

NSCC ARLEIGH BURKE DDG-51 DIVISION INSTRUCTION 5760.1

ARLEIGH BURKE DDG-51 DIVISION
U.S. NAVAL SEA CADET CORPS
375 S. SR267
AVON, INDIANA 46123

From: Commanding Officer

To: Distribution

Subj: **STANDARD OPERATING PROCEDURES (SOP) FOR THE ARLEIGH BURKE DDG-51 DIVISION**

Ref:

- (a) NSCC Regulations (SEP 06)
- (b) NSCC Administration Manual (FEB 05)
- (c) NSCC Uniform Regulations (MAR 04)
- (d) OPNAVINST 5760.5(Series)
- (e) NAVPERS 15665F (Navy Uniform Regulations)
- (f) NSCC/NLCC Advancement and Training Manual (APR 06)

PURPOSE:

To promulgate unit policy and assign responsibilities for the operation of the Arleigh Burke DDG-51 Division.

SCOPE: Within the guidelines provided in references [a] through [h] this instruction manual provides Standard Operating Procedures for the safe and efficient operation of the Arleigh Burke DDG-51 Division of the U.S. Naval Sea Cadet Corps.

APPLICATION:

This instruction applies to all Officers, Midshipmen, Instructors, and Cadets of the Arleigh Burke DDG-51 Division of the U.S. Naval Sea Cadet Corps. For the purposes of this instruction, the term "Officer" can also apply to a Midshipman or an enrolled Instructor filling an Officer billet. The term "Staff" can apply to all Officers, Midshipmen, enrolled Instructors, and Petty Officers functioning in an assigned leadership / supervisory / assistant position in the Arleigh Burke DDG-51 Division.

CANCELLATION:

This instruction supersedes and cancels all policy statements dated prior to this instruction.

CHANGES: Changes to this instruction manual will be issued, as required, to update procedures and policies and to adapt to changing environments.

BACKGROUND: These written instructions are to provide the guidance necessary for the unit to achieve its long and short-term objectives, conduct daily and reoccurring activities, and to comply with USNSCC regulations and directives.

1 ACTION: All Officers, Midshipmen, Instructors, and Leading Petty Officers shall become familiar with and comply with the policies and procedures outlined in references [a] through [h], and this instruction. These policies are not to be deviated from unless such deviation is authorized by the Commanding Officer or the Commanding Officer's designated representative.

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OBJECTIVES: The objectives contained in reference [a] Chapter 1, Section 2 are to be read and understood by all Staff Officers, Instructors, and Leading Petty Officers. In addition, the below specific objectives have been defined for the Arleigh Burke DDG-51 Division.

- A. **PATRIOTISM and LEADERSHIP:** Instill in all Cadets a sense of patriotism and leadership through unit training and personal experiences gained during association in all cadet functions.
- B. **SELF WORTH:** Realization by each Cadet of their self-worth and their ability to excel through self determination and hard work.
- C. **POSITIVE ATTITUDE:** Setting and attaining a positive mental attitude that will remain with each individual throughout his/her lifetime.
- D. **EXPERIENCE:** Place into real life situations the learning and education that each Cadet experiences in the school system. Give value to and show the need for such experiences, and the importance of future and continuing education.
- E. **BEHAVIOR:** Remove socially unacceptable behavior patterns by building upon a positive achievement and reward system; to prove the ability to lead a productive, socially acceptable life; thereby alleviating the need for social reform action by civil authorities.
- F. **ACHIEVEMENT:** To provide the best opportunity for Cadets to excel in a unit environment and individually, within the Regulations of this program.
- G. **SEA SERVICES:** Though not a principal purpose of the Sea Cadet Corps, for enlistment into the Naval and Military Services, a number of high quality recruits and Officer Candidates will reflect positively upon the creditability of this unit and the U.S. Naval Sea Cadet Corps.
- H. **TRAINING:** Assist in the organization and operation of Cadet Advanced Training evolutions to enable all Cadets to participate and become involved in the security of our nation, and to experience firsthand the hard work, sacrifice, and dedication associated with maintaining a free society.

RESPONSIBILITIES:

A. Commanding Officer:

- (1.) **General:** The Commanding Officer is normally, but not necessarily the senior NSCC Officer affiliated with the Division. Nomination of the Commanding Officer is the prerogative of the president of the sponsoring organization, acting through the NSCC Committee Chairperson. Selection of the commanding officer is the responsibility of the NSCC Regional Director. Person selected for the billet of Commanding Officer will be approved by and will receive a letter of appointment from the Executive Director.
- (2.) **Basic Functions:** The basic functions of the Commanding Officer are:
 - [a] Direct the efforts of the Division to achieve the goals and objectives of the NSCC program in accordance with prescribed regulations and policy.
 - [b] Representation: Represent the Division at all civic functions which do not involve full participation of the Division.
 - [c] Facilitation: Coordinate with local civic and military officials in furthering the goals and objectives of the NSCC program.
- (3.) **Duties and Responsibilities:**
 - [a] Ensure the efficient operation of the Division to achieve the goals and objectives of the NSCC program.
 - [b] Delegate authority, as necessary, to ensure efficient operation of the Division.
 - [c] Promulgate instructions and directives, as necessary, to adjust to local conditions and to ensure the efficient operation of the Division.
 - [d] Establish and maintain an official bank account to ensure adequate funds for the efficient operation of the Division.
 - [e] Coordinate and supervise fund raising activities for the Division.
 - [f] Prepare and submit the Annual Budget and Audit Report.
 - [g] Ensure Division readiness for the Annual Inspection.
 - [h] Personally interview all Officer and Midshipmen and Instructor applicants and make recommendations for initial rank appointment.
 - [i] Interview Cadet Applicants and their parents/guardians, ensuring their understanding of the NSCC program and its insurance coverage requirements.
 - [j] Ensure discipline, morale, and proper decorum at all Division activities and functions.
 - [k] Conduct "Captain's Mast", including commendatory, disciplinary, and request mast, as required.
 - [l] Prepare and sign letters of appreciation and commendation, recommend suitable awards, and make presentations at appropriate ceremonies.
 - [m] Prepare and sign personnel evaluations and recommendations for advancement, as required. This responsibility may not be delegated.
 - [n] Review and sign all requests for training authority and all requests for duty as Escort Officer.
 - [o] Verify NSCC Service Records annually or whenever necessary.
 - [p] Initiate nominations for scholarships and grants, and endorse all nominations received from external sources.
 - [q] Initiate and sign all accident, illness, and injury reports as prescribed in current directives.
 - [r] Select and appoint all detachment Officer In Charge.
 - [s] Serve as an instructor or Escort Officer as necessary.
 - [t] Perform all other duties as may be assigned by competent authority.
 - [u] Facilitate Division Recruitment and retention.

(4.) Organizational Relationships:

- [a] Reporting: The Commanding Officer reports to the Regional Director and NSCC Committee Chairman, in the performance of assigned duties.
- [b] Subordinate: The executive Officer reports to the Commanding Officer in the performance of assigned duties.
- [c] Detachment O in C's report to the Commanding Officer in the performance of assigned duties.
- [d] The Commanding Officer coordinates with local civic and military officials in the performance of assigned duties.

B. The Executive Officer:

(1.) General: The Executive Officer is normally, but not necessarily, the second most senior NSCC Officer affiliated with the Division. The XO is the direct representative of the Commanding Officer, and as such, all orders issued by the XO will be interpreted as being issued by the Commanding Officer. The XO will be provided with "by Direction" authority, in writing.

(2.) Basic Functions:

- [a] Relief: To the maximum extent possible, the Executive Officer will relieve the Commanding Officer of administrative details encountered in the day-to-day operation of the Division.
- (b) Assistant O in C's: Detachment Assistant O in C's serve in the capacity of Executive Officer for their respective detachments.

(3.) Duties and Responsibilities:

- [a] Keep the Commanding Officer fully informed regarding the status of Administration, Operations, and Supply within the Division.
- [b] Coordinate and supervise the efforts of Department Heads and assistants.
- [c] Assist in preparing the Annual Budget and Audit Report.
- [d] Assign in writing all Officers and Midshipmen to their assigned billets.
- [e] Serve as primary coordinator for all social activities and functions which involve the Division.
- [f] With the exception of personnel evaluations, sign "by direction" all Service Record entries, routine correspondence, and requisition forms, as necessary.
- [g] Assume command in the absence of the Commanding Officer.
- [h] Serve as an instructor or Escort Officer, as necessary.
- [i] Perform all other duties as may be assigned by the Commanding Officer.

(4) Organizational Relationships:

- [a] Reporting: The Executive Officer reports to the Commanding officer in the performance of assigned duties.
- [b] Subordinate: Department Heads and assistants report to the Executive Officer in the performance of assigned duties.

C. The Leading Petty Officer (LPO):

(1) General: The Leading Petty Officer is, by virtue of status, though not necessarily seniority, the direct link in the chain of command between Officers and Cadets. The LPO will be appointed from a number of Qualified Cadets who have demonstrated by their actions a high degree of interest in the NSCC program, and the potential for leadership and ability to assume greater responsibilities, or by their rank and time in the NSCC program.

(2) Basic Functions:

- [a] **Liaison:** Serves as the intermediary between the Cadets and the Officers of the Division.
- [b] **Enforcement:** The LPO works with the Division Master-At-Arms, and as such is responsible for maintaining proper military decorum and bearing at all Division activities and functions, enforcement of NSCC and Division Regulations and ensuring strict observance of the Chain of command, muster of Cadets at all Division activities and functions.
- [c] **Counseling:** Counsels Cadets in all appropriate matters, including conduct, military bearing, discipline, opportunities in the NSCC program, etc.

(3.) Duties and Responsibilities:

- [a] Ensure proper military bearing and decorum at all Division activities and functions.
- [b] Enforce NSCC and Division Regulations, as necessary.
- [c] Ensure that Cadets fully understand and observe the chain of command.
- [d] Muster Cadets at all activities and functions.
- [e] Instruct classes in basic military subjects and drill, as appropriate.
- [f] Perform all other duties as may be assigned by the Commanding Officer.

(4.) Organizational Relationships:

- [a] The Leading Petty Officer reports to the Executive Officer in the performance of assigned duties.
- [b] Assistant Leading Petty Officers report to the Leading Petty Officer in the performance of assigned duties. [c] Division Masters-At-Arms report to the Leading Petty Officer in the performance of assigned duties.
- [d] Division Color Guard Captains report to the Leading Petty Officer in the performance of assigned duties.

D. Chain of Command:

All Arleigh Burke DDG-51 Division issues should be routed through proper channels and should be discussed/resolved at the Department level; however, if this is not possible, the appropriate Department Head should bring the issue to the attention of the Executive Officer, or designee, to formulate a solution. Personnel assigned specific billets are expected to function in that capacity handling all duties established for that billet.

- (1.) Succession to Command: The Navy League, Naperville Council, our Current sponsor, recommends the appointment of the Commanding Officer in accordance with NSCC Regulations.
- (2.) Absence: Should the Commanding Officer anticipate an absence in Excess thirty (30) days he or she should notify the NSCC Committee Chairman in writing, and should relinquish command in suitable ceremonies.
- (3.) Incapacitation: In the event that the Commanding Officer becomes incapacitated, or is otherwise unable to fulfill the duties of command, the Executive Officer shall automatically assume command, and shall maintain it until approved by the NSCC Committee, or until a new Commanding Officer is appointed.
- (4.) Succession: In the event of 2 and / or 3, Departmental succession to command is as follows until permanent appointments are determined in accordance with 1.:
 1. Executive Officer
 2. Administrative Officer
 3. Operations Officer
 4. Supply Officer

E. Billets:

- (1) Officer Billets: Reference [a] Chapter 5, Section 4 discusses the billet descriptions of an Officer in a typical Sea Cadet unit.
 - (a) Billet Descriptions: The Commanding Officer, or designee, will write each billet description and personally ensure that the respective individual fully understands the requirements of the billet. A written copy of each billet will be provided to each Staff member as necessary and a current copy will be placed in the individual's Service Record.
 - (b) Collateral duties: Lack of adequate personnel frequently Requires that officers and midshipmen be assigned collateral duties in vacant billets. Such assignments should be within a single department, at the discretion of the Executive Officer and with concurrence of the appropriate department head.

Example:

Primary Billet - Personnel Officer.

Collateral Duty - Recruiting Officer

- (2) **Cadet Billets:** Cadet billet assignments should be based on ability and merit rather than solely on seniority. Those cadets who demonstrate the greatest potential for leadership and responsibility should be rotated as frequently as necessary provided they are advancing in the program satisfactorily.
- (3) **Special and temporary assignments:** Such assignments are necessary from time to time to achieve short-term goals. These assignments should be rotated among officers and petty officers, as required, and should be made in writing, complete with starting and terminating dates. Such as the case with the Uniform Petty Officer and Quarterdeck Petty Officer.

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F Advancement, Promotion, and Appointments:

- (1.) **Cadet Advancement:** Cadet Advancement will be affected in accordance with Chapter 5 of NSCC Regulations.
- (2.) **Officer Promotions:**
 - [a] Officer promotions will be effected in accordance with Chapter 6 of NSCC Regulations.
 - [b] The Commanding Officer may be recommended for promotion, as appropriate, only by the local Navy League Council President and/or the local NSCC Committee Chairman.
- (3.) **Appointments:**
 - [a] **Initial:** The Commanding Officer will recommend initial rank appointment for officer applicants according to their personal background and their military experience. Applicants with no prior military or equivalent experience, and all Midshipmen, will normally be recommended for appointment to Instructor.
 - [b] **Command:** Initial appointment of the Commanding Officer and the Executive Officer must be approved by the local Navy League council President and/or the local NSCC Committee Chairman.

SPONSORSHIP:

- A. **General:** American Legion Post 145, Avon, IN is the sponsoring organization For the Arleigh Burke DDG-51 Division. The President of the Legion, through the NSCC Committee Chairman, receives policies and directives as may be recommended via the established Chain of Command.
- B. **Other organizations:** Other service clubs and organizations may contribute funds to the Arleigh Burke DDG-51 Division and / or function as a co-sponsor. The Arleigh Burke DDG-51 Division cooperates with and assists such units whenever possible to further the goals and objectives of the Naval Sea Cadet Program.

Relationships:

- A. **U.S. Navy / Naval Reserve:** In accordance with current department of Defense directive the U.S. Navy supports and assists the Arleigh Burke DDG-51 Division in furthering the goals and objectives of the Naval Sea Cadet programs.
- B. **The American Legion** is the official support center for the Arleigh Burke DDG-51 Division, NSCC. The Legion affords office space, classroom space, limited training facilities and administrative assistance.
- C. **U.S. Coast Guard:** In accordance with current directives the U.S. Coast Guard supports and assists the Arleigh Burke DDG-51 Division in further the goals and objectives of the Naval Sea Cadet program.
- D. **National Guard/Reserves:** The Indiana National Guard, Air National Guard, U.S. Army Reserve, and other Reserve organization in the area may, at times, afford significant assistance to the Arleigh Burke DDG-51 Division, NSCC. The Division will cooperate with and assist such organizations whenever possible to further the goals and objectives of the Naval Sea Cadet program.
- E. **ROTC/JROTC:** The Arleigh Burke DDG-51 Division may coordinate with and assist local ROTC programs to further the goals and objectives of the Naval Sea Cadet program.
- F. **Other Units:** The Arleigh Burke DDG-51 Division will coordinate with and assist all other Naval Sea Cadet units in the Midwest Region, and may occasionally cross-drill with them to further the goals and objectives of the Naval Sea Cadet program.
- G. **Recruiting:** The Arleigh Burke DDG-51 Division coordinates with and assists local representatives of the U.S. Naval Recruiting Command, U. S. Marine Corps Recruiting Command, U.S. Coast Guard Recruiting Command, and other similar Agencies to further the goals and objectives of the Naval Sea Cadet program.

POLICY / PROCEDURES:

- A. Drill Routine: This section outlines the routine operating policies and procedures to be followed during all drill evolutions. These policies and procedures may be temporarily changed from time to time due to changing circumstances within the Division. Such changes should be noted in the Plan of the Day.
- (1.) Scheduled Drill: The once-monthly drills generally will be held on the Second full weekend of each month. Location is the American Legion Post 145, Avon Indiana. All hands will muster on the drill deck as scheduled in the POD, usually no later than 0750. Drill will conclude at or about 1630.
 - (2.) Drill Requirements: National Headquarters requires that minimum of 40 NSCC drills per year to be conducted. A drill is any NSCC activity that will last at least three hours, and in which the entire Division participates. By including such activities as parades, special ceremonies, picnics, etc., the required number of drills may be accomplished easily. Division personnel are required to attend a minimum of 75% of all drills in order to maintain a good standing in the Arleigh Burke DDG-51 Division and NSCC.
 - (3.) Quarters: Quarters for all hands will be normally scheduled to begin at 0800 each drill day. All Staff members will be on board at the drill site by Quarters each drill day.
 - (4.) Uniform: All hands will report to, and depart from, each drill day in the appropriate Uniform of the Day, as specified in the POD. All hands will bring appropriate PT (Physical Training) gear if so directed in the POD. All uniform and sport apparel will be worn in accordance with NSCC Regulations. Any exceptions to this policy must be approved in advance by the Commanding Officer. Strict adherence to the UOD will not be deviated from unless extenuating circumstances deems it necessary. If you are out of uniform, you may be asked to change to civilian clothes.
 - (5.) Muster Reports: Muster reports are required each day for both Staff and Cadets. Muster Reports will be completed, screened for accuracy, and turned in to the Administrations Officer no later than thirty (30) minutes following commencement of Quarters. The X.O. will coordinate with the Operations Officer, or designee, and the Leading Petty Officer in implementing the daily Watch Bill. All cadets must be accounted for whether present at drill or not. If a cadet is unaccounted for, bring it up the chain of command upon its discovery.
 - (6.) Meals: Meals are not usually provided by the unit. All hands are asked to bring a bag lunch or \$5.00 per drill day to purchase meals.
 - (7.) Station Keeping: Cadets are to remain at the drill site for the entire drill period/day once they mustered. Officers and Instructors are expected to remain at the drill site for the entire drill period/day once signed in. Any exceptions to this policy must be approved in advance by the Commanding Officer. Certain billets do not require presence at the drill site on drill weekend, therefore are excused by the commanding officer but will be counted present as long as their billet assignments are satisfactorily being completed outside of drill.

B. GENERAL UNIT CORRESPONDENCE:

(1.) Correspondence:

- [a] General: All Officers and Midshipmen may originate official Correspondence which pertains to assigned duties. All official correspondence will be written on Division letterhead stationery and routed from the Division via the respective Division Chain of Command. All correspondence will be properly identified, dated and signed and formatted in accordance with NSCC regulations and policies. At least one hardcopy [paper copy] of all official correspondence will be retained in Division files by the Administrative Officer.
- [b] Memoranda: Interoffice and interdepartmental memoranda may be originated by any person authorized to do so. All memoranda will be properly dated and identified and the originator will retain at least one hard copy in personal files.
- [c] Instructions and Notices: The Commanding Officer retains the only authority to promulgate (originate and publish) Instructions and Notices for the Arleigh Burke DDG-51 Division. Any Officer or Midshipman who feels that an instruction or notice is required for a specific subject may submit a draft to the Commanding Officer, via the Chain of Command, for approval and signature.

(2.) PERSONAL REQUESTS:

- [a] Policy: All persons affiliated with Arleigh Burke DDG-51 Division are afforded the right to communicate with the Commanding Officer regarding personal problems or difficulties, or for requests of personal nature.
- [b] Submitting Requests: Requests for communication with the Commanding Officer may be submitted verbally or in writing via the chain of command. No request for communication with the Commanding Officer, however trivial it may appear, will be disapproved at any level of the chain of command.
- [c] Request Mast: Commanding Officer's Request Mast will be conducted according to the nature of the request, at such times and places as deemed appropriate by the Commanding Officer.

(3.) SERVICE RECORDS: Division personnel service records will be established and maintained in accordance with Chapter 16 of NSCC Regulations. The Commanding Officer is responsible to ascertain that service records are kept secure and confidential at all times. Access to service records must be strictly limited to those officers and Staff members having a professional need to do so. Service Record entries will be limited to the Commanding Officer and designees.

(4.) FORMS CONTROL: NSCC official forms and U.S. Navy official forms (properly stamped for Sea Cadet use) will be used whenever possible by the staff of the Arleigh Burke DDG-51 Division. All internally generated forms for the use of the Division must be routed via the Admin Officer for assignment of a form/control number and via the Commanding Officer for approval for use. No Staff member or Cadet may generate and use any form until it has been properly authorized.

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- (5.) AWARDS and COMMENDATIONS:
- [a] Processing: Awards and presentations will be strictly in accordance with NSCC Regulations.
 - [b] Recommendation: Any Officer or Midshipman may recommend Cadets for awards or commendations. The Commanding Officer or Executive Officer may recommend other Officers for awards or commendations. The NSCC Committee may recommend the Commanding Officer for awards or Commendations.
 - [c] Cadet of Year: Nominations for each Cadet of the Year will be in accordance with NSCC Regulations. Normally, Yearly recommendations will be made no later than 31 October of the current year.
- (6.) SCHOLARSHIPS and GRANTS:
- [a] Recommendations: Chapter 11 of NSCC Regulations will be used as guidelines for scholarships and grants.
 - [b] Endorsements: The Commanding Officer will endorse all applications and nominations for scholarships and grants from sources other than the NSCC when requested.
- (7.) FISCAL ACCOUNTABILITY: Any and all purchases made on behalf of the Division will be processed through the Commanding Officer. Required items will be requested and routed via the appropriate Chain of Command. Approval for purchases rests with the Commanding Officer or the Executive Officer by direction. Reimbursements for expenses incurred during official NSCC business will be made by the following schedule:
- [a] Expense Account: All personal expenses incurred during conduct of NSCC business; i.e. drills, meetings, etc., are tax deductible and should be personally accounted for.
 - [b] Cash Reimbursement: Cash reimbursement will be solely on an individual basis, using appropriate forms and records. Any expenditure of cash, should be approved in advance.
- (8) PUBLIC AFFAIRS:
- [a] General: Division public affairs (news) materials will be conducted in accordance with Chapter 17 of NSCC Regulations.
 - [b] Origination: All Officers and Midshipmen may originate public affairs material, and will coordinate with the Public Affairs Officer for release. When the billet of Public Affairs Officer is vacant, the Administrative Officer, or other as designated by the Commanding Officer, will assume those duties.
 - [c] Approval: The Commanding Officer will approve all public affairs material prior to release, either verbally or in writing and must be documented with the date of approved release.

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(9) MEDICAL ADMINISTRATION:

- [a] General: Medical administration is limited to the establishment and maintenance of medical records, and instruction in basic medical subjects such as First Aid. Medical administration is the responsibility of the Medical Officer. When that billet is vacant, those duties will be assumed by the Administrative Officer, or other officer as designated by the Commanding Officer.
- [b] Treatment: Except as qualified professionally, no person affiliated with the Arleigh Burke DDG-51 Division shall treat any illness or injury. This provision, however, does not prohibit the administration of First Aid, as necessary, in cases of emergency. In such cases primary concern should be for actions to ensure the saving of life as well as for the comfort of until qualified medical help is available.
- [c] Reporting/Insurance: All illnesses or injuries will be reported promptly, as appropriate, to National Headquarters and NSCC Duty Officer in accordance with NSCC Regulations.

(10) SUPPLY ADMINISTRATION:

[a] Cadet Uniforms:

- 1.) Issue Policy: A Cadet must pay the enrollment and uniform deposit and have completion of enrollment requirements certified by the Admin Officer PRIOR to the issuance of any uniform items. The Cadet must sign for all issued items and return such items upon departure from the unit. The Arleigh Burke DDG-51 Division can seek any and all legal means to recover issued uniforms and accessories and/or seek compensation for same from the Cadet and the Cadet's family.
- 2.) Quantity: As a minimum, each Cadet who enrolls in the Arleigh Burke DDG-51 Division should be issued the following if possible:
 - a. Service Dress Blues.
 - b. Service Dress Whites
 - c. Three (3) sets of Utilities.
 - d. Articles that complement a-c
 - e. All Weather (rain) coat
 - f. Appropriate flashes/insignias/name tapes
 - g. Sea Bag
- 3.) Special Uniforms: To the maximum extent possible the Division will procure special uniforms authorized on an individual basis with the cost passed on to the cadet. These items would be in addition to the uniform Unit standards as written in the Unit SOP located on the website at www.winscc.org.
- 4.) Availability: The Supply Officer will ensure sufficient quantities of the basic Cadet Uniforms and insignia are available for issue and replacement. All sources should be considered including NSCC Surplus Depots, U.S. Navy Supply Departments, donations, surplus stores, etc.

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- [b] Officer Uniforms: To the maximum extent possible, Arleigh Burke DDG-51 Division will attempt to obtain Officer Uniforms as the need arises. Officers and instructors will be responsible for the cost of these items.
 - 1.) Availability: Due to limited supplies available through Sea Cadet facilities, Officers, Midshipmen, Instructors, and Chief Petty Officers will be required to acquire uniforms at their own expense. The basic Officer Uniforms are:
 - a. Summer/Working Khaki
 - b. Service Dress Blues
 - c. Summer Whites
 - d. Winter Working Blues
 - 2.) Minimum Requirement: Newly Commissioned Officers, as well as new Midshipmen and newly enrolled Instructors, are expected to have at least a complete Working Khaki uniform with both garrison cap and bridge cover.
 - 3.) Insignia: One complete set of uniform insignia and flashes will be purchased by each Officer, Midshipman, Instructor, CPO. Additional items can also be obtained at the individual's expense.
- [c] Miscellaneous Supplies:
 - 1.) Acquisition: Other material supplies will be obtained through Department of Defense agreements, donations and contributions, or outright purchase, as resources permit.
 - 2.) Requisitions: The Supply Officer will maintain a system of recordkeeping and receipts governing the authorization and approval of all acquisitions and purchases.
 - 3.) Inventory: The Supply Officer will maintain an accurate inventory of all Arleigh Burke DDG-51 Division Supplies. All physical inventory will be audited/accounted for on an annual basis, or when the Supply Officer changes.
 - 4.) Maintenance: To the maximum extent possible, all material property under Division cognizance will be maintained in good and serviceable condition.
- (11) Financial Administration:
 - [a] Accounting System: The Commanding Officer will ensure that an accurate accounting system for Division funds is established and maintained. This responsibility may be delegated to the Fiscal Officer or a designated Officer of the Supply Department.
 - [b] Audit/Budget: The Financial Officer shall be responsible for the preparation and submission of the annual budget and annual audit in accordance with NSCC Regulations. All department heads and assistants will aid in preparing the annual audit report, the annual budget, and all other required financial reports.
 - [c] Checking Account: A Division checking account will be maintained by the Financial Officer. A signature card should be maintained with at least two signatures and also include the signature of the NSCC Regional Director. The first line signature will be that of the Commanding Officer.
 - [d] Fees: Enrollment fees will be forwarded to National Headquarters within ten (10) days of receipt. Checks received for combined enrollment and uniform fees will first be deposited in Division accounts, and a unit check will be issued for enrollments.

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(12) General Mess / Facility Administration:

- [a] Maintenance: The proper security and cleanliness of spaces will be the responsibility of the Operations Officer. The Duty Officers will be responsible for the inspection, integrity, and security of spaces. The Duty Petty Officers Of The Watch and the Master-At-Arms will be responsible for the actual cleaning of respective assigned spaces.
- [b] Division Working Spaces: Interior spaces on loan to, or authorized for use by, the Division will be kept clean and orderly. Spaces will be swept at least once during Division use, and as often as required. All trash accumulated will be deposited in appropriate containers.
- [c] Temporary Spaces: Spaces utilized by the Division on a temporary or overnight basis will be swept at least four times daily, swabbed as necessary, and cleaned thoroughly (Field Day) prior to departure.
- [d] Planning: To the maximum extent possible, messing and berthing facilities will be arranged well in advance of off station over night activities. The Commanding Officer or designated representative will contact appropriate military or other authorities/vendors in the geographic area of the activity to arrange for messing and berthing, as required. Under normal conditions this may be arranged via the Regional Director of the area to be visited.
- [e] Transportation / Chaperones: The Operations Officer will ensure that appropriate vehicles and qualified drivers are available to transport all of the Cadets and adults to / from the respective activity. An appropriate number of male and female Officers and qualified adult chaperones (parents) will be assigned to each vehicle. An appropriate number of male and female Officers and adult chaperones will be assigned to supervise all social activities.
- [f] Social Activities: Facilities for social activities such as picnics, dinner, Cadet Dances, etc., will be coordinated with appropriate authorities by the designated representative of the Commanding Officer.
 - 1.) Planning: To the maximum extent possible, messing and berthing facilities, if required, will be arranged well in advance of off-station overnight activities. The Commanding Officer or designated representative will contact appropriate military or other authorities in the geographic area of the activity to arrange for messing and berthing, as required. Under normal conditions this may be arranged via the Regional Director of the area to be visited.
 - 2.) Special Food/Supplies: The Supply Department personnel will determine the requirements for special food and refreshments and will submit such requirements to the Commanding Officer.
 - 3.) Transportation/Chaperones: The Operations Officer will ensure that appropriate vehicles and qualified drivers are available to transport all of the Cadets and adults for the respective activity. An appropriate number of male and female Officers and qualified adult chaperones (parents) will be assigned to each vehicle. An appropriate number of male and female Officers and adult chaperones will be assigned to supervise all activities. CADETS AND MIDSHIPMAN ARE NOT CONSIDERED QUALIFIED DRIVERS AND ARE NOT TO TRANSPORT OTHER CADETS UNDER ANY CIRCUMSTANCES.
 - 4.) All Chaperones must carry a valid drivers license and have current auto insurance for the vehicle in which they are transporting for Unit activities.
- [F1] Some units have a formal Parents Organization such as an Auxiliary that helps the unit in many ways. They operate independent of, but with guidance from the Commanding Officer. These organizations are made up of parents that want to be involved and help but do not have time to commit to every drill weekend. Sea Cadet units can always use help making phone

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calls, sending emails, providing transportation, helping with fund raising, or serving as chaperones. Parents can be as involved as their schedules permit. Units need help on several fronts. If all parents would give just a little bit of time to the unit it would not become an overpowering job for just a few.

(13) Personnel Administration:

[a.] Enrollment:

- 1.) Officers, Midshipmen, and Instructors: All Officers, Midshipmen, and Instructors will be enrolled in accordance with provisions contained in Chapter 6 of NSCC Regulations. The Executive Officer and Commanding Officer will interview each applicant to determine the billet for which the applicant is best suited.
- 2.) Cadets: All cadets will be enrolled in accordance with Chapter 5 of NSCC Regulations. The Commanding Officer or a designated representative will interview cadet applicants and their parents/guardians to ensure their understanding of the NSCC Program and the insurance coverage requirements.
- 3.) Disenrollment: Division personnel may be disenrolled for any of the following reasons:
 - a.) Personal request: At the request of the individual, preferably in writing.
 - b.) Higher authority request: At the request of the local NSCC Committee Chairman or higher authority; such requests must be justified in writing and may not be for frivolous reasons.
 - c.) Attendance falling below the required 75%
 - d.) Lack of participation - Cadets will complete the assigned Correspondence Course within six (6) months. If not completed, the cadet will be placed on probation. If the course is not completed in nine (9), the cadet may be disenrolled at the request of the XO.
 - e.) Lack of advancement - Cadets are required to advance, at least once in a twelve month period. If the cadet has not advanced, he/she will be considered for disenrollment.

[b.] Discipline: Disciplinary action, as deemed appropriate by the Commanding Officer.

[c.] Transfer:

- 1.) Regulations: Transfer of personnel to other NSCC units, and acceptance of personnel from other units will be in accordance with Chapter 10 of NSCC Regulations.
- 2.) Solicitation: Active solicitation of personnel from other Sea Cadet / League Cadet units for transfer to the Arleigh Burke DDG-51 Division will not be permitted without expressed permission from the Regional Director. If such persons have actually moved to a location within the geographical area of the Arleigh Burke DDG-51 Division they should be advised of the availability of membership in the Arleigh Burke DDG-51 Division.
- 3.) Moving: Officers, Instructors, or Cadets who move away from the geographical area of the Arleigh Burke DDG-51 Division will be provided with information about Sea Cadet units within proximity of their new residence. The unit(s) within proximity of the new resident of the transferring individual should be advised of the availability of said person.
- 4.) Record requests: Proper requests for records and other information from other Sea Cadet Units concerning the transfer of Arleigh Burke DDG-51 Division Officers, Instructors, and cadets will be honored promptly and completely.

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5.) Conflicts: Any disagreements or disputes concerning the inter-unit transfer of cadets will be brought to the respective Regional Directors for appropriate resolution.

[d] Recruiting:

- 1) Guidelines: Recruiting of cadets, Instructors, and Officers will be conducted in accordance with all applicable NSCC Regulations and policies.
- 2) Geographical Area: The general geographical area of the Arleigh Burke DDG-51 Division consists of all areas in close proximity with Avon, Indiana.
- 3) Poaching: Only those personnel who live in the general geographical area of the Arleigh Burke DDG-51 Division will be recruited for membership in the Arleigh Burke DDG-51 Division. This does not preclude from recruiting at special events, such as fairs and air shows that are outside but adjacent to the geographical area of the Arleigh Burke DDG-51 Division.
- 4) Conflicts: Any disagreements or disputes concerning the recruiting of Cadets will be brought to the respective Regional Directors and unit sponsors for appropriate resolution.

[e] Evaluations:

- 1.) Officer Evaluations: All Officers will be evaluated annually no later than 31 January by the Commanding Officer. Evaluations for promotion will be conducted in accordance with reference [a] Chapter 7, Section 7. Promotion evaluations will normally be submitted by November for the Promotion Board meeting in December.
- 2.) Cadet Evaluations: Cadet Evaluations are not required by reference [a] however, each Cadet's performance should be evaluated by the Cadet's Leading Petty Officer and Division Officer prior to each promotion. Cadet evaluations will be used to determine the selection of the "Cadet of the Quarter" and "Cadet of the Year" Special evaluations will be used to document superior or substandard performance and training performance.

[f] Awards and Commendations:

- 1) Nominations: Any Officer, Midshipman, or Petty Officer affiliated with the Division may submit to the Commanding Officer (via the chain of command) nominations of Division personnel for awards and commendations.
- 2) Review: The Commanding Officer, in conference with Department Heads and special assistants, shall review all nominations for awards and commendations, determine the nature of the award of commendation to be presented, and forward recommendations to National Headquarters, as appropriate.
- 3) Presentations: All awards and commendations will be presented to the recipient at Formation or at a special Commendatory Mast. This will occur in the presence of the entire Division, or at appropriate public ceremonies in the presence of interested civic or military groups.

[g] Leave of Absence: A leave of absence for Arleigh Burke DDG-51 Division personnel will be implemented in accordance with Chapter 10 of NSCC Regulations.

C. CONDUCT:

- (1.) Officer Conduct: All Sea Cadet Officers will conduct themselves in a manner that will bring credit upon themselves, the Division, and the U.S. Naval Sea Cadet Corps. Officers shall set good examples of virtue, honor, patriotism, and subordination. They shall be vigilant in inspecting the conduct of all persons under their supervision, and will endeavor to correct all persons who fail to conform to NSCC and Division standards. It must be understood that everyone looks to the Officers (including Midshipmen and Instructors) as leaders. Any situation that undermines that perception will not be tolerated.

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Prescribed standards are outlined below.

- a) **Appearance:** Uniforms will be worn properly and in accordance with Reference [d]. Hair and moustaches will be properly groomed and generally in keeping with Navy standards of hair grooming as outlined in Reference [d]. Beards are not authorized. Females will comply with existing Navy standards of hair grooming. The normal working uniform is the Khaki uniform, however, Staff personnel should acquire the Summer White, Dress Blue and, optionally, Winter Working Blue uniforms. Instructors may wear the prescribed uniform, the alternate "casual" uniform, or appropriate civilian attire (neat shirt or blouse and slacks or skirt, suit coat or blazer when appropriate, leather shoes). Alternative shirts will be tucked in at the waist and khaki pants with black colored shoes will be worn.
- b) **Attitude:** Officer Attitudes directly relate to how the Cadets respond to the training environment. It is in the best interest of each Officer and the Division to promote an outgoing and enthusiastic attitude. An Officer should leave his / her personal problems away from Sea Cadet activities. Language will be in keeping with the highest standards prescribed for use around youth and the use of profanity is strictly forbidden. Alcohol will not be consumed when Cadets are in the area during any drill or other Sea Cadet activity. Smoking or other tobacco usage is not permitted in the presence of Cadets. Any drug use, even prescription, which curtails one's performance or judgment in any manner, is prohibited. If in doubt, stay away.
- c) **Attendance:** This Division places great importance on the positions it assigns to Officers and other Staff members. An absence of one key person creates an added burden on the rest of the staff and, therefore, degrades the quality of training the Cadets receive. If not already approved by the Commanding Officer through a directive, it is understood that situations arise that will require an Officer to miss a drill, however, every effort should be made to inform the Admin Officer or designee a minimum of five (5) days in advance if a drill will be missed. If notification is not made within three (3) days from the start of a drill, it will be considered an unexcused absence. Every effort should be made to attend all regularly scheduled drills. Unexcused absences negatively impact Officer Evaluations and promotion opportunities as well as Division evaluations.
- d) **Promptness:** Just as attendance impacts the drill, an Officer's promptness also has a bearing on each day's activities. An Officer who reports to the drill later than thirty (30) minutes after the prescribed Muster time will lose drill credit for that three (3) hour drill period. Failure to attend drills regularly or to report on time will adversely affect and Officer's future in the Division and the Sea Cadet program.
- e) **Situational Authority:** Officers are empowered to act in a capacity that will diffuse any situation that arises as a result of disagreement, physical contact, and disruptions between any parties. Depending upon the urgency of the situation, attempt to adhere to the Chain of Command. Tact must be used. Proper procedure would be to separate or isolate the parties involved, then investigate the cause. Remain objective and do not get involved emotionally. Once the reason for the situation is determined, take steps to ensure that it will not reoccur. Only at the Commanding Officers discretion may an Instructor apply situational authority. Such authority will usually be granted when the Instructor has successfully completed the Officer Study Guide and Officer 101.

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- f) Any Officer is authorized and expected to stop/correct all unsafe/inappropriate behavior or conditions, immediately on realizing that an unsafe/inappropriate activity/condition exists.
- (2.) Petty Officer Conduct: NSCC Petty Officers shall endeavor to set good examples of courage, initiative, patriotism, subordination, and enthusiasm. By their examples they shall elicit a sense of initiative and pride in their subordinates, and shall correct at the lowest level possible all infractions of NSCC and Division regulations and policies.
- (3.) Cadet Conduct: Naval Sea Cadets shall endeavor to develop in themselves a sense of courage, good citizenship, patriotism, self-reliance, and subordination. All Cadets should be aware that their presence at the drill is a privilege given to them by the NSCC, American Legion Post 145 and the Commanding Officer of the Arleigh Burke DDG-51 Division. Attendance is subject to revocation at any time that the privilege is abused. References [a] and [b] outline standards of conduct required of Cadets. This section outlines specific guidelines of conduct that will be observed by Cadets while drilling at the American Legion Post 145, Avon Indiana. This section applies to all activities with the Arleigh Burke DDG-51 Division, including participation in activities at other sites.

[a] Personal Conduct:

- 1.) High Standards: All Cadets will maintain the highest standards of personal conduct while on board at the American Legion, Avon, Indiana and at any other time that they are representing the Arleigh Burke DDG-51 Division and the U.S. Naval Sea Cadet Corps.
- 2.) Tobacco: The use of tobacco products by Cadets is not allowed during unit activities.
- 3.) Alcohol: The consumption of alcoholic beverages by Cadets is not allowed.
- 4.) Substance Abuse: The Arleigh Burke DDG-51 Division is drug free. Any form of substance abuse is prohibited.
- 5.) Prescription Drugs: Use of prescription drugs during any Arleigh Burke DDG-51 Division activities will be allowed only in accordance with NSCC Regulations. Any prescription drug use by Arleigh Burke DDG-51 Division personnel at any NSCC activities must be reviewed by appropriate medical authorities and be specifically approved by the Commanding Officer.
- 6.) Respect: Cadets will maintain the proper respect to all superiors while performing in the capacity as a Cadet. This includes all active duty military personnel as well as Sea Cadet Officers, Midshipmen, Instructors, and Petty Officers.
- 7.) Obedience: Cadets will obey all lawful orders given them by their superiors, including active duty military personnel when those persons are acting in a military capacity.

D. OFFENSES:

- (1.) Classification of offenses: Arleigh Burke DDG-51 Division regulations are classified into four categories of offenses.
- [a] Termination Offenses: Offenses against specific regulations which will result in immediate dismissal from the NSCC program are as follows:
- 1) ILLICIT DRUGS: Possession or use of illicit drugs and narcotics, or the sale of illicit drugs and narcotics.
 - 2) IMMORAL ACTIONS: Persons of immoral character and habits - child molesters, adverse sexual persuasion, violent sexual acts, etc.
 - 3) THEFT: Caught in the act of theft of private, public, Government or NSCC property. Allegations of theft must be sustained by a minimum of two eyewitnesses and reported immediately upon witnessing the event.
- [b] Military Offenses: Offenses against regulations of a military nature, which will result in discipline ranging from counseling up to, and including, Captain's Mast:
- 1) ABSENCES: Unexcused absences from over 25% of all scheduled drills and activities. Unexcused absences will be judged on an individual basis, and emergencies and extenuating circumstances will be considered.
 - 2) FAILURE to COMPLETE TRAINING: Failure to complete training requirements within time limits specified, without valid reasons.
 - 3) FAILURE to REPORT for TRAINING: Failure to report for two-week or special training arranged through National Headquarters, or locally arranged, without valid reason.
 - 4) APPEARANCE WHEN REPORTING: Failure to appear at NSCC activities in the proper uniform or appear in an unpresentable uniform which would bring discredit to the wearing of the US Naval Uniform and the NSCC Program.
 - 5) INSUBORDINATE CONDUCT: Insubordination, as defined by NSCC and Division regulations.
 - 6) IMPROPER PERFORMANCE of DUTIES: Improper performance of assigned duties, or failure to pass a promotion process. Obviously, counseling is the first step.
 - 7) IMPROPER WATCH STANDING: Lack of attentiveness to duty and improper watch standing, or sleeping on watch.
 - 8) DISRESPECT: Disrespectful, obscene, or profane language or gestures, or mocking behavior toward a superior Officer, Midshipman, Instructor, or Petty Officer.
 - 9) FALSE STATEMENTS: False official statements willfully made for the purpose of personal gain or to cause (with or without intent) dissention with the organization.
 - 10) CHEATING: Willful cheating on correspondence courses or examinations, including quizzes.
 - 11) DISCRIMINATION: Oppression or discrimination by a superior against any member of the Naval Sea Cadet Corps for reasons of race, color, religion, sex, national origin, or any other reason.
 - 12) SEXUAL HARASSMENT: Any action or act that violates the commonly accepted standards concerning Sexual Harassment.

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- [c] GENERAL OFFENSES: Offenses of a general or civil nature, which will result in discipline ranging from counseling up to, and including, Captain's Mast:
- 1.) USE of ALCOHOL: The use of alcoholic beverages by any person under the age of 21 years while involved in Division activities.
 - 2.) USE of TOBACCO: Adult leaders will not smoke in military formations, while instructing cadets, or when in sight of cadets. Smoking will be confined to authorized areas. Cadets shall be discouraged from smoking. Cadets shall not smoke during NSCC activities or at any time when wearing the NSCC uniform.
 - 3.) GAMBLING: Gambling for any gain whatsoever, and the use of any gambling devices while involved in Division activities. The use of playing cards for social games during periods of recreation while involved in overnight off station activities is permitted, but no material property of any nature will be exchanged.
 - 4.) FRATERNIZATION: Relations between males and females during Division activities will be conducted in a business-like manner. Demonstrations of affection are inappropriate.
 - 5.) PORNOGRAPHY: Possession of pornographic material of any nature during Division activities.
 - 6.) DAMAGE: Willful damage, or damage through carelessness, of any property under Division cognizance.
 - 7.) OFFENSIVE LANGUAGE: The use of disrespectful, obscene, or profane language at Division activities, or the use of racial and ethnic slurs and jokes.
 - 8.) WEAPONS POSSESSION: Possession and use of weapons of any nature, except under qualified supervision in a training environment.
- [d] Safety Offenses: Violations of safety rules and regulations, which will result in discipline ranging from counseling up to, and including, Captain's Mast.
- 1.) Failure to use / wear proper Safety Equipment: The failure to wear appropriate safety equipment at all times.
 - 2.) Improper Equipment use: Operation of any piece of equipment without proper authorization, supervision, or training. Operate in an unsafe manner.
 - 3.) Improper maintenance: Performance of maintenance on any piece of equipment without proper authorization, supervision, or training. Perform in an unsafe manner.
 - 4.) Improper vehicle operation: Operation of any aircraft, and vehicle, or water-borne-craft without proper authorization, supervision, or training. Operation in an unsafe manner.
 - 5.) Improper weapon use: Operation of any weapon without proper authorization, supervision, or training. Operation in an unsafe manner.
 - 6.) Skylarking: Boisterous actions and unauthorized physical activity which in any manner presents hazards to life and limb while involved in Division activities.
 - 7.) Improper Passenger Conduct: While a passenger enroute to, or from Division or other NSCC activities, in any land vehicle, aircraft, or waterborne craft, engages in any activity which presents hazards to the operator, other passengers, or to the vehicle itself.
 - 8.) Improper Detail Conduct: Participates in work details during Division or other training environments without proper authorization, supervision, or training. Works or acts in an unsafe manner.

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- 2.) Report of Offenses: All Staff members designated by the Commanding Officer, and Cadets in positions of authority, are authorized to report offenses against NSCC and Division Regulations. Such reports will be submitted in writing on the appropriate Arleigh Burke DDG-51 Division form, if available.
- 3.) Screening of Offenses: The Executive Officer shall screen all reports of offenses, interview parties concerned, and award Counseling, Extra Military Instruction, or dismissal of charges, as appropriate, or shall recommend cases for the Commanding Officer's Captains Mast. All charges involving termination offenses will be referred to Captains Mast.
- 4.) Discipline: There are occasions that normal correction measures are not effective for certain Cadets. Reference [a] states that no punitive actions can be taken against any Cadet. The most extreme action that can be levied is dismissal from the Sea Cadet Program. Therefore, all actions taken to correct discipline problems must be directed towards the deficiency. An Officer has three alternatives to correct a problem Cadet, as outlined below:
 - [a] Counseling: The counseling of a Cadet should be the first action by an Officer. Counseling should be done, not only for discipline but for praise of a Cadet's performance. Counseling sessions should be in a quiet, private location. Another Officer or other appropriate adult official must be present as a witness, with a female Staff adult present when a female Cadet is being counseled. An Instructor may serve as a witness or Counselor with the permission of the Commanding Officer or designee. The situation leading to the counseling session should be reviewed with the Cadet and corrective measures (if required) carefully explained so that there is no doubt by the Cadet what will result if the situation does not improve. A written record will be retained of the entire session, including results and recommendations. This written record will become a part of the member's official service record and filed in the personnel file cabinet.
 - [b] Extra Military Instruction: EMI can take the form of extra Field Day duty, extra physical activity, or extra mental activity such as writing an assignment as to why this offense is intolerable and affects unit camaraderie and/or performance. Officers are given the authority to administer EMI only to the extent necessary to correct the deficiency. Experience in handling youth should be a requirement when assigning EMI. Guidance from senior Officers should be sought when a case requires EMI; EMI is highly restricted by NSCC Regulations and must be supervised at all times.
 - [c] Captains Mast: This should be the last resort to disciplining a Cadet. Offenses of a serious or repeated nature should be immediately brought to the attention of the Commanding Officer.
- 5.) Captain's Mast: The Commanding Officer shall conduct Mast in accordance with NSCC Regulations. Parties required to attend mast:
 - [a] Person reported.
 - [b] Person making report.
 - [c] Division Officer or Department Head of the reported Cadet.
 - [d] Designated senior Female Counselor, if female personnel are involved.
 - [e] Witnesses to the offense.
 - [f] Arleigh Burke DDG-51 Division Leading Petty Officer.

- 6.) Award of Discipline: The Commanding Officer may award any of the following at Captains Mast:
 - [a] Admonition and counseling.
 - [b] Extra Military Instruction, as appropriate.
 - [c] Dismissal from the NSCC Program
 - [d] Probationary reduction in rate.
- 7.) Officers, Midshipmen, and Instructors: Officers, Midshipmen, and other adult staff members charged with offenses against NSCC or Division Regulations will not be subject to a Captain's Mast. All such charges will be referred to a Board of Inquiry which will investigate them and submit opinions and recommendations to the Commanding Officer for final disposition. Under NSCC regulations disposition of charges could be referred to Region and / or National Headquarters for further action.

All offenses are to be documented and given to the Administration's Officer for addition to the offender's service jacket and a copy in the personnel files.

E. TRAINING: Division training will be conducted in accordance with NSCC Regulations.

1. Officer Training: Officer training will be conducted by the Commanding Officer and Executive Officer. This training may be conducted on days other than the scheduled drill date. Attendance by all Staff Officers is required. Midshipmen and Instructors may also be required to attend. Training will consist of topics necessary for the Staff Officers to properly perform their assigned duties and to further their knowledge as an Officer in the USNSCC. All Staff Officers will be required to successfully complete the required NSCC Officer Courses, Officer 101 and 201, and to complete the Officer Midshipman Study Guide (OMSG). Officer 301 should be attended by those Officers planning on senior leadership positions.
2. Instructors: Enrolled Instructors will normally be required to successfully complete Officer 101 and the Officer Study Guide before assuming any responsible positions dealing directly with Cadets. Instructors are encouraged to also attend Officer 201.
3. Cadet Training: Cadet training can be considered the heart of this program. It should be of the highest quality to contribute to the well-rounded development of each Cadet. All training evolutions will be properly supervised and monitored to ensure that the high standards for such training are maintained. The safety and well-being of each Cadet is also of paramount importance and should be monitored at all times. Training Officers are required to ensure that the training scheduled is in keeping with the needs of the Cadets. Adequate training sites/facilities will be provided along with properly qualified instructors. The Operations Officer, or designee, will assist the Training Officer as a liaison with available training activities and facilities on board Naperville Central High School and at other appropriate locations.
 - [a] Training Plan: A Training Plan will be submitted by the Training Officer to the Operations Officer, or designee, annually. The report will outline expected training evolutions and facility requirements for the upcoming year. This information will be summarized and distributed to all hands in the POD.
 - 1.) Training Plan Review: The Training Plan will be reviewed by the Operations Officer for facility and transportation requirements. The necessary steps will be taken to ensure that such facilities are ready to accept the Cadets during the time period specified. The Training Plan will then be submitted to the Admin Officer for inclusion in the POD.

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- 2.) POD Publication: The Admin Officer, or his designate, will include approved training evolutions in the POD in a timely manner.
- [b] Training Hours: Training will normally commence at 0750 on Saturday and concludes by 1630. Logistics and workload will decide the lunch hour time, which should normally commence between 1130 - 1230.
- [c] Classroom Instruction:
- 1.) Syllabus: Classroom training and instruction can supplement the NSCC and U.S. Navy training materials, but should not supplant other training materials and opportunities.
 - 2.) Participation: Group participation is encouraged, and is especially effective when physical skills are taught using the "show and tell" method of instruction
 - 3.) Outside Instruction: Guest speakers and instructors from both the civilian and military community should be invited whenever possible to present topics of interest regarding skills, careers, and opportunities in their respective fields.
- [d] Correspondence Courses:
- 1.) Curriculum: U.S. Navy correspondence courses are the "homework" assigned to Cadets. Officers are encouraged to enroll in courses relevant to their studies.
 - 2.) Materials: Course books and other materials may be provided on CD and will be processed by the designated officer in CNET.
 - 3.) Requirements: Courses required for promotions are outlined in the NSCC Advancement and Training Manual, Reference [f].
 - 4.) Additional Studies: When mandatory correspondence courses and related Navy examinations are successfully completed, Cadets may enroll in any unclassified course of their choice. Cadets should be enrolled in correspondence courses at all times.
- [e] Examinations: The Petty Officer exams will be administered by a designated Officer. The Arleigh Burke DDG-51 Division Officer will proctor and coordinate the scheduling of exams.
- [f] On-The-Job Training: Classroom instruction and correspondence courses are supplemented by "hands on" experience of the Cadets' choice. In most cases this training is conducted on board military facilities under the supervision of qualified personnel.
- 1.) Facilities: Certain physical skills may be taught in "mock-up" and semi-classroom environments. Use of facilities at Naval and Marine Corps Reserve Centers, and other facilities, as well as group instruction in physical skills, is valid as on-the-job training.
 - 2.) Coordination: The Training Officer will coordinate with local military, reserve, and other appropriate facilities, as well as with interested civilian organizations, for on-the-job training.
 - 3.) Advanced Training: Certain promotion requirements require a number of days of documented advanced training for each Cadet on an annual basis. On-the-job training, in some cases may be used to meet some of these requirements. The Training Officer will consult with the Operations Officer and the Admin Officer to determine the feasibility of crediting the individual Cadet for such Training.

- [g] Special Training Activities: The Training Officer is responsible for arranging special training activities. The Training Officer and the Operations Officer shall coordinate the activities, and notify personnel by whichever means time permits. Such activities are often impromptu in nature, with relatively short notice, but are essential to the interests of Cadets. Such activities include, but are not limited to:
- 1.) Tours of local industrial, educational, or commercial facilities.
 - 2.) Visits to military facilities.
 - 3.) Special guest speakers and presentations.
 - 4.) Cross drills with other Sea Cadet units.
- [h] Community Activities: Participation in parades, telethons, county fair activities, and similar functions are an integral part of the ongoing training and experience expected by and for the Sea Cadets of the Arleigh Burke DDG-51 Division and can be administered by the Events Officer.
- 1.) Preparation: Normally sufficient time is available for adequate preparation and notification of personnel in the Plan of the Year and Plan of the Day. These activities are essential to the Division Public Affairs and Recruiting programs and provide excellent opportunities for public exposure.
 - 2.) Participation: Attendance and participation to the greatest degree possible by all hands is required.
 - 3.) Realizing that families have schedules also, the Events Officer should plan these events to compliment the training objectives.
- [i] Summer Training: Due to the large workload required for the preparing, submitting, coordinating, and briefing the Summer Training evolution, the following procedures are outlined:
- 1.) Coordination: The Executive Officer will coordinate all Summer Training activities for the Arleigh Burke DDG-51 Division.
 - 2.) Locations: To reduce expenses for Cadets and their families, the attendance of those summer training facilities in their fields of interest which are nearest to their homes should be encouraged. This also applies to courses required for initial promotion, such as "boot camp".
 - 3.) Afloat Tour: Cadets who during their NSCC service are able to participate in more than one advanced summer training activity should be encouraged to include at least one afloat tour in their training.
 - 4.) Special Quotas: Since quotas for special summer training billets are limited (Seal, Aviation, Submarine, Music, Foreign Exchange, etc.), only the most deserving and qualified Cadets will be nominated.
 - 5.) Physicals: Cadets requiring physicals will have them scheduled so that they will be completed within 30 days of the date the training is to begin. The Commanding Officer is required to confirm that each cadet is physically qualified for the respective training specified.
 - 6.) Training Order requests: The Administrative Officer is responsible for the completion of a Request for NSCC Training Authority (NSCTNG 001) for each Cadet requesting Summer Training. The NSCTNG 001 form will be submitted to the COTC of the Training Facility at least 30 days prior to the date training begins.
 - 7.) Training Deposit: A deposit as specified the training schedule and in the form of a cashier's check or money order in will be sent to the COTC with the required training order for the respective Cadet's training.

- 8.) Parent Meetings: The Executive Officer will coordinate a meeting between the parents of each Cadet who has requested summer Training and the Commanding Officer for the required briefing no later than thirty (30) days prior to the date training commences. Group meetings should satisfy this requirement.
- 9.) Service Record Completeness: Once a Cadet's orders arrive from National Headquarters, the Admin Officer will ensure that the Cadet's Service Record is complete in accordance with Reference [a] and that all requirements are fulfilled. A checklist (NSCC form NSC-24b) will be included in the Service Record of each Cadet going to Advance Training.
- 10.) Escort Officers: All Officers are encouraged to volunteer for Escort Officer Duty as time and financial resources permit.

F. MILITARY DUTIES / RESPONSIBILITIES:

(1) Quarterdeck Etiquette and Procedures:

- (a) Assignments: When sufficient personnel are available the Operations Officer will establish a quarterdeck watch at or near the entrance to indoor facilities utilized by the Division. Watch assignments will be in accordance with this section.
- (b) Conduct: The quarterdeck is a special area designated by the Commanding Officer for the purpose of conducting business and ceremonies. The following rules will be observed strictly at all times:
 - 1.) Remain clear: All hands except those present on official business shall remain clear of the quarterdeck at all times.
 - 2.) Uniform: The assigned watch will be in the Uniform of the Day.
 - 3.) Smoking: Smoking is prohibited on or near the quarterdeck.
 - 4.) Eating: Eating is prohibited on or near the quarterdeck.
 - 5.) Conduct: Lounging, skylarking, and similar activities are prohibited on, and in the vicinity of, the quarterdeck.
 - 6.) Appearance: The quarterdeck will be kept clean and neat at all times.

(2.) LOGS:

- (a) Contents: A log book is an official diary of everything which takes place during specified Division activities. As such, it may be considered a legal document in certain cases; therefore, it must be neat and legible. During drills or other appropriate activities the Quarterdeck Log will be maintained.
- (b) Maintenance: The log will be maintained at or near the designated watch area, such as the quarterdeck. The Officer Of The Deck, Petty Officer Of The Watch, or designee, will make entries. Upon completion of the watch or activity, the Officer Of The Deck or designee will sign the log.
- (c) Errors: When errors are made in log entries, a single line will be drawn through the entire line. The person making the correction will then make the correct entry on the line immediately below the line which contains the error, and will initial the correct entry in the right hand margin of the page.
- (d) Personnel: The names of the personnel assigned to the watch will be entered in the appropriate Log book at the beginning of each watch. At the end of the watch, prior to the signature, the names of the persons relieving the watch will be entered.

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- (e) New day: At midnight the Petty Officer of the Watch will begin the entries for the day on a new page, regardless of the number of entries on the previous page. The midnight entry will contain a brief summary of the current situation and any pertinent comments.
- (3.) Emergency Procedures - Indoor: In case of emergency at any indoor facility in which Division activities take place, the following procedures will be carried out:
- (a) Supervision: The senior Officer present shall supervise evacuation of the building and personnel casualty control, as appropriate.
 - (b) Notification: The second most senior person present (or the Officer Of The Deck, as assigned) shall notify the nearest appropriate emergency facility (fire department, medical facility, etc.), and the person(s) responsible for the building.
 - (c) Exit: Personnel will exit the building in an orderly manner by the nearest accessible door, muster at quarters with squad leaders (or other appropriate supervisor) and the Leading Petty Officer, and stand by to render assistance, as necessary.
 - (d) Follow up: The senior Officer present shall terminate Division activities, and dismiss personnel as soon as it is feasible. Should the Division become isolated by an emergency situation (flood, heavy snow, earthquake, etc.), the second most senior person present will notify parents/guardians of Cadets regarding their safety.
 - (e) Reports: The Commanding Officer or designee shall initiate all required reports to NHQ within 24 hours. Follow up reports shall be submitted as necessary.
- (4.) Emergencies - Off Station: In case of emergency during off station activities, the following procedures will be carried out:
- (a) Supervision: The senior Officer present shall take charge of the emergency and personnel casualty control, and render assistance, as necessary.
 - (b) Notification: The second most senior person present shall notify the nearest emergency facilities, as required.
 - (c) Follow up: If the Commanding Officer is absent during an emergency which occurs in the course of off-station activities, the senior present shall notify the Commanding Officer as soon as it is feasible regarding the situation and the action taken. The Commanding Officer, or designee, shall notify parents and / or guardians, as required.
 - (d) Reports: The Commanding Officer or designee shall initiate all required reports to NHQ within 24 hours. Follow up reports shall be submitted as necessary.
- (5.) Drills: To ensure prompt and orderly response to emergency situations, the Division will conduct periodic drills in all types of emergencies.

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(6.) Special Duties:

[a] ESCORT OFFICER (EO):

- 1.) General: Reference [g] outlines the requirements and duties for Escort Officers. When 5 (five) or more Cadets participate in off-station activities more than fifty miles from Division headquarters, they will be accompanied by one or more Escort Officers. As a general guide line, one Officer should be available for every 5 (five) Cadets. When female Cadets participate, at least one female Officer or Midshipman will be in accompaniment, regardless of the number of Cadets present. An Instructor is not normally qualified to fill the official capacity of an Escort Officer without the permission of the Commanding Officer.
- 2.) Senior Escort Officer (SEO): The senior NSCC Officer present serves as Senior Escort Officer. The SEO is responsible for coordination with host activity, berthing assignments, watch assignments, logging of events, accident / illness report, proper military conduct and appearance of Division personnel, notifying the Commanding Officer, regardless of the hour, of all serious emergencies or other situations not covered by instructions.
- 3.) Master-At-Arms (MAA): MAAs are Cadets who assist the Executive Officer to maintain proper decorum at all Division activities and functions. The Leading Petty Officer normally serves as Division Chief Master-At-Arms (CMAA). During off station activities the SEO may appoint one or more reliable Cadets to the temporary position of Acting MAA; such appointments will terminate upon completion of the activity. MAA responsibilities include the following:
 - i. Enforcement: NSCC and Division regulations will be enforced, as necessary. All violations of Regulations will be reported to proper authority.
 - ii. Appearance: Ensure proper military appearance and decorum.
 - iii. Reveille/Taps: Enforce reveille and taps, as required.
 - iv. Cleaning Details: Supervise cleaning details
 - v. Duties: Perform duties as assigned by competent authority.

[c] Color Guard:

- 1.) General: Qualified Cadets may be assigned to the Arleigh Burke DDG-51 Division Color Guard. A minimum of four (4) Cadets will be assigned, with the most senior and reliable Cadet in charge. When Division strength is adequate, the Color Guard should be capable of forming 2 (or more) Detachments in order to meet commitments that may occur simultaneously.
- 2.) Training: Training of the Color Guard is a function of the Operations Officer. This function may be delegated to Officers within the Operations Department. Compliance with NAVPERS 2691 is required; assistance from USMC color guard personnel is recommended.

G. PLANNING: Responsibility is that of the Commanding Officer or his designate.

- (1.) Plan of the Year: The Plan of the Year will be the prime document for the planning of all training and drill evolutions of the Division. The POY will consist of the following:
 - (a) Activities: Training activities and meetings for staff Officers and Instructors, including dates, locations and subjects to be covered.
 - (b) Plans: Cadet Training Plan.
 - (c) Events: Upcoming events, described briefly, including dates, times, and locations. List anticipated requirements for Officers, Instructors, and Cadets to attend.
- (2.) Meetings: All meetings that can be foreseen will be noted in the Plan of the Year / Day. All Officers and Instructors should be provided time to plan their schedules around such meetings. There are at least three types of meetings called during the planning process:
 - a.) Staff General Meeting: A Staff General Meeting should be held quarterly. All business relating to upcoming drills for the quarter, updates and revisions since the last meeting, upcoming events, and introduction of new staff members will be discussed. Telephone conference calls, Internet "chats", E-Mail, U.S. Mail, and other appropriate methods may be used to supplement such meetings. Officers, Midshipmen, Instructors, and LPOs are expected to participate.
 - b.) Special Evolution Planning Meeting: Such meetings should be scheduled as needed. Officers will be assigned to a committee to plan for special functions that the Division is being requested to provide assistance, such as fund raising or parades. All members of that committee will attend. Assignment to these committees will normally be voluntary.
 - c.) Emergency Meetings: These meetings can be called at a moment's notice. The basis of calling together members of the Staff for such a meeting will be determined by the urgency of the situation at hand. Emergency meetings will normally be called by the Commanding Officer or Executive Officer. Officers, and as appropriate, enrolled Instructors and Midshipmen, should make a special effort to attend such meetings, as they will relate to some major situation that requires immediate attention.

H. ANNUAL INSPECTION: This inspection determines the overall status and integrity of the Arleigh Burke DDG-51 Division. The procedures outlined in this section address the planning process for the Annual Inspection. Since this inspection determines the Arleigh Burke DDG-51 Division's standing (Regional and National) within the NSCC program, a concentrated effort by all Officers and Staff to ensure our readiness for this event is required. References [a] and [c] address the Annual Inspection in detail; only specific areas of responsibility will be addressed here.

(1.) Pre-Inspection: A pre-inspection of the Division will be conducted by the Commanding Officer and Executive Officer no later than during the drill prior to the scheduled Annual Inspection date. All Officers who have areas to be inspected by the National Inspection Team will have their records ready for inspection at this time.

[a] Admin Officer: All Officer / Cadet Service Records are to reviewed and completed. Correspondence files complete. Attendance records accurate and complete.

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- [b] Commanding Officer: The annual fiscal audit should be completed immediately following the end of the fiscal year. The audit will be conducted and verified by the NSCC Regional Director or by National Headquarters in accordance with Regulations Manual Chapter 12 sect.8. A budget for the upcoming year will be prepared and presented concurrent with the audit.
- [c] Supply Officer: A complete wall-to-wall inventory of all physical assets will be conducted annually. The annual inventory should include all items belonging to the Arleigh Burke DDG-51 Division. Records of inventory/issue/losses should be ready for review.
- [d] Training Officer: Accurate records of Cadet training will be ready for review, i.e. fiscal year record of all training plans, lesson plans prepared, dates when Cadets were eligible for advancement and dates advanced, correspondence courses completed, number of Cadets eligible for Summer Training, and number of those Cadets who attended.
- [e] Operations Officer: Personnel Inspection plans should be formulated in accordance with Reference [a], Chapter 13, Section 2, practice rehearsals carried out, Color Guard prepared, speaker system and pre-recorded music (National Anthem) available.
- [f] All Officers / Staff: Uniforms / appearance outstanding!

SUMMARY: The NSCC program and Division places many demands upon its' Officers and entire Staff. Because of the goals and objectives of this Division, we have placed a greater responsibility on individual Staff members than may occur in some other units. The Arleigh Burke DDG-51 Division has created a unit standard SOP that will assist cadets and parents specific to unit function. It is recommended the Unit SOP should be referred to for additional information.

Many of the policies outlined in this instruction place greater emphasis on the authority and responsibility of certain billets. When each of us does our part, to the utmost, the Arleigh Burke DDG-51 Division will achieve and maintain the rating as one of the finest Sea Cadet units in the Nation. We all need to strive to do everything possible to provide our Cadets with the best of all there is to offer in the U.S. Naval Sea Cadet program.

Distribution via email:

All Arleigh Burke DDG-51 Division NSCC Officers
All Arleigh Burke DDG-51 Division Staff Instructors
All Arleigh Burke DDG-51 Division Cadets

Hard Copy:

American Legion Post 145, Avon Indiana, Post Commander
Regional Director, 9-6, NSCC
File