



DEPARTMENT OF THE NAVY
NAVAL RESERVE OFFICERS TRAINING CORPS UNIT
CORNELL UNIVERSITY
BARTON HALL
ITHACA, NEW YORK 14853-1701

8 Feb 17

MEMORANDUM

From: Commanding Officer, NROTC Unit, Cornell University
To: Midshipman Battalion, NROTC Unit, Cornell University
Subj: TOPSIDE POLICY

1. The topside midshipmen space is meant to be a gathering place for midshipmen to meet in an informal setting and build camaraderie, while still adhering to professional behavior and rules of etiquette. To encourage professional conduct, midshipmen will be addressed by their rank and last name. All active duty personnel will be addressed as either Sir/Ma'am. Nicknames and call signs are not encouraged.

a. Topside will be properly secured, lights off, and clean anytime it is vacant.

b. Only active duty personnel, Battalion members, and authorized guests are allowed access to Topside spaces.

c. Upon entry of active duty staff, regardless of branch, all midshipmen will rise to the position of attention and give the proper greeting of the day unless directed otherwise by active duty.

d. The topside spaces will remain neat and clean at all times. All members of the Battalion are expected to take ownership of the space and ensure that the spaces are properly maintained.

e. As a professional workspace, there is zero tolerance for discriminatory jokes or comments, regardless of intent. If such jokes or comments are made, the individual(s) will be warned once; failure to cease is grounds for immediate revocation of topside privileges.

A handwritten signature in black ink, appearing to read "Diehl", is positioned above the typed name and rank.

E. W. DIEHL
CAPT USN