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28 Aug 04

COMMANDING OFFICER'S MEMORANDUM 1-04

From: Commanding Officer, NROTC Unit, Virginia Polytechnic Institute and State University

Subj: COMMANDING OFFICER'S POLICY GUIDANCE

1. Purpose. This memorandum provides all personnel assigned to the staff of the Virginia Tech Naval Reserve Officer Training Corps Unit (hereafter referred to as the Unit) my concepts on the administration and operation of the Naval ROTC program. This brief memorandum is not all inclusive but rather provides some clarity on items I consider essential as we comply with Federal laws, Navy Regulations, Naval Service Training Command/Unit instructions and directives, and other proscriptive guidance from higher authorities. When the occasion or necessity arises, I will issue additions to this policy statement.

2. Mission. The preparation of Virginia Tech Midshipmen to effectively serve in the United States Navy or United States Marine Corps upon graduation and commissioning is our primary mission. Every participant in the Naval ROTC Program is a volunteer - many start with little knowledge of military duty or even remotely aware of the sacrifices necessary to serve our great Nation in uniform. With the help of Virginia Tech's academic community and the Corps of Cadets, we must develop our charges mentally, morally and physically to meet the leadership and technical challenges of Naval Service as junior officers. For many NROTC program participants, we serve as their first point of contact with Naval Officers and we convey the realities of Fleet service. We must maintain the highest professional, personal and moral standards as we conduct our business on the job and in the community. We shall instill in each Midshipman a commitment of professional excellence and a desire to responsibly meet all challenges with enthusiasm, creativity and a steadfast will to succeed.

3. Safety. SAFETY IS MY NUMBER ONE PRIORITY. We will do nothing to jeopardize the safety of any person. Those evolutions considered "high-risk" merit special attention and close scrutiny using the Department of the Navy's Operational Risk Management (ORM) principles. I expect nothing less than close staff supervision and engagement in any training event that falls into the high-risk category. Several events that come to mind include field training exercises, physical training, swim qualifications, and highway trips of long duration. Anyone who considers an unsafe condition exists has the obligation to act immediately to prevent injury to self or others. Advise me and the Executive Officer immediately, regardless of the time, of any unsafe condition you perceive to exist. This last condition especially includes any information you may hold about individuals who may attempt to harm themselves or others.

T. RUBENSTEIN

Copy to:
NROTC Unit Staff