

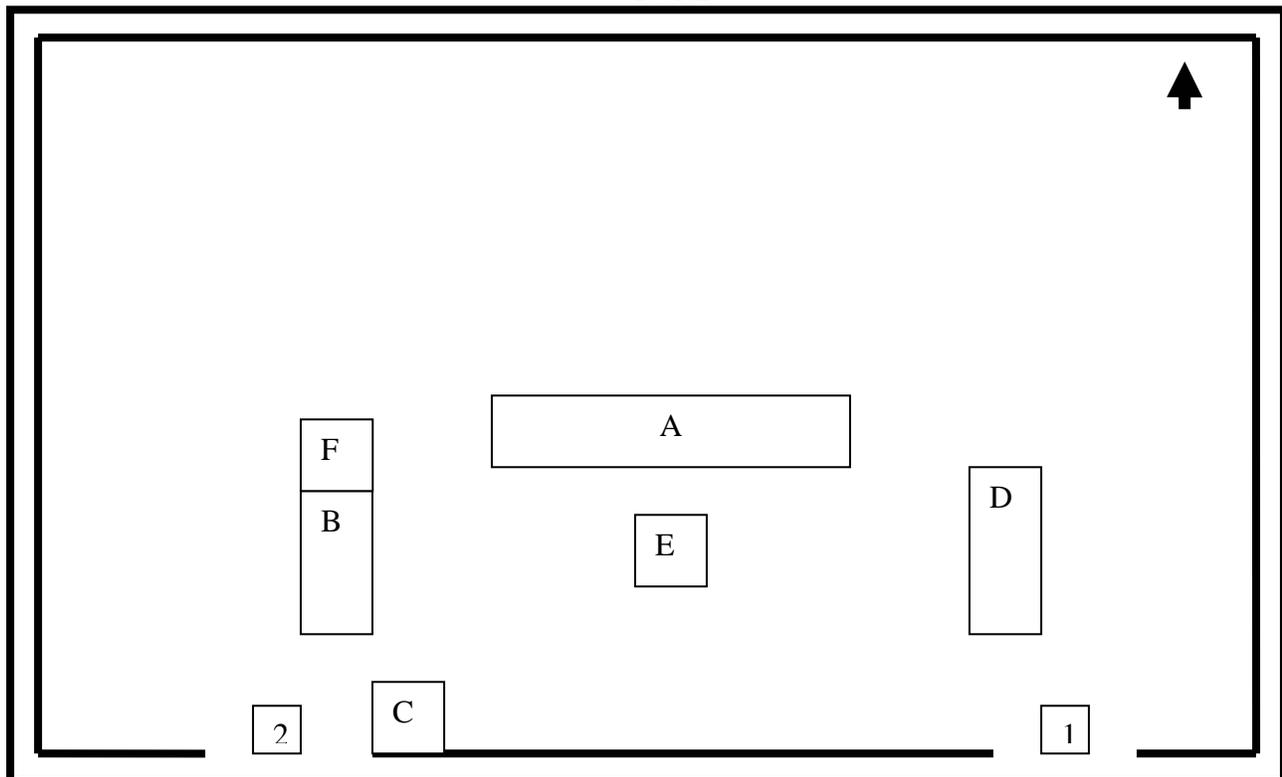


DIVISION MUSTER STANDARD OPERATING PROCEDURES

Forming Up

- 1) At the playing of "First Call," division will form at (A), facing south, centered on the flag on the south wall, Leading Petty Officer (LPO) out front.
- 2) Master at Arms (MAA) or Leading League Cadet (LLC) will form against the south wall at (C), facing north.
- 3) Any spectators will form at (D), facing west.
- 4) Staff will initially form in the hallway outside door 2, in order of seniority, with the least senior closest to the door. At the playing of "First Call," staff will enter thru door 2 and form at (B) facing east, most senior entering last.
- 5) Any dignitaries will initially form in the hallway outside door 2, in order of seniority, with the least senior closest to the door. After the staff has entered at the playing of "First Call," dignitaries will enter thru door 2 and form at (B) facing west, most senior entering last. Depending on the number of dignitaries present, it may be necessary to form 2 ranks of staff/dignitaries at (B), with the most senior dignitaries in the front rank. If there are a large number of dignitaries, the CD should be paused during the 5 minute gap between First Call and Attention (track 2).
- 6) Commanding Officer (CO) or Executive Officer (XO) will enter last thru door 2, forming at the south end of the staff. If the CD was paused, it should be advanced to track 3 when the CO/XO is in place.

North



Conduct of Opening Muster

- 1) At the playing of "Attention" all hands shall come to attention.
- 2) At the first note of "To the Colors", LPO and all staff personnel in uniform shall render and hold the hand salute. All staff personnel not in uniform shall place their right hand over their heart.
- 3) At the last note of "To the Colors", all personnel shall end the hand salute.
- 4) CO or XO will shift to (E). LPO will render the hand salute and report "Aurora Division All Present or Accounted For, Sir." CO/XO will return the salute, say "Very Well, Post." LPO will shift to (F), facing east.
- 5) CO/XO will put the division at parade rest, then review the Plan of the Day (POD) and make any appropriate announcements (including which cadets need to see the CO for Admin Call).
- 6) CO/XO will put the division at attention and call the LPO forward. LPO will come front and center and render the hand salute. CO/XO will return the salute, and instruct the LPO to take charge of the division and carry out the plan of the day.
- 7) CO/XO will leave the gym thru door 2. As he passes the dignitaries/staff, he will announce "dignitaries and staff dismissed". Dignitaries will leave first in reverse order of how they entered, followed by the staff.
- 8) After all dignitaries & staff have left the gym, the LPO will issue the necessary orders to the division to follow the POD.

Conduct of Closing Muster

- 1) At the playing of "Attention" all hands shall come to attention.
- 2) At the first note of "Retreat", LPO and all staff personnel in uniform shall render and hold the hand salute. All staff personnel not in uniform shall place their right hand over their heart.
- 3) At the last note of "Retreat", all personnel shall end the hand salute.
- 4) CO or XO will shift to (E). LPO will render the hand salute and report "Aurora Division All Present or Accounted For, Sir." CO/XO will return the salute, say "Very Well, Post." LPO will shift to (F), facing east.
- 5) CO/XO will put the division at parade rest, then make any appropriate announcements, reinforcing those made earlier and being sure to announce upcoming events, especially the next drill.
- 6) CO/XO will put the division at attention and issue any awards due in the order of lowest to highest, followed by any promotions due in the order of lowest to highest.
- 7) CO/XO will call the LPO forward. LPO will come front and center and render the hand salute. CO/XO will return the salute, and instruct the LPO to conduct mail call and discharge the division.
- 7) CO/XO will leave the gym thru door 2. As he passes the dignitaries/staff, he will announce "dignitaries and staff dismissed". Dignitaries will leave first in reverse order of how they entered, followed by the staff.
- 8) After all dignitaries & staff have left the gym, the LPO will conduct mail call, remind cadets that help is needed securing the ship's office, etc., then dismiss the division.