



LIBERTY (AGTR-5) DIVISION
United States Naval Sea Cadet Corps



From: Commanding Officer
To: Distribution

22 March 2006

**Subj: COMMAND POLICY LETTER 0003-2005: REPORTING PROCEDURES.
PROFESSIONAL DEMEANOR AND APPEARANCE**

Applicability: This directive is applicable to all hands assigned to the Liberty (AGTR-5) Division.

Reference:

USNSCC/NLCC Administration Manual (Feb 04)
USNSCC Regulations Manual Chapter 6, Sec., 0634 - Drill Attendance
Liberty (AGTR-5) Div., Standard Operating Procedures (SOP)

Purpose: To provide guidance for

General: We practice military courtesies and demonstrate military bearing. We show respect for ourselves and to others, and to our Nation and its flag. We render and return salutes with pride. We present ourselves with pride and distinction and with military bearing.

1. Reporting procedures:

- When reporting to an officer in his/her office, knock twice on the door and state in a strong voice: "Request permission to enter". When told to enter, walk directly (squaring any corners) to within two paces of the desk, come to attention (eyes forward), stand and remain at attention until you are dismissed or told to be seated or to stand at ease.
- If you have been directed to report, you will state, "Sir (Ma'am), Cadet (last name) reports as ordered."
- If you are reporting on your own, you will state appropriately:
(a) "Sir (Ma'am), Cadet (last name) reports to ask a question."
(b) "Sir (Ma'am), Cadet (last name) reports to make a statement."
- At the end of the conversation ask, "Will that be all, Sir (Ma'am)?" The officer will acknowledge; then from the same location you reported in, state, "Good morning (afternoon or evening), Sir (Ma'am)." Execute the proper facing movement and depart.

NOTE: If the officer states, "That will be all" or "You are dismissed" before you ask, "Will that be all, Sir (Ma'am)," then do not ask that question; just render the appropriate exit greeting such as, "Good evening, Ma'am."

2. Seven Responses:

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Use one of the following seven basic responses as appropriate to begin speaking to, rendering a greeting to, respond to a direct question from or as instructed by a staff member:

- “Yes, Sir (Ma’am).”
- “No, Sir (Ma’am).”
- “No excuse, Sir (Ma’am).”
- “Sir (Ma’am), I do not know.”
- “Sir (Ma’am), I do not understand.”
- “Sir (Ma’am), may I make a statement?”
- “Sir (Ma’am), may I ask a question?”

3. There are certain behaviors that will be expected of you as a cadet. Some of these behaviors follow.

- When an officer (senior ranking than any one present) enters or leaves a class, the first person to see him/her calls the room to attention. Exceptions to this are when a lesson, briefing, or examination is in progress.
- Cadets should not establish, encourage, or participate in excessively familiar relationships with officers. You must make every effort to demonstrate the proper courtesy and respect to every officer with whom you come in contact
- The position of honor is the right, so when accompanying an officer, walk on the senior's left.
- Tardiness is not tolerated in the military. Never keep a senior officer waiting because of your forgetfulness or lack of planning. If an unexpected event delays you, call ahead and give an explanation.
- Work within your Chain of Command. Do not directly go to the Commanding Officer with problems, first talk with the person directly above you on the chain (usually your squad leader or your company commander.)
- Cadet officers will receive the same courtesies afforded commissioned officers with the exception that attention will not be called when a cadet officer enters a room.
- Visiting officers from other USNSCC units or active, reserve or auxiliary components of and other services will be treated with the same respect as stated above.

4. Point of Contact (POC) for this directive is the Executive Officer.

LT(jg) Forrest Woodward
Commanding Officer

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