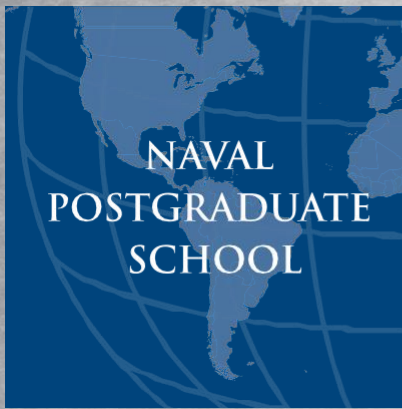
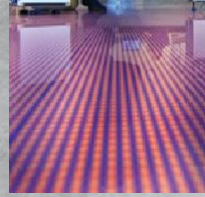


# THE SENIOR MARINE CORPS REPRESENTATIVE OFFICE ADDENDUM

TO THE



# NPS STUDENT HAND BOOK



# ADDITIONAL INFORMATION FOR MARINE CORPS STUDENTS

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NAVAL POSTGRADUATE SCHOOL

# SMO ADDENDUM TO THE STUDENT HANDBOOK

## INTRODUCTION

### 1 GENERAL

The Naval Postgraduate School (NPS) Student Handbook is designed as a reference for all students participating in graduate education at NPS. As explained in §101 on page 6, Marines assigned to NPS (MCC H99) report to the “Commanding Officer, Naval Postgraduate School” and, as such, are subject to the authority of the President of NPS, the NPS chain of command, and to the policies outlined in the NPS Student Handbook. The NPS Student Handbook provides you a distillation of many Naval and NPS instructions and outlines the institutional processes that govern civilian or military member of the faculty, staff or student body. It is available for reference on either the internet or the NPS intranet and it ensures consistent application of rules and regulations, regardless of service or status.

When combined with the Senior Marine Corps Representative Office (SMO) Addendum, the documents provide all administrative and policy guidance Marine Corps students will need while attending NPS; together they constitute the SMO Standard Operating Procedures (how things are done) as well as policy (what must be done).

### 2 PURPOSE AND SCOPE

Integrating Navy and Marine Corps personnel can prove systemically challenging — whether due to varying Service requirements, different areas of emphasis, different philosophy and culture, or because of more pressing matters like uncommunicative personnel systems or service-specific requirements and management structures.

Marines are encouraged to report omissions, conflicts,

or ambiguity in the NPS Student Handbook to their Program Officer. If it is believed that a topic or situation is not adequately covered by the NPS Student Handbook or the SMO Addendum, please bring it to the SMO’s attention so that we can address it for the benefit of future students ensuring that the Standard Operating Procedures (SOPs) function as ‘living documents’ and improve over time they are put into practice.

In the event that a nuance between the NPS Student Handbook and the SMO Addendum raises questions or concerns, the SMO will assist the Dean of Students to reconcile the divergence and determine the way ahead.

### 3 STANDARDS OF CONDUCT

United States Code Title 10 §8545 (c) states that while receiving instruction at NPS, all students are “subject to such regulations, as determined appropriate by the Secretary of the Navy, as apply to students who are members of the naval service.” Marines should consider their tour at NPS similar to being assigned as part of ‘ship’s company’ on a U.S. Navy ship. Marines are subject to the authority of the Commanding Officer (Dean of Students) while also being held accountable for obligations to their Service (overseen by the Senior Marine Representative). Marines should keep the SMO aware of any issues that emerge so that the Senior Marine Representative (SMR) can assist with quick resolution — the SMR is not able to provide help, guidance, or support if not informed.

Keeping the SMO up-to-date also helps to identify issues that may be impacting many other Marines. The SMR can be an NPS Marine’s greatest advocate as issues are worked across the different NPS departments/offices within the administration.

### 4 UNFORSEEN SITUATIONS

Any violation of the Uniform Code of Military Justice (UCMJ) or other legal or ethical issues will be reviewed first at NPS by the SMR and Dean of Students. In most cases, these issues will be adjudicated by the President of Marine Corps University (MCU).

### 5 NOTICE

The reader should take notice that while every effort is made to ensure the accuracy of the information provided herein, the Naval Postgraduate School reserves the right to make changes at any time without prior notice. NPS provides the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability which may otherwise be incurred.

### 6 NPS HISTORICAL OVERVIEW

The development of a naval institution dedicated to the advanced education of commissioned officers began on 9 June 1909 when the Postgraduate Department of the U.S. Naval Academy was established at Annapolis. Ten officers made up the first class, three professors formed the faculty, and marine engineering was the one course of study. In 1919, the Postgraduate Department was renamed the United States Naval Postgraduate School, but still operated as a part of the Naval Academy.

With the advent of World War II, the school’s activities increased substantially. There was a large growth in student enrollment and educational programs were expanded to meet the evolving needs of the Navy. Following the end of the war, plans were initiated to move the school to more suitable facilities and to enhance its academic status.



NAVAL POSTGRADUATE SCHOOL

# SMO ADDENDUM TO THE STUDENT HANDBOOK

## INTRODUCTION

Between 1945 and 1948, Congress established the school as a separate activity under its own President, created the office of the Academic Dean and granted the President the authority to award Bachelor's, Master's and Doctorate degrees. It also approved Monterey as the future home of the school. The Navy officially established the school in Monterey on 22 December 1951. With its enlarged facilities, the school continued to grow in curricular programs and student enrollment. In 1956, the Navy Management School was formed as a component of the Postgraduate School to provide graduate education in the theory and application of management sciences. The Naval Postgraduate School graduates approximately 1,500 students per year, offering a range of Master's and Doctoral programs specifically tailored to impart the scientific, engineering, operational and administrative knowledge required to meet the present and projected professional needs of the Department of Defense. Its student body includes officers of all five U.S. military services, as well as DOD civilian employees and officers from several allied nations.

The Marine Corps Senior Service Representative position was established in 1956 and Marines have attended NPS as students since the 1930s.





NAVAL POSTGRADUATE SCHOOL

# SMO ADDENDUM TO THE STUDENT HANDBOOK

**ALL NPS MARINE CORPS STUDENTS ARE SUBJECT TO THE GUIDANCE OF THE NPS HANDBOOK SUBJECT TO THE MODIFICATIONS ADAPTED IN THE SMO ADDENDUM AND THE BELOW PROCEDURES**

## SECTION I: ADMINISTRATIVE MATTERS

### 100 EMERGENCY OPERATIONS

In the event of an emergency, all students are to follow the actions outlined in the NPS Student Handbook. In addition, Marines should also provide a status report for themselves and their dependents (if applicable) to their Cohort Lead. Cohort Leads will confirm accountability for each student; consolidate all information for their Cohort; and report that information to the Marine Student XO, Deputy Senior Marine Representative, SMR via email, text, or phone call.

In addition to NPS-directed accountability, the Commanding General of Marine Corps Education Command may also occasionally request accountability for all NPS Marine students.

The term 'Emergency Management' is defined as those plans, actions and programs designed to ensure base survivability and minimize injury to service members and dependents due to manmade or natural disasters. Regardless of the emergency or disaster, there are things you AND your family can do to prepare for and mitigate the effect of a particular emergency or disaster. The following are five things that you can expect/need to accomplish in the event of an emergency on or near the base:

1. An Emergency Operations Center will be established.

2. If on campus and during working hours (0730- 1700), muster in person at a location determined by your Section Leader and/or Program Officer.
3. If off campus or after working hours, contact your curriculum chain of command starting with your Section Leader and/or Program Officer.
4. If off campus, contact your Section Leader and/or Program Officer.
5. Determine the status of your dependent(s). USN students update the Navy Family Accountability and Assessment System (NFASS) or contact your respective service representative.

### 101 STUDENT CHAIN OF COMMAND

All students are under the authority of the chain of command in §101 on page 5 of the NPS Student Handbook. Additionally, the below guidance applies specifically to Marine Corps students while attending NPS.

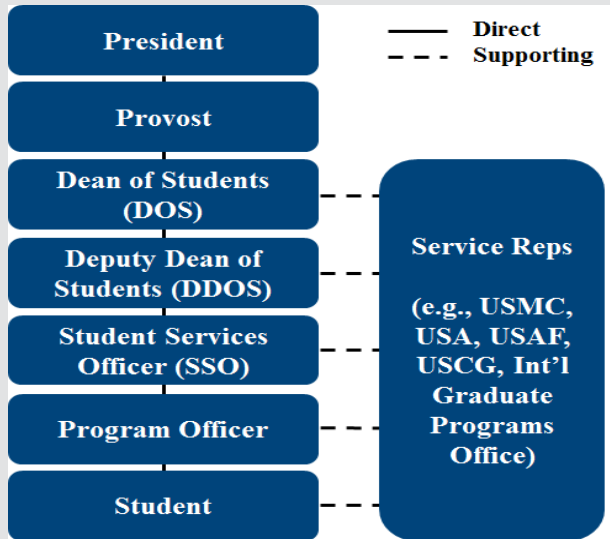
#### Senior Marine Representative

The Marine Corps Senior Service Representative (USMC O-6) serves as Special Staff Officer to the NPS President and primary advocate for all NPS Marine students. The Dean of Students (Commanding Officer, Student Military Element) will often defer aspects of command responsibilities to the SMR for Marine students. Should non-routine matters arise, Marine students are encouraged to inform the Deputy Senior Marine Officer (SMO) for awareness and assistance in minimizing any Service-related confusion and to ensure appropriate treatment.

In addition to the NPS student chain of command, the SMO maintains student billet positions. These Marines assist with disseminating Marine Corps-specific information, coordinating and conducting Marine Corps required operations, administration or training, and ensuring a close-knit Marine Corps community at NPS — including Marine Corps families. These billets rotate every six months and are "rank blind." Current assignments are listed on the NPS Marines' Sakai site via the Overview page, and billet descriptions are outlined in Appendix B.



# SMO ADDENDUM TO THE STUDENT HANDBOOK



1. **Dean of Students (DOS) Commanding Officer,** Student Military Element. Responsible for health, welfare, student conduct and student affairs related to discipline, academic standing, accountability, travel, and military administrative matters.
2. **Deputy Dean of Students (DDOS)** Responsible for maintaining military good order and discipline.
3. **Program Officer (PO)** Responsible as the first point of contact in the chain of command for the student, both academically and militarily. The PO shall be the first advisor a student consults before contacting Student Services or the Dean of Students. Only in the event of PO absence, inability to find resolution, or as required by circumstance will the student proceed directly to Student Services.

4. Service Representatives Provide a service branch specific support role to students, Program Officers, Student Services Office, Deputy Dean of Students and the Dean of Students. For international students, the International Graduate Programs Office serves as the service representative.

## 102 DIRECTOR OF STUDENT SERVICES / STUDENT SERVICES OFFICER

- Supervise the Student Announcement Page.
- Maintain accountability of students and issue appropriate punitive/administrative actions for failure to follow DOS orders.
- Make preparations for the Secretary of the Navy Special Guest Lectures (SGLs).

All students are subject to the Director of Student Services/Student Services Officer guidance outlined in §102 on P 6 of the NPS Student Handbook subject to the modifications noted in the SMO Addendum for NPS Marine Corps students and the below procedures.

Due to the variations that exist between administrative and tactical systems throughout the military, the channels required for online data transfer are often, regrettably, completely incompatible. As a result of these obstacles, many of the NPS Student Services' tasks related to Marine students end up being completed within the SMO.

## 103 SECTION LEADER

Section Leaders shall be assigned by Program Officers according to seniority and academic Curriculum.

1. The Program Officer may assign any student to the Section Leader position. Seniority will be given consideration, but the student best

fitted for the job (curriculum and other factors) is at the discretion of the PO.

2. The Section Leader shall always be a U.S. military officer.
3. Section Leaders will, at a minimum, organize the assigned student section and maintain an updated recall roster in order to execute immediate recall/ accountability check if required.
4. The Section Leader will disseminate directives and applicable information to the section.
5. The Section Leader will ensure compliance with mandatory requirements and accountability procedures (mustering).
6. The Section Leader shall be the conduit between the section and the PO, Student Services, or the DOS's office.

In addition to Section Leaders, the SMO relies on School and Cohort Leads for accountability of Marine students and other administrative purposes. The role of School and Cohort Leads as well as the associated responsibilities are listed in Appendix B of this addendum.

## 104 CHECK-IN/CHECK-OUT PROCEDURES

**A. Check-In** — The process for inbound Marine Corps students is accomplished in the order below :

1. Students will report to the Student Services Office located at NPS in the basement of Herrmann Hall in Room 039 to have their official orders endorsed. The uniform for reporting to NPS is woodland MARPAT MCCUU.

The NPS Student Services Office is open 0700-1600 (M-TH) and 0700-1400 (F).



# SMO ADDENDUM TO THE STUDENT HANDBOOK

2. Immediately after checking-in with Student Services, students will check-in with the SMO, located at NPS, Cottage 281. The uniform for checking-in to the SMO is woodland MARPAT MCCUU. The SMO is open between 0800-1600 M-F.
3. Following the completion of steps 1 and 2, students will check-in with the Marine Detachment (MARDET) S-1 Office, located on the Presidio of Monterey (POM) in building 625. The MARDET will administratively join students to RUC / MCC H99, complete the NPS Marine's travel claim, and complete other administrative requirements. Marines should scan all required documents for their travel claim prior to arrival. Entitlements will not start until this check in. The uniform for checking into the MARDET is woodland MARPAT MCCUU. The MARDET S-1 Office is open between 0800-1600 M-F.
4. Once assigned an email address from NPS, Marines must visit the ID Card Office to change their CAC email address to their nps.edu mailing address.

Checking-in after-hours or on the weekend should be completed per §104 (A) on page 6 of the NPS Student Handbook with the addition of also sending an email to [ marinescorps@nps.edu ] that includes a reliable telephone contact number.

**B. Check-Out** — Marine students are required to complete check-out with various departments and representatives, including the SMO and MARDET, prior to checking out with Student Services. Complete an Outbound Interview in MOL no later than 3 weeks before departure. This is required to generate detaching orders. A check-in/out sheet is included as Appendix X. Check-out is completed in-person, and you will pick up your orders in-person from the MARDET.

1. **Overseas Assignment** — NPS Marines follow an overseas screening process similar to the 12-step outlined in §104 (B) on P 6 of the NPS Student Handbook and is provided in Appendix C of this addendum. It should be noted that Step #1 for a Marine in receipt of overseas orders is to inform the SMO.

## 105 STUDENT ACCOUNTABILITY

Marine students are subject to all procedures in §105 on P 7 of the NPS Student Handbook and are expected to be exceptionally attentive to their responsibilities in this area. Failure to muster is reported to the SMO and, if frequent, potential cause for disciplinary action.

### A. Daily Muster (Accountability) Requirements

In order to ensure the safety of all personnel assigned to the Naval Postgraduate School, a daily muster is required and accomplished electronically via the Student Check-In / Announcement Page. This requirement is a lawful order given by the Dean of Students via this handbook and verbally at new student orientations. Only those who have properly approved requests to miss muster are authorized to miss muster. Failure to muster is cause for administrative and/or punitive actions.

### B. Daily Muster Procedures

1. All resident students are required to muster by 1300, Monday – Friday with the exception of on approved holidays or through a properly approved request to miss muster.

**Note:** Even if you have approved leave, liberty or temporary assigned duty (TAD) orders, you must still file a request to miss muster concurrently as PYTHON is not integrated with the various leave accounting systems.





2. Muster is accomplished electronically via the following webpage: <https://exapps.nps.edu/StudentMuster/index.aspx> After reading the daily announcements, follow the instructions at the bottom of the page to complete the muster.

**Note: When you muster electronically, you are reporting to the Dean of Students that you are in the local area and ready for duty, including urinalysis or other short notice tasking.**

3. Shortly after 1300 on Monday-Friday, an auto-generated e-mail will be sent to all students who have failed to muster
4. Students who fail to electronically muster by 1300 shall notify their Program Officer as soon as possible.
5. Failure to report by 1300 may lead to administrative/punitive action by their Program Officers and the Deputy Dean of Students. Habitual or excessive failure to muster will be referred to the Dean of Students and may be cause for disenrollment.
6. Students are not required to muster only when on:
  - a. Leave\*
  - b. Liberty\* (other than 48-hour weekend)
  - c. Medical/Convalescent Leave\* Student shall notify PO if circumstances make it difficult for the student to muster.
  - d. TAD/TDY\*
  - e. Weekends Federal Holidays

\*A properly approved Request to Miss Muster is still required in these cases

**C. Mustering Difficulties** - Should students experience technical problems using the web-based check-in page, follow the below steps:

1. Muster on campus computers.
2. If above is unsuccessful, contact ITACs
3. Continue attempts to muster. If by 1300 you are unable to successfully muster, muster with your Program Officer & Student Services via email.

## 106 FITNESS / ACADEMIC EVALUATION REPORTS

**B. USMC** — Fitness reports are submitted in accordance with MCO P1610.7F (Performance Evaluation System, "PES"). Per the occasions directed in the PES, Marines will receive reports to include semi-annual reports for Lieutenants.

In accordance with the 2019 Commandant's Planning Guidance and MARADMIN 412/20, NPS Marine FITREPs are observed, 'Academic' reports, however, a relative value and comparative assessment is not calculated on the master brief sheet. NPS Marine FITREPs can be commendatory (academic or other award, distinguished thesis, graduation with distinction) and always contain useful information from MCO P1610.7F Sections A, I, and K that will illustrate the challenge of NPS and help educate the board regarding NPS Marine student achievements. The O-5 Deputy Senior Marine is the Reporting Senior for all Marine students, and the O-6 Senior Marine Representative is the Reviewing Officer. Specific guidance for student FITREPs is published and updated annually via NPS SMO Bulletin 1610.

**E. Report Accuracy** — Marines should be aware of and are responsible for the correctness

and completeness of their Service Record Book or Official Military Personnel File (OMPF). This includes preventing FITREP date gaps, ensuring the inclusion of awards and other certificates, and maintaining a current photograph.

**F. Reporting Requirements** — In accordance with the PES, Marines who receive derogatory material or disciplinary action while at NPS will receive a "DC" FITREP. In these cases, the CG of EDCOM will almost always serve as the Third Officer Sighter.

## 107 PHYSICAL FITNESS REQUIREMENTS

**B. Non-USN** — Marines are expected to maintain a high state of physical fitness while at NPS. In accordance with MCO 6100.13, all Marines will complete an annual Physical Fitness Test (PFT) and Combat Fitness Test (CFT) and will receive a height/weight certification semi-annually. A current Physical Health Assessment (PHA) is mandatory in order to participate in the PFT or CFT. The SMO S-3, via respective School Leads and CPTRs, is the primary point of contact for scheduling a group or individual PFT, CFT, or weigh-in.

In the event that a Marine receives a recommendation for light duty or limited duty following evaluation by a competent medical authority (CMA), they must immediately submit that paperwork to the Student S-1 and S-3. Only the O-6 SMR may authorize a Marine NMED for PFT or CFT. Prompt action will reduce confusion, avoid a Marine receiving a score of "RDNT," and an adverse FITREP.





# SMO ADDENDUM TO THE STUDENT HANDBOOK



## 108 MEDICAL CARE/SICK CALL

The SMR is required to report certain medical events involving Marines and/or their families to the CG of EDCOM, or to HQMC via a Serious Incident Report / Personnel Casualty Report. All Marine students are subject to the guidance outlined in §108 on P 9 of the NPS Student Handbook with regards to the reporting and communication of medical issues.

Additionally, Marine students are to inform the SMO — via student chain of command or directly — of any non-routine medical condition or emergency as soon as possible, including those that involve a family member(s).

### Presidio of Monterey Army Health Clinic

- 473 Cabrillo Street, - Bldg. 422  
Monterey, CA 93944
- Appointments: 1-866-957-2256
- Hours: Mon - Fri, 0700-1600
- CLOSED: 3rd Thursday of every month from 1100-1600, weekends and federal holidays

### CALMED Pediatrics

- 880 Cass Street - Suite 209  
Monterey, CA 93940
- Appointments: 1-866-957-2256
- Hours: Mon - Fri, 0800-1630; closed for lunch 1230-1330
- CLOSED: 3rd Thursday of every month from 1100-1600, weekends and federal holidays

### After-Hours Medical Care Emergency Care

- Immediate threat to life, limb, eyesight or airway compromise: access the nearest Emergency Room or call 911

### Nurse Advice Line

- 1-800-874-2273 (Option 1)
- The Nurse Advice Line, provided at no-cost to cost to TRICARE beneficiaries, helps callers make informed decisions about self-care or when

to see a health care provider. This service is available 24 hours a day, 7 days a week. Nurse Advice Line nurses ask a series of questions about a caller's specific concerns to advise when and how to seek care for an urgent problem or give instructions on self-care at home.

### Secure Messaging

- <https://app.relayhealth.com/RegistrationV2.aspx>
- Communicate with your provider via email, set up appointments, speak to a nurse or request lab results and medication refills at your convenience.

## 109 NAVAL MEDICAL ADMIN UNIT

The satellite Naval Medical Admin Unit (NMAU) office is in the POM Army Health Clinic, located in building 422 (address: 473 Cabrillo Street Presidio - Monterey, CA 93944). The dental office for all Marines assigned to NPS is located in Herrmann Hall on the 4th Floor.

## 111 CEREMONIES

**A. Award Ceremonies** — The SMO will notify NPS Marines who earn awards from organizations outside of NPS (e.g. previous commands; received by the SMO via the MARDET).

If not already commemorated, Marines are encouraged to have their award presented at a ceremony to enable friends and family the opportunity to celebrate and serve witness and, in certain family members' case, to be recognized for their share of the accomplishments noted in the award. The SMO will provide requested support for awards ceremonies.

**B. Promotions** — Promotion notification is published via a monthly MARADMIN. The Deputy and SMR are available on request to promote Marines, or the Marine may ask any higher ranking servicemember to hold a formal or informal promotion ceremony, to include swearing the oath of office. At a minimum, officers will provide the "5 Ws" regarding their ceremony to the SMO prior to execution.

If not already commemorated, Marines will hold a formal or informal promotion ceremony, to include swearing the oath of office. The SMO will provide all requested support for promotion ceremonies and will be notified once their promotion warrant is received from HQMC.

**C. Graduation** — Specific instructions for graduating Marine Corps students will be announced via the 'NPS Notice 5060' corresponding to their graduating semester. Historically, the graduation uniform for male Marine students is Blue Dress "B" (winter) or Blue-White Dress "B" (summer); Sam Browne Belts will not be worn by students.

**D. Distinguished Visitors** — Meetings, engagement opportunities and scheduled assemblies with senior Marine leaders are routine occurrences. Marines desiring to participate in these engagements should contact the SMO to register their interest. The SMR, via the Student XO, may source a Marine to serve as Action Officer to coordinate the event.

The uniform of the day (UOD) for such occasions will be announced by the SMO ahead of time.

## 112 DRESS/ATTIRE REGULATIONS

Marine students are subject to all instruction in §112 on page 9 of the NPS Student Handbook regarding dress and attire regulations except as previously stated for certain events and as adapted in the SMO Addendum below.

**A. General** — The school dress code described below will be in effect at NPS between the normal working hours of 0730 and 1700, Monday through Friday (less holidays) or at any other time when meeting with and greeting visiting personnel in an official capacity, and when conducting administrative duties with the Student Services Office on or off leave. NPS and the Presidio of Monterey constitute locations where this dress code is in effect.



NAVAL POSTGRADUATE SCHOOL

# SMO ADDENDUM TO THE STUDENT HANDBOOK

There may be other locations where the uniform of the day is required to be worn while conducting business such as medical clinics or other administrative offices. Students shall ensure their dress and personal appearance is appropriate for the occasion and brings credit to themselves and the military service. Business casual is the standard attire for students and faculty. Policy concerning the wearing of lanyards and backpacks in uniform is addressed below.

**B. Civilian Clothing** — Appropriate civilian business attire is authorized for students while attending NPS. Business casual does not require a coat or tie. Specifically, it includes a collared shirt and dress slacks for men and either a dress or dress blouse, and dress slacks/skirt for women. Students may wear turtlenecks and sweaters as long as they present a professional appearance. All men's shirts must be tucked in with the exception of turtlenecks and sweaters. Collarless shirts or mock turtlenecks are not acceptable. Men's footwear will be leather lace-up or loafer style. Athletic (sneakers), or recreational outdoor footwear (hiking shoes) are not authorized. Women's footwear shall be appropriate in style and quality as to match the overall appearance of the clothing being worn. At times it may be necessary for students to perform work in a lab, classroom, or outdoor setting which would soil or damage clothing or not provide the proper level of safety. Clothing appropriate for those instances is authorized. There may be events on NPS grounds, in the Trident Room, or gym area, such as cookouts, concerts, sporting events, theme parties, and other events which occur on weekdays between the hours listed above. In those cases, clothing appropriate to the event is authorized. The uniform equivalent to "Business Casual" consist of Service Khaki for Navy and the open-collared equivalent uniform for other services. Designated attire established herein represents a minimum expectation. Nothing in this policy precludes dressing to a higher standard. Clothing shall be clean, pressed, and in good condition.

**C. Unauthorized Clothing** — Types of clothing that are not considered appropriate and will not be worn are: faddish casual attire, sportswear, and any type of dress clearly unsuitable for wear in an academic environment. Other clothing considered unacceptable includes: hiking or "outdoors" attire, denim or denim looking materials, shorts/skirts, micro/mini skirts, and ball caps. Additionally, clothing that distracts or causes undue embarrassment to co-workers or is a safety hazard are not appropriate, i.e. flip-flops, leather pants, leather shirts, athletic jackets, tank tops, t-shirts, and shorts.

**D. Military Uniforms** — All Marine students are expected to be familiar with the contents of Marine Corps Uniform Regulations (MCO 1024.32H) and are expected to police one another in its campus-wide application. For Secretary of the Navy Guest Lectures (SGLs), the UOD will typically be MCCUU, but may be directed by the SMR as Service "B" (winter) or "C" (summer). In the event of a VIP visit, the uniform may be Service "B" or "C" or MCCUU.

**E. Warrior Day** — The only "Warrior Day" consideration for Marines at NPS is that a student is permitted to wear a flight suit if they have been issued one. Flight suits are to be in good repair and worn with all required name patches.

**F. Wearing of Lanyards and Backpacks While in Uniform**

- Lanyards — Marines may wear lanyards while in uniform, consistent with the guidance in MCO 1024.32H, Enclosure 1, P 1-9.
- Backpacks — While dressed in Woodland MCCUU, Marines may wear backpacks over both shoulders and/or hand carry book/gym bags consistent with MCO 1024.32H Enclosure 1, P 1-9. Marine students are not permitted to wear, but may carry, backpacks while in Service uniform.





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Note: All Students are required to have an identification badge with contact information attached to all back-packs and book-bags.

**G. Nametag** — Students shall wear nametags in accordance with their service uniform policy. Students are encouraged to wear nametags from previous commands.

## 113 SECURITY CLEARANCES

Marine students are subject to all instruction in §113 on page 11 of the NPS Student Handbook in its entirety. You are encouraged to obtain and maintain a SIPR email account while at NPS in order to access classified service guidance, concepts, force design documents, operation plans, etc.

In addition, Marines with **Secret** clearances will pay close attention to the date that their clearance was fully adjudicated and will notify the NPS Security Manager when they are within one year of their Periodic Reinvestigation date (usually 7 years).

Marine students are subject to all instruction in §113 on page 11 of the NPS Student Handbook in its entirety.

In addition, Marines with **Top Secret** clearances will pay close attention to the date that their clearance was fully adjudicated and will notify the NPS Security Manager when they are within one year of their Periodic Reinvestigation date (usually 5 years).

All Department of Defense students will be granted Secret access based upon Department of the Navy Central Adjudicative Facility (DONCAF) authorization or that of their respective service adjudicating authority. Students who are enrolled in curricula requiring Top Secret or special (NATO, CNWDI) access will be identified as early as possible to ensure access is granted prior to course commencement. International students are not normally granted security clearances.

Any international student requiring a security clearance will be handled on a case-by-case basis.

The Security Manager retains the student's Form 5520/20 certificate of personnel security investigation and maintains the classified access database. The Security Manager is responsible for sending clearance messages for students conducting research at outside organizations. The Security Manager requires at least five working days advance notice to release security clearances messages. Students must contact the Security Manager (831-656-2450) with questions concerning security clearances, periodic security updates, and special access.

The Security Manager handles sensitive Compartmented Information (SCI) access separately. Students who require SCI access for their curriculum must check in with the Security Manager (located in the basement of Glasgow Hall) as soon as possible after arrival. Any Intelligence Officer or Cryptologic Officer (of any service) while assigned to NPS should contact the Security Manager ASAP.

Although Submarine Officers (112X) do not retain SCI access while assigned to NPS, upon request, the Security Manager will submit a Special Background Investigation (SBI) six months prior to the expiration of current SBI to avoid the need for submitting another initial SBI.

Any student in receipt of orders or anticipating receiving orders requiring submission of an SBI for SCI access must contact the Security Manager immediately. Contact the Security Manager (831-656-2450) with any questions concerning SCI access.

## 117 CAMPUS SAFETY

Marine students are subject to the Campus Safety guidance outlined in §117 on page 13 of the Student Handbook in addition to the procedures outlined in §100, §101, §105 and §108 of the SMO Addendum.

The NPS Safety Office, located in Bldg 285 (831-656-2822), is responsible for overseeing safety conditions at NPS, Tenant Commands and Satellite areas (FNOC, Annex, recreation facilities). Students should, when feasible, attempt to resolve unsafe or unhealthy conditions (e.g., chemical, noise, laser hazards etc.) personally on the spot. The Safety Office staff is responsible for resolving difficult, persistent or pervasive safety hazards.

NPS tobacco policy is found in NAVPGSINST 5100.1B. No smoking allowed within 20 feet of all buildings on NPS property.

Initial reporting of safety/health problems may be accomplished by submitting a Navy Employee Report of Unsafe or Unhealthful Working Conditions (OPNAV 5100/11) — available on the safety web site or copies are posted on safety bulletin boards throughout the campus. Traffic safety program is managed in the safety office. Cell phone use while operating a motor vehicle on NPS property is prohibited, this includes hands free devices. Enforcement of traffic laws is provided by NPS Security/Police Department.

Any mishap involving military personnel occurring on or off duty shall be reported to the Quarterdeck (831-656-2441) or Command Duty Officer (831-901-6649) as well as through



# SMO ADDENDUM TO THE STUDENT HANDBOOK



an individual's chain of command. A mishap report, NAVPGSCOLINST 5102/2, must be completed and forwarded to The Safety Office as soon as possible, but no later than three days after the date of the mishap.

## 118 STUDENT MAIL

Marine students are subject to all instruction in §118 on page 13 of the NPS Student Handbook regarding the handling and management of personal mail.

Students are required to use their local residence for all personal mail.

All Official Mail for NPS Marine Corps students is handled via Student Services. The mailing address is:

Department of the Navy  
Naval Postgraduate School  
Student Services Office, Code 120  
1 University Cir, Rm: He-039  
Monterey, CA 93943-5003  
Attn: Senior Marine Office, [YOUR RANK FIRST LAST IF APPLICABLE]

## 119 CHANGE OF ADDRESS

Marine students are subject to all instruction in §119 on page 13 of the NPS Student Handbook regarding change of address except as adapted in the SMO Addendum below.

Enter all changes of address, telephone number, promotions, and family changes into PYTHON, the Educational Management System in use at NPS. Before you graduate, do the following:

1. Enter your Thesis / Diploma Mailing address in PYTHON.
2. Submit an official USPS change of address form to your post office.
3. Update your personal and official mailing address with the MARDET S-1 Office and on MOL.



## 123 LEAVE AND LIBERTY

Marine students are subject to the Leave and Liberty guidance outlined in §123 on page 14 of the NPS Student Handbook subject to the below modifications adapted in the SMO Addendum.

**A. Leave Policy** — Permission for taking leave/liberty must first be granted from all professors/instructors of classes that are to be missed (if applicable). Then the student obtains recommended approval from their Program Officer. Once cleared by the PO, the official leave/liberty request must be initiated via MOL and include a statement in the remarks section that verifies permission was granted or that no classes will be missed. Attach the PO approval email to the request in MOL and route to the SMO Administrative Assistant for review and submission to Deputy/SMR for final approval.

In exceptional circumstances, the NPS Command Duty Officer may approve leave for Marine students. Marines experiencing circumstances where this might be required should first attempt to contact the Deputy SMR or SMR for guidance, in addition to referencing the procedures outlined in §100, §101, §105 and §108 of the SMO Addendum.

**B. Leave Procedures** — Once the leave/liberty request is approved in MOL by the Deputy/SMR, students must submit a request to miss muster via the NPS Student Muster webpage. **Marines are required to check themselves out/in via MOL.**

If a portion of a Marine's leave/liberty is not taken, or the plans are canceled/rescheduled prior to the start of leave/liberty, the student must update the request via MOL, notify Student Services, and the SMO.

**C. Leave Extensions** — Extension requests will be communicated via the guidelines outlined in §101 and §103 of the SMO Addendum and approved on a case-by-case basis.



# SMO ADDENDUM TO THE STUDENT HANDBOOK

**D. Liberty Policy** — Marine students should apply the definitions and policies described in §123 (D) on page 14 of the NPS Student Handbook to include the definition of “local area” on mustering days and the liberty limit of CONUS (not Alaska or Hawaii). The additional obligation for Marines is to formalize requests for special liberty via MOL. A leave/liberty flowchart with proper tracking and accountability steps is included as Appendix A.

**1) Regular Liberty** — The allowable liberty area for NPS Marines is CONUS. Any Marine traveling outside of California during a regular liberty period (not entered in MOL) should inform their Cohort Lead to ensure prompt and full accountability, should that be required.

**2) Special Liberty** — In addition to the guidance outlined in §123 (D) (2) on page 15 of the NPS Student Handbook, NPS Marines requesting special liberty will communicate via §101 and §103 of the SMO Addendum and approved on a case-by-case basis. Special Liberty can only be approved for a maximum of 4 days.

**E. Liberty Request Procedures** — Please reference the above §123 (A) and (B) of the SMO Addendum.

**F. Permissive TAD** — permissive TAD for the purpose of residence hunting trips in connection with PCS orders may be authorized for up to five working days. This TAD period may be extended up to a total of 10 calendar days when combined with weekends, holidays and liberty/s hore leave. Permissive travel will NOT be combined with funded TAD travel.

**G. Combining Leave and Liberty** —

Two or more successive periods of leave without performing work, duty, or classes, i.e., termination of one leave period and

immediate commencement of another leave period will not be authorized. Regular or Special Liberty cannot be combined with Regular Leave.

**F. Temporary Additional Duty** – TAD for official, government-funded events/research/travel/etc. must be entered into MOL for accountability and awareness. If you are missing classes, you must obtain the same approval from professors and the PO and attach PO recommendation to the TAD request. Email the Deputy SMR with the 5Ws of your TAD event/trip at least 3 weeks prior to execution.

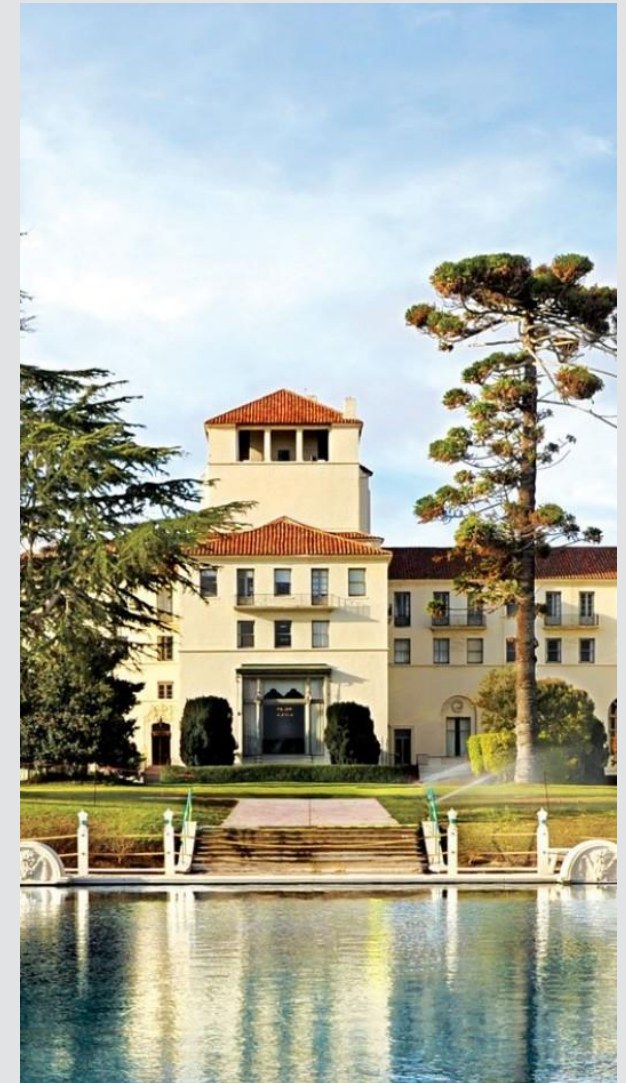
## 125 COMMAND SPONSOR PROGRAM

New students will receive a welcome aboard package via email from the NPS Student Services Office approximately 30 days prior to the start of their program. Additionally, upon receipt of POC information, the SMO will facilitate the assignment of a current student to serve as a sponsor to inbound Marine students. New students will also receive a separate welcome aboard package via email from the SMO with information specific to NPS Marines, this NPS Student Handbook Marine Addendum, and information on the check-in process.

## 128 MONTEREY BAY OFFICER SPOUSE CLUB (MBOSC)

The Monterey Bay Officer Spouses’ Club (MBOSC) is an organization for the spouses of students attending NPS. The club holds a business meeting and a social function each month. Spouses of new students can expect an invitation to participate within the first several weeks of reporting. The Club also offers a wide variety of activities including a Wine Tasting and Silent Auction, quarterly Bargain Fair, an International Tea, and more.

In addition to the MBOSC, the SMR Office offers an open membership to the NPS Marine Spouses Facebook group (@npsmarinespouses) to any spouse of a Marine student attending NPS.





NAVAL POSTGRADUATE SCHOOL

# SMO ADDENDUM TO THE STUDENT HANDBOOK

## APPENDIX A



### Leave/Liberty Flow Chart



**Step #1:** Obtain endorsement with the proposed leave plan from professors (if you are not missing classes, move to step #2)



**Step #2:** Email respective program officer (PO) for endorsement to leave plan & concurrently submit missed muster request via NPS muster page



**Step #3:** Create leave/liberty request within MOL and attach PO endorsement. Include all relevant details to the proposed leave plan. Make sure the times inputted are IAW MCO 1050.3J



**Step #4:** Submit request to the current administrative assistant for review and processing. If the admin assistant is not in MOL, forward to current stash in SMO



**Step #5:** Verify that your request has been approved before executing leave. If it has been rejected, correct and re-route for approval.



**Step #6:** Check out via MOL before departing and check in via MOL upon arrival back to the local area (if for whatever reason you do not execute leave or need to adjust and cannot do so, connect the admin assistant or student adjutant immediately)



# SMO ADDENDUM TO THE STUDENT HANDBOOK

## APPENDIX B

### Student Billet Descriptions

| Student Billet Position                                       | Billet Description   |
|---|--|
| Executive Officer   | <ul style="list-style-type: none"> <li>• Report weekly accountability of NPS Marines to the Senior Marine Representative, and provide updates A/R</li> <li>• Maintain current rosters of School Leads, Cohort Leads, and other student-assigned leadership billets. Ensure TEAMS, Python, and all other published rosters reflect current POC information</li> <li>• Supervise the completion of medical and dental readiness</li> <li>• Source Action Officers for special projects/initiatives required to support the Marine Corps at the NPS.</li> <li>• Pass information received from the SMR/Deputy to all School Leads</li> <li>• Advise SMR/Deputy of critical Marine concerns, opportunities for growth, recommendations, etc. routed via cohort and school leads</li> <li>• Coordinate with MARDET DLI and NPS Staff for administrative and operational requirements as necessary</li> <li>• Within 30 days of CCLEB/CPIB MARADMIN publish, coordinate staff action to assign sponsors to incoming Marines, and prepare a Welcome Email with up-to-date reporting instructions and NPS information</li> </ul> |
| S-1 / Manpower Officer  | <ul style="list-style-type: none"> <li>• Within the first week of each month, reconciles the NPS Marine Student Roster in PYTHON with the NPS Marine Morning Report in Marine Online, and submits the reconciled reports to HQMC EDCOM/Marine Corps University G-1, the MARDET, DLI, and to the S-6 officer (to update Sakai and TEAMS access, and email distribution lists)</li> <li>• Assist the Deputy SMR in annual revision/review of the SMO Addendum, bulletins, policy letters, and other guiding documents.</li> <li>• Assists the SMO Administrative Assistant as required</li> </ul>  |
| S-3 / Operations Officer                                      | <ul style="list-style-type: none"> <li>• Establish and maintain a connection between Marine students and NWSI for research, project, advocacy, data, and funding opportunities.</li> <li>• Supervise the execution of fiscal and calendar year annual training IAW MCBUL 1500</li> <li>• Coordinate with the NPS Training Officer and with NPS Marine student 'school leads' regarding completion of training requirements and tasks from HHQ</li> <li>• Coordinate with EDCOM and MARDET DLI regarding training and equipment shortfalls</li> <li>• Inform SMO staff regarding training and equipment shortfalls</li> </ul>   |
| S-3A / Training Officer                                       | <ul style="list-style-type: none"> <li>• Manage the execution of fiscal and calendar year annual training IAW MCBUL 1500</li> <li>• Tracks training materials and storage</li> </ul>   |
| S-3 / Chief   | <ul style="list-style-type: none"> <li>• Manage the execution of fiscal and calendar year annual training IAW MCBUL 1500</li> <li>• Serve as main POC for CPTRs</li> </ul>   |
| S-6 / Communications and Information Management Officer (IMO) | <ul style="list-style-type: none"> <li>• Facilitates MCEN account creation and re-activation by managing the SAAR process</li> <li>• Monthly (ICW the S-1), updates the NPS SAKAI student roster, NPS USMC Microsoft TEAMS Group, and NPS Marines Outlook distribution list to reflect new joins and student departures</li> <li>• Manage access permissions in SAKAI and TEAMS for staff</li> <li>• Manage the 'front page' of Sakai and also the NPS Marines (CAC) page via nps.edu</li> <li>• Lead/conduct a quarterly scrub of information/data repositories (Sakai, TEAMS)</li> </ul>   |



# SMO ADDENDUM TO THE STUDENT HANDBOOK

## APPENDIX B

### Student Billet Descriptions (continued)

| Student Billet Position                                | Billet Description   |
|--|--|
| School Lead  | <ul style="list-style-type: none"> <li>• Ensure weekly accountability and completion of annual training requirements for all Marine students enrolled in your School</li> <li>• Pass information received from the Student XO to all Cohort Leads</li> <li>• Advise Student XO of critical Marine concerns, opportunities for growth, recommendations, etc. routed via cohort leads</li> <li>• Source personnel requirements as directed, in support of USMC events or initiatives aboard NPS</li> </ul>   |
| Cohort Lead  | <ul style="list-style-type: none"> <li>• Ensure weekly accountability and completion of annual training requirements for all Marine students enrolled in your Curriculum.</li> <li>• Pass information received from the Student XO to all Cohort Leads</li> <li>• Advise School Lead of critical Marine concerns, opportunities for growth, recommendations, etc. generated by the Marines in your cohort</li> <li>• Source personnel requirements as directed, in support of USMC events or initiatives aboard NPS</li> </ul>   |
| School Command Physical Training Representative (CPTR) | <ul style="list-style-type: none"> <li>• Coordinate with schools leads as well as operations staff to schedule school physical fitness and height and weight events.</li> <li>• Lead the conduct of Physical Fitness Tests, Combat Fitness Tests, as well as Height and Weight events.</li> </ul>  |
| Cohort Training Officer                                | <ul style="list-style-type: none"> <li>• Ensure that the cohort completes annual training requirements.</li> <li>• Generate annual training deficiency lists and reconcile differences from authoritative sources.</li> <li>• Schedule the cohort's participation in school physical fitness events and weigh-ins.</li> </ul>  |
| COMMSTRAT Officer                                      | <ul style="list-style-type: none"> <li>• Source and submit 'Success Stories' to NPS Dir, StratComm for inclusion in weekly "NPS in the News"</li> <li>• Manage/update NPS Marines' Twitter account</li> <li>• Assists Social Coordinator and Birthday Ball Chair with event planning and communication dissemination</li> </ul>  |
| Treasurer  | <ul style="list-style-type: none"> <li>• Responsible for NPS USMC Activities Fund and Birthday Ball Fund bank accounts and all associated credit cards, debit cards, checks, and ledger files; file payments and invoices for all debits and credits to the USMC NPS bank accounts</li> <li>• Coordinate with student CoC to ensure potential payments have been validated through Cohort representatives</li> <li>• Monitor the USMC NPS bank accounts and notify the student CoC on changes in balances</li> </ul>   |
| Social Coordinator                                     | <ul style="list-style-type: none"> <li>• Plan and coordinate quarterly social events for Marines and their families in order to boost unit cohesion and morale</li> <li>• Work with the SMO and respective student billets to ensure social events are carried out in congruence with the majority opinion</li> </ul>  |
| Birthday Ball Committee Chair                          | <ul style="list-style-type: none"> <li>• Establish a committee of members from all schools and spouses, as well as the Treasurer, Social Committee Chair, and COMMSTRAT Officer (student membership will be sourced via the Student XO and School Leads)</li> <li>• Lead the committee in planning, coordinating, managing, and executing the annual USMC Birthday Ball celebration aboard NPS</li> <li>• Starting 1 July, provide weekly updates on Ball planning to the SMR</li> </ul>   |
| UVA  | <ul style="list-style-type: none"> <li>• Provide non-clinical crisis intervention and ongoing support, in addition to making referrals to supportive services for victims of sexual assault. Support includes providing information on options and resources to victims</li> <li>• Serve as the command's sexual assault resource and first line of support. SAPR VAs shall execute the SAPR program in coordination with the supporting SARCs</li> <li>• Conduct training to fulfil Sexual Assault Prevention and Response Program requirements for the students and staff</li> </ul> |





### Overseas Screening

**1**

Inform the SMR Office

**2**

Within 10 days, initiate the screening process with MARDET CO

**3**

Pending approval, MARDET CO will endorse packet and fwd to SMR Office

**4**

Dependent Entry Approval Request Worksheet if applicable

**5**

Passport Application Forms  
DSP 111 & DD 1056

**6**

Navy Medical Admin Unit Appointment

**7**

Dental appointment

**8**

Anti-terrorism Force Protection Brief within 6 months

**9**

SMR Office will route package through NPS for command signature



### Service-Specific Training

Go to: <https://nps01.sharepoint.com/sites/NPSUSMC/S3T>

**NPS Marine / Navy Annual Training Translation Table**

| Navy Training Event                              | Method of Employment   | Navy Period | Marine Corps Equivalent/Marine Corps Annual Training Events           | Method of Employment                    | MC Period | Notes   |
|--|------------------------|-------------|---|---|-----------|---|
| Anti-Terrorism Level 1 Awareness                 | Online                 | FY          | Level 1 AT Awareness Training   | Leader led / Unit Training / Marine Net | CY        | Navy teaches MC requirement in two classes  |
| Counter Intelligence Awareness and Reporting     | Online                 | FY          | Counter Intelligence Awareness and Reporting                          | NCIS Led/ Leader led / Marine Net       | FY        | Normally required to be taught by NCIS. IAW MARADMIN 736/20, may be leader led or CBT.                |
| Suicide Prevention                               | Face to face           | FY          | Unit Marine Awareness and Prevention Integrated Training (UMAPIT 3.0) | Leader led / Unit Training              | CY        |   |
| Cyber Awareness Challenge                        | Face to face or online | FY          | Annual Cyber Awareness / PII Training                                 | Marine Net                              | FY        |   |
| Sexual Assault Prevention and Response Awareness | Face to Face           | FY          | Sexual Assault Prevention and Response Awareness                      | Unit Training                           | FY        | Delivery by Marine UVA is preferred. USN course does not perfectly address Marine Corps requirements. |
| Privacy Act                                      | Face to Face or online | FY          | Marine Corps Record Management Course: Every Marine's responsibility  | Leader led / Unit Training              | CY        | For Marines, this class covers more than just privacy act   |



# SMO ADDENDUM TO THE STUDENT HANDBOOK

## APPENDIX D

### NPS Marine Corps and Navy Annual Training Translation Table

| Navy Training Event                        | Method of Employment   | Navy Period | Marine Corps Equivalent/Marine Corps Annual Training Events | Method of Employment                    | MC Period  | Notes   |
|--|------------------------|-------------|---|---|------------|---|
| Domestic Violence Prevention and Reporting | Face to face or online | FY          | Prohibited Activities and Conduct                           | Leader led / Unit Training / Marine Net | CY         |   |
| Operations Security                        | Face to face or online | FY          | Marine Corps Operations Security                            | Leader led / Unit Training / Marine Net | CY         |   |
|  |                        |             | Risk Management   | Unit Training/ Marine Net               | Every 2 CY |   |
|  |                        |             | Intelligence Oversight                                      | CBT                                     | FY         | This will be conducted by NPS hosted CBT.   |
|  |                        |             | NPS Physical Security & ATRP                                | CBT                                     | FY         | This will be conducted by NPS hosted CBT.   |
|  |                        |             | Federal Voting Assistance Program                           | Leader led                              | FY         | This will be conducted by NPS hosted CBT.   |
|  |                        |             | Security Clearance Training Events                          | CBT                                     | FY         | The Cyber Awareness Challenge from Marine Net and several CDSE courses are required. Content varies by clearance level. |

Reference the NPS Marines Annual Training Plan for the annual training deadlines and training schedule.

Go to: <https://nps01.sharepoint.com/sites/NPSUSMC/S3T>