



Aurora Division, United States Naval Sea Cadet Corps

www.auroraseacadets.org

4524-A Winchester Ln., Yorkville, IL 60560-3188 · 312-493-7267

PROCEDURES FOR DEVELOPING & DISTRIBUTING PODS

1. Primary responsibility for developing the Plan of the Day (POD) rests with the Operations Officer (OPS) and Leading Petty Officer (LPO); however, all other officers and senior cadets are responsible for providing appropriate input.
2. All officers and senior cadets shall provide suggestions and input for the following drill's POD by the day of each drill (ex. for the 25 Oct 03 POD, input is given at the 11 Oct 03 drill).
3. Based on all received input, and his/her knowledge of the needs of the division, LPO shall submit a preliminary POD to OPS. OPS shall revise the preliminary POD as necessary and forward it to the Executive Officer (XO) no later than Thursday evening of that week (using the above ex., 16 Oct for the 25 Oct POD). The XO will request any necessary revisions, and will forward the final POD to Commanding Officer (CO) no later than Saturday evening of that week (using the above ex., 18 Oct for the 25 Oct POD).
4. CO shall review the POD, fine tune if necessary, and e-mail the final approved POD to the entire division.
5. Upon receipt of the POD, the Webmaster shall upload the POD to the division website.
6. Upon receipt of the POD, the Section Leaders will telephone their designated cadets for whom the division does not have a valid e-mail address.
7. Upon receipt of the POD, each cadet will be responsible for notifying his/her Section Leader if he/she will not be able to attend the drill, along with the reason for missing.

LTJG J. Catherine Cabe, NSCC, Commanding Officer
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