

**NAVAL RESERVE OFFICERS TRAINING CORPS  
LEADERSHIP AND ETHICS**

**Senior Seminar Lesson: 10**

**HOURS: .5**

**TITLE: DIVISION ORGANIZATION, ADMINISTRATION, TRAINING, AND  
INSPECTIONS**

I. Learning Objectives

- A. The student will know various demands on a division officer's time.
- B. The student will know the purpose for and typical contents of a division officer's notebook.
- C. The student will know the function of the Watch, Quarter, and Station Bill.
- D. The student will comprehend the various types of leave and liberty regulations and how leave and liberty policies pertain to division administration.
- E. The student will know the types of training available.
- F. The student will know (review) Navy safety programs and precautions, including ordnance, electrical, workplace, NAVOSH, and environmental programs.
- G. The student will comprehend the various types of inspections and their impact on unit integrity and morale.
- H. The student will comprehend the significance and functions of the Five Vector Model (5VM).

II. References and Texts

A. Instructor References:

- 1. Division Officer's Guide, Chapters 5-11
- 2. OPNAVINST 3120.32 (Series), "Standard Organization and Regulations of the U.S. Navy"
- 3. The Navy Knowledge Online (NKO) Portal at <http://wwa.nko.navy.mil>
- 4. Tulane University NROTC's website at <http://www.tulane.edu/~nrotc/NAVS402/main.htm>