



# Rensselaer

DEPARTMENT OF NAVAL SCIENCE

From: Commanding Officer, NROTC Unit, Rensselaer Polytechnic Institute  
To: Freshmen Class Fall 2011, NROTC Unit, Rensselaer Polytechnic Institute  
Subj: Orientation Week (OW) Informational Package  
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(2) Size Request Cvr Ltr 2011  
(3) Measuring for Military Uniforms  
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(5) Hat Size Chart  
(6) Uniform Size Sheet  
(7) Activity Consent Form and Approval by Parents or Legal Guardian for participation in NROTC

1. Congratulations on your acceptance to the Naval Reserve Officers Training Corps Unit, Rensselaer Polytechnic Institute (RPI) and your decision to serve your country. You will soon be a college student studying at a prestigious college and a midshipman at a NROTC unit with proud traditions of graduating the best and brightest Ensigns and Second Lieutenants. We look forward to your arrival and have great confidence in your preparation for success at Russell Sage College as well as within the NROTC program.

2. We are committed to help you in the transition from being a high school student to becoming a college midshipman. In the next few paragraphs, you will find the information necessary to prepare for NROTCU RPI and your university's orientation programs.

3. The fourth-class midshipmen Orientation Week (OW) begins Sunday, 14 August. During OW, we will introduce you to the skills necessary to begin your training as a future Navy or Marine Corps Officer. OW and the NROTC program are physically demanding. During OW, you will be expected to pass the Navy's Physical Readiness Test. Additionally, you will participate in daily physical training. During these periods, you and your classmates will execute running, flexibility, and strengthening

exercises such as push-ups, crunches, lunges, etc. Ensure you arrive with comfortable, well broken-in running shoes.

4. You can find the Navy physical fitness standards at <https://www.nrotc.navy.mil/pdfs/pre-conditioning.pdf>. The website includes a recommended training program you should complete during the summer. If you follow the training recommendations, you will be prepared to meet at least the minimum standards for the Unit's physical fitness program.

5. In addition to your diagnostic physical fitness test, OW also includes a swimming skills assessment. You are required to pass the Third Class Swim Test in order to participate in sail training during OW and later to commission as a Navy or Marine Corps Officer. The Third Class Swim Test requirements are:

-Abandon Ship Jump: Jump from a 10 foot tower to simulate abandoning ship.

-5 minute Prone Float: Remain afloat face down, utilizing survival floating skills, for five minutes.

-Shirt and Trouser inflation: Fill a shirt and pair of trousers with air to remain afloat.

-50 yd Swim: Using any single following stroke or combination of the crawl, breaststroke, sidestroke, and elementary backstroke.

6. On Sunday, 14 August, you are to report to the RPI Alumni Sports & Recreation Center (Armory) basement on 15<sup>th</sup> Street, Troy, NY at 0830. Arrive in appropriate civilian attire such as a collared shirt and trousers (no jeans) for males or a conservative blouse and skirt or slacks for females. **You are also expected to arrive with a military regulation haircut.** Grooming standards can be found in Chapter 2, Section 2 of the Navy Uniform Regulations at <http://www.public.navy.mil/bupers-npc/support/uniforms/uniformregulations/Pages/default.aspx>. Upon arrival, you will be issued your uniforms and the equipment needed to complete OW. You will need to bring a duffel bag packed with various required items for OW. A list of required and recommended items is enclosed in this information packet. The duffel bag and its contents are important as OW will occur away from campus at Naval Station, Newport, Rhode Island. Make sure you eat breakfast before reporting, as your next meal will not be until 1300. Please be sure to say good-bye to your friends and family before you report at **0830**. You will not have another opportunity to see them until the conclusion of OW. You will have an opportunity to call your parents during OW.

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7. At 0900, 14 August, all parents are invited to attend a briefing with NROTCU RPI's Executive Officer, Lieutenant Colonel Eric Larson in room 3303 of RPI's Sage Hall. LtCol Larson will introduce the unit staff, provide a program overview, and will address questions.

8. During OW, you will receive the introductory training necessary to help you achieve success as a midshipman including drill, policy instruction, sailing, a swim proficiency diagnostic, and physical fitness training. Upon arrival, you will be issued a copy of our *Foundations* handbook. As the name suggests, the information within this book will provide you a solid base for success in the battalion.

9. OW's culminating event is the Pass in Review held on the morning of Sunday, 21 August at 1100 in the gymnasium of the Alumni Sports and Recreation Center (Armory) on RPI's campus. Your family is invited to attend, but their attendance is not mandatory. This will be the conclusion of your NROTC orientation. Russell Sage College students are free to depart until the new-student orientation begins. Russell Sage College's New Student Orientation/Fall Start Up will start on Thursday, 25 August.

10. Russell Sage College midshipmen will need to apply to RPI as non-matriculated students prior to the beginning of the school-year and will need to register at RPI for the fall Naval Science class and the NROTC drill/leadership lab. The NROTC class you must register for is "Introduction to Naval Science," course number USNA-1010, offered Mondays and Thursdays from 1400-1550 or from 1600-1750. The required leadership lab, course number USNA-0010, is scheduled for Thursdays from 0600-0750. This can be done following OW and more information regarding this process will be provided upon your arrival.


11. Please note the enclosed package of government forms to be completed and returned to the unit. You may mail these forms or return them in person. Our mailing address is:

NROTCU RPI  
AS&RC Room 201  
110 8<sup>th</sup> St.  
Troy, NY 12180

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12. These forms may appear lengthy, but they are necessary. Failure to submit the required paperwork on time may lead to a delay in your administrative processing. You should complete and return uniform sizing information via e-mail NLT 30 Jun 2011. Additionally, please have your orders (Authorization to Proceed Letter) and original birth certificate when you arrive. Your birth certificate is required to process your security clearance.

13. If you have any questions regarding the unit or your preparation for this challenge, please contact LT Hirsch via phone at (518)276-8005 or email [hircsj@rpi.edu](mailto:hircsj@rpi.edu).



J. M. Hughes, Captain, USN  
Commanding Officer

### Personal Items

The following items should be brought to Orientation Week in a conservative style duffel bag. These will be the only items you will bring to Naval Station Newport. Mobile phones, MP3 players, cameras, laptops and the like will not be needed nor allowed.

- Seven white cotton crew-neck tee shirts
- Seven pairs of white underwear
- Seven white or skin colored sports bras (female)
- Seven pairs of black crew length socks (calf length)
- Seven pairs of white cotton athletic socks
- One bathing suit, solid black or navy blue (females a conservative one-piece)
- One pair of shower shoes
- Two white towels
- One washcloth
- One pillow and white pillowcase
- Toiletry articles for seven days
- One pair of running shoes in a subdued color such as white, navy, gray, or black (may have contrasting trim).
- One pair of conservative pajamas (optional)

Encl (1)

My name is David Collins and I am the NROTC Unit team leader for the support staff. I am writing to request information necessary to process orders for your naval uniforms. But first, let me add my congratulations and welcome to those you have already received.

When you arrive in August, one of the first things to occur is the uniform issue. To ensure we have the correct size available I am requesting information found in attachment labeled "Uniform Size Sheet". The other attachments give information that will help you to determine your correct size. For shoe/boot sizes, I strongly encourage you to visit a local shoe store and measure your foot with a shoe size device. Improperly fitting shoes/boots can be very uncomfortable as well as cause sores or blisters on your feet. Your shoe size should include both length and width. For example, men's size 10D for a 10 regular or 10 medium. Please, read the attachments, then make measurements and record the information in attachment labeled "Uniform Size Sheet".

After recording all the information please, return the Uniform Size Sheet via email to me at [collid4@rpi.edu](mailto:collid4@rpi.edu). I need the information no later than 30 June, 2011, as I will need to order some sizes. Our on hand stock of uniforms is limited and the closest military clothing sales outlet is 4 hours away.



CCMSGT DAVID COLLINS, USAF (Ret)  
Unit Support Team Leader  
NROTCU RPI

Encl (2)

## Measuring for Military Uniforms

Measuring for military uniforms can be very challenging when you are not sure how to measure. The following is provided to assist you in obtaining accurate measurements for your uniforms. It is suggested that you use the services of a local tailor to ensure accurate measurements.

1. Head. The measurement is taken by placing the tape around the back of the head meeting at the forehead about one inch below the hairline and one inch above the ears.

2. Neck. Measuring for the neck size, place the tape measure around the neck at the collar line with one finger between the tape and the neck.

3. Chest or Bust. To obtain this size, place the tape over the bulk of the shoulder blades, under the arms and over the fullest part of the chest or bust.

4. Sleeve. Raise the right arm even with the shoulder with the elbow bent at an angle with the forearm parallel to the floor and palm facing down. Measure from the center of the back and around the bend in the elbow down one inch past the wrist bone.

5. Waist. The tape should be placed directly over the navel to get the best results.

6. Hip. The measuring tape should be placed around the largest part of the hip area and across the lower pelvis or fly.

7. Inseam. This is not a required measurement, but is used for special ordering of garments. It is measured from the crotch to the heel of the shoe.

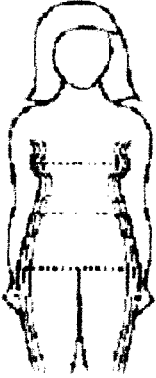
8. Outseam. This measurement is taken for determining lengths on trousers and slacks. Place the tape at the top of the hipbone or lower edge of the waistband at the side seam and measure down to the heel of the shoe or the floor if shoes are not worn.

9. Rise. Measure from the center of the crotch (between the legs) up to the waist.

## SIZING CHARTS

Women's Men's (not available)

### Women's Navy Uniform Sizing Chart



Did you know that women's uniforms come in 3 different body types: Junior (J), Misses (M) and Women's (W)? The junior is 2" smaller in the hip than the misses and 4" smaller than the women's. They also come in 3 lengths to accommodate your height: petite (5'3½" and under), regular (5'3½" - 5'7") and tall (5'7" and above).

#### TO DETERMINE YOUR BEST SIZE:

1. Have a sales associate take your measurements as described below.
2. Use the chart to predict your size. For example, a 12MR has the following measurements:  
Bust: 37½", Waist: 29½", Hip: 40", Height: 5'5"
3. Determine the correct fit. For a skirt or slacks, fit the waist. In the example above, if the 12MR hip is too big, try a 12JR. If a hip is too small, try a 12WR. If the waist is too tight, try the next size. For a jumper or dress coat, fit the bust. Adjust the body type to fit the hip.

#### JUNIORS

Height: Petite: 5'3½" and under

Regular: 5'3½" to 5'7"

Tall: 5'7" and above

Size	6J	8J	10J	12J	14J	16J
Bust	33½	34½	36	37½	39	41
Waist	25½	26½	28	29½	31	33
Hip	34	35	36½	38	39½	41½

#### MISSES

Height: Petite: 5'3½" and under

Regular: 5'3½" to 5'7"

Tall: 5'7" and above

Size	4M	6M	8M	10M	12M	14M	16M	18M	20M	22M	24M	26M
Bust	32½	33½	34½	36	37½	39	41	43	45	47	49	51
Waist	24½	25½	26½	28	29½	31	33	35	37	39	41	43
Hip	35	36	37	38½	40	41½	43½	45½	47½	49½	51½	53½

#### WOMEN'S

Height: Petite: 5'3½" and under

Regular: 5'3½" to 5'7"

Tall: 5'7" and above

Size	4W	6W	8W	10W	12W	14W	16W	18W	20W	22W	24W	26W
Bust	32½	33½	34½	36	37½	39	41	43	45	47	49	51
Waist	24½	25½	26½	28	29½	31	33	35	37	39	41	43
Hip	37	38	39	40½	42	43½	45½	47½	49½	51½	53½	55½

**Bust:** With arms relaxed down at sides, measure over the fullest part of your bust, keeping tape parallel to the floor.

**Waist:** Measure around your natural waistline; keep your measuring tape comfortably loose. Don't measure over clothing.

**Hip:** Stand with heels together. Measure around the fullest part of your hips.

**Sleeve Length:** Stand with arm relaxed. Measure from the bone in the center of the back to the sleeve seam, and continue around the elbow to the wrist bone.

### Hat Size Chart

- Step 1: Measure your head with a tape measure, fitting it comfortably about one inch above your ears.
- Step 2: Take note of your size - write it down.
- Step 3: Find the measurement on the chart and convert to a Hat Size. Provide both the measurement and True Fit (1/8 hat size) on the uniform measurement sheet.

Adult Sizes				
INCHES	CENTIMETERS			HAT SIZE*
21-1/4	54	6-3/4		
21-5/8	55	6-7/8	Small	Small-Medium
22	55.9	7		
22-3/8	56.8	7-1/8	Medium	
22-3/4	57.8	7-1/4		
23-1/8	58.7	7-3/8	Large	Medium-Large One size fits most
23-1/2	59.7	7-1/2		
23-7/8	60.6	7-5/8	XL	Large-XL
24-1/4	61.6	7-3/4		
24-5/8	62.5	7-7/8	XXL	
25	63.5	8		

## Women's Uniform Size Sheet

Name: \_\_\_\_\_  
                    LAST NAME                    FIRST NAME                    MI

Complete all measurements in inches or pounds.

HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_

HEAD: \_\_\_\_\_ NECK: \_\_\_\_\_ BUST: \_\_\_\_\_

SLEEVE: \_\_\_\_\_ WAIST: \_\_\_\_\_ HIP: \_\_\_\_\_

INSEAM: \_\_\_\_\_ OUTSEAM: \_\_\_\_\_

Using the measurements above, and the Women's Navy Uniform Sizing Chart, determine and annotate your the size below.

COAT/JACKET: \_\_\_\_\_ S/S SHIRT: \_\_\_\_\_ L/S SHIRT: \_\_\_\_\_  
(Exp: 10M) (Exp: 36C) (Exp: 14, 36, 30)

SLACKS/SKIRT: \_\_\_\_\_ SHOE/BOOTS: \_\_\_\_\_ T-SHIRT: \_\_\_\_\_  
(Exp: 10M) (Exp: 8M) (S, M, L)

Provide your contact information should I need to verify the above information:

Home Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Email the completed form by 30 June to:

collid4@rpi.edu with CC to LT Hirsch hirscj@rpi.edu

If you have any questions, contact Mr. Collins at (518) 276-8013 or via e-mail at collid4@rpi.edu.

Encl (6)

## Men's Uniform Size Sheet

Name: \_\_\_\_\_  
                    LAST NAME                    FIRST NAME                    MI

Complete all measurements in inches or pounds.

HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_

HEAD: \_\_\_\_\_ NECK: \_\_\_\_\_ CHEST: \_\_\_\_\_

SLEEVE: \_\_\_\_\_ WAIST: \_\_\_\_\_ RISE: \_\_\_\_\_

INSEAM: \_\_\_\_\_ OUTSEAM: \_\_\_\_\_

Using the measurements above and dress clothing that you're already wearing, annotate your sizes below.

COAT/JACKET: \_\_\_\_\_ S/S SHIRT: \_\_\_\_\_ L/S SHIRT: \_\_\_\_\_  
(Exp: 40R) (S, M, L) (Exp: 15 ½-33)

TROUSERS: \_\_\_\_\_ SHOE/BOOTS: \_\_\_\_\_ T-SHIRT: \_\_\_\_\_  
(Exp: 32-33 or 32R) (Exp: 10D) (S, M, L)

Provide your contact information should I need to verify the above information:

Home Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Return completed form by 30 June to:

collid4@rpi.edu with cc to LT Hirsch at hirscj@rpi.edu

If you have any questions, contact Mr. Collins at (518) 276-8013 or via e-mail at collid4@rpi.edu.

Encl (6)

# Activity Consent Form and Approval by Parents or Legal Guardian for participation in NROTC

I understand that participation in the activity involves a certain degree of risk. I have carefully considered the risk involved and have given consent for myself or my child to participate in the activity. I understand that participation in the activity is entirely voluntary and requires participants to abide by applicable rules and standards of conduct. I release the US Navy, NROTCU RPI, the activity coordinators, and all employees, related parties, or other organizations associated with the activity from any and all claims or liability arising out of this participation.

In case of emergency involving my child, I understand every effort will be made to contact me. In the event I cannot be reached, I hereby give my permission to the medical provider selected by the adult leader in charge to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for my child. Medical providers are authorized to disclose to the adult in charge examination findings, test results, and treatment provided for purposes of medical evaluation of the participant, follow-up and communication with the participant's parents or guardian, and/or determination of the participant's ability to continue in the program activities.

Participant's signature

\_\_\_\_\_  
Parent/guardian printed name Date \_\_\_\_\_

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Parent/guardian printed name Date \_\_\_\_\_

\_\_\_\_\_  
Area code and telephone number (best contact and emergency contact) E-mail (for use in sharing more details )