

NAUTILUS (SSN-571) DIVISION BILLET REQUEST INSTRUCTIONS

1. Billets are normally selected for the training year beginning September and ending in June.
2. Billet Selection “Dream Sheets” must be submitted to immediate supervisors no later than the beginning of May’s drill. Dream Sheets may be emailed via your chain of command if you will not be present at the beginning of May’s drill. Dream Sheets will be submitted to Department Heads via the chain of command during May’s drill. The selection board may interview for positions as needed.
3. Page 2 of this form will be required for all billet selections. The billet descriptions may be found on page 3 of this form. Billet descriptions are subject to change depending on the needs of the unit and the command structure – which may also change depending on the needs of the unit.
4. Select a 1st, 2nd and 3rd choice (3 different choices are required) and give reason why you feel you are qualified for the billets you are requesting. You may or may not receive one of your choices.
5. Receive a recommendation from your immediate supervisor. For example, if you are a Master-At-Arms now, ask the CMAA to recommend you.
6. The form will then be forwarded up the chain of command to your department head and selections will be made.
7. Billet selections will be made at some point prior to the June drill. Again, you may be required to appear before the selection board for an interview.

TIPS FOR OBTAINING THE BILLET YOU DESIRE

- ~ Meet the qualifications in the billet description.
- ~ Demonstrate excellence in all aspects of your Sea/League Cadet career:
 - Attendance at drills and other Sea Cadet functions/events (Parades, Flagship Competition, etc.)
 - Academics (coursework/testing and school achievement)
 - Appearance and Military Bearing
 - Attention to Detail
 - Communication (Use of the Chain of Command)
 - Community Service (both in and outside of drill)
 - Personal Leadership (to include leadership by example)
 - Punctuality (being on time)
 - Performing all tasks to the best of your ability
 - Time Management (do you participate fully in Sea Cadets and manage other activities?)
 - Training (Performance evaluation scores/comments, etc. both at the unit and at recruit & advanced trainings)
 - Volunteering for tasks (when asked and when you see a need).
- ~ Submitting this form on time.

NAUTILUS (SSN-571) DIVISION BILLET SELECTION SHEET

Name: _____ Rank: _____ Date of Rank: _____

Due date: _____ Date submitted: _____

Billet Selections:

1st choice: _____

Why do you feel qualified for this position? _____

2nd choice: _____

Why do you feel qualified for this position? _____

3rd choice: _____

Why do you feel qualified for this position? _____

Signature: _____

Date Received by Supervisor: _____

Supervisor's recommendation (Include if you feel this cadet is qualified for this billet and why):

Supervisor's signature: _____

Department Head's recommendation _____

Department Head's signature: _____

Billet selection:

Approved by receiving Department Head/Selection Board:

Department Head Signature

Command Chief:

Required Rate: Chief Petty Officer (CPO)

Qualifications: Recipient of the Commendation Ribbon or higher.

Immediate Supervisor: Executive Officer

Qualifications: be the senior cadet Chief Petty Officer

Duties: To always wear the uniform with pride and acts in the highest traditions of the U.S. Navy;

Acts as the liaison between the commanding officer and the cadets serving as the senior enlisted leader. In this capacity, the Command Chief assists the commanding officer in issues of quality of life, discipline, training, and morale. The Command Chief is responsible to the Commanding Officer for representing the interests and concerns of all cadets to the chain of command;

A Chief Petty Officer is responsible for training junior officers (new NSCC Instructors & Auxiliaries) and leading his/her division of cadets and petty officers;

In the Navy, collectively, the command master chief, commanding officer, and executive officer are referred to as the "big three."

Note: Even if the division only has one CPO, that person will be designated as the Command Chief and the duties of Division Chief [see below] will also fall to him/her.

Division Chief (billet available when there are more than one CPOs in the unit):

Required Rate: Chief Petty Officer (CPO)

Qualifications: Recipient of the Commendation Ribbon or higher.

Immediate Supervisor: Command Chief/Division Officer

Duties: To always wear the uniform with pride and acts in the highest traditions of the U.S. Navy;

To aid the Command Chief in the administrative, organizational, and disciplinary duties of the division;

The duties, responsibilities, and authority of the division chief depends on the division organization;

The Division Chief may be required to perform the following tasks:

- ~ Supervise the preparation and maintenance of the Watch, Quarter, and Station Bill;
- ~ Formulate and implement policies and procedures for the operation of the division;
- ~ Supervise the division in the performance of its daily routine and conduct inspections (to include ensuring the safe and efficient execution of the Plan of the Day);
- ~ Ensures good order and discipline in the Division and administers discipline in accordance with NSCC/NLCC Regulations;
- ~ Evaluates the LPO, ALPO and the Division Commanders under the supervision of the Division Officer;
- ~ Provides professional leadership and is a role model for all personnel;
- ~ Provide counsel and guidance to division personnel. Ensure routine logs and records are maintained correctly and required division reports are prepared properly;
- ~ Acts as the division officer in his or her absence.
- ~ Performs other duties assigned by the division officer.

Leading Petty Officer (LPO):

Required Rate: normally PO3-CPO

Qualifications: Recipient of the Citation Ribbon or higher.

Immediate Supervisor: Command/Division Chief

Duties: To always wear the uniform with pride and acts in the highest traditions of the U.S. Navy;

Assists the Division Chief/Division Officer in the performance of his/her duties which may include:

Administering, supervising, and training division personnel;

Fulfill the following roles: Technical expert; Supervisor; Leader; Advisor/counselor; Mentor

Note: If there is no chief petty officer, the duties above fall to the LPO. The title remains the same.

Assistant Leading Petty Officer (ALPO):

Required Rate: normally PO3-PO1

Qualifications: Recipient of the Citation Ribbon or higher.

Immediate Supervisor: Leading Petty Officer (LPO)

Duties: To always wear the uniform with pride and acts in the highest traditions of the U.S. Navy;

Assists the Leading Petty Officer in the performance of his/her duties;

Performs other duties as assigned by the Leading Petty Officer;

Acts as the LPO in his or her absence.

Smith Division Commander:

Required Rate: normally PO2-CPO

Qualifications: Recipient of the Citation Ribbon or higher.

Immediate Supervisor: LPO

Duties: To always wear the uniform with pride and acts in the highest traditions of the U.S. Navy;

Oversees the administrative, organizational, and disciplinary duties of Smith Division which includes Port Section, Starboard Section and sometimes Honors Section to include:

Responsible for forwarding the attendance with proper notations for absences, late arrivals or early the dismissal of all personnel in all Sections to the Division's Mustering Petty Officer on time;

To supervise, evaluate, organize and train personnel assigned as Section Leaders;

To ensure that general military training from the "E-2 PQS" is completed for all Sections;

Performs other duties as may be assigned by the LPO;

Reports attendance for the Division to the Mustering Petty Officer as directed by the Command Chief.

Acts as the ALPO/LPO in the absence of him/her.

Port Section Leader:

Required Rate: normally SN-PO1

Immediate Supervisor: Smith Division Commander

Duties: To always wear the uniform with pride and acts in the highest traditions of the U.S. Navy;

Assists the Division Commander in the performance of his/her duties as it pertains to Port Section;

Responsible for forwarding the attendance with proper notations for absences, late

arrivals or early the dismissal of all personnel for Port Section to the Smith Division Commander on time;

Performs other duties as may be assigned by the division commander.

Starboard Section Leader:

Required Rate: normally SN-PO1

Immediate Supervisor: Smith Division Commander

Duties: To always wear the uniform with pride and acts in the highest traditions of the U.S. Navy;
Assists the Division Commander in the performance of his/her duties as it pertains to Starboard Section;
Reports attendance for Responsible for forwarding the attendance with proper notations for absences, late arrivals or early the dismissal of all personnel for Starboard Section to the Smith Division Commander on time;
Performs other duties as may be assigned by the division commander.

Indoctrination “Indoc” Division Commander:

Required Rate: normally PO2-CPO

Qualifications: Recipient of the Citation Ribbon or higher.

Immediate Supervisor: LPO

Duties: To always wear the uniform with pride and acts in the highest traditions of the U.S. Navy;
To supervise, evaluate, organize and train personnel to include counseling or disciplinary action in accordance with NSCC/NLCC Regulations;
To ensure that general military training from the “E-2 PQS” is completed for all recruits and to keep track of such for each recruit;
Instruct recruit indoctrination classes as needed;
To assist recruits with the completion of the BMR;
To enforce the Cadet Code of Conduct among the recruits;
To ensure the health, safety and well-being of each recruit;
Performs other duties as may be assigned by the LPO;
Responsible for forwarding the attendance with proper notations for absences, late arrivals or early the dismissal of all personnel for Indoc Division to Mustering Petty Officer on time.

Assistant Indoc Division Commander:

Required Rate: normally SN-PO1

Immediate Supervisor: Indoc Division Commander

Duties: To always wear the uniform with pride and acts in the highest traditions of the U.S. Navy;
To assist the Indoc Division Commander in the performance of his/her duties;
To perform other duties as may be assigned to him/her;
To act as the Indoc Division Commander in his/her absence.

Honors Division Commander:

Required Rate: normally PO2-CPO

Qualifications: Recipient of the Citation Ribbon or higher.

Immediate Supervisor: LPO

Duties: To always wear the uniform with pride and acts in the highest traditions of the U.S. Navy;
Oversees the administrative, organizational, and disciplinary duties of Honors Division which includes those assigned to the Color Guard, Drill Team, the Division Bugler and any other Ceremonial detachments;
To supervise, evaluate, organize and train Color Guard Captain & Drill Team Captain assigned as Section Leaders;
To ensure that general military training from the “E-2 PQS” is completed for all Sections;
Responsible for forwarding the attendance with proper notations for absences, late arrivals or early the dismissal of all personnel in all Sections to the Division’s Mustering Petty Officer on time.

Chief Master-At-Arms (CMAA):

Required Rate: normally PO2-CPO

Qualifications: Recipient of the Citation Ribbon or higher – preferably has successfully MAA training.

Immediate Supervisor: Security or Operations Officer

Duties: To always wear the uniform with pride and acts in the highest traditions of the U.S. Navy;
Responsible for maintaining good order and discipline;
The billet requires tact, a lot of common sense, and a thorough knowledge of the NSCC/NLCC and command Regulations, policies and standard operating procedures;
The billet requires you to act like a police officer, therefore, you must be courteous and friendly;
Must enforce regulations without favor to anyone including oneself;
Prepare the Quarterdeck Watch Bill under the supervision of the Division Chief for approval by the Security/Operations Officer;
To supervise, evaluate, organize and train personnel assigned to the MAA Force;
Responsible for forwarding the attendance with proper notations for absences, late arrivals or early the dismissal of personnel in the MAA Force to the Division's Mustering Petty Officer on time.
To ensure a high quality of appearance of all personnel and spaces.*

Note: It is preferred that the CMAA is a graduate of NSCC MAA School or comparable program.

*While not janitors, it is up to the Master-At-Arms Force ensure that our spaces are immaculate and that all personnel are representing the U.S. Navy properly. Each department is responsible for its own cleanliness and each person is responsible for cleaning up after themselves or to take the initiative if they see something that needs doing. Specific cleaning stations are noted on the Watch, Quarter & Station Bill.

Assistant Chief Master-At-Arms (ACMAA):

Required Rate: normally PO3-PO1

Qualifications: Recipient of the Citation Ribbon or higher – preferably has successfully MAA training.

Immediate Supervisor: CMAA

Duties: To always wear the uniform with pride and acts in the highest traditions of the U.S. Navy;
Assists the CMAA in the performance of his/her duties;
Performs other duties as may be assigned by the CMAA;
Acts as the CMAA in the absence of him/her.

Note: It is preferred that the ACMAA is a graduate of NSCC MAA School or comparable program.

Master-At-Arms:

Required Rate: normally SN-PO2

Immediate Supervisor: ACMAA

Duties: To always wear the uniform with pride and acts in the highest traditions of the U.S. Navy;
Performs duties as may be assigned by the CMAA/ACMAA;

Note: It is preferred that MAAs are graduates of NSCC MAA School or comparable program.

Color Guard Captain:

Required Rate: normally SN-CPO

Immediate Supervisor: Honors Division Commander/Operations Officer

Duties: Section Leader for the Color Guard in Honors Division;

Oversees the administrative and organizational duties of the Color Guard which include:

To always wear the uniform with pride and acts in the highest traditions of the U.S. Navy;

To supervise, evaluate, organize and train in proper color guard technique all personnel assigned as members of the Color Guard;

To keep track of performances and those in attendance for the purposes of awarding the Color Guard ribbon;

To instruct Color Guard performance to all personnel as needed;

To be on time and prepared for each performance;

To coordinate with other Color Guard members for attendance at events/performances and to ensure there is a color guard present on demand;

To ensure that there is a Color Guard for morning quarters at each drill to include the playing of the National Anthem;

Responsible for forwarding the attendance with proper notations for absences, late arrivals or early the dismissal of personnel in the in the Color Guard Section to the Honors Commander on time.

Performs other duties as may be assigned to him/her.

Color Guard Member:

Required Rate: normally SA/LC2-CPO/LC7

Qualifications: Must have earned the Color Guard Ribbon.

Immediate Supervisor: Color Guard Captain (Port/Starboard or Honors Section Leader – see note under Color Guard Captain)

Duties: To be available upon demand to perform as needed;

To always wear the uniform with pride and acts in the highest traditions of the U.S. Navy;

To instruct Color Guard performance to all personnel as needed;

To be on time and prepared for each performance;

To keep track of performances attended (organization, date and location) and submit upon demand to the Color Guard Captain;

Performs other duties as may be assigned by the Operations Officer.

Division Bugler:

Required Rate: normally SA/LC2-CPO/LC7

Immediate Supervisor: Honors Division Commander/Operations Officer

Duties: To be available upon demand to perform as needed;

To always wear the uniform with pride and acts in the highest traditions of the U.S. Navy;

To play Reveille & Taps at drills as required;

To be on time and prepared for each performance;

Performs other duties as may be assigned by the Operations Officer.

Drill Team Captain:

Required Rate: normally SN-CPO

Qualifications: Must have earned the Color Guard Ribbon.

Immediate Supervisor: Honors Division Commander/Operations Officer

Duties: Serves as the Drill Team Section Leader in Honors Division;
Oversees the administrative and organizational duties of the Drill Team which includes:
To always wear the uniform with pride and acts in the highest traditions of the U.S. Navy;
To supervise, evaluate, organize and train in proper drill team technique all personnel assigned as members of the drill team;
To keep track of performances and those in attendance for the purposes of awarding the "Color Guard" ribbon;
To instruct drill team performance to all personnel as needed;
To be on time and prepared for each performance;
To coordinate with other drill team members for attendance at events/performances and to ensure there is a drill team present on demand;
Responsible for forwarding the attendance with proper notations for absences, late arrivals or early the dismissal of personnel in the Drill Team to the Honors Division Commander on time.
Performs other duties as may be assigned by the Operations Officer.

Drill Team Member:

Required Rate: normally SA/LC2-CPO/LC7

Immediate Supervisor: Drill Team Captain

Duties: To be available upon demand to perform as needed;
To always wear the uniform with pride and acts in the highest traditions of the U.S. Navy;
To instruct Drill Team performance to all personnel as needed;
To be on time and prepared for each performance;
To keep track of performances attended (organization, date and location) and submit upon demand to the Drill Team Captain;
Performs other duties as may be assigned by the Operations Officer.

***Yeoman:**

Required Rate: normally SN-CPO

Immediate Supervisor: Administrative/Personnel Officer

Duties: To always wear the uniform with pride and acts in the highest traditions of the U.S. Navy;
To assist the Administrative/Personnel Officer in the performance of his/her duties;
To perform other duties as may be assigned to him/her.
*A member of either Port or Starboard Section for the purposes of attendance.

***Supply Petty Officer:**

Required Rate: normally SN-CPO

Immediate Supervisor: Supply Officer

Duties: To always wear the uniform with pride and acts in the highest traditions of the U.S. Navy;
To assist the Administrative/Personnel Officer in the performance of his/her duties;
To perform other duties as may be assigned to him/her.
*A member of either Port or Starboard Section for the purposes of attendance.

***Mustering Petty Officer:**

Required Rate: normally SN-CPO

Immediate Supervisor: LPO

Duties: To always wear the uniform with pride and acts in the highest traditions of the U.S. Navy;
To collect from the respective Division Commanders and the NLCC LPO/OIC the attendance for each drill and to forward it up the chain of command as directed by the Command Chief;
To perform other duties as may be assigned to him/her.
*A member of either Port or Starboard Section for the purposes of attendance.

***Command Fitness Leader**

Required Rate: normally SN-CPO

Qualifications: Must have earned the Physical Fitness Ribbon.

Immediate Supervisor: Training Officer

Duties: To always wear the uniform with pride and acts in the highest traditions of the U.S. Navy;
To collect from the respective Division Commanders and the NLCC LPO/OIC the attendance for each drill and to forward it up the chain of command as directed by the Command Chief;
To perform other duties as may be assigned to him/her.
*A member of either Port or Starboard Section for the purposes of attendance.

***Corpsman**

Required Rate: normally SA-CPO

Qualifications: Must have current certification in First Aid/AED/CPR at a minimum.

Immediate Supervisor: Medical Officer

Duties: To always wear the uniform with pride and acts in the highest traditions of the U.S. Navy;
To collect from the respective Division Commanders and the NLCC LPO/OIC the attendance for each drill and to forward it up the chain of command as directed by the Command Chief;
To perform other duties as may be assigned to him/her.
*A member of either Port or Starboard Section for the purposes of attendance.

*As stated above, the command structure can change according to the needs of the unit. If there are enough cadets to warrant, a Logistics Division could be formed and the cadets noted with an * would form up there for the purposes of attendance.

NLCC Company Advisor:

Required Rate: normally SN-CPO

Qualifications: Must have been a prior NLCC Cadet having earned the NLCC Prior Service Ribbon.

Immediate Supervisor: Command Chief Petty Officer

Duties: To always wear the uniform with pride and acts in the highest traditions of the U.S. Navy;
To guide the NLCC Company's LPO in the performance of his/her duties;
To make regular reports on the status of the maturity of the NLCC Company to the Command Chief;
To instruct NLCC Syllabus classes as required;
To perform other duties as may be assigned to him/her.
Forms up with the NLCC Company. Reports attendance to the Command Chief.

Note: Position is as needed. The idea is to work yourself out of a job so the NLCC Company can function on its own.

All the above is subject to change or correction. Additional staff cadet billets may be added as needed.