



PLAN OF THE MONTH

TOP HATTERS SQUADRON

DATE: MONDAY 1 JANUARY 2018- WEDNESDAY 31 JANUARY 2018
"TRAINING TODAY'S YOUTH FOR TOMORROW'S NAVY"

TOP HATTERS SQUADRON WEBPAGE: www.norfolkseacadets.org
 TOP HATTERS SQUADRON FACEBOOK: www.facebook.com/thsusnscc
 BUILDING B-30 QUARTERDECK PHONE NUMBER: (757) 444-4626

CHAIN OF COMMAND

COMMAND STAFF

COMMANDING OFFICER ----- LT ALEXANDER RULLO
 EXECUTIVE OFFICER ----- LTJG EDWARD GLOMB

DEPARTMENT HEADS

OPERATIONS OFFICER ----- INST ROBERT GLAUDE
 TRAINING OFFICER ----- ltjg ALAINA CARLSON
 ADMIN OFFICER ----- INST STEVEN COOPER
 PERSONNEL OFFICER ----- INST HANS HEINDL
 SUPPLY OFFICER ----- INST JACQULYN CROSSMAN

DIVISION OFFICERS

NSCC DIVISION OFFICER -----MIDN LIN
 ASSISTANT NSCC DIVISION OFFICER -----INST GUILLEN
 NLCC DIVISION OFFICER -----MIDN LIN
 ASSISTANT NLCC DIVISION OFFICER-----VACANT
 INDOC DIVISION OFFICER -----ENS CARLSON

SUPPORT STAFF

FINANCE ADMINISTRATOR -----MRS. STEPHANIE RULLO
 INFORMATION TECHNOLOGY -----MR. JOSEPH CROSSMAN
 SECURITY OFFICER ----- INST ANDREW RUPLE
 MEDICAL OFFICER -----INST SHORTRIDGE
 RECRUITING OFFICERS -----MR. AUSTYN SUTTON
 AUXILIARY ASSISTANTS -----MS. RHIANNON ROSS & MRS. JENNIFER GLOMB

CADET LEADERSHIP

NSCC LEADING PETTY OFFICER ----- PO2 DANIELS
 NLCC LEADING PETTY OFFICER -----VACANT

SEA CADET OF THE YEAR 2017:-----CADET MADISON BEAVER
NAVY LEAGUE CADET OF THE YEAR 2017:-----CADET NATHANAEL VIRGIL

ALL PERSONNEL SHALL READ THE "PLAN OF THE MONTH" AND SHALL BE RESPONSIBLE FOR OBEYING ALL APPLICABLE ORDERS CONTAINED THEREIN. THE "PLAN OF THE MONTH" IS SUBJECT TO LAST MINUTE CHANGES.

UNIFORM OF THE DAY

OFFICERS/INSTRUCTORS: PRESCRIBED: SERVICE DRESS BLUES
 ALTERNATE: SERVICE KHAKI; NAVY WORKING UNIFORM

AUXILIARY: PRESCRIBED: BUSINESS CASUAL WITH UNIT POLO SHIRT/NAMETAG

NSCC CADETS: PRESCRIBED: SERVICE DRESS BLUES
 ALTERNATE: NAVY WORKING UNIFORM

NLCC CADETS: PRESCRIBED: WINTER DRESS
 ALTERNATE: NAVY WORKING UNIFORM

PROJECTED SCHEDULED EVENTS AND TRAINING

19-21 JAN TOP HATTERS SQUADRON DRILL WEEKEND

DRILL SCHEDULE

FRIDAY 19 JAN 18

1800 ALL OFFICERS ARRIVE AT B-30, SET QUARTERDECK WATCH
2000 ALL CADETS ARRIVE AT B-30, IN UNIFORM OF THE DAY, DRESS UNIFORM
2000 SHUTTLE DEPARTS NEX FOR B-30
2005 CHECK IN (ADMIN OFFICER) & STOW GEAR
2030 ALL HANDS TO QUARTERS FOR MUSTER, INSTRUCTION AND INSPECTION
2050 EXECUTIVE OFFICER'S EVOLUTION - ALL HANDS
2120 DIVISION OFFICER MEETING WITH RESPECTIVE DIVISIONS - DRILL POM/TRAINING PLAN
 REV
2130 SKIPPER'S CALL - ALL SENIOR STAFF (CO/XO/DEPARTMENT HEADS)
2135 SWEEPERS, DUMP ALL TRASH
2155 TATTOO
2200 TAPS

SATURDAY 20 JAN 18

0530 RÉVEILLE
0540 COMPLETE HEAVE OUT AND TRICE UP, SDO COMMENCE RACK INSPECTIONS, SHIFT INTO PT
 GEAR.
0545 COMMENCE PHYSICAL TRAINING ALL HANDS
0645 SECURE FROM PT, STOW GEAR, SHOWER, SHIFT INTO UNIFORM OF THE DAY
0730 MORNING FORMATION AND INSPECTION
0740 DEPART B-30 FOR NAVSTA FLAGPOLE
0755 FIRST CALL TO COLORS
0800 COLORS
0805 DEPART NAVSTA FLAGPOLE FOR NAVSTA GALLEY
0815 BREAKFAST
0850 DEPART NAVSTA GALLEY B-30
0855 ARRIVE B-30

0900 COMMENCE UNIT TRAINING/SUPPLY OFFICER - FOLD AND STOW TRAINING.
 1050 SECURE FROM UNIT TRAINING
 1100 DEPART B-30 FOR NAVSTA GALLEY
 1105 LUNCH
 1200 DEPART NAVSTA GALLEY FOR MACARTHUR MEMORIAL
 1230 ARRIVE AT MACARTHUR MEMORIAL FOR TOUR/DAY ACTIVITIES
 1500 DEPART MACARTHUR MEMORIAL FOR B-30
 1530 ARRIVE AT B-30
 1540 COMMENCE UNIT TRAINING ANNUAL INSPECTION PREP
 1650 SECURE FROM UNIT TRAINING
 1655 DEPART B-30 FOR NAVSTA GALLEY
 1700 DINNER
 1745 DEPART NAVSTA GALLEY FOR B-30
 1800 ARRIVE B-30
 1815 COMMENCE DIVISIONAL/STUDY TIME, OFFICER TRAINING, MILITARY DRILL TRAINING
 2015 COMMENCE DIVISION OFFICERS MEETING (1815-1915 CO-CADET TRAINING) (1915-2015 XO-OFFICER TRAINING)
 2100 SECURE FROM DIVISION OFFICERS MEETING
 2125 SECURE FROM DIVISIONAL/STUDY TIME, OFFICER TRAINING, MILITARY DRILL TRAINING
 2130 SWEEPERS, DUMP ALL TRASH
 2155 TATTOO
 2200 TAPS

SUNDAY 21 JAN 18

0530 RÉVEILLE
 0540 COMPLETE HEAVE OUT AND TRICE UP, SDO COMMENCE RACK INSPECTIONS, SHIFT INTO PT GEAR
 0545 COMMENCE PHYSICAL TRAINING ALL HANDS
 0645 SECURE FROM PT, STOW GEAR, SHOWER, SHIFT INTO UNIFORM OF THE DAY
 0730 MORNING FORMATION AND INSPECTION
 0740 DEPART B-30 FOR NAVSTA FLAGPOLE
 0755 FIRST CALL TO COLORS
 0800 COLORS
 0805 DEPART NAVSTA FLAGPOLE FOR NAVSTA GALLEY
 0815 BREAKFAST
 0850 DEPART NAVSTA GALLEY B-30
 0855 ARRIVE B-30
 0900 COMMENCE UNIT TRAINING (INST GLAUDE - CADET TRAINING)
 0945 SECURE FROM UNIT TRAINING
 0950 COMMENCE PACKING GEAR AND UNIFORMS
 1000 DIVINE SERVICES, CATHOLIC (PENDING ESCORT AVAILABILITY)
 1030 DIVINE SERVICES, PROTESTANT (PENDING ESCORT AVAILABILITY)
 1125 DEPART B-30 FOR NAVSTA GALLEY
 1130 LUNCH
 1215 DEPART NAVSTA GALLEY FOR B-30
 1225 ARRIVE B-30
 1230 COMMENCE FIELD DAY
 1330 COMMENCE SDO INSPECTION OF BUILDING
 1400 COMMENCE QUARTERS AND PARENTS OPTIONAL DEBRIEF.
 1430 SECURE FROM DRILL WEEKEND

1. CO'S CORNER:

December's drill was great! This Christmas party was a great team building event for cadet's parents and staff.

Now on to the new year, means its almost time for annual inspection. This inspection is very important for Top Hatters squadron as a whole we have this drill and Friday of February's drill to be ready for inspection the Saturday of February's drill.

2. XO'S CORNER:

Welcome back and get ready for an outstanding 2018! With an entire year exciting evolutions, training and trips planned, it is important that each cadet complete part of your correspondence courses and have material ready for grading each and every drill. LTJG Carlson will have more details on this upcoming.

PRT, your next test is in a few months, prepare now and do not let the winter cold keep you from taking care of yourself. See LTJG Carlson for assistance if you have questions.

The "100% for 100%" is still underway, so please continue to drive for pledge assistance. Pledges will be due at March drill, so please inform your donors.

Annual inspection is February and the Operation Officer, ENS Glaude, will have information prepared for delivery to you, this drill, on what you need to prepare for. Uniforms, we cannot stress this enough. Please do not wait until February drill to let your chain of command know you are missing an item, as by then it is too late. If you fail to prepare, you are preparing to fail. Act now and look sharp for the inspecting officer.

Adult Staff, in accordance with the Commanding Officer's directive issue during Drill, SEPT17, this is a reminder that active duty navy uniforms are no longer authorized during drill weekends. If you do not have complete USNSCC Uniforms, please wear the alternate, which consists of a staff polo shirt (with collar), Khaki pants, and black shoes. No jeans, shorts, etc. are permitted.

3. ADMINISTRATION DEPT NOTE:

Drill fees are 25 dollars payable by cash or check at the beginning of drill, please bring exact change if you are able. Annual renewal fee is 100 dollars. Indoc cadets are reminded to bring any of their medical paperwork, and physicals that are still incomplete at September's drill.

3. OPERATIONS DEPT NOTE: It is imperative that each cadet read the POM and have a copy of it with them at all times, as you may be randomly quizzed on its contents during drill. It folds nicely and fits in your side NWU cargo pocket. Review the Sea Bag List and ensure you bring everything on it. To prep for annual inspection, we will be diving into our general orders and sailors creed! I ask that any cadet who needs any uniform items please get with supply this drill. **Also, there will be no exceptions everyone MUST attend this drill and February's drill. Remember all cadets must report to drill in DRESS uniform.**

4. SUPPLY DEPT NOTE: There is a quota system for what uniform items we are allowed to order in a year. If you have items that no longer fit, please turn them in to be re-issued. Active Duty parents, feel free to take up a collection at your place of duty. We will definitely take donations. We will be extending hours this drill!

5. TRAINING DEPT NOTE: Course submission is now required to be submitted online. Turning in items between drills makes grading easier and can speed up promotion processing. Online submission is located at <http://thsusnscc.org/resources.html>. Additionally, all cadets are required to bring a small notebook to drill. Preferably, one that fits in the NWU cargo pocket.

Please check the promotion matrix following the POM and notify ENS Carlson - Training Officer if you believe you have submitted all of your required coursework for promotion and the matrix does not reflect that. Remember, you are responsible for your future, stay on top of it!

6. UPCOMING DRILL SCHEDULE FOR 2018 :

JANUARY 2018 19-21 THS DRILL	FEBRUARY 2018 16-18 THS DRILL	MARCH 2018 09-11 THS DRILL
APRIL 2018 13-15 THS DRILL 15 INDOC	MAY 2018 18-20 THS DRILL	JUNE 2018 08-10 THS DRILL
JULY 2018 NO DRILL	AUGUST 2018 30-02 THS DRILL	SEPTEMBER 2018 21-23 THS DRILL 23 INDOC
OCTOBER 2018 19-21 THS DRILL	NOVEMBER 2018 10-12 THS DRILL	DECEMBER 2018 07-08 THS DRILL

//S//

A. S. RULLO
COMMANDING OFFICER

Current as of 07 JAN 2018

Matrix is now being enforced for all checks. If a cadet has red in any field he/she will not be able to be advanced.

Cadet Promotion Eligibility Matrix									
Hide Column Descriptions									
			Shows if the Cadet meets the TIG requirements for promotion to the next rank.	Shows if the Cadet meets the TIS requirements for promotion to the next rank.	Shows if the Cadet meets ALL Course requirements for the next rank and all previous ranks.	Shows if the Cadet meets ALL Exam requirements for the next rank and all previous ranks.	Shows if the Cadet meets ALL Training requirements for the next rank and all previous ranks.	Shows if the Cadet meets the PRT requirements for promotion to the next rank.	Shows if the Cadet meets the Age requirements for promotion to the next rank (PO1 to CPO Only).
	Cadet		TIG	TIS	Course	Exam	Training	PRT	Age
1	Beaver, Madison A. SA/AA	Landing Page Record Book	YES	YES	YES	YES	NO	YES	N/A
2	Biggers, Amy M. SA/AA	Landing Page Record Book	YES	YES	NO	YES	NO	NO	N/A
3	Brush, Joseph A. SR/AR	Landing Page Record Book	YES	YES	NO	YES	N/A	YES	N/A
4	Daniels, Westin T. PO2	Landing Page Record Book	NO	YES	NO	NO	YES	YES	N/A
5	Dixon, Tia D. SR/AR	Landing Page Record Book	YES	YES	NO	YES	N/A	YES	N/A
6	Gallagher, Sean M. SA/AA	Landing Page Record Book	YES	YES	NO	YES	NO	NO	N/A
7	Guillen, Anthony J. RC/LC1	Landing Page Record Book	NO	YES	NO	NO	N/A	YES	N/A
8	Harmon, Caiden M. PO2	Landing Page Record Book	YES	YES	NO	NO	YES	NO	N/A
9	Hawkins, Brendan T. RC/LC1	Landing Page Record Book	NO	YES	NO	NO	N/A	YES	N/A
10	Ingle, Nathan B. SN/AN	Landing Page Record Book	NO	YES	YES	NO	NO	YES	N/A

11	Iyer, Oliver H. SN/AN	Landing Page Record Book	NO	YES	YES	NO	YES	YES	N/A
12	Kahkonen, Cody B. APC/LC 2	Landing Page Record Book	NO	YES	NO	NO	N/A	NO	N/A
13	Kelly, Joshua M. SN/AN	Landing Page Record Book	NO	NO	NO	NO	NO	YES	N/A
14	Kohler, Luka W. SR/AR	Landing Page Record Book	YES	YES	NO	YES	N/A	YES	N/A
15	Lensegrav, Ailana L. SR/AR	Landing Page Record Book	YES	YES	NO	YES	N/A	YES	N/A
16	Lensegrav, Alejandra L. RC/LC1	Landing Page Record Book	NO	YES	NO	NO	N/A	YES	N/A
17	Lensegrav, Craig T. SR/AR	Landing Page Record Book	YES	YES	NO	YES	N/A	YES	N/A
18	Lotan, Judah S. RC/LC1	Landing Page Record Book	NO	YES	NO	NO	N/A	YES	N/A
19	McClellan, Aidan S. RC/LC1	Landing Page Record Book	NO	YES	NO	NO	N/A	YES	N/A
20	Pacheco, Charles A. SA/AA	Landing Page Record Book	YES	YES	YES	YES	NO	YES	N/A
	Cadet		TIG	TIS	Course	Exam	Training	PRT	Age
21	Pitman, Aaron W. RC/LC 1	Landing Page Record Book	NO	NO	NO	NO	N/A	NO	N/A
22	Shrodes, Rachel E. SR/AR	Landing Page Record Book	YES	YES	NO	YES	N/A	NO	N/A
23	Townsend, Lauren D. SA/AA	Landing Page Record Book	YES	YES	YES	YES	NO	YES	N/A
24	Tropp, Kanye W. SR/AR	Landing Page Record Book	YES	YES	NO	YES	N/A	NO	N/A

25	Vazquez, Mark A. SR/AR	Landing Page Record Book	YES	YES	NO	YES	N/A	NO	N/A
26	Vidal, Aidan K. SA-T/AA-T	Landing Page Record Book	YES	YES	NO	YES	NO	YES	N/A
27	Virgil-Fenelus, Nathanael J. SA-T/AA-T	Landing Page Record Book	YES	YES	YES	YES	YES	YES	N/A