



U.S. NAVAL SEA CADET CORPS

BLUE ANGELS SQUADRON

BLUEANGELSINST 1221.1

1 Jun 2016

BLUE ANGELS INSTRUCTION 1221.1

From: Commanding Officer, Blue Angels Squadron

Subj: SEA CADET BILLET DESCRIPTIONS AND UNIT ORGANIZATION

Ref: (a) NSCC Regulations Manual
(b) NLCC Regulations Manual
(c) NSCC/NLCC Training and Operations Manual

Encl: (1) Sea Cadet Career Ladder
(2) Organization Chart

1. Purpose. This instruction establishes the standing Sea Cadet billets and describes the duties and responsibilities of each position and its location within the unit organization.

2. Definitions.

a. Billet – Unit position

b. Full performance rate – The cadet rate at which the incumbent would have the necessary experience to fully perform the duties of the billet.

c. Minimum qualifying rate – The cadet rate that reflects the minimum experience needed to adequately perform the duties of the billet.

d. Primary billet – The billet and associated responsibilities a member is primarily responsible for carrying out and for which performance is rated.

e. Collateral duty billet – A billet assigned in addition to a primary billet.

3. Command Billets.

a. Command Chief Petty Officer.

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(1) Full Performance Rate. Chief Petty Officer (E-7)

(2) Minimum Qualifying Rate. Chief Petty Officer (E-7)

(3) Description of Duties. The Command Chief Petty Officer (CMDPCPO) is the unit's senior cadet advisor to the Commanding Officer (CO) and reports directly to the CO. The CMDPCPO will also work closely with the Executive Officer (XO), in the dissemination and promotion of command policy. The CMDPCPO will function as an integral element of the chain of command and is responsible for providing leadership to the cadet force and advice to unit leadership to create a high performing Sea Cadet unit. The CMDPCPO is first and foremost, a leader committed to developing cadets and enforcing standards. He or she must remain responsive, aligned, and well-connected to both leadership and cadets, and conduct him or herself in a consistently professional, ethical, and traditional manner.

(a) Authority and responsibilities of CMDPCPO shall include, but are not limited to, the following:

1. Must set the tone for the command through active involvement in the professional and personal development of cadets;
2. Provide solicited and unsolicited advice and cadet perspectives to the chain of command;
3. Demonstrate institutional and technical expertise and hold the CPO mess to the highest possible standards of professional excellence;
4. Actively teach, uphold, and enforce standards;
5. Provide leadership to cadets and assist in the growth and development of newly enrolled adult leaders;
6. Provide sound advice to command leadership;
7. Assist the CO in all matters pertaining to welfare, health, job satisfaction, morale, utilization, and training of cadets in order to promote traditional standards of good order and discipline;
8. Advise the CO on formulation and implementation of changes in policy affecting the cadet force;
9. Actively promote and ensure ceremonies honoring command cadets and or related to heritage and tradition are embraced and executed;
10. Ensure heritage and tradition are key components of training plans and cadet development efforts.
11. Ensure basic and traditional communication practices (cadet-led general military training, quarters for muster, instruction, and inspection, etc.) are executed within the command;
12. Establish committees composed of both officers and cadets and appoint committee chairperson to address emerging issues or to carry out the CO's stated command priorities.

b. Public Affairs Petty Officer.

(1) Full Performance Rate. Petty Officer 2nd Class (E-5)

(2) Minimum Qualifying Rate. Seaman (E-3)

(3) Description of Duties. The Public Affairs Petty Officer is responsible to the Public Affairs Officer for:

(a) Production and curation of unit images and video to promote unit morale, recruiting and public affairs efforts. Cadets must have their own computer with video/photo editing capabilities.

(b) Design and management of the unit website and social media presence. Cadets must have access to a computer and the Internet at home.

(c) Assists in the coordination of new cadet enrollment days.

4. Operations Department Billets.

a. Squadron Operations Division Leading Petty Officer.

(1) Full Performance Rate. Petty Officer 1st Class (E-6)

(2) Minimum Qualifying Rate. Petty Officer 3rd Class (E-4), Petty Officer Leadership Academy Graduate

(3) Description of Duties. The Division Leading Petty Officer (LPO) is responsible to the Operations Officer for the proper supervision, direction, administration, accountability and good order and discipline of cadets assigned to him or her. The LPO directly supervises the Division Assistant LPO, the Division Master at Arms, the Division Guidon and Company LPOs.

(a) In addition the Division LPO is responsible for:

1. Leading training and preparation for unit competitions.
2. Participating in command staff meetings.
3. Providing input on unit training and operations plans and unit plans of the month.
4. Coordinating with the Training Officer and Operations Officer to implement unit training plans, including assigning instructors and securing classroom space.
5. Ensure cadets are performing to unit standards, including progressing in advancement, participating in unit drills
6. Perform other duties as assigned by the Operations Officer

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7. Ensure cadets have the necessary supplies and equipment to perform their assigned duties.

8. Maintain proficiency in drill and ceremonies and lead marching evolutions.

b. Squadron Operations Division Assistant Leading Petty Officer.

(1) Full Performance Rate. Petty Officer 2nd Class (E-5)

(2) Minimum Qualifying Rate. Petty Officer 3rd Class (E-4), Petty Officer Leadership Academy Graduate

(3) Description of Duties. The Division Assistant LPO (ALPO) is responsible to the LPO and is his or her primary assistant. He/she assumes the duties and responsibilities of the LPO in the LPO's absence. The Division ALPO is the administrative supervisor to the Training Petty Officer, Supply Petty Officer and Administrative Petty Officer and ensures they are performing their duties as liaisons between the respective department heads and Squadron Operations Division. The Division ALPO will also maintain proficiency in drill and ceremonies and when directed lead a marching unit.

c. Squadron Operations Division Master-At-Arms.

(1) Full Performance Rate. Petty Officer 2nd Class (E-5)

(2) Minimum Qualifying Rate. Seaman Apprentice (E-2), MAA Training Graduate Preferred.

(3) Description of Duties. The Division Master-at-Arms (MAA) is the senior master-at-arms responsible to the LPO for the supervision, training and administration of the master-at-arms force and is charged with the general authority to enforce all NSCC/NLCC regulation, unit directives and host command instructions. The Division MAA will ensure MAA cleaning gear and supplies are maintained in good working order. In the absence of the Division LPO and Division ALPO he/she will assume the duties and responsibilities of LPO.

d. Collateral Duty Master-At-Arms (Staff).

(1) Full Performance Rate. Petty Officer 3rd Class (E-4)

(2) Minimum Qualifying Rate. Seaman Apprentice-Temporary (E-2T),

(3) Description of Duties. A Staff MAA is a member of the master-at-arms force responsible to the Division MAA for carrying out his or her assigned duties and is charged with the general authority to enforce all NSCC/NLCC regulation, unit directives and host command instructions.

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e. Assistant Senior Watch Officer.(1) Full Performance Rate. Petty Officer 2nd Class (E-5)(2) Minimum Qualifying Rate. Seaman (E-3), qualified Petty Officer of the Watch

(3) Description of Duties. The Assistant Senior Watch Officer, is responsible to the Senior Watch Officer for the general administration of the unit's watch program in accordance with the unit's Watch Organization Policy, BLUEANGELSINST 1601.1.

(a) Duties include assisting with:

1. Maintaining a data file of watchstanders and watchstander qualifications.

2. Coordinating the training of watchstanders.

3. Scheduling the rotation of the unit's duty sections and drafting the watch

bill

4. Maintaining the OOD standing orders. Ensure orders are current and relevant. Make recommendations to the CO for changes and revisions.

5. Reviewing the unit deck log following drill weekend and submit it to the XO for examination.

f. Squadron Operations Division Guidon.(1) Full Performance Rate. Petty Officer 3rd Class (E-4)(2) Minimum Qualifying Rate. Seaman Apprentice (E-2)

(3) Description of Duties. The Division Guidon is responsible to the Division LPO for carrying the unit guidon during parade formations and marching evolutions according to procedures prescribed in the NSCC/NLCC Training and Operations Manual and the USMC Drill and Ceremonies Manual.

(a) In addition, the Division Guidon is responsible for:

1. The maintenance and security of the unit's guidon flag.

2. Serving as Division LPO in the absence of the Division LPO, Division ALPO and Division MAA.

3. Calling attention on deck in the classroom when an instructor enters and at the conclusion of a class.

4. Additional duties as assigned by the LPO.

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g. Company Leading Petty Officer.

(1) Full Performance Rate. Petty Officer 2nd Class (E-5)

(2) Minimum Qualifying Rate. Seaman Apprentice (E-2), Petty Officer Leadership Academy graduate preferred.

(3) Description of Duties. The Company LPO is responsible to the Division LPO for the proper supervision, direction, administration, accountability and good order and discipline of cadets assigned to him or her. The Company LPO directly supervises the squad leaders assigned to him or her.

(a) In addition the Company LPO is responsible for:

1. Supervising the squad leaders assigned to him or her
2. Ensuring the timely advancement of cadets assigned to him or her
3. Ensuring the timely mustering of cadets assigned to him or her
4. Maintaining proficiency in drill and ceremonies and when directed lead a marching unit.
5. Additional duties as assigned by the LPO.

h. Squad Leader.

(1) Full Performance Rate. Petty Officer 3rd Class (E-4)

(2) Minimum Qualifying Rate. Seaman Apprentice-Temporary (E-2T)

(3) Description of Duties. The Squad Leader is responsible to the Company LPO for the proper supervision, direction, administration, accountability and good order and discipline of cadets assigned to him or her. The Squad Leader directly supervises the cadets assigned to his or her squad.

i. Squad Member.

(1) Full Performance Rate. Not Applicable

(2) Minimum Qualifying Rate. Seaman Apprentice-Temporary (E-2T)

(3) Description of Duties. A Squad Member is responsible to the Squad Leader for accountability and performance of duty such as completing required training and course work and mustering on time. All personnel not assigned a primary billet shall be assigned to a squad and perform duties as assigned by their Squad Leader.

j. Color Guard Commander (Collateral Duty).

(1) Full Performance Rate. Petty Officer 2nd Class (E-5)

(2) Minimum Qualifying Rate. Seaman Apprentice-Temporary (E-2T)

(3) Description of Duties. The Color Guard Commander is responsible to the Ceremonial Division Officer (or Operations Officer if position is vacant) for the proper supervision, direction, administration and training of the unit's color guard.

(a) In addition the Color Guard Commander is responsible for:

1. Proactively seeking out color guard opportunities and scheduling color guard performances.

2. Ensuring team member proficiency and training in color guard procedures according to the NSCC Training and Operations Manual and USMC Drill and Ceremonies Manual.

3. Supervising colors evolutions.

4. Accountability and maintenance of the unit's color guard equipment.

k. Drill Team Commander (Collateral Duty).

(1) Full Performance Rate. Petty Officer 2nd Class (E-5)

(2) Minimum Qualifying Rate. Seaman Apprentice-Temporary (E-2T)

(3) Description of Duties. The Drill Team Commander is responsible to the Ceremonial Division Officer (or Operations Officer if position is vacant) for the proper supervision, direction, administration and training of the unit's drill team.

(a) In addition the Drill Team Commander is responsible for:

1. Proactively seeking out drill team performance opportunities and scheduling performances.

2. Ensuring team member proficiency and training in drill procedures according to the NSCC Training and Operations Manual and USMC Drill and Ceremonies Manual.

3. Accountability and maintenance of the unit's drill team equipment.

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5. Training Department Billets.

a. Training Petty Officer.

(1) Full Performance Rate. Petty Officer 2nd Class (E-5)

(2) Minimum Qualifying Rate. Seaman Apprentice (E-2), Petty Officer Leadership Academy graduate preferred.

(3) Description of Duties. The Training Petty Officer is responsible to the Training Officer for assisting the Training Officer in implementing the unit's training program, monitoring advancement progress, facilitating training requests from cadets, coordinating cadet instructors for cadet-led training evolutions and keeping the senior cadet staff advised of training issues. The Training Petty Officer is also responsible for keeping cadet supervisors apprised of their cadets' training performance. Training Petty Officer reports to the ALPO for administrative purposes.

b. X-Ray Division Leading Petty Officer.

(1) Full Performance Rate. Petty Officer 1st Class (E-6)

(2) Minimum Qualifying Rate. Petty Officer 3rd Class (E-4), Petty Officer Leadership Academy Graduate

(3) Description of Duties. The X Division LPO is responsible to the X-Ray Division Officer (or Training Officer when position vacant) for the proper supervision, direction, administration, accountability and good order and discipline of cadets assigned to him or her. The X Division LPO directly supervises all unit recruit cadets.

(a) In addition the X Division LPO is responsible for:

1. Leading training for recruit cadets
2. Participating in command staff meetings
3. Providing input on unit training and operations plans and unit plans of the month
4. Coordinating with the Training Officer and Operations Officer to implement X Division training plans, including assigning instructors and securing classroom space.
5. Ensure cadets are performing to unit standards, including progressing in advancement, participating in unit drills
6. Perform other duties as assigned by the Training Officer
7. Ensure cadets have the necessary supplies and equipment to perform their assigned duties.
8. Maintain proficiency in drill and ceremonies and lead marching evolutions.

c. X-Ray Division Assistant Leading Petty Officer.

(1) Full Performance Rate. Petty Officer 2nd Class (E-5)

(2) Minimum Qualifying Rate. Petty Officer 3rd Class (E-4), Petty Officer Leadership Academy Graduate

(3) Description of Duties. The X-Ray Division ALPO is responsible to the X-Ray Division LPO and is his or her primary assistant. He/she assumes the duties and responsibilities of the LPO in the LPO's absence.

6. Supply Department Billets.

a. Supply Petty Officer.

(1) Full Performance Rate. Petty Officer 2nd Class (E-5)

(2) Minimum Qualifying Rate. Seaman Apprentice (E-2)

(3) Description of Duties. The Supply Petty Officer is responsible to the Supply Officer for assisting him or her in the performance of his or her duties including the issuance, procurement and accountability of unit property. The Supply Petty Officer will also be responsible for coordinating supply requests by cadets and assisting in initial uniform issue during recruiting days. Supply Petty Officer reports to the ALPO for administrative purposes.

7. Administrative Department Billets.

a. Administrative Petty Officer (Yeoman).

(1) Full Performance Rate. Petty Officer 2nd Class (E-5)

(2) Minimum Qualifying Rate. Seaman (E-3), Petty Officer Leadership Academy graduate preferred.

(3) Description of Duties. The Administrative Petty Officer is responsible to the Administrative Officer for assisting him or her in the performance of his or her duties including the maintenance of unit records, recording of unit attendance and collecting/accounting for lunch money. The Administrative Petty Officer will also be responsible for coordinating administrative requests and taking reports for the ALPO and LPO. Administrative Petty Officer reports to the ALPO for administrative purposes.

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8. Navy League Cadet Corps Company Billets.

a. NLCC Training Petty Officer.

(1) Full Performance Rate. Petty Officer 2nd Class (E-5)

(2) Minimum Qualifying Rate. Seaman (E-3), Petty Officer Leadership Academy graduate

(3) Description of Duties. NLCC Training Petty Officer is responsible to the NLCC Officer in Charge for assisting the NLCC Officer in Charge in implementing the unit's NLCC training program, monitoring advancement progress, supervising NLCC cadets and performing other duties as assigned by the NLCC Officer in Charge. (NOTE: This is a Sea Cadet assigned to the NLCC OIC to assist in training NLCC Cadets).

9. Assignment to Billets. Only the Commanding Officer may permanently assign or remove cadets to/from the primary billets describe above. Assignments will be made by a notice issued by the Commanding Officer. Cadets assigned to a primary billet will confirm their acceptance of their duties by signing administrative remarks to that effect. In the event a primary billet is vacated before the Commanding Officer can assign a new cadet to the position, Department Heads are authorized to appoint a cadet from within their department to the position in an acting capacity until the position is filled by the Commanding Officer.

10. Assignment of Assistants. Department Heads are authorized to assign assistants to these primary billets. When assigned, the assistants will be responsible for assisting the primary billet holder in the execution of his or her duties. Cadets assigned to be assistants will confirm their acceptance of their duties by signing administrative remarks to that effect.

11. Action.

a. This instruction applies to Sea Cadet members only.

b. The Executive Officer is responsible for overall personnel management of within the unit and shall monitor overall performance and make recommendations to the Commanding Officer on the revision of billet descriptions and permanent assignment of personnel to cadet billets.



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U.S. NAVAL SEA CADET CORPS

BLUE ANGELS SQUADRON

CAREER LADDER FOR NAVAL SEA CADETS

Time in Service	Phase	Rate	Duties/Responsibilities	Watch Qualifications
0-4 months	Entry Phase	SR	<ul style="list-style-type: none"> Complete indoctrination training 	N/A
4-12 months	Developing Leader Phase	SA-T to SN	<ul style="list-style-type: none"> Collateral duty assistant administrative petty officer positions Assistant flagship team leader Flagship team member Color guard team member Drill team member Assistant squad leader positions Squad leader positions 	<ul style="list-style-type: none"> Colors Detail Messenger of the Watch
9-24 months	Junior Leader Phase	SN to PO2	<ul style="list-style-type: none"> Flagship team member Color guard team member Squad leader positions Assistant special project coordinator Administrative petty officer positions; master at arms positions Class instructor Flagship team leader Assistant and color guard commander Assistant drill team commander or drill team commander Assistant division leading petty officer positions Company leading petty officer 	<ul style="list-style-type: none"> Petty Officer of the Watch
18-36 months	Senior Leader Phase	PO2-PO1	<ul style="list-style-type: none"> Division leading petty officer positions Special project coordinator 	<ul style="list-style-type: none"> Officer of the Deck
24-48 months	Command Senior Leader Phase	PO1-CPO	<ul style="list-style-type: none"> Division leading petty officer positions Special project coordinator Command CPO/Assistant Division Officer/Assistant Department Head positions 	

POSSIBLE PROGRESSION IN RESPONSIBILITY

Recruit → Squad Member (SA-SN) → Squad Leader (SN) → Color Guard Member (SN) → Color Guard Commander (PO3) → Training Petty Officer (PO2) → X Division LPO (PO2-PO1) → Command Chief Petty Officer (CPO)

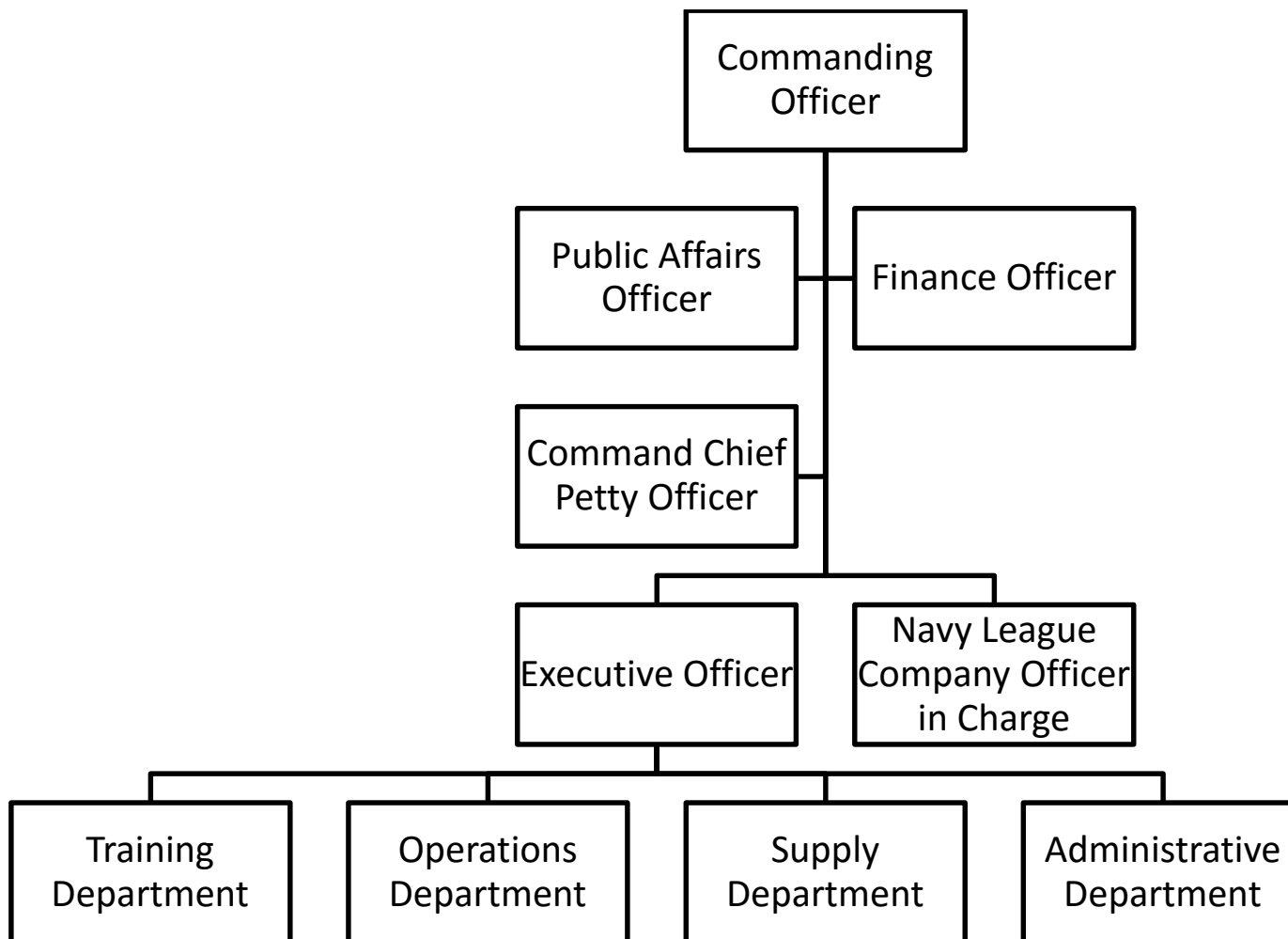
Recruit → Squad Member (SA-SN) → Guidon (SN) → Supply Petty Officer (SN-PO3) → X-Division Assistant LPO (PO3) → Operations Division Assistant LPO (PO2) → Operations Division LPO (PO2-PO1) → Command Chief Petty Officer (CPO)

Recruit → Squad Member (SA-SN) → Squad leader (SN) → Administrative petty officer (PO3) → Company leading petty officer (PO3-PO2) → Operations Division LPO (PO1) → Command Chief Petty Officer (CPO)

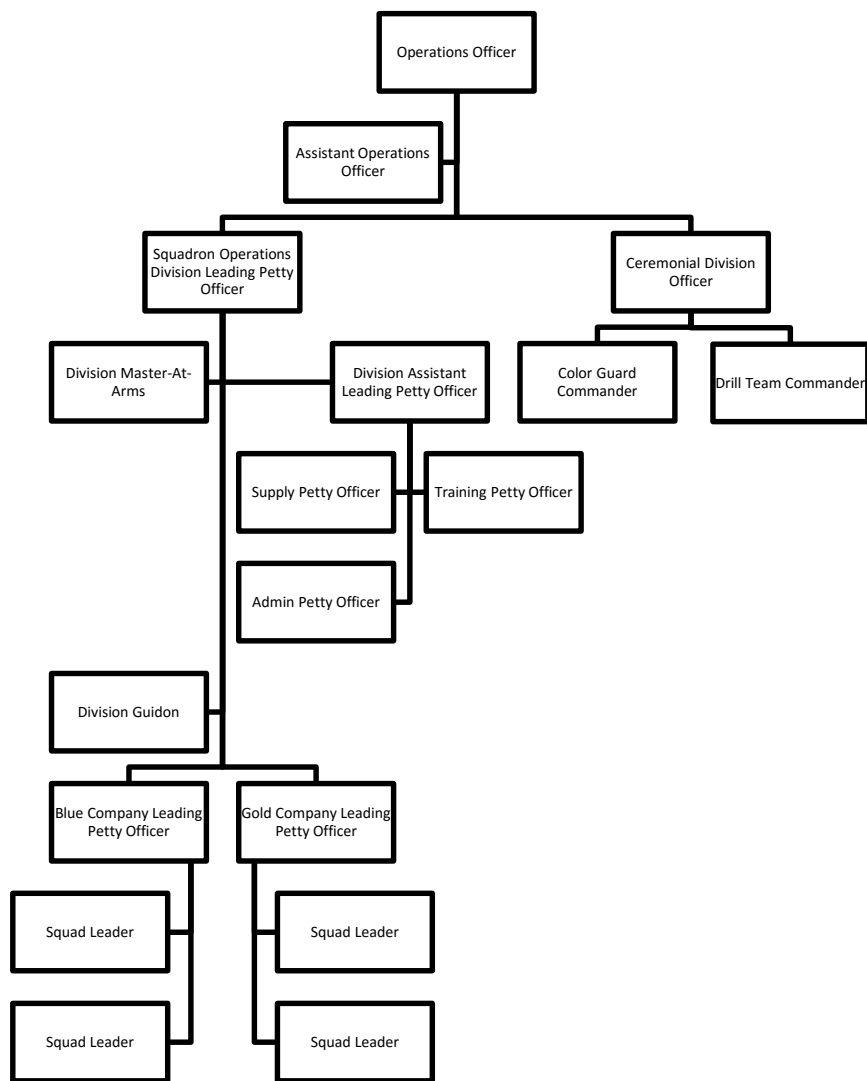
FULL PERFORMANCE RATE CHART

Cadet Command Billets	
<i>Billet</i>	<i>Full Performance Rate</i>
Command Chief Petty Officer	CPO
Assistant Department Head	CPO
Assistant Division Officer	CPO
Cadet Cadre Billets	
<i>Billet</i>	<i>Full Performance Rate</i>
Division Leading Petty Officer	PO1
Division Assistant Leading Petty Officer	PO2
Master-At-Arms	PO2
Company Leading Petty Officer	PO2
Company Assistant Leading Petty Officer	PO3
Squad Leader	PO3
Assistant Division Master-At-Arms	PO3
Division Guidon	PO3
Assistant Squad Leader	SN
Company Guidon	SN
Company Master-At-Arms	SN
Administrative Petty Officer Billets	
<i>Billet</i>	<i>Full Performance Rate</i>
Division Training Petty Officer	PO2
Division Administrative Petty Officer	PO2
Division Supply Petty Officer	PO2
NLCC Company Training Petty Officer	PO2
Division Admin PO Assistants	PO3
Company Yeoman	SN
Ceremonial Division Billets	
<i>Billet</i>	<i>Full Performance Rate</i>
Color Guard Commander	PO2
Drill Team Commander	PO2
Assistant Color Guard Commander	PO3
Assistant Drill Team Commander	PO3

UNIT ORGANIZATION CHART



ORGANIZATION CHART – OPERATIONS DEPARTMENT





ORGANIZATION CHART – TRAINING DEPARTMENT

