



OOD STANDING ORDER NO. 001  
14 Jan 2015

**OOD STANDING ORDER NO. 001**

From: Commanding Officer, Blue Angels Squadron

Subj: OFFICER OF THE DECK STANDING ORDER BOOK

Ref: (a) NSCC Regulations  
(b) BLUEANGELSINST 1601.1, Watch Organization and Procedures

1. Purpose. To establish a book of standing orders for the officer of the deck.
2. Objective. The officer of the deck standing order book shall contain the commanding officer's instructions for special conditions of a recurring nature.
3. Maintenance of the OOD Standing Order Book.
  - a. The senior watch officer and assistant senior watch officer shall ensure that the Officer of the Deck standing order book is kept up-to-date. He/she shall originate such standing orders as are necessary for the signature of the commanding officer.
  - b. Officers of the deck and quarterdeck watchstanders shall make suggestions for changes to the OOD Standing Order Book as appropriate to the senior watch officer.



C.G. RUSSELL

Distribution:  
OOD's Standing Order Book  
Senior Watch Officer  
BlueAngelsSquadron.org

OOD STANDING ORDER NO. 002  
14 Jan 2015

**OOD STANDING ORDER NO. 002**

From: Commanding Officer, Blue Angels Squadron

Subj: PREPARING AND MAINTAINING THE UNIT'S DECK LOG

Ref: (a) NSCC Regulations  
(b) BLUEANGELSINST 1601.1, Watch Organization and Procedures

Encl: (1) Sample Unit Log

1. Purpose. To outline procedures for completing the unit's deck log and outline sample log entries.
2. Discussion. The unit deck log, also known as the quarterdeck log, is the official daily record of the unit and is maintained as a requirement of NSCC regulations. The unit's deck log describes every circumstance and occurrence of importance or interest that concerns the crew and operation and safety of the unit, or that may be of historical value. The unit's deck log shall be a chronological record of those events occurring during the watch that will subsequently meet the needs of the commanding officer and provide the ultimate recipient with a document of historical value. Accuracy in describing events recorded in the unit's deck log is essential. In the Navy, a ship's log is considered an official legal and historical document. For training purposes, Blue Angels Squadron logs will be treated with the same importance.

3. Procedures.

a. Electronic Logs. Blue Angels Squadron will maintain an electronic log using Google Documents and the quarterdeck Android tablet.

b. Log Basics.

(1) At the commencement of each watch day, the OOD or POOW will create a new unit log file on Google Documents using the [quarterdeck@blueangelssquadron.org](mailto:quarterdeck@blueangelssquadron.org) account (Password: **BASquarterdeck**) by making a copy of the template file. The template file named "BAS-LOG-YYYYMMDD (Template)" can be found in the "Unit Logs" folder in the quarterdeck Google Drive.

(2) Make a copy of the template file within the "Unit Logs" folder.

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(3) Rename the file to replacing “YYYYMMDD” with the appropriate date. EXAMPLE: For watch on Saturday, December 6, 2014, rename the file to read: **BAS-LOG-20141206**. Delete all other text in the file name.

(4) Open the log and replace [DATE] with the date in DD MMM YY format, EXAMPLE: **06 DEC 14**.

(5) Each watch will have a header of the watch period centered and bolded. EXAMPLE: **1200-1300**. If the watched continues on another page, begin the next page with the header noted with “(cont’d).” EXAMPLE: **1200-1300 (cont’d)**.

(6) Each entry will begin with the time followed by a space and the entry. If more than one event occurs at the same time, note them in the same paragraph.

(7) At the conclusion of each watch, the OOD will review the previous entries and sign the log by entering their electronic signature indicated by “//s//” and title centered on the page.

EXAMPLE:

//s//CPO E. Snyder, NSCC  
Officer of the Deck

c. Corrections and Deletions. Minor in-line deletions (using the backspace) may be made during a watch by the POOW up until the OOD signs the log at the end of the watch. Thereafter, corrections must be made by the OOD. The OOD shall strike out the text using the strikethrough function (not deleting) and make a late entry correcting the information.

EXAMPLE:

~~0800 Commanding officer reports aboard.~~

d. Late Entries. Occasionally, information may be received after late events have already been recorded. In this case, make a “late entry” as follows: In the left-hand margin corresponding to where the entry should have been recorded, place an asterisk (“\*”). Enter the “late entry” on the next available line and place another asterisk in the left-hand margin.

EXAMPLE: (see sample entry 3.e(17) for full example)

0801  
\*  
0803  
\*0802

e. Sample Entries.

(1) Commanding Officer's Mast.

1110 Commenced commanding officer's mast in the case of PO1 E. Kim, NSCC, charged with violation of articles 0922.1, 0930.1 and 0930.2 of the NSCC Regulations.

1140 Secured from commanding officer's mast. PO1 E. Kim, NSCC was found guilty of articles 0922.1, 0930.1 and 0930.2 of the NSCC Regulations. The following disciplinary action was awarded: One hour of EMI: PO1 Kim will conduct the next Sexual Harassment and Hazing Prevention training; and PO1 Kim's recommendation for advancement to chief petty officer will be delayed an additional 4 months.

(2) Commanding Officer Reporting Aboard, Departing for the Day.

0745 Commanding officer arrived

*If the CO is already on board when the watch is commenced, note as part of the commence watch entry: "The commanding officer is aboard."*

1628 The commanding officer departed.

(3) Commence Watch.

0730 Commenced quarterdeck watch at Blue Angels Squadron, U.S. Naval Sea Cadet Corps aboard U.S. Coast Guard Base Seattle, Washington. LT A. Muñoz, NSCC is the CDO; CPO E. Snyder, NSCC is the OOD.

(4) Drills and Exercises.

1342 Held fire drill.

1424 Secured from fire drill.

(5) Emergencies.

1100 Personnel evacuated from building 7 following fire alarm. All personnel mustered and accounted for.

1120 Personnel cleared to re-enter building 7 by base OOD.

(6) Inspections.

1000 CAPT S. Mack, USN (Ret), NHQ Representative, accompanied by LCDR J. Jablonski, NSCC, Regional Director Pacific Northwest Region 11-3 and the regional inspecting party came aboard and commenced annual inspection.

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1000 The NHQ Representative, PNWR Regional Director and the regional inspecting party concluded inspection and departed.

0845 Mustered the crew for commanding officer's personnel inspection

0900 Secured from inspection.

(7) Injuries.

1425 During a fire drill PO2 D. Swenson, NLCC, tripped and fell while walking down the building 7 northwest stairwell from the third deck to the second deck. PO2 Swenson suffered a twisted right ankle and bruised left knee. Treatment administered by the commanding officer. Disposition: Notified parents and placed on light duty for the rest of the day.

(8) Late Entries. (see para. 3d for explanation)

1035 Security rover commences round.

\*

1100 LCDR J. Jablonski, NSCC, Regional Director Pacific Northwest Region 11-3, came aboard to make a call on the commanding officer.

1103

\*1055 Security round complete, all secure.

(9) Leave (CO only).

1200 Commanding officer departed on 10 days leave. INST J. Cox, NSCC is acting commanding officer.

*If the CO is on leave at the commencement of the watch, note as part of the commence watch entry: "Commanding officer is on 5 days leave, INST J. Cox, NSCC, is acting commanding officer."*

(10) Official Visits and Calls.

1100 LCDR J. Jablonski, NSCC, Regional Director Pacific Northwest Region 11-3, came aboard to make a call on the commanding officer.

1234 LCDR J. Jablonski, NSCC, Regional Director Pacific Northwest Region 11-3, departed.

1300 CAPT S. Mack, USN (Ret), NHQ Representative came aboard to make a call on the commanding officer. Honors rendered.

1421 CAPT S. Mack, USN (Ret), NHQ Representative departed. Honors rendered.

(11) Personnel Arriving Late.

0805 PO2 A. Wilson, NSCC and APC P. Wilson, NLCC report aboard late

*\*\*NOTE: Officers, midshipmen, instructors and auxiliaries have gangway privileges, meaning they have standing permission from the Commanding Officer to arrive and depart as needed. Therefore, it is not necessary to record their late arrival in the unit log. This doesn't affect check-in/check-out procedures for attendance purposes.*

(12) Personnel Departing Early.

1445 CPO E. Snyder, NSCC, departed early from drill.

*\*\*NOTE: Officers, midshipmen, instructors and auxiliaries have gangway privileges, meaning they have standing permission from the Commanding Officer to arrive and depart as needed. Therefore, it is not necessary to record their early departure in the unit log. This doesn't affect check-in/check-out procedures for attendance purposes.*

(13) Reports, Muster.

0845 Received muster report: 2 officers, 0 midshipmen, 5 instructors, 0 auxiliaries, 32 Sea Cadets, 2 Navy League Cadets. SR J. Lee, NSCC, SA M. Wolford, NSCC, PO2 Burkhalter, NSCC are absent from muster without authorization.

(14) Reports, Noon.

1141 OOD made noon reports to the commanding officer, permission granted to strike 8 bells.

1200 Struck 8 bells on time.

(15) Secure Watch.

1638 Quarterdeck watch secured.

(16) Watch Relief.

OOD: 1430 CPO E. Snyder, NSCC property relieved. CPO P. Lindsey, NSCC assumed the OOD.

POOW/MESSENGER WATCH: 1524 Quarterdeck watch properly relieved.

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4. Action. The officer of the deck is directed to implement this standing order and ensure watchstanders comply with its contents.



C.G. RUSSELL

Distribution:

OOD Standing Order Book

BlueAngelsSquadron.org

UNIT DECK LOG  
**BLUE ANGELS SQUADRON**  
U.S. NAVAL SEA CADET CORPS

**06 DEC 14**

**0730-0900**

0730 Commenced quarterdeck watch at Blue Angels Squadron, U.S. Naval Sea Cadet Corps aboard U.S. Coast Guard Base Seattle, Washington. LT A. Muñoz, NSCC is the CDO; CPO E. Snyder, NSCC is the OOD. The commanding officer is aboard.

0740 Base colors detail, SN B. Smith, NSCC and PO3 P. Sanchez, NLCC, mustered and inspected by the POOW.

0745 Base colors detail dispatched to colors station. Liberty expires on board for all hands.

0805 PO2 A. Wilson, NSCC and APC P. Wilson, NLCC report aboard late

0810 Base colors detail returned

0825 Quarterdeck traffic secured for morning muster

0830 Mustered unit for morning muster

0840 Secured from morning muster. Received muster report: 2 officers, 0 midshipmen, 5 instructors, 0 auxiliarists, 32 Sea Cadets, 2 Navy League Cadets. SR J. Lee, NSCC, SA M. Wolford, NSCC, PO2 Burkhalter, NSCC are absent from muster without authorization. Commenced commanding officer's personnel inspection.

0850 Quarterdeck watch properly relieved.

//s//CPO E. Snyder, NSCC  
Officer of the Deck

**0900-1030**

0909 Secured from personnel inspection. Commenced work day.

0912 Security rover commenced round.

0930 Personnel lunch count provided to galley.

0940 Security round completed, all secure.

EXAMINED BY EXECUTIVE OFFICER

CERTIFIED BY COMMANDING OFFICER

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Enclosure (1)

UNIT DECK LOG  
**BLUE ANGELS SQUADRON**  
U.S. NAVAL SEA CADET CORPS

**0900-1030 (cont'd)**

1025 Quarterdeck watch properly relieved.

//s//CPO E. Snyder, NSCC  
Officer of the Deck

**1030-1200**

1035 Security rover commenced round.

\*

1100 LCDR J. Jablonski, NSCC, Regional Director Pacific Northwest Region 11-3, came aboard to make a call on the commanding officer.

1110 Commenced commanding officer's mast in the case of PO1 E. Kim, NSCC, charged with violation of articles 0922.1, 0930.1 and 0930.2 of the NSCC Regulations.

1140 Secured from commanding officer's mast. PO1 E. Kim, NSCC was found guilty of articles 0922.1, 0930.1 and 0930.2 of the NSCC Regulations. The following disciplinary action was awarded: One hour of EMI: PO1 Kim will conduct the next Sexual Harassment and Hazing Prevention training; and PO1 Kim's recommendation for advancement to chief petty officer will be delayed an additional 4 months.

1141 OOD made noon reports to the commanding officer, permission granted to strike 8 bells.

1148 Quarterdeck watch properly relieved.

//s//CPO E. Snyder, NSCC  
Officer of the Deck

**1200-1330**

1156

\*1055 Security round complete, all secure.

1200 Struck 8 bells on time.

1220 Security rover commenced round.

EXAMINED BY EXECUTIVE OFFICER

CERTIFIED BY COMMANDING OFFICER

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UNIT DECK LOG  
**BLUE ANGELS SQUADRON**  
U.S. NAVAL SEA CADET CORPS

**1200-1330 (cont'd)**

1234 LCDR J. Jablonski, NSCC, Regional Director Pacific Northwest Region 11-3, departed.

1240 Security round complete, all secure.

1322 Quarterdeck watch properly relieved.

//s//CPO E. Snyder, NSCC  
Officer of the Deck

**1330-1500**

1342 Held fire drill.

1424 Secured from fire drill.

1425 During a fire drill PO2 D. Swenson, NLCC, tripped and fell while walking down the building 7 northwest stairwell from the third deck to the second deck. PO2 Swenson suffered a twisted right ankle and bruised left knee. Treatment administered by the commanding officer. Disposition: Notified parents and placed on light duty for the rest of the day.

1430 CPO E. Snyder, NSCC properly relieved. CPO P. Lindsey, NSCC assumed the OOD.

1445 CPO E. Snyder, NSCC, departed early from drill.

1524 Quarterdeck watch properly relieved.

//s//CPO P. Lindsey, NSCC  
Officer of the Deck

**1500-1630**

1500 Security rover commenced round.

1515 Security round complete, all secure.

1530 Secured from work day.

EXAMINED BY EXECUTIVE OFFICER

CERTIFIED BY COMMANDING OFFICER

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UNIT DECK LOG  
**BLUE ANGELS SQUADRON**  
U.S. NAVAL SEA CADET CORPS

**1500-1630 (cont'd)**

1555 Quarterdeck traffic secured for quarters.

1600 Mustered unit for quarters.

1625 Personnel dismissed from drill.

1628 The commanding officer departed.

1638 Quarterdeck watch secured.

//s//CPO P. Lindsey, NSCC  
Officer of the Deck

EXAMINED BY EXECUTIVE OFFICER

CERTIFIED BY COMMANDING OFFICER

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OOD STANDING ORDER NO. 003

14 JAN 2015

**OOD STANDING ORDER NO. 003**

From: Commanding Officer, Blue Angels Squadron

Subj: WATCHSTANDER JOB AIDS AND CHECKLISTS

Ref: (a) BLUEANGELSINST 1601.1, Watch Organization and Procedures

- Encl:
- (1) Officer of the Deck Job Aid
  - (2) Petty Officer of the Watch Job Aid
  - (3) Security Rover/Messenger Job Aid
  - (4) Duty Master-At-Arms Job Aid
  - (5) Sweepers Checklist
  - (6) Personnel Sign-Out Log
  - (7) Rendering Honors Job Aid
  - (8) Noon Reports Job Aid

1. Purpose. This standing order issues standard check lists and job aids to guide watchstanders in the fulfillment of the duties, responsibilities and authority granted by reference (a)

2. Discussion. These job aids and checklists are to aid watchstanders in the performance of their duties. These are not substitutes for exercising due diligence and care in fulfilling watchstation duties.

3. Action. The officer of the deck is directed to implement this standing order and ensure watchstanders comply with its contents.



C.G. RUSSELL

Distribution:  
OOD Standing Order Book

**BLUE ANGELS SQUADRON**  
U.S. NAVAL SEA CADET CORPS  
**OFFICER OF THE DECK JOB AID**

Revised: 14 JAN 15

**This is a quick reference job aid of routine OOD tasks. This is not all inclusive of OOD duties nor is it a substitute for reading and complying with applicable regulations, instructions or general orders.**

**REFERENCES:** (a) BLUEANGELSINST 1600.1, Watch Organization and Procedures

**WATCHSTATION:** Quarterdeck or wardroom. However, you will make regular rounds of Blue Angels spaces and other locations where cadets are located on base to ensure unit personnel safety, accountability and adherence to the plan of the day.

**GENERAL:** As the OOD, you are trusted to be the direct representative of the commanding officer. Carryout your duties diligently and exercise your authority judiciously and equitably.

### **MORNING BEFORE MUSTER**

1. Report aboard no later than 0715.
2. Read the Plan of the Day, note any special evolutions or alterations to the drill routine.
3. Read the XO's Morning Orders.
4. Read the OOD Pass Down Log.
5. Ensure proper setup of the quarterdeck by the POOW.
6. Ensure that all unit personnel comply with check-in procedures.
7. Ensure base colors detail reports to their station on time.
8. Take charge of all cadets until a member of the cadet cadre arrives and assumes command.
9. Attend officer's call.
10. Ensure all unit personnel are formed up and ready for morning muster by 0825.

### **DURING DRILL**

1. Provide an estimated number of lunch meals to the galley by 0930.
2. Make noon reports to the commanding officer and request permission to strike eight bells no later than 1130.
3. Communicate with the duty MAA to rectify any issues of facility cleanliness, such as gear adrift or disorderly appearance of Blue Angels spaces or other spaces used by unit personnel. Provide the duty MAA with any instructions regarding the supervision of work parties and individuals assigned extra duty or extra military instruction.
4. Identify and suppress violations of NSCC regulations and unit directives, including uniform and conduct regulations. Take immediate action to correct issues involving safety or appearance. The OOD may refer other issues to the cadet's supervisor. In all cases, the OOD shall advise the cadet's supervisor of any corrective action taken by him or her.
5. Regularly check-in with unit personnel supervising cadet evolutions.
6. Be present at each watch relief. Receive the request to relieve the watch and grant permission after reviewing the previous watch's log entries. Sign the watch log after each watch.
7. Ensure sweepers occurs on time. Conduct a round with the duty MAA to ensure sweepers was completed.
8. Ensure all unit personnel are formed and ready for quarters by 1555.

### **FOLLOWING DRILL**

1. Secure the watch. Make appropriate entries in the OOD Pass Down Log. Secure quarterdeck tablet.
2. Conduct a final round with the CDO to secure all unit spaces. Ensure all extension cords (not power strips) and heaters are unplugged
3. Notify the senior watch officer the day's electronic log is complete and available for review.

**BLUE ANGELS SQUADRON**  
**U.S. NAVAL SEA CADET CORPS**  
**PETTY OFFICER OF THE WATCH JOB AID**

Revised: 14 JAN 15

**This is a quick reference job aid of routine POOW tasks. This is not all inclusive of POOW duties nor is it a substitute for reading and complying with applicable regulations, instructions or general orders.**

**REFERENCES:** (a) BLUEANGELSINST 1600.1, Watch Organization and Procedures

**WATCHSTATION:** Quarterdeck

**EVERY WATCH**

1. Read the Plan of the Day, note any special evolutions or alterations to the drill routine
2. Read the XO's Morning Orders, note any expected VIPs or other special guests.
3. Read the OOD Pass Down Log
4. Read the POOW Pass Down Log, make appropriate notes at the conclusion of your watch.
5. Ensure proper setup and general cleanliness of the quarterdeck
6. Prior to assuming the watch request and obtain the permission from the OOD to assume/relieve the watch. Then conduct a proper relief by saluting and stating to the off-going watchstander "I relieve you." The off-going relief will salute and reply "I stand relieved."
7. Record the first arrival and final departure of all personnel from the drill in the Badgin app.
8. Maintain personnel sign-out log (used to track personnel movement during drill, not final departures from drill)
9. Make all necessary and appropriate unit log entries
10. Ensure all unit personnel conduct themselves in a professional manner while on or in the vicinity of the quarterdeck.
11. Ensure the security rover/messenger conducts a security round of the third deck each watch.
12. Assist the OOD with duties as assigned.

**0730-0900 WATCH**

1. Report aboard no later than 0715.
2. Ensure proper setup and general cleanliness of the quarterdeck
3. Create the unit deck log file in Google Docs and commence the watch log.
4. Secure traffic across the quarterdeck at 0825. Do not allow anyone to pass until muster is complete.
5. Log the unit muster count

**1030-1200 WATCH**

1. Ensure your watch reliefs go to chow at 1100 in order to relieve you by 1145.
2. Provide the OOD an updated personnel count and any other pertinent status reports by 1115 in order for the OOD to make noon reports to the commanding officer.

**1200-1330 WATCH**

1. With the permission of the OOD, strike eight bells on time.

**1500-1630 WATCH**

1. Secure traffic across the quarterdeck at 1555. Do not allow anyone to pass until quarters is complete.
2. When ordered by the OOD, closeout your log entries and properly stow quarterdeck gear. Turnover the quarterdeck tablet to the OOD.
3. Do not abandon your station without requesting and obtaining permission to be dismissed from the OOD.

**BLUE ANGELS SQUADRON**  
**U.S. NAVAL SEA CADET CORPS**  
**SECURITY ROVER/MESSENGER OF THE WATCH JOB AID**

Revised: 14 JAN 15

**This is a quick reference job aid of routine security rover/messenger tasks. This is not all inclusive of your duties nor is it a substitute for reading and complying with applicable regulations, instructions or general orders.**

**REFERENCES:** (a) BLUEANGELSINST 1600.1, Watch Organization and Procedures

**WATCHSTATION:** Quarterdeck when not making rounds.

**EVERY WATCH**

1. Read the Plan of the Day, note any special evolutions or alterations to the drill routine
2. Read the XO's Morning Orders, note any expected VIPs or other special guests.
3. Read the OOD Pass Down Log.
4. Read the POOW Pass Down Log.
5. Prior to assuming the watch request and obtain the permission from the OOD to assume/relieve the watch. Then conduct a proper relief by saluting and stating to the off-going watchstander "I relieve you." The off-going relief will salute and reply "I stand relieved."

**SECURITY ROUNDS**

1. Unless directed otherwise by the OOD or POOW, conduct at least one security round of the third deck, including all spaces occupied or used by the Blue Angels Squadron.
2. Your job is to note anything out of the ordinary and detect conditions that may present a safety or security hazard to unit personnel.
3. Report all hazards and unusual conditions to the OOD. If the condition presents an immediate danger to personnel, make an immediate report to the nearest adult.
4. Report rubbish and gear adrift to the duty MAA.
5. In case of fire, sound the alarm and notify the nearest adult.

**MESSENGER DUTY**

1. When dispatched to deliver a message or relay orders, do so without delay and report back immediately to the individual who issued the message or orders.

**1500-1630 WATCH**

1. Do not abandon your station without requesting and obtaining permission to be dismissed from the OOD.

**BLUE ANGELS SQUADRON**  
**U.S. NAVAL SEA CADET CORPS**  
**DUTY MASTER AT ARMS JOB AID**

Revised: 14 JAN 15

**This is a quick reference job aid of routine Duty MAA tasks. This is not all inclusive of your duties nor is it a substitute for reading and complying with applicable regulations, instructions or general orders.**

**REFERENCES:** (a) BLUEANGELSINST 1600.1, Watch Organization and Procedures

**WATCHSTATION:** With the unit, except when supervising work parties or sweepers.

**BEFORE MORNING MUSTER**

1. Report aboard no later than 0715.
2. Read the Plan of the Day, note any special evolutions or alterations to the drill routine
3. Read the XO's Morning Orders, note any expected VIPs or other special guests.
4. Read the OOD Pass Down Log.
5. Read the MAA Pass Down Log.
6. Conduct a round of unit spaces to ensure cleanliness and proper stowage of property, take appropriate action to remedy discrepancies.
7. Account for items in the unit's lost and found.

**DURING DRILL**

1. Assist the OOD in maintaining good order and discipline.
2. Inspect spaces and areas following their use by unit personnel to ensure they are left in good order. If necessary, request personnel be assigned to you by the LCPO, LPO or OOD for a work party to restore the space.
3. Ensure personnel are complying with trash separation regulations (recycling, garbage, compost).
4. Escort personnel placed on report to the OOD and/or appropriate officer for action.
5. Supervise work parties, as directed by the OOD, including individuals assigned extra duty or extra military instruction.

**SWEEPERS/FIELD DAY**

1. Supervise sweepers and field day evolutions.
2. Assign personnel to work parties and direct their work.
3. Ensure all garbage, recycling and compost cans are emptied and deposited in the appropriate dumpsters on base. Recycling must be dumped un-bagged into the dumpster.
4. Ensure floors are swept and gear adrift is claimed.
5. Conduct a round with the OOD to ensure sweepers was performed correctly.

**COMMANDING OFFICER'S MAST**

1. Before and during Commanding Officer's Mast, take charge of the accused and direct his or her movements.

**BLUE ANGELS SQUADRON**  
**U.S. NAVAL SEA CADET CORPS**  
**SWEEPERS CHECKLIST**

Revised: 14 JAN 15

**WARDROOM**

- \_\_\_\_\_ Trash emptied, liners replaced
- \_\_\_\_\_ Deck swept
- \_\_\_\_\_ Horizontal surfaces wiped
- \_\_\_\_\_ Electric heaters turned off and unplugged
- \_\_\_\_\_ Swab Deck (Jan, Apr, Jul, Oct)
- \_\_\_\_\_ Clean Refrigerator (Mar, Jun, Sept, Dec)

**ENLISTED MESS**

- \_\_\_\_\_ Trash emptied, liners replaced
- \_\_\_\_\_ Deck swept
- \_\_\_\_\_ Horizontal surfaces wiped
- \_\_\_\_\_ Electric heaters turned off and unplugged
- \_\_\_\_\_ Chairs pushed in
- \_\_\_\_\_ Swab Deck (Jan, Apr, Jul, Oct)
- \_\_\_\_\_ Clean Refrigerator (Mar, Jun, Sept, Dec)

**USCG CPO MESS**

- \_\_\_\_\_ Trash emptied, liners replaced
- \_\_\_\_\_ Carpet vacuumed
- \_\_\_\_\_ Chairs aligned
- \_\_\_\_\_ Overhead fans turned off
- \_\_\_\_\_ Lights turned off
- \_\_\_\_\_ Door secured
- \_\_\_\_\_ Glass doors cleaned

**OPERATIONS OFFICE (CONFERENCE ROOM)**

- \_\_\_\_\_ Trash emptied, liners replaced
- \_\_\_\_\_ Deck swept
- \_\_\_\_\_ Horizontal surfaces wiped
- \_\_\_\_\_ Electric heaters turned off and unplugged
- \_\_\_\_\_ Chairs pushed in
- \_\_\_\_\_ Coffee maker secured, turned off
- \_\_\_\_\_ Swab Deck (Jan, Apr, Jul, Oct)

**SUPPLY OFFICE**

- \_\_\_\_\_ Trash emptied, liners replaced
- \_\_\_\_\_ Deck swept
- \_\_\_\_\_ Horizontal surfaces wiped
- \_\_\_\_\_ Electric heaters turned off and unplugged
- \_\_\_\_\_ Swab Deck (Jan, Apr, Jul, Oct)

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**INSPECTED BY:**

\_\_\_\_\_ Duty MAA

\_\_\_\_\_ OOD

\_\_\_\_\_ Date

**FILE IN SWEEPERS LOG**  
**OOD Standing Order 003**



**BLUE ANGELS SQUADRON**  
**U.S. NAVAL SEA CADET CORPS**  
**RENDERING HONORS AND QUARTERDECK CUSTOMS**  
**JOB AID**

Revised: 14 JAN 15

- REFERENCES:** (a) U.S. Navy Regulations, Chapter 12  
 (b) BLUEANGELSINST 1600.1, Watch Organization and Procedures  
 (c) Watch Officers Guide, U.S. Naval Institute

**GENERAL:** Honors are rendered for official visits or official inspection. A call is an informal visit of courtesy requiring no special ceremonies. Side boys are only paraded for scheduled official visits and annual inspection.

**HONORS FOR OFFICIAL VISITS OF UNITED STATES & NSCC OFFICERS**

Officer	Uniform	Ruffles and Flourishes	Music	Side Boys
Chief of Naval Operations	Full Dress	4	Admiral's March	8
Commandant of the Coast Guard	Full Dress	4	Admiral's March	8
Generals*	Full Dress	4	General's March*	8
Admirals	Full Dress	4	Admiral's March	8
Vice Admiral or Lieutenant General*	Full Dress	3	Admiral's or General's March	8
Rear Admiral or Major General*	Full Dress	2	Admiral's or General's March	6
Rear Admiral (lower half) or Brigadier General*	Full Dress	1	Admiral's or General's March	6
NSCC Executive Director or HQ Representative**	Of the Day	0	None	4
Captains and Commanders	Of the Day	0	None	4
NSCC Regional Director	Of the Day	0	None	2
LCDR and below	Of the Day	0	None	2

NOTES: \*Marine Corps General Officers receive the Admiral's March

\*\* If the individual holding this office has a retired rank above Captain, render appropriate honors for that rank.

**HONORS FOR CIVILIANS**

Official	Uniform	Ruffles and Flourishes	Music	Side Boys
United States Senators	Full Dress	4	Admiral's March	8
Governor of a State of the United States	Full Dress	4	Admiral's March	8
Members of the House of Representatives	Full Dress	4	Admiral's March	8
Mayor of a city	Of the Day	0	None	0
NLUS Council President	Of the Day	0	None	0

**BELL GONGS AND ANNOUNCEMENTS:**

Bell gongs correspond to the number of side boys and individual is entitled to. Ring the appropriate number of gongs in a series of two gongs with a slight pause between each series of two gongs. Announce the arrival of the individual by their title (EXAMPLE: "Headquarters Representative, Arriving"; or "Commander, United States Navy Retired, Arriving") and the pipe the individual aboard with a boatswain's pipe as they cross through the mustered side boys. Bell gongs and announcements are rendered only for official visits and inspections.

**BLUE ANGELS SQUADRON**  
**U.S. NAVAL SEA CADET CORPS**  
**OOD NOON REPORTS JOB AID**

Revised: 14 JAN 15

Formal noon reports to the commanding officer is a naval tradition and its formality is in reverence and honor of the tradition.

At approximately 1130, the OOD will report to the commanding officer, salute, and make the following report from memory:

“Sir/Ma’am, the hour of noon approaches, Blue Angels Squadron currently has # officers, # midshipmen, # instructors, # auxiliaries, # NSCC cadets, # NLCC cadets, and # guests aboard and accounted for.

“(Unauthorized absences, if applicable) [RATE/NAME] is absent without authorization.

“(Detailed personnel to base, if applicable) [RATE/NAME] is detailed to (USCG Base Galley, USCG Station Seattle).

“All unit spaces are secure. I request permission to carry out the plan of the day and strike eight bells on time.”