Toiletries

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(a) General. Razors, electric razors, shaving cream, toothbrush, toothpaste, dental floss, mouthwash, soap, shampoo, and astringent.

(b) Cosmetics (Females Only). Only authorized for candidate officers and senior candidate officers. See Chapter 5.

(c) Contact Lenses. Contact lenses are authorized for use during Candidate Officer phase and Senior Candidate Officer phase.

(d) Colognes, Perfumes, and Scented Toiletries. Colognes, perfumes, and scented toiletries are authorized for use only during liberty and the Candidate Officer and Senior Candidate Officer phases of training.

(e) Female Hygienic Products. Female candidates are authorized to carry sanitary items in a small plastic bag in the pocket of the uniform of the day.

(2) Foot Powder. Topical foot powder and creams intended for the treatment or prevention of minor fungus infections (e.g., Desenex).

(3) Records. Records are defined as any military records, ID Cards or civilian documents required to conduct personal business. Once military records have been used for their intended business they will be returned to the respective candidates for proper storage and disposition.

(4) Flashlight. A small flashlight that uses a maximum of two “AA” batteries.

(5) Hair Dryer. Small hand-held or portable type.

(6) Small Containers. Plastic, self-sealing style containers only.

(7) Miscellaneous. Stamps, stationery, laundry supplies, clothes iron, money, checkbook, sun block, and lip balm.

(8) General Cleaning. OTCN provides all cleaning supplies. Candidates are not authorized to possess any hazardous materials (e.g., lighter fluid, acetone, ammonia, corrosives, etc.). If a hazardous material is required, candidates will request permission from their Class Team to possess those materials. If authorized for use, hazardous materials will be issued and controlled by the OTCN staff.

(9) Cellular Phones. At the Class Officer’s discretion, the class Commanding Officer (CO), class Executive Officer (XO), and the Company Commanders (CC) may be authorized cell phone use

during Indoctrination, Junior Officer Candidate, and Senior Officer Candidate phases of training; however, their use will be restricted to placing and receiving calls and/or two-way text messaging with OTCN staff personnel for **official business only**. Additional cell phone use

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during Indoctrination, Junior Officer Candidate, and Senior Officer Candidate phases must be approved by the LCO. Candidate Officers and Senior Candidate Officers are authorized cell phone use in performance of their duties only during working hours. Candidate Officers and Senior Candidate Officers are authorized unrestricted cellphone use during liberty status only. Any violation of this will result in a Class “A” offense.

(10) Religious Scriptures. Any sacred scriptures that facilitate the worship of a Candidate (e.g., Holy Bible, Torah, Koran, Book of Mormon, etc.) are authorized to be kept in the candidate's desk drawer.

325. Contraband and Health and Comfort Inspections

a. Contraband. Illegal items or substances in the possession of a candidate at any point during training will be dealt with in accordance with military, state, and federal laws/regulations. “Contraband” is defined as any item that is prejudicial to the good order and discipline, health, welfare, or safety of any candidate at OCS. Any items found in the Squadron spaces to which Candidates have access are considered to be in the Candidate's possession. Where any doubt about an item exists, the Class Team should be consulted for further guidance. The following items are specifically identified as illegal; however, this list should not be considered all inclusive:

(1) Weapons. Any weapon (including edged, pointed and impact weapons) is considered contraband. Firearms, knives over 3 inches of length, and letter openers meet this criteria.

(2) Chemicals. Any general cleaning supplies or chemicals other than those provided for use by OTCN are considered contraband. Any chemicals provided by OTCN will be properly stored in designated containers and spaces when not in use. Candidates may request to purchase additional cleaning supplies through their class team.

(3) Food and Beverages. Beverages are defined as any drink other than plain water. Candidates may not possess or consume any food or beverage except what is provided to candidates by Ney Hall during scheduled meal hours. Candidates who are SIQ may consume Ney Hall provided meals in their rooms. **Candidates are NOT authorized to eat at any facility other than Ney Hall except while in a liberty status or with the permission of their class team or the CDO.**

(4) Alcohol. No alcohol of any kind is permitted within OTCN spaces. This includes flavor extracts and candies, but **does not** include mouthwash or prescribed medications.

(5) Tobacco. No tobacco products or products intended to deliver nicotine (e.g., nicotine gum, patches, vaping devices, etc.) will be possessed, used, or consumed by candidates.

(6) Medications. Any medicines (prescription, or over-the-counter medications) that have not been approved by appropriate military medical authority are considered contraband. All medication must be maintained in its original container with an appropriate prescription label. Candidates arriving with medications that were prescribed by civilian medical providers will bring those medications to NHCNE or King Hall medical staff for approval during their initial medical screening. Candidates will consume prescription medication as directed; unconsumed medication may not be possessed beyond the calculated expenditure date (e.g., 9 total tablets to be taken one tablet 3 times daily should be completely consumed in 3 days), unless prescribed to be taken “AS NEEDED.” Candidates may possess unconsumed “AS NEEDED” medication until the expiration date listed on the label. **All expired medications will be dropped off at the OTCN medical liaison’s office drop box for proper disposal during normal working hours. Medications are never authorized to be transferred to another individual.**

(7) Supplements. Mineral/Herbal supplements (e.g., Creatine, Hydroxy Methylbutyric Acid (HMB), nitrous oxide, green tea extract, weight loss supplements, 5 Hour Energy, etc.) are not authorized. Daily multivitamins are authorized for use as directed and must be kept in the original container. Gummy Vitamins are not authorized. Protein powder may be authorized by the class officer.

(8) Electronic Equipment. Any electronic device intended to receive, transmit, amplify, reproduce or otherwise process audio or video signals can be considered as contraband (including electronic devices such as cell phones, laptop computers, tablets, and any electronic devices that function solely as an audio playback device). The class team will inform candidates of approved electronic equipment throughout their entire training period. Personal headphones/earbuds are only authorized for use by Candidate Officers and Senior Candidate Officers while in Gym 109 at class team’s discretion.

(9) Gambling and Gaming Equipment. Gambling of any kind is prohibited along with equipment associated with gambling or gaming (e.g., cards, dice etc.).

(10) Lights. Any light larger than one bulb that uses more than two “AA” batteries.

(11) Containers. Possession of any container intended for the storage of unauthorized chemicals, food, beverages, alcohol, tobacco or medicine is considered the equivalent to possession of the item itself and is considered contraband.

(12) Cameras. Personal cameras (including the use of cell phone cameras/videos) are not authorized at OCS. Photographs and video will only be taken by the Squadron PAO at the discretion of the OTCN PAO, XO or CO. All photographs taken by the Squadron PAO are considered property of OTCN/OCS and may not be used or distributed without permission from the PAO, XO or CO.

b. Health and Comfort Inspections. The CO has the authority to conduct random health and comfort inspections. These inspections ensure candidates are living in sanitary conditions, that living spaces are protected from the negative effects of contraband, and that good order and discipline are maintained in OCS berthing areas. Locked spaces do not have an expectation of privacy and candidates can be expected to open spaces during a health and comfort inspection.

c. OCS staff have the authority to inspect all non-locked spaces of a candidate's room at any time. Rooms will be inspection ready from 0800 – 1800 Monday-Saturday.

326. Leave and Liberty

a. Leave. Leave is governed by the Leave and Liberty Policy for Candidates assigned to OTCN (OTCNINST 1050.2 series). Candidate leave will be granted on a case-by-case basis by DOCS.

(1) Holiday Leave. OCS will normally have a stand-down period in December and January. Candidates should not make travel plans until the travel policy has been promulgated and leave dates are published. Candidates not taking leave will remain at OCS.

(2) Civilian Attire. Candidates may wear appropriate civilian clothes at their leave destination in accordance with Navy Uniform Regulations, but will be in uniform when checking out and in from leave.

b. Liberty. Liberty at OCS, as with all inspections and academic examinations, is a test. **As a member of the U.S. Armed Forces, you are an Ambassador of the United States and the Navy.** Candidates will maintain their military bearing and exhibit the highest standards of conduct at all times while on liberty. Candidates shall attend the designated liberty brief delivered by Class Team prior to checking out on liberty.

(1) Conduct Deficient Candidates. Conduct Deficient candidates are not authorized liberty regardless of the liberty status of their class. **A candidate is considered in this status if they have one or more outstanding demerits or assigned EMI.**

(2) Liberty Requirements. The OTCN candidate liberty policy is outlined in OTCNINST 1050.2 series. Additionally, the following regulations will be observed.

(a) Uniforms. Candidates will wear the service khaki uniform while on liberty. PT gear is authorized during liberty only while actively engaged in PT on base and only authorized during morning chow at the galley after Squadron PT.

(b) Liberty Check-out/in. All candidates must sign-out in the liberty log when departing for, and sign-in, when returning from liberty in the appropriate liberty uniform. Liberty

buddies will sign in/out at the same time and remain within a reasonable proximity of each other for the duration of the liberty period.

(c) Responsible Use of Alcohol. Candidate Officers and Senior Candidate Officers

may consume alcohol on liberty in accordance with OTCNINST 5350.5 (series) and OTCNINST 1050.2 (series).

327. Visitors. Requirements for visitors are covered under Candidate Rights portion of this chapter. Candidates will seek visitation guidance from their class officer after reading that section.

328. Medical Regulations

a. General. Candidates will not train unless medically qualified and cleared to participate.

b. Candidate Responsibility. **Candidates are responsible for reporting changes in their medical status to their class team.**

(1) Candidates will notify the CoC of any incident relating to their medical status and/or when any medical personnel, including civilian facilities, treat them. Candidates are not required to report their specific medical conditions to anyone other than medical personnel; however, they must notify the class team of LLD or SIQ status.

(2) Candidates authorized by medical personnel to wear braces or support devices must have chits authorizing their use.

c. Duty Modification Chits/Medical (Med Chit)

(1) When a candidate receives a Med Chit, they will provide a copy to the class officer. If the chit is a result of an injury, the candidate will immediately meet with the DDOCS and the OTCN Occupational Standards Officer to report the condition.

(2) The second copy will be placed in the candidate's port breast pocket folded neatly behind their ID card.

(3) SIQ Med Chits require an additional copy to be turned in to the Section Leader and used to pick up the candidate's meals from Ney Hall.

d. Self-Medication. Candidates will not purchase or consume over-the-counter medications. All medication must be prescribed or approved by appropriate military medical authority, and documentation must be made in the candidate's health record.

e. LLD/SIQ

(1) Any candidate placed on LLD/SIQ status that limits physical activity or participation in training evolutions may be rolled to RHC at the discretion of the DDOCS or DOCS.

329. Miscellaneous Regulations

a. Verbal Response. Indoctrination candidates and officer candidates will respond in a loud, firm, confident voice (ballistic) at all times with DIs and RDCs with the following exceptions: Candidates will not be ballistic in or around the Command Suite, Navy Exchange (NEX), and Callaghan Hall. Candidates will not be ballistic with candidate officers or class officers.

Candidate officers are not required to speak in a ballistic manner unless performing RPT.

b. RPT. When a candidate is spot corrected by use of RPT by a staff member other than the class team, the candidate will immediately report the infraction to a member of their Class Team following completion of the RPT.

c. Training Building Conduct

(1) Passageways. Central passageways are for transiting. Loitering is not permitted. Talking in these passageways is prohibited unless addressing a staff member or candidate officer.

(2) Food and Beverages. No eating or drinking (except water) is allowed outside of Ney Hall unless approved by the class officer.

d. Recycling. As part of NAVSTA Newport, OTCN is required to recycle to the maximum extent possible. Candidates will separate their recyclables and place them in the proper receptacles outside of Nimitz and King Halls.

SECTION 3 - PROCEDURES

331. Courtesies

a. Saluting

(1) Proper Salute. As illustrated in Figure 3-12, raise the upper right arm to a position parallel to the deck. Place the forearm at a 45-degree angle with the hand and wrist straight. Face palm slightly inward, thumb and fingers extended and joined, with the tip of the forefinger touching the bill of the headgear just over the starboard eye as if shielding the sun. You should be able to see the entire palm when looking straight ahead. Face the individual being saluted and hold the salute until the officer has returned and acknowledged your salute. After the senior officer acknowledges your salute, bring the arm down smartly to your side. If the right arm is incapacitated (e.g., in a cast and/or sling) a salute will be rendered in the same manner with the left hand.

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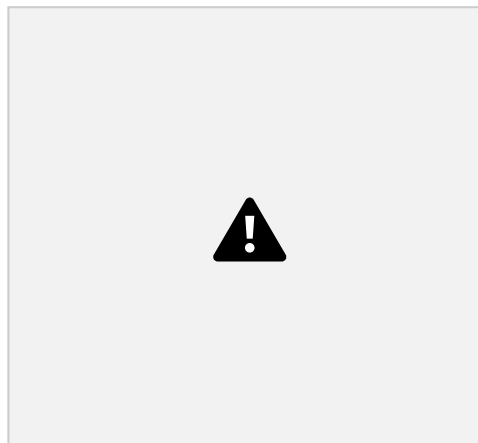


Figure 3-12

(2) Whom to Salute. Salute all officers, high-ranking dignitaries of the United States

government and of all recognized nations. Salute all commissioned officers in civilian clothes that are recognized. Candidates will not salute Candidate Officers. Salute all official vehicles with standards not cased or with a flag officer insignia on the front plate. Candidates may, while on base in the course of their travel, receive a salute from junior enlisted personnel. If this occurs, return the salute and give the appropriate greeting. This will assist in reinforcing their military bearing and discipline.

(3) When to Salute. The salute is rendered **when covered in uniform** and from a position of attention. The salute is rendered when the person or National Ensign is approximately six paces away (the typical distance you would greet someone when passing them).

(a) When escorting or accompanying a senior, for purposes of saluting and rendering military courtesies, the junior walks on the left side of the senior and assumes their rank, saluting when they do.

(b) If walking, continue walking and salute from an erect position. If running, come to a walk, render a salute then carry on after the salute is returned.

(c) If engaged in conversation with an officer outdoors or on watch, the conversation will commence and terminate with a salute.

(d) During morning and evening colors, stop, face the colors, or the direction of the music if the colors are not visible, and render a salute from the first note of the National Anthem or Retreat and drop the salute at the last note and remain at attention until "Carry on," is played. If in formation all personnel will come to a halt, the formation leader will face the colors or music and salute for the formation.

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(4) Saluting While on Duty and Under Arms. Candidates standing watch on the quarterdeck will salute all officers. Officers not in uniform will be saluted if they are recognized. Candidates will be instructed by their DI on the proper method to salute while carrying a rifle.

(5) When not to Salute. The following are occasions when salutes are not rendered. When saluting is not appropriate, the greeting of the day will still be rendered.

(a) Uncovered: When in uniform and uncovered.

(b) In Formation: Only the leader of the formation salutes for the formation.

(c) Work Details: When working as a member of a work detail.

(d) Carrying Articles: When both hands are required to carry articles.

(e) PT Gear: While wearing the Navy PTU.

(f) Inappropriate Occasions: In public conveyances, where obviously inappropriate, or where confusion will result (e.g., saluting at long distances, or in control of a moving vehicle).

b. Bracing. Is performed at the position of attention with the candidate's back and heels four inches from the bulkhead

(1) Inside of Nimitz Hall, whenever staff members enter the deck, candidates will brace the bulkhead and give the greeting of the day according the following guidance:

(a) Check-in Sunday – Execution of First Friday: Indoctrination candidates are not expected to give the appropriate greeting or brace the bulkhead unless they have been directed to by the indoctrination candidate officer staff. Candidate officers will be instructing the new indoctrination candidates on proper bracing the bulkhead procedures, calling attention on deck, and providing the correct greeting of the day during this week.

(b) First Friday – Junior Officer Candidate Pinning and Remedial Holding Company: Candidates in this phase and those assigned to Remedial Holding Company, upon encountering any OTCN military staff member(s) within Nimitz Hall, will brace the bulkhead and give the proper greeting of the day. No determination is required to be made between enlisted and officer at this point in training. The candidate(s) will, upon encountering a military staff member, brace the bulkhead and ballistically say “Attention on deck,” followed by “Good morning / afternoon / evening, sir / ma’am.” If encountering more than one male, the greeting is to “gentlemen,” and if more than one female, the greeting is to “ladies.” If both male and female staff members are present, the greeting will be to “ladies and gentlemen.” The senior staff member will then

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respond with “carry on” followed by the candidate(s) responding with “Carry on aye, sir / ma’am”, “Good morning / afternoon / evening, sir / ma’am/ ladies / gentlemen,” as appropriate.

Note 1: Candidates assigned to RHC who passed the Indoctrination phase of training, will give the appropriate greeting per the phase of training they last attended, unless in a group of RHC candidate, in which case they will echo their peers.

Note 2: If a candidate is alone in the passageway, with no other candidates present, they will still brace the bulkhead but not call attention on deck; they will instead give the proper greeting as described above. This applies to all phases.

(c) Junior Officer Candidate Pinning – Candidate Officer Expectations Brief: Junior and Senior Officer Candidates will brace the bulkhead in Nimitz Hall as they did in Indoctrination Phase; however, they will only brace for officers. The senior officer present will respond with “Carry on,” followed by the candidate(s) responding with “Carry on aye, sir / ma’am,” “Good morning / afternoon / evening, sir / ma’am/ ladies / gentlemen,” as appropriate. Candidates encountering an enlisted staff member in Nimitz Hall will continue transiting along the starboard bulkhead and give the appropriate greeting, calling out the proper rank of the enlisted staff member, e.g., “Good morning, Senior Chief / Gunnery Sergeant,” etc.

(d) Candidate Officer Expectations Brief – Graduation: Candidate Officers will brace the bulkhead in Nimitz Hall or King Hall as they did in Junior Officer/Senior Officer phase; however, they will only brace for Senior Officers (O5 and above). The senior officer present will respond with “Carry on,” followed by the candidate(s) responding with “Carry on aye, sir / ma’am,” “Good morning / afternoon / evening, sir / ma’am,” as appropriate. Junior officers and enlisted staff members will continue to be greeted appropriately.

(3) When the staff member enters the deck, candidates will remain braced until given further instruction. When the staff member exits the deck, candidates will carry on.

(4) If multiple staff members are transiting together, courtesies will be rendered for the senior individual first. Clarification will be provided during Basic Military Protocols, usually taught during the second week of training.

(5) If a staff member is already on deck, candidates will not brace the bulkhead or give the greeting of the day if another staff member enters the deck except for the CO.

(6) Candidate officers and senior candidate officers will not brace the bulkhead nor call attention on deck except for Senior Officers.

(7) Candidates conducting sweepers will give the greeting of the day but will not

brace. c. Greeting of the Day

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(1) The greeting of the day is “Good morning (0001-1200) / afternoon (1201-1800) / evening (1801-0000), sir / ma'am / Chief / Senior Chief / Master Chief / Staff Sergeant / Gunnery Sergeant / Master Sergeant,” as appropriate, and is given simultaneously with a salute if covered when encountering an officer.

(2) If a wristwatch is not worn, candidates will use meals as a guide for the greeting of the day: Morning is used before lunch, afternoon is used after lunch and before dinner, and evening is used after dinner.

(3) All candidates will address senior enlisted personnel by their appropriate title (e.g. Good morning, Chief / Senior Chief / Master Chief / Staff Sergeant / Gunnery Sergeant / Master Gunnery Sergeant, etc.) after promotion to Officer Candidate.

d. Overtaking a Senior. When overtaking (passing from behind) an officer, (while walking) request “By your leave, sir/ma'am,” followed by the greeting of the day. When given permission to pass, with the response, “Granted,” or “Carry on,” salute and pass on the port side of the individual, unless that side is obstructed. Only salute officers.

332. Formations. Formations are used to move personnel in a military manner from point “A” to point “B”. All candidates, including candidate officers, will traverse in a military manner.

a. Platoon Formation

(1) Applicability. Candidates in groups of four or more will generally be in platoon formation when traversing from one evolution to another. Candidates will form in columns based on the number of personnel with a unit leader positioned to the PORT side of the formation.

(2) Courtesies. The unit leader will render courtesies for the formation.

b. Independent Steaming

(1) Applicability. Candidates not in a platoon formation are considered to be independent steaming. Candidates will steam in a single file on the starboard side of the sidewalk or road and move in step at a 120 pace per minute gate (unless in an LLD status).

(2) Courtesies. When independent steaming with more than two candidates, only the first and last candidates, normally the Section Leader, will render appropriate courtesies.

333. Building Procedures

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a. Passageways. Candidates prior to completing the OCS culminating event, will traverse passageways on the starboard side with their right shoulder four inches from the bulkhead. All corners will be squared. Candidates will not cut the deck unless instructed by a staff member.

b. Office Entry and Exit. Office entry and exit procedures not required after OCS culminating event. Offices are not uniform; therefore, facing movements must be adjusted to coincide with the floor plan. All swinging doors are to be pulled open and will not be allowed to swing freely after entry/exit.

(1) Knocking

(a) Candidates will approach the door from starboard with the right shoulder four inches from the bulkhead and halt so that the shoulder is even with the doorframe. The candidate will ground their canteen to the bulkhead and then check their appearance prior to stepping off.

(b) Stepping off with the left foot, the candidate will move to the center of the doorway, halt, execute a right face and adjust to the center of the doorway if needed.

(c) With the palm of the right hand, the candidate will knock three times at eye level on the doorframe in a loud, vigorous manner and await acknowledgement. If they are told to enter, proceed to the next section. If the candidate is instructed to state his or her business, the candidate will give the greeting of the day, state, "Sir/Ma'am/Chief/Senior Chief/Staff Sergeant/Gunnery Sergeant, Officer Candidate _____, Class XX-XX," and state his or her business. If told to wait, the candidate will conduct a right face and will proceed to a position just starboard of the doorway and will wait in accordance with the guidelines given below.

(2) Proceeding to the Desk

(a) When proceeding to the desk of an enlisted staff member without an officer present, move in the most direct route to a position 12 to 18 inches in front of, and centered on, the desk.

(b) If proceeding to the desk of an enlisted staff member and an officer is present, or to a staff officer's desk and a senior officer is present, take one-step into the office and halt when directed to enter. Face the officer or senior officer. If covered, salute the officer and hold while giving the greeting of the day; if uncovered, simply give the greeting of the day. Await acknowledgment. Move in the most direct route to a position 12 to 18 inches in front of and centered on the desk of the person who authorized the entry.

(3) At the Desk

(a) Report: Greeting of the day followed by “Sir/Ma'am/Chief/Senior Chief/Master Chief/Staff Sergeant/Gunnery Sergeant, Officer Candidate _____, Class XX-XX, reporting to

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_____ as ordered,” or when requesting to speak, “Sir/Ma'am/Chief/Senior Chief/Master Chief/Staff Sergeant/Gunnery Sergeant, Officer Candidate _____, Class XX-XX, requests permission to speak to _____.” If covered and interviewing with an officer, a salute is rendered with the report.

(b) If given the order “Stand at ease,” the candidate will do so, but will not sit down unless specifically told to “Sit down,” “Have a seat,” etc. When seated, the candidate will sit at ease.

(4) Dismissal

(a) When dismissed or instructed to “Carry on,” if at any position other than attention, the candidate will come to attention.

(b) Take one-step to the rear with their left foot swinging their left arm six inches forward and the right arm three inches to the rear of the right leg. Bring the right heel against the left, assuming the position of attention.

(c) Answer “Aye-aye, sir/ma'am/Chief/Senior Chief/ Master Chief/Staff Sergeant/Gunnery Sergeant.” If covered and interviewing with an officer, the report is rendered with a salute.

(5) Exiting

(a) If interviewing with an enlisted staff member and an officer is present or if interviewing with an officer and a senior officer is present, face the officer or senior officer. If covered, salute the officer and hold while giving the greeting of the day; if uncovered, simply give the greeting of the day. Await acknowledgment.

(b) Execute the appropriate facing movement (left, right or about face) to face the door in the most direct manner.

(c) Cross the door threshold with the left foot first. While pivoting the head 90 degrees to the starboard render the appropriate greeting of the day, while crossing the threshold. Once outside, execute a left face and proceed to recover their canteen.

(d) If exiting to wait for a group of candidates, proceed around the deck returning to the end of the candidates awaiting interviews.

c. Awaiting Office Entry

(1) When waiting to enter an office, candidates will position themselves on the starboard side of the doorway, at parade rest, with their back to the bulkhead and heels four inches from the bulkhead.

(2) Situational awareness of the deck is required to ensure appropriate honors are rendered. When a staff member steps onto the same deck as the candidate, the candidate will brace and give the greeting of the day (if covered, the candidate will salute and give the greeting of the day to all commissioned officers). If several candidates are waiting and a staff member steps onto the same deck, all will give the greeting of the day simultaneously.

(3) Once a candidate's name has been called, the candidate will perform the office entry procedure.

(4) If several candidates are waiting and one candidate enters the office, the next candidate in line will give the necessary facing movements to move the line down to wait next to the doorframe.

d. Entrance into Candidate Rooms. All candidates will adhere to the following procedures when requesting to enter another candidate's room. Unassigned or unoccupied berthing areas and all other spaces are designated common spaces and considered areas possessing no reasonable expectation of privacy.

(1) Knock on the door or doorframe as per office entry procedures.

(2) State loudly who you are requesting to see. State "male on deck" if a male is attempting to enter a female berthing and "female on deck" if a female is attempting to enter a male berthing.

(3) Wait three seconds for a reply. If a reply is not received, repeat the above step one more time.

(4) If a reply is not received a second time, the berthing or head can be presumed empty and the candidate can enter.

(5) If any candidate in a berthing space is not in compliance with the minimum clothing provisions required by the OCR, a reply of "Wait" will be made. Otherwise, a candidate in the space will respond by announcing "Enter."

(6) Upon receiving the reply "Enter," open the door, enter the berthing, conduct business, and leave.

(7) The berthing door will remain fully open whenever a candidate is in a room not their own. Candidates will not be in a hatch, other than their own, after taps.

