



10-Aug-11

From: Commanding Officer, U.S. Naval Sea Cadet Corps, Phoenix Division
To: All Hands Assigned To Phoenix Division and Battleship Arizona Training Ship

Subj: STANDARD OPERATIONS AND REGULATIONS MANUAL (SORM)

Ref: (a) NSCC Regulations, para. 1530

Encl: (1) Standard Operations and Regulations Manual

(2) Signature form

1. **Authorization.** In accordance with reference (a), enclosure (1) is hereby authorized.
2. **Purpose.** To help define the policies and procedures that take place which are unique to the Phoenix Division and Battleship Arizona Training Ship, which are not expressly defined by NSCC/NLCC Regulations. All hands will make themselves familiar with the contents of this manual. In general the SORM will be interpreted along the following guidelines:
 - a. Items with specific mention to the Navy League Cadet Corps program only apply only to the T.S. Battleship Arizona staff and cadets.
 - b. Items with specific mention to the Naval Sea Cadet Corps program only apply to Phoenix Division staff and cadets.
 - c. Items with no specific mention to a particular program are considered to be the same for both units.
 - d. If there is a conflict within the rules established herein, NSCC regulations receive higher precedence than those of NLCC regulations.
3. **Distribution.** A copy of this manual will be distributed to all hands (staff and cadets) upon initial enrollment to the unit. Copies will be available for inspection with the Administrative Officer. A copy should also be maintained on the Quarterdeck to be used as a reference tool. Once received and reviewed, enclosure (2) should be signed and returned to the Operations officer or the Executive Officer.
4. **Feedback.** Comments or suggestions regarding the contents of this manual should be submitted through the chain of command as appropriate.
5. **Cancellation.** 152PHOINST 1530.1K is both hereby cancelled. This manual is effective and policies herein are valid until cancelled or replaced by an updated version.

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LCDR, USNSCC

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The Sea Cadet Promise

"I promise to serve God, honor our flag, abide by Naval Sea Cadet Corps Regulations, and carry out the orders of the officers appointed over me, and so conduct myself as to be a credit to myself, my unit, the Naval Sea Cadet Corps, the Navy and my country."

The Sailors Creed

"I am a United States Sailor.

I will support and defend the Constitution of the United States of America
and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before
me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and
Commitment.

I am committed to excellence and fair treatment of all."

The Eleven General Orders of a Sentry

1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping always on the alert and observing everything which takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the guard house than my own.
5. To quit my post only when properly relieved.
6. To receive, obey, and pass on to the sentry who relieves me, all orders from the Commanding Officer, the Officer of the Deck, and all officers and petty officers of the watch only.
7. To talk to no one except in the line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the Officer of the Deck in any case not covered by instructions.
10. To salute all officers and all colors and standards not cased.
11. To be especially watchful at night and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.

Section (1) Designated Areas

A. General - The Phoenix Division and T.S. Battleship Arizona currently drill on a regular basis from the Hensley and Company Corporation. Within Hensley and Company, there several areas of the facility that are considered off limits to all personnel within Sea Cadets without the authorization of the Commanding Officer, Phoenix Division. Other areas have specific restrictions placed upon them as shown below.

B. Boundaries. - The NSCC/NLCC is authorized to use spaces at Hensley and Company (4201 N. 45th Ave., Phoenix AZ) in the following areas during authorized drill dates and times:

1. The Clydesdale Room and adjoining facilities. These include:
 - a. The Main ballroom
 - b. The lobby area, coat room, and adjacent storage room.
 - c. The cocktail lounge
 - d. The Outdoor Patio area west of the Clydesdale Room.
 - e. The restrooms east of the Clydesdale Room
 - f. The hallway/lounge area east of the Clydesdale Room.
 - g. The kitchen facilities north of the Clydesdale Room.
2. Parking lots directly adjacent to the Clydesdale Room
3. South parking lot across the street from Hensley and Company.

C. Off Limits Areas. - Within the boundaries that are established in this section, there are specific areas which are exclusively off limits to all personnel. These areas include the following:

1. Behind the bar area of the cocktail lounge.
2. The table and chair storage room.
3. The A/V Room.
4. All elevators and areas on the second floor.
5. All Hensley Corporate office areas.
6. The exercise room adjacent to the kitchen.
7. All Hensley warehouse and distribution areas.

D. Secondary Drill Location - The Phoenix Division and T.S. Battleship Arizona have the option of drilling from the Veteran's Administration Hospital located at 7th Street and Indian School road in Phoenix on an as needed basis. Within the VA Hospital, there several areas of the facility that are considered off limits to all personnel within Sea Cadets without the authorization of the Commanding Officer, Phoenix Division. Other areas have specific restrictions placed upon them as shown below.

1. Boundaries. - The NSCC/NLCC is authorized to use conference room areas at the VA Hospital on a not to interfere basis. The following areas are authorized during drill dates and times:

- a. Use of restroom and dining facilities.
- b. Parking lots directly adjacent to the Hospital
- c. Steele Indian School Park fields and facilities as needed.

2. Off Limits Areas. - Within the boundaries that are established in this section, there are specific areas which are exclusively off limits to all personnel. These areas include the following:

- a. All medical wings and wards.
- b. All hospital administrative spaces.
- c. All other areas not authorized to visitors of the Veteran's Administration Hospital.

3. Restricted Spaces

- a. Officer's Country. - During each drill, there will be an area designated for use by the officers and staff to conduct business matters and other events without distraction. This area will be referred to as "Officer's Country." In order for a cadet to enter Officer's Country, they must stand at attention at the designated entry point, knock on the table, state their name and request permission to see the officer they need to talk to. Example: (knock, knock) "Seaman Apprentice Jones requests permission to see Instructor Smith." Once permission is given by the person requested, the cadet may enter Officer's Country and complete their business.
- b. Wardroom. - If an area is designated as the wardroom it is intended as a dining/lounge area for officers, staff, and invited guests. Navy wardroom etiquette will apply in those areas. A wardroom is always considered to be part of Officer's Country.
- c. Quarterdeck. - An area will be used and established as the unit Quarterdeck. The Quarterdeck is considered to be manned and active if the colors are posted there. All personnel should render appropriate honors to a manned Quarterdeck. If there are no colors present, it is simply a lobby to which anyone may pass through. Instructions on maintaining the Quarterdeck and its procedures are located in Sections 4 and 5 of this instruction.

Section (2) Officers Duties and Responsibilities

A. Commanding Officer

1. The commanding officer shall direct the efforts of the unit toward attainment of the educational goals and objectives of the NSCC/NLCC.
2. The commanding officer is accountable to the Regional Director and the NSCC Committee Chairman for compliance with these Regulations and for all matters relating to the proper administration, operation, and safety of the unit.
3. Provides final approval authority for all matters regarding the operational, financial and administrative functions of the unit. Allows limited delegation with “by direction” authority.
4. Acts as direct liaison to the Parents Association to assist them in their support role for the unit.
5. Other descriptions of the role of Commanding Officer as represented in NSCC Regulations Chapter 5.

B. Executive Officer

1. The Executive Officer is assisted in duties by all officers and petty officers assigned to the division regardless of rank or date of rank.
2. Within the scope and under the authority of NSCC Regulations – the Executive Officer is responsible to the Commanding Officer for the operational performance and general administration of the division, as well as such collateral duties as may be assigned at the discretion of the Commanding Officer.
3. To conduct official inquiries (XOI) regarding the status of disciplined cadets to determine if further disciplinary action (Captain’s Mast) is recommended.
4. Assume temporary command of the division during the absence of the Commanding Officer from any drill, training evolution or other scheduled event involving the conduct and/or safety of cadet personnel.
5. To the extent that the Commanding Officer is unable to execute his/her responsibilities under NSCC regulations – The Executive Officer is directed to inform the Committee Chairman, by letter via the chain of command, that he/she has assumed operational command of the division.
6. Maintain such command on an interim basis until either confirmed by appointment as Commanding Officer or properly relieved by the Committee Chairman.

Administrative Department

C. Administrative Officer

1. Responsible to the Executive Officer for supervision and operation of the Administrative Department.
2. Assisted by the Personnel Officer, Public Affairs Officer, Cadet Yeoman and other personnel as may be assigned.
3. Insure all officers and assistants assigned to Administrative Department are completely aware of all procedures set forth in NSCC/NLCC Regulations and

- NSCC Administrative Manual to the extent that they can ensure continuity of administrative functions during your absence.
4. Responsible for filling billeted assignments and providing training guidance for all personnel assigned to the department.
 5. Specific responsibilities include:
 - a. Preparation of all correspondence and required reports as set forth in regulations.
 - b. Maintenance and security of all archive and operational files and records.
 - c. Preparation of enrollment documents, monitor enrollment status of all personnel.
 - d. Maintain accurate drill attendance records for all officers and cadets.
 - e. Prepare requests for issue of personnel ID cards, acquire necessary photos and laminate ID for issue.
 - f. All other duties as assigned by command authority.

D. Personnel Officer

1. Have direct responsibility for assembling, updating, reviewing and safeguarding all cadet and officer personnel records and be responsible to the Administrative Officer for the efficient conduct of your office.
2. Shall maintain such personnel records as are required and are detailed in NSCC / NLCC Regulations. You may be assisted by another officer/instructor and a cadet yeoman or personnelman who will act as your subordinate. You will be responsible for their training to the extent that personnel activities will be continued in your absence.
3. Specific responsibilities include, but are not limited to:
 - a. Establish and maintain personnel records on each active member of the division in accordance with NSCC / NLCC Regulations.
 - b. Establish such administrative procedures as are necessary for efficient and effective operations.
 - c. Insure that personnel records are reviewed by the Commanding Officer annually.
 - d. Review personnel records with the Training Department and the Division Officers for advancement recommendations to the Commanding Officer of cadets who have fulfilled the necessary requirements in accordance with the NSCC Advancement and Training Manual.
 - e. Coordinate with the Training Department and Division Officers to insure information in records is current.
 - f. Receive and review records for commendations and awards from unit staff with recommendations to the Commanding Officer in accordance with the NSCC Awards Manual.
 - g. Prepare personnel records for cadets who are leaving for advanced training and insure that records are ready for receiving command.
4. Execute all other duties that may be assigned by the Administrative Officer and/or command authority.

E. Public Affairs/Recruiting Officer

1. (PA) Will perform these duties under the direction of the Commanding Officer, through the Executive Officer. Responsible for conducting interviews for newsworthy events, acting as liaison to the media for the Phoenix Division/Battleship Arizona.
2. (PA) Responsible for issuing press releases, as required, with approval of the Commanding Officer.
3. (PA) Maintain a historical record of the activities of the division. Photos and news articles should be collected as much as is practical.
4. (PA) Prepare a newsletter on Division activities at a minimum of a quarterly basis, to be distributed to all interested parties. This can be done by either printed paper or by the creation of a Division website on the internet. You may be assisted in this endeavor by any interested cadet, instructor, or officer who shall write and edit articles and produce photographs.
5. Establish contact with local Navy and Coast Guard recruiting offices and provide promotional materials and contact information for the unit.
6. (RO) Maintain current points of contact with outside organizations that support the Sea Cadet program, providing them with promotional information when needed.
7. (RO) Responsible for the recruitment of qualified people ages 10 through 17 into the program. Ensure that follow up phone calls and other contact is maintained with prospective cadets and parents.
8. Provide assistance to the Administrative Officer to insure the continuity of that department in the event of that officer's absence.
9. Execute all other duties and responsibilities that may be assigned.

Training Department**F. Training Officer (NSCC)**

1. Responsible to the Executive Officer for instruction and training of officer and cadet personnel within the scope and authority of NSCC Regulations and NSCC Advancement and Training Manual.
2. May be assisted by any officer/instructor and cadet as necessary. Those officers/instructors will function as Training Assistants and will be subordinate to you. Cadets in the training department may be given the cadet position of Boatswain's Mate if they are deemed qualified in seamanship skills. You will be responsible for the training of these personnel to the extent that continuity of training activity is insured in the event of your absence.
3. Specific responsibilities shall include but are not limited to:
 - a. Maintain a complete and accurate record of individual cadet training and advancement status.
 - b. Be designated the primary point of contact for the Division for the Navy Advancement Center with regard to the grading and status of Navy correspondence courses.
 - c. Initiate and prepare for proper endorsement, all requests for NSCC Cadet and Officer Training Authority (NSCTNG 001 and NSCTNG 002).

- d. Establish and maintain a liaison with the supporting activity to insure availability of educational materials, training aids, and classrooms, and for the timely administration of examinations for advancement in rate.
- e. Seek and recruit, on either a temporary or permanent basis, qualified adult personnel to act as instructors for any or all phases of cadet training. You will qualify and monitor the performance of all instructor personnel, regardless of status to insure compliance with NSCC Regulations and NSCC Advancement and Training Manual.
- f. Interface with the Administrative Officer and Personnel Officer for the updating of training data in the personnel jackets and issuance of training orders.
- g. Conduct regularly scheduled **Planning Board for Training (PB4T)** with staff and senior petty officers to establish and maintain training goals throughout the year.
- h. Execute all other duties and responsibilities that may be assigned.

G. Assistant Training Officer

1. Assist in ensuring the efficient and effective administration of the Training Department under the Training Officer's direction. May be responsible for coordinating and/or conducting general training or training within specific specialty areas, (i.e. Air, Deck, Engineering, etc.).
2. Collect and maintain all coursework in cadet training records until complete for entry to the Navy Online Advancement Center. Maintain records of course completion.
3. Specific responsibilities shall include, but be limited to:
 - Recruit Cadet Training:
 - a. Establish and publish a course of study based upon the Basic Military Requirements (BMR).
 - b. Recruit and qualify the required instructors to implement the BMR training.
 - c. Determine the qualifications of all recruit cadet personnel to attend summer training (Boot Camp).
 - Advanced Cadet Training:
 - d. Establish and publish a course of study based upon the three main specialty areas covered by Seaman (SN), Airman (AN), and Fireman (FN) correspondences focusing primarily on the Seaman course .
 - e. Recruit and qualify the required instructors to implement the SN, AN, FN training.
 - f. Establish where possible any off-site training within the specialty area of SN, AN, or FN.
 - g. Determine the qualifications of all cadets to attend summer training aboard a Navy/Coast Guard vessel, or other Navy/Coast Guard installation or school.
4. Submit for approval to the Executive Officer a schedule of training to be conducted, assigned instructor personnel, and classroom requirements on a quarterly basis as part of the (PB4T).

5. Execute all other duties and responsibilities as may be assigned.

H. Navy League Training Officer (NLCC)

1. Responsible to the Executive Officer / NLCC Commanding Officer for instruction and training of NLCC cadet personnel within the scope of the NLCC Syllabus.
2. May be assisted by any officer/instructor and cadet as necessary. Those officers/instructors will function as Training Assistants and will be subordinate to you. Cadets in the training department may be given the position of Boatswain's Mate if they are deemed qualified in seamanship skills. You will be responsible for the training of these personnel to the extent that continuity of training activity is insured in the event of your absence.
3. Schedule NLCC Syllabus training assign instructors and classroom requirements as part of the PB4T.
4. Coordinate NLCC training activities around the NSCC training schedule to provide NLCC cadets with NSCC training opportunities whenever possible.
5. Specific responsibilities shall include but are not limited to:
 - a. Maintain a complete and accurate record of individual cadet training and advancement status.
 - b. Establish and maintain a liaison with the supporting activity to insure availability of educational materials, training aids, and classrooms, and for the timely administration of examinations for advancement in rate.
 - c. Interface with the Administrative Officer and Personnel Officer for the updating of training data in the personnel jackets, issuance of training orders, and recommendations for advancement.
 - d. Execute all other duties and responsibilities that may be assigned.

Operations Department

I. Operations Officer

1. Responsible to the Executive Officer for the proper conduct of inspections, drills and other military activities conducted by the division.
2. Responsible for the following:
 - a. The training and supervision of all special marching units of the division.
 - b. The training and supervision of the quarterdeck watch team and ensuring that proper quarterdeck etiquette is maintained at all times.
 - c. Ensure accuracy and completeness of quarterdeck log and submit log to the Commanding Officer for approval and signature on a periodic basis.
 - d. Ensure uniforms are worn in accordance with NSCC Uniform Regulations and meet high standards of neatness and appearance.
 - e. Training and supervision of the Officer-of-the-Deck, Junior-Officer-of-the-Deck, Petty-Officer-of-the-Watch, and Messenger-of-the-Watch.
 - f. Coordinate with Division and Staff Officers to insure that all matters pertaining to the cadets, i.e., training, supply, administration and personnel, are attended to in a timely manner.

3. The coordination of the unit rifle team (if active). If a marksmanship team is currently active in the unit, you will be responsible for ensuring there are competent adult staff members available to provide escort duty and training for practice at appropriate facilities. This position may be delegated to a specific billet of Weapons Officer with more specific duties if and when the time arises.
4. Will be assisted in your duties by the Division Officers and Cadet Quartermasters.
5. In coordination with the Executive Officer, Training Officer and other staff members, develop and issue the Plan-of-the-Day (POD).
6. With assistance from the Cadet Quartermasters, assign personnel to the Watch-Quarter-and-Station-Bill.
7. Responsible for the coordination of transportation of offsite training and coordination with other agencies providing training activities.
8. Execute all other duties and responsibilities that may be assigned.

J. Division Officers (Both NSCC/NLCC)

1. Reports to the Operations Officer and/or the Executive Officer providing a direct link between each Division section and the operations staff, relaying and insuring compliance with all directives, orders, and Plans-of-the-Day.
2. Your primary duty and concern is to the overall safety and well being of your section and the personnel assigned to it. You may be requested by the Training Department to conduct classes through the Operations Officer as a collateral responsibility.
3. You are the first and most important direct link in the chain of command for cadets. Be an example from which cadets will develop concepts of leadership, discipline, and source of personal responsibility. By your example, cadets must understand that it is you to whom they can turn to for advice, counsel, and encouragement, and from whom they can expect swift and just disciplinary measures, when required in accordance with this manual and other NSCC regulations.
4. May interface with all departments within the division on behalf of the cadets. Keep informed as to their training progress, attendance status, and other factors which may affect their performance or continued participation in the Corps.
5. Shall be assisted by a section lead petty officer on an interim appointment made by the Commanding Officer based upon your recommendation. Ensure that this Petty Officer is schooled in the responsibilities and techniques of sound leadership that will enable him/her to provide supervision during all evolutions.
6. Will NOT engage in or allow any other officer, instructor, midshipman, petty officer or cadet to engage in any form of hazing or corporal punishment of cadet personnel assigned to you.
7. At your discretion and with the approval of the CO, you may conduct any training evolutions, field trips, etc. for your section, independent of the division and not part of the regular drill that abide by NSCC/NLCC regulations.
8. Carry out all other duties that may be assigned by the Operations Officer and/or command authority.

Supply Department**K. Supply Officer**

1. Responsible to the Executive Officer for the efficient and effective administration of the Supply Department within the scope of NSCC Regulations and supervise the Disbursing Officer, Assistant Supply Officers and Cadet Storekeepers assigned to you.
2. Responsible for the safe custody and accountability of all material which is the property of the Unit or on loan from supporting naval activities and other sources.
3. Responsible for the issuance of all uniforms and appurtenances. Items not available through normal supply channels may be purchased through other means. The Disbursing Officer must be notified prior to purchase to ensure available funds.
4. Interface with the Operations Officer to insure timely issuance and receipt of all clothing items and all other material that is owned by the unit or on loan to the unit.
5. Maintain a current inventory of clothing and other property owned or on loan to the unit.
6. Execute all other duties and responsibilities that may be assigned.

L. Disbursing Officer

1. Under the supervision of the Supply Officer, accountable directly to the Commanding Officer for the efficient and effective administration of the Disbursing Office and all financial accounts under this authority and within the scope of NSCC Regulations.
2. Shall collect and disburse all funds necessary for the fiscal operation of the unit to include but not limited to:
 - a. Collect fees and issue receipts as required for the initial enrollment and renewal status of all personnel.
 - b. Collection of such funds as necessary for the purchase of those items not regular issue or available through surplus in the Supply system.
 - c. Collection and disbursement of funds as necessary for personnel attending advanced training.
3. The Disbursing Officer is NOT authorized to do the following:
 - a. Enter into any legal contracts or financially binding agreements for the unit.
 - b. Sign checks or make payment on expenses occurred within the unit without the express written consent of the Commanding Officer.
4. Shall prepare monthly and yearly financial report to the Commanding Officer.
5. Submit an annual budget for all departments for approval by the Commanding Officer on or before 1 January.
6. Supervise and train cadets within the supply and/or administrative departments in basic disbursing procedures.
7. Coordinate with the Parents Association regarding all fund raising activities.
8. Be randomly audited by the Unit staff and or NSCC Committee Chairman at least once per year.

9. Execute all other duties and responsibilities that may be assigned.

M. Collateral Duties

1. Collateral duties are other specific duties not assigned to any specific billet but still require someone to get them done. All staff officers should take it upon themselves to become familiar with the following duties as follows:
 - a. PQS Manager – Responsible for the maintenance, usage, and tracking of all Personal Qualification Standards (PQS) Training. The PQS Manager reports to the Training Officer.
 - b. Communications Officer – Responsible for updating and maintaining the unit phone listings and that staff and cadets are being contacted with pertinent news and information.
 - c. Senior Watch Officer / Command Duty Officer –Responsible for establishing and maintaining the quarterdeck and watch bills and also authorized to allow cadets to leave the area with permission from the Commanding Officer.
 - d. Food Service Officer – Responsible for the planning and preparation of meals as needed.
 - e. Medical Officer – As needed, dispense prescription and over the counter medication to cadets as authorized and provide first aid assistance if needed.
2. Required primary duties / billets that are not filled by available staff fall to the responsibility of the Commanding Officer to ensure their completion until delegated to someone adequately trained in those duties.
3. If all officer staff positions are filled, collateral duty positions can become full time billets for an individual staff officer.
4. Additional collateral duties may be created as the need arises.

Section (3) Duties and Responsibilities of Cadet Billets/Ratings

A. General

1. Upon entry into the program, youth above the age of 13 will be placed into the Naval Sea Cadet program and assigned to Phoenix Division at the rank of Seaman Recruit (E-1). While there they will learn how to become a cadet in the Phoenix Division and to develop the skills necessary to qualify them to attend recruit training.
2. Upon entry into the program, youth between the ages of 10 and 13 will be placed into the Navy League Cadet program and assigned to the Battleship Arizona Training Ship at the rank of Recruit Cadet (LC-1). While there they will learn how to become a successful cadet in the NLCC and to develop an understanding of how being part of the NLCC prepares them to move up into the NSCC.
3. NLCC Cadets who successfully complete NLCC Basic Orientation and move up to Sea Cadets will start at the rate of E-2T in the Naval Sea Cadets and begin accruing time in rate for E-3. Promotion to E-3 will not be made until all other requirements have been completed for promotion to E-2 and E-3 including completion of Recruit Training, BMR and Seaman, and one other NSCC advanced training.
4. Whoever is the senior person of a program (either NSCC or NLCC) at any given time should assume command of their group until relieved by higher authority within their own program.
5. Cadets who have been placed in leadership positions, regardless of rank or program have been put there with the purpose of completing an objective with the help of other cadets to assist them. Every effort should be made to help these cadets accomplish their objectives by following the orders given by them when done so properly. Cadets in leadership positions who abuse the privilege will have that position taken away and given to someone else.

B. Ratings

1. After completion of initial division training (PQS Level 1), all Naval Sea Cadets and Navy League Cadets will be assigned into one of four departments. In order to learn about the various ratings that department has. The departments are:
 - Administrative Department** – Yeoman, Mass Communications Specialists, Personnel Services
 - Supply Dept.** – Jack of the Dust, Storekeepers, Culinary Specialists, Ships Serviceman
 - Operations Department** – Quartermasters, Master at Arms, Gunners Mates, Guidon Bearer
 - Training/Deck Department** – Boatswain's Mates, Signalman, Cryptological Technicians, Hospital Corpsman
2. Once assigned, cadets will stay within the same department until December or June of each year. Cadets are encouraged to learn all the ratings within their same department before requesting a change to another department.

3. Cadets may switch from one department to another only if requested in writing and approved by the chain of command.
4. **No rating badges will be assigned. U.S. Navy enlisted rating badges are NOT authorized for cadets to wear on NSCC or NLCC uniforms. The job titles are in name only and designed to mimic jobs done on active duty. Cadets will not include a rating as part of their rate. (ie SK3 Jones).**
5. Cadets may be eligible for awards for excellent work while holding a billet within a department. They may also be fired from their billet for lack of attendance or poor performance and replaced.
6. Specific operational and administrative billets will be offered first to all cadets by seniority according to date of rank no later than the beginning of the training year. Cadets who are unable to perform assigned duties due to attendance or other reasons will have their billet assigned to another cadet within their department and posted to the Watch, Quarter and Station Bill. Required billets which remain unfilled will be assigned at the discretion of the Commanding Officer.

C. Operational Billets

1. Command Leading (Chief) Petty Officer (NSCC). This cadet is the highest ranking Naval Sea Cadet in the unit. As the ranking cadet, he/she is the direct liaison to the Commanding Officer for issues regarding the morale of all the cadets. Other responsibilities include:
 - a. Prepare division for muster and inspections and be responsible for the conduct and appearance of division personnel below staff level.
 - b. The dissemination and collection of all paperwork, i.e. cadet homework assignments, written instructions to cadets, progress reports, attendance reports, and other similar materials. These tasks may be delegated to cadets assigned to staff positions.
 - c. Posting, updating, and maintaining the Watch, Quarter and Station Bill. (This task may be delegated to proper authority.)
 - d. Posting, and updating the Current Chain of Command Board. (This task may be delegated to proper authority.)
 - e. The orderly movements of division personnel during local drills, as well as when deployed. Insure that events of the Plan-of-the-Day are met and that each section arrives at its appointed location on time and in an orderly manner.
 - f. Standing as Junior Officer of the Deck on the Quarterdeck.
 - g. Taking charge of the cadets at command formations.
 - h. Assist and advise unit section leaders, department petty officers and the Navy League Ships Leading Petty Officer in their duties as needed.
 - i. Note the performance of all cadets, especially those serving in a billet. Provide input to Division Officers on the performance of all personnel.
 - j. Complete all other duties and responsibilities as assigned.
2. Division Leading Petty Officer (NSCC only). This cadet is the 2nd highest ranking Naval Sea Cadet below the Command LPO. The division LPO

- reports directly to the Command Leading Petty Officer and Division Officer on all matters regarding Naval Sea Cadets. Other responsibilities include:
- a. Take charge as the Command Leading Petty Officer in their absence.
 - b. Take charge of the NSCC formation for muster, instruction, and inspection.
 - c. Carry out the evolutions as posted in the Plan of the Day.
 - d. Maintain a complete and accurate contact list of all the cadets in the section. Include phone numbers, addresses, and e-mail.
 - e. Note the performance of all cadets, especially those serving in a billet.
 - f. Provide input and guidance to your Division Officer and your squad leaders. Ensure that you are all trying to accomplish the same objectives.
 - g. Complete all other duties as assigned by the Officers in your direct chain of command and those of the Commanding Officer.
3. Ship's Leading Petty Officer or SLPO (NLCC only). This cadet is the highest ranking Navy League Cadet. The SLPO reports directly to the Command Leading Petty Officer and Division Officer on all matters regarding the Navy League cadets. You will provide training to junior navy league cadets and carry out the same duties as the Division Leading Petty Officer as shown above.
4. Section Leaders. Section leaders will be used when the size of either the NSCC or NLCC programs warrant the need to create two or more companies per program.
- a. Section leaders will report to their respective Leading Petty Officer.
 - b. If senior, the section leader will assume the duties of the Leading Petty Officer in their absence.
 - c. Provide guidance counseling to those in your charge, especially with regard to reviewing proper attendance policies.
 - d. Section Leaders have the same duties as that of a Leading Petty Officer.
5. Squad Leader. This cadet is generally (although not required to be) the senior person on their squad. Squad leaders report to their section leader on all matters regarding the members of their squad. Other responsibilities include:
- a. If you are the senior squad leader, to take charge of the section in the section leader's absence.
 - b. Take charge of the squad in all formations and marching maneuvers done at the squad level.
 - c. Maintain a complete and accurate contact list of all the cadets in the section. Include phone numbers, addresses, and e-mail addresses if they have them.
 - d. Contact members of your squad by phone the week before drill to remind them about upcoming events.
 - e. Assist members of your squad as needed.
 - f. Complete all other duties and responsibilities as assigned by the Section Leader, Leading Petty Officer, and Officers in your direct chain of command.

6. Guidon Bearer This position is reserved for junior cadets (E-3 and below for NSCC, may be any rank for NLCC cadets) who have shown excellent marching and leadership skills in order to provide them with the leadership experience they will need to become a petty officer in the NSCC and NLCC. Duties and responsibilities include:
- a. March holding the unit guidon for all formations. If the section leader is not present, the Guidon Bearer takes command of the section for marching evolutions and formations.
 - b. Complete all other duties and responsibilities as assigned by Officers and Petty Officers in your direct chain of command.

D. Cadet Unit Billets

1. Administrative Department

- i. Yeoman (YN). The Yeoman is the senior cadet in the Administrative Department assigned to assist the Administrative and Personnel officers with duties, usually regarding paperwork. They write the attendance reports which are given to the Admin. Officer and the Commanding Officer. They may be tasked with creating other letters and documents as well. The Yeoman is also responsible for the coordination of all Physical Fitness Testing and monitoring.
- ii. Mass Communications Specialists (MC). The Mass Communications Specialists do the following jobs:
 1. Be in charge of maintaining/updating the unit website.
 2. Be the unit photographers.
 3. They will collect or write newsletters and articles for publication to the unit newsletter and for local media outlets.
 4. Organize recruiting efforts with local schools and Navy Recruiters by assisting the Public Affairs/Recruiting Officer in their duties.
- iii. Personnel Specialist (PS) These cadets have multiple jobs including:
 1. Assist in making ID cards for cadets.
 2. Collect and organize paperwork that comes in from cadets to be filed in their service records.
 3. Use computers to create and track promotions and make Certificates of Completion and Advancement for signature.
 4. Track progress of cadets earning ribbons.
 5. Acting as a clerk for the Disbursing Officer in the collection of funds for the unit. They also organize and coordinate fundraising efforts for the unit.

2. Supply Department

- i. Jack of the Dust. The Jack of the Dust is the senior cadet of either program assigned to supply and oversees the direction of other cadets in the supply department under the supervision of the Supply Officer.
- ii. Storekeeper (SK). The Storekeeper's job is to assist the Jack of the Dust with all matters pertaining to Supply. This usually involves the issue, inventory, and ordering of uniform items.

- iii. Ship's Serviceman (SH) – This specific Storekeeper job while at the unit is responsible for the complete inventory and issuance of all ranks, ribbons and appurtenances. While away at training, the Ship's Serviceman assigns and ensures laundry working parties have been organized and completed.
- iv. Culinary Specialist (CS) These cadets ensure adequate drinking water and other food supplies as needed are on hand during drill, store lunches and be in charge of other food related duties. Also they are in charge of coordinating berthing areas during overnight stays.

3. **Operations Department**

- i. Quartermaster (QM). The Quartermaster is the senior cadet assigned to the Operations Department. They are responsible for the following:
 - 1. Responsible for maintaining the Watch, Quarter, and Station Bill for the unit.
 - 2. Responsible for the assignment of the Quarterdeck watches. Approval of the watch bill rests with the Operations Officer.
 - 3. Responsible for publishing from the Color Guard Commander a list of personnel assigned to Color Guard details for all events that month.
 - 4. The Quartermaster also is responsible for making sure that the people they assign are aware they have these duties with enough advance notice and that if someone is not available for a watch, a replacement is found quickly.
- ii. Master at Arms (MA) The Master at Arms is the division designated cadet safety officer. The cadet is responsible for being on the alert for any issues regarding the safety of the cadets. The MAA will:
 - 1. Report any accidents, injuries, or any other safety issues to the immediate attention of a Sea Cadet staff member.
 - 2. During emergencies and emergency drills, the MAA is in charge of the Flying Squad along with the Officer of the Deck and other members to ensure the safety and security of all the cadets.
 - 3. They are in charge of all working parties and sweeper details to make sure the job is done right.
 - 4. The MAA will also be responsible for ensuring drill areas are secure at the end of each drill day before all cadets are dismissed.
 - 5. MAA's also conduct emergency drills upon approval of the Commanding Officer.
 - 6. The Master at Arms will perform other duties as required by the Commanding Officer.
- iii. Gunners Mates (GM) Members of the Color Guard, Drill Team with Arms, or Rifle Marksmanship Team capable with the use and maintenance of weapons of all types. These personnel will be assigned to the position by the Operations Officer.

1. Color Guard Commander. (Must be either a GM or SM) The Color Guard commander is responsible for all flags, flag stands, banners, guidons and parade uniform gear for the unit. The cadet will generally be in charge of all Color Guard details as well as provide the necessary training for Color Guard participants. The Color Guard commander reports to the Officer of the Deck during drill and to the Operations Officer for events outside drill.
2. Drill Team Commander (GM). If formed, the Drill Team commander is in charge of the unit drill team and commands that unit during practices and performances. The cadet is responsible for the custody and maintenance of all drill rifles if used. The Drill Team commander will provide the necessary training to those cadets interested in becoming members of the Drill Team. The Drill Team commander reports to the Operations Officer.
3. Rifle Team Commander (GM). If formed, the Rifle Team commander is in charge of the unit marksmanship team and is responsible for the readiness of the rifle team to compete in marksmanship competitions. The cadet will be assisting with the training of personnel in more accurate shooting techniques and providing proper weapons safety training. The cadet will also be responsible for the overall maintenance and range safety control of all weapons while on the range. The Rifle Team commander reports to the operations officer and the appointed range master/range safety officer during live fire events.
4. **Training Department**
 - i. Boatswain's Mate (BM). The Boatswain's Mates are considered to be the most knowledgeable cadets in Seamanship skills. They assist the Training Officer and are responsible for the training of Seamanship skills to the cadets. Qualified Boatswain's Mate also will carry the Boatswain's Pipe, the symbol of his/her seamanship skills. They will be called upon to go to the Quarterdeck to sound the Boatswain's pipe for various evolutions.
 - ii. Signalman (SM) Members of the Color Guard to train all hands on proper flag etiquette.
 - iii. Cryptologic Technician (CT) These are cadets who are experts in radio communications and Semaphore Flags.
 - iv. Hospital Corpsman (HM) Provides basic first aid and first aid training to all hands; Member of the Flying Squad. Must have completed certified first aid training to qualify.

Section (4) Watch Standing

A. General. – Watch standing is an integral part of the military and it is taken very seriously. Watch standers not only keep areas secure from intruders, they are also the first line of defense in disasters. Without properly trained watch personnel, good discipline and order cannot be maintained. It is everyone’s responsibility to understand the duties and responsibilities of all watch personnel.

B. Manning the Quarterdeck Watch.

1. The Quarterdeck watch will be setup and ready to be manned prior to morning colors. Upon completion of morning colors the Quarterdeck is considered “manned and ready” and should be treated as such. Before morning colors and after evening colors the quarterdeck is not considered to be manned and cadets may pass through the area freely.
2. The Quarterdeck watch will be manned by the Officer of the Deck/Day, Petty Officer of the Watch, and a Messenger of the Watch.
3. The watch will have at least two people at all times. During meal periods, if other arrangements have not been made in the watch bill, one person on the watch may eat their meal nearby while the other remains on watch. The Officer of the Deck must be notified before a watch stander may leave their post to eat.
4. The Officer of the Deck is required to be on the Quarterdeck for the following evolutions:
 - a. Morning Colors
 - b. Evening Colors
 - c. Relieving the Watch
 - d. 12 O’clock reports
 - e. To conduct Quarterdeck Watch standing training
 - f. During all alarms and alarm drills
 - g. As requested by the watch standers
 - h. As ordered by the Commanding Officer

C. Quarterdeck Watches

1. Quarterdeck watches will not exceed 2 hours in length. Watches which must be manned longer must be approved by the Commanding Officer.
2. Assigned Unit Watches
 - a. 0800 – 1000 Morning Watch - This watch will be immediately set upon entry to the facility to ensure Morning Colors is completed properly. Ideally it should be set no later than 0745.
 - b. 1000 – 1200 Forenoon Watch – This watch relieves the Morning watch at 0945.
 - c. 1200 – 1400 Noon Watch – This watch relieves the Forenoon watch at 1145.
 - d. 1400 – 1600 Afternoon Watch – This watch relieves the Noon Watch at 1345. This watch will secure the quarterdeck at the end of the day.

D. Other Watches

1. Other types of watches, usually during a boot camp or other types of training outside of normal drill may require four hour watches and may occur 24 hours a day throughout the training. Contact the Commanding Officer of the Training Contingent (COTC) for details.
2. Any other types of watches within the Phoenix Division or Battleship Arizona will be defined by their Commanding Officer as needed.

E. Relieving the Watch

1. Arrive no later than 15 minutes before the scheduled start of the watch. After receiving any information from the previous watch, exchange salutes with your relief and say: “I am ready to relieve you.”
2. The off going watch stander will say: “I am ready to be relieved.”
3. The on coming watch then will say: “I relieve you.”
4. The off going watch stander will reply and say: “I stand relieved.”
5. A record of who assumes the watch is made in the log book. The log book is then signed by the off going watch to show who just completed the watch.

F. Quarterdeck Etiquette

1. Always be covered and in the proper uniform for standing watch on the Quarterdeck. The proper uniform is published in the Plan of the Day.
2. Do not “hang out” on the Quarterdeck if you are not on watch.
3. When someone comes inside the building for the first time that day they have *arrived* and are coming *aboard* (inside the building). When someone leaves the drill area they have *departed* and have went *ashore* (went outside).
4. When a cadet crosses the Quarterdeck when arriving, the cadet must salute the flag with their cover on, and then salute the senior watch stander and say: “Request permission to come aboard.”
 - a. If the cadet is late for morning muster, their name is recorded in the log book with the time they *arrived* and a note is made to the Administrative officer to inform them of the tardy cadet.
 - b. If the cadet does not have their ID card it must be logged in the logbook. Cadets may be denied entry into a facility if they do not have their ID Card. Contact the Officer of the Deck for instructions.
5. When a cadet crosses the Quarterdeck to *depart*, they must put their cover on, salute the senior watch stander first, and say “Request permission to go ashore.”
 - a. If they are leaving before the end of normal drill hours, they must have permission from the Commanding Officer or Executive Officer before departing.
 - b. They are also logged into the log book when they depart. They may then salute the flag and depart.

6. When a working party crosses the Quarterdeck, the leader of the unit will “Request permission for a party of (number of people) to cross.”
 - a. Members of the working party are not required to salute if carrying items but should stop at attention briefly to honor the flag as they cross the Quarterdeck if practical.
 - b. Watch standers should ensure an accurate count is made as they cross.
 - c. The working party leader should be the last one to cross.
7. When a uniformed officer/instructor/midshipman is crossing the Quarterdeck they will follow the same procedures as the cadets. However, they “have permission to (come aboard/go ashore)”. Watch standers do not need to give adult leaders permission to cross the quarterdeck. When not in uniform, they will come to attention at the flag when appropriate depending on whether they are arriving or departing.
8. Watch standers will always salute all identified officers, instructors, and midshipmen as they cross the quarterdeck, regardless of whether the staff member is in uniform or not as a sign of respect and courtesy.
9. Render honors to all Commanding Officers and above as they cross the Quarterdeck. All Sea Cadet Commanding Officers receive 2 bells and are announced by the name of their unit and the word “Arriving” or “Departing.” For example, if the CO of the Phoenix Division arrived, he would have 2 quick bells rung and then be announced as “Phoenix Division, Arriving...”
10. Additional general information about quarterdeck watch standing is available in the “Quarterdeck Gouge” binder located on the Quarterdeck.

Section (5) Duties and Responsibilities of Watch Standers

A. Establishment of the Quarterdeck.

1. During any drill where the U.S. flag is available, and an area which can be designated as a Quarterdeck, a Quarterdeck watch will be manned.
2. The quarterdeck will use and maintain the following items:
 - a. Quarterdeck Logbook
 - b. Ship's Bell
 - c. Officer Status Board (can be created on site as needed)
 - d. 1MC announcement system (if available)
 - e. CD player with CD containing tracks for various bugle and boatswain mates calls. (A bugler and or a qualified boatswain's mate can also be used.)
 - f. Current copy of the Plan of the Day (POD)
 - g. Copy of the Quarterdeck Gouge information folder.
 - h. Current copy of the SORM (This manual)
 - i. Blank copies of Quarterdeck Watch Standing qualification sheets for personnel standing under instruction watches.
 - j. An accurate time piece.
 - k. Pens and blank paper for note taking.
3. The Command Leading Petty Officer is responsible for posting and maintaining the following items on the Quarterdeck:
 - a. The current Watch Quarter and Station Bill
 - b. The current Chain of Command Board
 - c. The current PQS Qualification Chart
4. The Operations / Senior Watch Officer is responsible for ensuring all the above items get to the drill site.
5. The first watch standers of each drill day are responsible for setting up the Quarterdeck watch. The last watch of the day is responsible for ensuring that all Quarterdeck items are properly secured.

B. Watch Stander Duties and Responsibilities.

1. **Officer of the Deck (OOD) / Junior Officer of the Deck (JOOD)**
 - a. All Officers and Instructors who directly interact with cadets will stand as OOD. The OOD is a qualified adult in overall charge of the activities for the day with the cadets. They will be the primary external point of contact for activities during the day in place of the Commanding Officer. The Commanding Officer and Executive Officer are not required to stand the Officer of the Deck watch.
 - b. Midshipmen, Chief Petty Officers and First Class Petty Officers may qualify to become Junior Officers of the Deck (JOOD) and will be assigned similar responsibilities.
 - c. Staff not qualified will stand "under instruction" watches with qualified personnel to ensure proper training before assuming the OOD responsibilities.

- d. The OOD is in charge of the Quarterdeck watch, Color Guard, and all watch standers.
 - e. As OOD, ensure you receive the attendance report from the Command LPO and maintain it on the quarterdeck to mark all late personnel as they arrive. Provide a copy to the Admin Officer before noon.
 - f. May authorize early departure from the drill area for all cadets and informs the Commanding Officer.
 - g. Maintains and releases items from the “Lucky Bag”. Items kept in the Lucky Bag for an extended period of time will be returned back into the Supply system or donated to charity.
 - h. Ensures events of the Plan of the Day are announced and completed as scheduled.
 - i. Renders appropriate honors to dignitaries and other personnel when on the Quarterdeck.
 - j. Coordinates with the Commanding Officer on the events of the day.
 - k. The OOD is required to be on the Quarterdeck in accordance with Section 4 of this manual.
2. **Petty Officer of the Watch (POOW).** The POOW is the senior cadet watch stander on the quarterdeck and reports to the Officer of the Deck. Their responsibilities include the following:
- a. All training and supervision of the Messenger of the Watch (MOTW). You are responsible for the ensuring the MOTW learns how to operate the quarterdeck watch correctly.
 - b. Making all entries into the logbook. Examples of appropriate entries are shown in the “Quarterdeck Gouge” binder.
 - i. If an error is made in the log, draw a single line through the error, and continue on the same line if enough room or rewrite the entire entry on the next line.
 - ii. If an entry is to be entered after the time it occurred or it is out of sequence, then enter the time it is being entered first, then write in all capital letters “LATE ENTRY.” Next put the time of the event and then list the event that was entered late.
 - iii. Allowing permission for cadets to come aboard and go “ashore”. Please note that “ashore” means to go to the outside part of the drill area. It does not mean to “depart.” Departing means you are leaving the drill area. Cadets may not “depart” the drill area without the permission of the Commanding Officer. If parents are picking up cadets prior to the end of drill, you must inform the parents that they must see the Commanding Officer before leaving. All cadets who depart before the end of the drill day will be logged out in the log book as “Cadet (full name) departed”. If you have not heard from the Commanding Officer of Officer of the Deck, send the messenger to find the Officer of the Deck immediately.

- iv. Developing an understanding and usage of a Boatswains Pipe and learning the calls that one would make with the pipe.
3. **Messenger of the Watch. (MOTW).** The MOTW is responsible for the following:
- a. Maintaining the Officer Status Board. This can be as simple as a piece of paper with all the adult leaders' names on it and their status as "Aboard" or "Ashore" depending on if they are in the building.
 - b. Conducting a Sounding and Security patrol throughout the perimeter of the drill area. The purpose of this patrol is to ensure the area is secure and that there are not any personnel who are not where they belong. This patrol is done about once per hour and logged into the log book. The patrol should include all authorized areas included in Section (1) of this manual.
 - c. Sounding the ships bell every half hour according to Navy customs. Permission must be given by the Commanding Officer to sound 8 bells at noon or at any other time when 8 bells would regularly be sounded.
 - d. Deliver the 12 O'clock reports to the Commanding Officer early enough so that bells can be sounded on time. Information of the correct procedure to deliver these reports is in the "Quarterdeck Gouge."
 - e. Calling all hands messages, such as sweepers and drills as necessary using the 1MC announcement system if available.

Section (6) Attendance Policy

- A. Attendance at drill and cadet functions is essential in order for the unit to work properly. It is understood that sometimes there are circumstances that prevent people from attending drill. It is absolutely essential that if you will not be attending a drill or event that you CONTACT YOUR CHAIN OF COMMAND AS SOON AS POSSIBLE so that we can have an accurate count of who will be attending. Contact names and numbers are listed in the Plan of the Day (POD).
- B. NSCC Regulations 0634.1 states:
- “Cadets are expected to attend a minimum of 75% of scheduled drills. Cadets failing to do so may, at the option of the commanding officer, be disenrolled from the NSCC.”*
- C. Being absent from drill does not relieve you of any responsibilities you may have for drill. **You are responsible** to find someone to fulfill your duties if you are unable to attend the drill. **There are no exceptions.** If you do not find someone to fulfill your obligations or do not contact your chain of command, that is an **unauthorized absence** and disciplinary action will occur.
- D. Personnel who contact their chain of command and alert them with a legitimate excuse prior to the beginning of drill will be granted an **authorized absence** from drill. These absences still count against the unit for inspection purposes. If significant absences occur, even if authorized, disciplinary action may be warranted. Alternate drill credit for participating in outside activities can be earned to offset authorized absences.
- E. **Alternate Drill Credit.**
1. Those who complete activities outside normal drill that help accomplish the goals of the NSCC are authorized to make up time for excused absences when not present at a regularly scheduled drill.
 2. The use of this credit is to help boost attendance percentages for MARS reporting. Since all absences (authorized or not) count against a unit when reporting to NHQ, alternate drill credit must be documented and presented to the Administrative Officer prior to the release of the MARS report to NHQ in order to be considered for inclusion in the final totals reported to National.

3. Examples of Alternate Drill credit must be events at least 3 hours long to be considered. These include but are not limited to:
 - a. Community Service
 - b. Organized physical fitness events
 - c. Specialized military training
 - d. Drill team / rifle team practice
 - e. Participation with another Sea Cadet or Navy League unit.
4. Alternate drill credit will be documented by a Request For Alternate Drill Credit form as shown in the Appendix of this manual. Reports will be filed as an administrative remarks entry into the service record.

F. Drill Dates and Times.

1. Officers, Instructors, Midshipmen, the Leading Petty Officer will report for duty at 0700, during the scheduled Saturday and Sunday of each month unless rescheduled by the Commanding Officer.
2. Morning muster for other Petty Officers and cadets assigned to the first watch section is at 0730, during the scheduled Saturday and Sunday of each month.
3. Morning muster for all cadets is at 0745, during the scheduled Saturday and Sunday of each month.
4. Dismissal for all personnel is at 1500 on Saturday and Sunday. All personnel must depart the drill area within 30 minutes of dismissal unless alternate arrangements have been made. At least one staff member must remain in the drill area until all cadets have departed.

G. Late Reporting. - Personnel reporting in late must sign in at the Quarterdeck before reporting to their section. Personnel who are continuously or exceptionally late will be counseled.

H. Cadets who drive to/from drill. – Cadets must have permission from their parents to drive to/from Sea Cadet drills and activities. Cadets may not transport other cadets to/from any Sea Cadet activity without parental permission.

I. Independent Early Dismissal. - You must have written permission from your parents to depart on your own early before you will be authorized to leave. The Request for Early Dismissal located in the Appendix of this manual must be signed by the cadet's parents before early dismissal will be authorized. If additional permission slips are needed, contact a staff member for some. All cadets must check out with the Commanding Officer and sign out on the quarterdeck if leaving early even if their parents are there to pick them up.

J. Disciplinary Action for Unauthorized Absences. Disciplinary Action will be taken in accordance with Section 7 of this manual.

Section (7) Disciplinary Actions

A. General

1. Discipline in the unit shall be directed toward strengthening the character of each cadet through development of self-control and self-discipline.
2. No officer, cadet, or any other person, may maltreat or physically abuse any individual in NSCC. Unit discipline will be maintained by counseling and through administrative actions as described herein.
3. All personnel (staff or cadet) violating the standards set forth in this section regarding the proper handling of discipline are subject to dismissal from the program for improper conduct.

B. Disciplinary Action for Unauthorized Absences.

1. Missed (1) One Drill Day – Upon return, cadet receives counseling from Section Leader.
2. Missed (2) Two Drill Days or one full weekend – Upon return, cadet receives counseling from Division Officer/Staff member.
3. Missed (4) Four Drill Days or two full weekends – Upon return, cadet receives Executive Officer's Inquiry (XOI).
4. Missed (6) Six Drill Days or three full weekends or more – Cadet receives Captain's Mast. Cadet is subject to possible removal from unit.

C. Section Leader / Chief Petty Officer Counseling.

1. If a member of the Sea Cadets/Navy League has not done what was expected of them or has not followed orders or regulations, the first step is to correct the situation by determining if the problem is due to *lack of knowledge* or *lack of responsibility*.
 - a. If it is a lack of knowledge, it is training issue and then is the responsibility of the senior person to properly instruct the junior person in the correct procedure to ensure the cadet demonstrates the correct procedure so that the problem does not happen again.
 - b. If it is not due to a lack of knowledge, it is considered a lack of responsibility and counseling is needed.
2. If counseling is needed beyond that of normal training it should not be in front of the individual's peers. This counseling is usually done by the member's immediate supervisor(s) in the chain of command, (i.e. squad leader, section leader, Command Chief).
3. Counseling always involves finding out as much as possible regarding the circumstances involved with the event in question first before making any decision.
4. Ensure the member being counseled knows why they are being counseled and understands how to correct the problem before the counseling session ends.
5. The counseling may be documented, but will not become part of the member's permanent record. Petty Officers are not authorized to implement disciplinary action, but instead are encouraged to work with their division

officer to recommend the correct course of action to take. It is a cadet leader's job to correct the problem by additional training and instruction.

6. If individual peer counseling does not correct the problem or is inadequate to the situation, Division Officer counseling is recommended.

D. Division Officer/Staff Counseling.

1. If a member of the Sea Cadets / Navy League has repeatedly not followed orders or regulations, peer counseling has been ineffective, or there is an issue regarding the safety of any member of the program, counseling by a member of the unit staff, usually the Division officer is required.
2. Counseling will occur with the individual in question and their immediate supervisor(s) in the chain of command in a private area. Counseling will never be done privately on a one on one basis, especially when members of the opposite sex are involved.
3. The staff member will find out as much as possible about the circumstances and information regarding the problem before making any decision.
4. Extra Military Instruction (EMI) - Division Officers/Staff members may assign EMI as necessary which may include standing additional watches, administrative duties, or non-physical training during the drill that are appropriate to correct the problem as disciplinary action. The extra duties must not involve strenuous physical activity.
5. The counseling and any disciplinary action taken must be documented by the Staff member and information sent up the chain of command as needed, but will not become part of the counseled member's permanent record.

E. Executive Officer's Inquiry (XOI)

1. If a member of the Sea Cadets / Navy League has committed a serious violation of the rules and regulations or the division/staff counseling has been ineffective, an inquiry into the matter will be held by the Executive Officer.
2. The inquiry is composed of the Executive Officer, another staff member, (usually the division officer who previously counseled the cadet), the Leading Petty Officer, and section leader.
3. The XO will investigate the matter at hand to determine whether official charges are required to be brought up to Captain's Mast.
4. The Executive Officer will recommend a course of action required to correct the situation. This action will be given to the member in writing. No other disciplinary action will be taken.
5. The cadet's parents will be contacted about the situation and informed of the Executive Officer's decision.
6. The counseling session will be documented and placed in the member's record. Any previous documentation regarding the matter should be included at this time. If corrective action has been completed, the documentation may be removed at a later date.

F. Captain's Mast

1. NSCC Regulations 0931 refer to the holding of Captain's Mast. Any cadet can request Captain's Mast as a way of filing a formal grievance. Usually this process is held for disciplinary actions instead.
 2. Captain's Mast will occur only after an XOI has been completed and sent to the Commanding Officer with a list of charges made. Captain's Mast only occurs after the most significant of violations of the rules and regulations have been committed.
 3. The Commanding Officer will reside over the proceedings. The Executive Officer, the Administrative Officer, Division Officer, Command Chief Petty Officer, section leader, the individual and their parents will be present if possible. Witnesses may also be called to the mast to testify as well.
 4. The Leading Petty Officer will escort the cadet into the Room holding the Mast. The cadet will salute the CO and state their name and rank and "Reporting as Ordered, Sir." The Commanding Officer will present the member with a list of the official charges against them.
 5. The LPO and Division Officer will make comments to the CO regarding the overall performance of the member and their ability to correct the situation.
 6. The member may then make any statements, present evidence or witnesses to testify on their behalf.
 7. After hearing all the information regarding the case, the Commanding Officer will then make the final determination for disciplinary action required. Disciplinary action may range from probation, a punitive letter of reprimand, reduction in rate, or removal from the unit altogether.
 8. The results of the Captain's mast will be placed in the member's permanent service record. If the parents or any of the required staff members were not present at the mast, they will be notified in writing of the results.
- G. Officers, Instructors, and Midshipmen.** - Misconduct on the part of Instructors, Officers, and Midshipmen are covered by NSCC regulations 0932.



USNSCC Phoenix Division Request for Alternate Drill Credit

Memorandum

Date: _____

From (Name): _____

To: Administrative Officer, USNSCC Phoenix Division

Subj: REQUEST FOR ALTERNATE DRILL CREDIT

1. I respectfully request to be considered for alternate drill credit. I have an authorized absence for the drill dated _____.

2. In accordance with Phoenix Division policy, the following is submitted as alternate drill credit:

Event Name: _____

Event Description: _____

Date of event (include time of day): _____

Location of Event: _____

Event Coordinator's signature certifying you were present:

Name: _____ Signature: _____

Respectfully submitted,

(Your signature)

Appendix (A)



USNSCC Phoenix Division Request for Early Dismissal

Memorandum

Date: _____

From (Name): _____

To: Commanding Officer, USNSCC Phoenix Division

Subj: REQUEST FOR EARLY DISMISSAL

1. I respectfully request to be dismissed from drill early on the following drill date

and time: (date) _____ (time) _____

for the following reason: _____

2. I am aware that I am responsible for checking out with the Commanding Officer and signing out in the Quarterdeck log prior to my departure.

3. **ATTENTION PARENTS: If you will not be picking up your child.** The below named person is authorized to pick up my son/daughter prior to the end of the drill day as shown above:

Name: _____ (For cadets who drive themselves put "self".)

Parents Signature: **(required)** _____

Respectfully submitted,

(Your signature)

Appendix (B)

S.O.R.M. Signature Form

(This form is to be removed, signed and given to the Administrative Officer)

1. I _____ (print full name), have received and read a copy of the Standard Operations and Regulations Manual.

2. I am aware that as a U.S. Naval Sea Cadet / U.S. Navy League Cadet, I am responsible for understanding and practicing the contents of this manual and all other NSCC/NLCC rules and regulations during Sea Cadet drill periods or when wearing the Sea Cadet Uniform. If there are any of the rules or regulations I do not understand, I will contact my chain of command for guidance.

3. I will inform the members of my family and any others as necessary of the rules and regulations of the Sea Cadets so that they may also understand the challenges of being a Naval Sea Cadet / Navy League Cadet and can assist me in accomplishing my goals.

4. I promise to honor our flag, abide by Naval Sea Cadet Corps / Navy League Cadet Corps Regulations, and carry out the orders of the officers appointed over me, and so conduct myself as to be a credit to myself, my unit, the Naval Sea Cadet Corps / Navy League Cadet Corps, the Navy and my country.

(Cadet's Signature)

(Parent's Signature)

Cc: Service Record

Enclosure (2)