

USNSCC – United States Naval Sea Cadet Corps
USN – United States Navy
NSCC – Naval Sea Cadet Corps
NLCC – Navy League Cadet Corps
FSB – Fort Spokane Battalion
TSS – Training Ship Spokane
NOSC – Naval Operations Support Center

Homeport.seacadets.org contains the Rules and Regulations of the USNSCC. This SOP is created to support the established Chain of Command and the supporting environment of the Fort Spokane Battalion and Training Ship Spokane.

The Unit Policies and Standard Operating Procedure (SOP) applies to all personnel assigned to the Fort Spokane Battalion. Fort Spokane Battalion and Training Ship Spokane are combined for drill purposes in Spokane. References to “NSCC” in this document will refer to the regulations appropriate for the particular cadet. All personnel will adhere to the USNSCC standards and regulations and the guidelines contained in this SOP.

Authority and Responsibility

The Commanding Officer (CO) has authority and responsibility for all matters related to the Fort Spokane Battalion and Training Ship Spokane. In the absence of the CO, the unit’s Executive Officer (XO) will perform all of the necessary duties. The CO has the authority to question any person not in compliance with the USNSCC regulations, FSB policy and procedures, or Washington State Statutes and may request them to leave the facility/training location. In addition, the CO has the authority to physically remove any person in violation of any USNSCC regulations, FSB SOP, or the Washington State Statutes; or any person disrupting the activities of the unit.

Command Intent

It is the intention of this command to provide the assigned U.S. Naval Sea Cadets the proper orientation and education as required by the USNSCC program.

The Commanding Officer of Fort Spokane Battalion/Training Ship Spokane has authority to add to the regulations set forth by the USNSCC, however will not remove from the USNSCC regulations. This is to maintain safety, security and authority within the unit(s).

The use of inappropriate or vulgar language by FSB/TSS members is not tolerated during drill, trainings, or when representing the USNSCC in any manner. This is to include the wear or display of USNSCC or FSB/TSS logos. Witness of this action will be dealt with immediately upon being reported or witnessed by officers or cadets or members of the US Military. This also includes social media posts that are found to be made while present at a Sea Cadet function, while wearing a Sea Cadet uniform or clothing with a Sea Cadet or unit logo, or if posting/commenting on a Sea Cadet comment on Social Media that may be considered hazing or harassment. Those who use inappropriate or vulgar language, verbal or otherwise will be formally counseled. If this problem persists, the FSB/TSS member may be ordered to a Captain’s Mast or immediate dismissal.

Open Door Policy

The Commanding Officer will have an “open door policy.” If any member of the FSB/TSS has concerns that he/she feels cannot be discussed via the normal Chain of Command, he/she will advise the Chain of Command of the need to speak confidentially with the appropriate officer, to include the CO. The cadet or officer whom the FSB member approaches in regard to the problem will ensure that the member see the appropriately requested officer at the earliest opportunity. Unless the matter is an emergency, cadets should speak with Officers at the FSB drills or functions.

Chain of Command

All members are required to follow the Chain of Command. The Chain of Command is posted within the USNSCC Regulations. Failure to do so may result in disciplinary action. Personnel may skip the Chain of Command in the following situations:

1. The next person up the Chain is not available.
2. If the matter is emergent
3. If you have not received a reply within 1 week

It is the Commanding Officer’s prerogative to give instructions and orders to any member of FSB/TSS.

Harassment and Fraternization

All USNSCC regulations regarding this topic will be strictly enforced. Harassment and hazing in any form will be grounds for immediate dismissal. If any threat or action of physical violence occurs, the perpetrator will be immediately dismissed from FSB/TSS and the USNSCC.

USNSCC Volunteers

See USNSCC Regulations Manual

Cadet Expectations

NSCC/NLCC Cadets will be expected to behave according to the Cadet Code of Conduct and the Honor Code. Naval Sea Cadets will not lie, cheat, or steal, and will be expected not to tolerate those who do.

Naval Sea Cadets will be expected to maintain discipline and military bearing when at drill/trainings and when wearing the USNSCC uniform and maintain grooming standards required by the USNSCC and the USN. All cadets must maintain their uniforms in a clean, proper fashion including proper fit.

Cadet Academics in School

Cadets will maintain a minimum 2.0 grade in ALL classes. Failure to maintain these grades will result in cadet probation until grades improve. Probation may include forfeiting the opportunity to attend local and/or advanced trainings. Two semesters below standards will result in immediate dismissal from FSB/TSS.

Cadet Uniforms

FSB/TSS cadets must earn their uniforms by completing the following;

FSB – Seaman Recruit (E1), Seaman Apprentice (E2) and Seaman (E3) coursework and associated examinations. These must be completed within 3 months of enrollment.

TSS – Apprentice, Able, and Petty Officer 3rd Class Coursework and associated examinations. These must be completed within 3 months of enrollment.

-Cadets not completing this required coursework within 3 months of enrollment will be placed on probation until the work is complete and will not attend local or advance trainings.

Trainings

See Regulations Manual and Training and Operations Manual

Attendance

All FSB/TSS members must attend at least 75% of drills. Missing too many drills may result in immediate dismissal. The decision to dismiss any member for failure to maintain minimum attendance requirements rests with the Commanding Officer.

Excused or not, any absences are counted as not present at drill. Excused absences are expected infrequently. If they become frequent, the cadet will meet with the Officer team to determine if there is further interest in continuing on in the program. Unexcused absences to exceed one per year will be grounds for counseling, inability to attend advanced training, and possible dismissal.

Administrative Policies and Procedures

Supporting Military Activities: The United States Coast Guard Stations, Armory, Naval Bases, Naval Air Stations, and other active duty and reserve military organizations in the local area are Supporting Military Activities (SMA'S). CONTACT BETWEEN THESE ORGANIZATIONS AND THE FSB/TSS is restricted to the Commanding Officer. Specific rules of conduct, performance, and procedures will be given to Naval Sea Cadets and Staff personnel prior to attending activities at SMA'S.

USNSCC and US Navy Liaison: The only authorized point of contact between the Fort Spokane Battalion and the Executive Director of the USNCC, and applicable US Navy commands are the Commanding Officer or the Executive Officer.

Uniforms, Clothing and Equipment

Cadets will be issued their uniforms after the requirements are met, as stated in the Cadet Uniforms section previously posted. Cadets and their parents are responsible for the care, maintenance and repair of issued uniforms. Cadet who lose or ruin their uniform components must replace the components by paying full retail value. Stolen uniforms from personal property such as home, vehicle or during travel; must be reported to parent's personal insurance company for replacement of the missing items to be replaced without additional cost. Cadets may purchase their own uniforms without cost to FSB. All issued uniforms remain the property of FSB.

The specific uniforms and equipment are published in the Plan of the Month (POM). Due to the nature of the FSB/TSS training curriculum, the reporting uniform to drills may be PT (Physical Training) clothes.

FSB/TSS does not provide the following items:

- Boots
- Dress Shoes
- PT Shoes
- Undergarments

There may be items that are not available in smaller sizes for the smaller cadets. You may find these items at a local retailer.

Sea Bag Requirements for Trainings - FSB/TSS is not responsible for items posted on a Training Sea Bag List. All items on any posted training list are mandatory and cadets may be sent home at the parent's cost if it is incomplete.

All USNSCC members who are dis-enrolled from the program, regardless of the reason, will return cleaned uniforms and other property of the unit within 10 business days of departing the FSB/TSS unit(s). Failure to do so will result in a certified letter being sent to the former member. Subsequent failure to return property may be referred to the Court Clerk's Office for small claims, if the property valued is in excess of the filing fee. Failure to return "lease", rental or otherwise loaned property may be considered as a violation of Washington RCW 9A.56.096, Theft of rental, lease, lease-purchase or loaned property.

Regulations, Manuals and Publications

The primary resource for all publications and manuals will be the USNSCC Homeport website. If copies of regulations or publications are required, they will be downloaded and printed by the cadet or requesting party. This includes all cadet forms for enrollment and trainings.

ID Cards

Any FSB/TSS member who loses their USNSCC ID card will pay a \$12 fee for replacement.

Enrollment and Training Fees

FSB/TSS cadets initial enrollment fee is \$175.00 upon submitting their complete application.

FSB/TSS cadets re-enrolling will pay \$150.00 upon submitting a complete application.

\$90.00 of the enrollment cost is sent to the national organization. The rest of the funds cover name tapes, uniform rental and administrative costs.

FSB/TSS is not responsible for training fees. Each cadet attending a training will pay 100% of their training fees to the training location. Upon successful completion of training and handing in the sealed training file to the unit officer in charge of trainings; the unit may reimburse a portion of the training fee to the cadet. This reimbursement is solely depended on the cadet's participation at unit fundraisers and drill attendance. Training fees are set at the USNSCC national level, units do not have the ability to assist with payments or lower fees.

All costs associated with travel to and from trainings is the parent's financial responsibility. Training locations and their fees are posted on Homeport.

Fort Spokane Finances

The unit's checkbook and account documents are secured by the Commanding Officer as well as monitored by the Regional Director. The Commanding Officer will report the financial status to the Regional Director at the yearly inspection and upon a Change of Command.

Fundraisers for the unit(s) work to keep enrollment costs low and activities available to all cadets. All fundraising will be done in a manner that brings honor to our organization and reflects positively on the USNSCC, the USN and the community.

Property and Equipment

No member of the FSB is to transfer any item of property to another unit or person without the direction or permission of the Commanding Officer and it should be done so in writing.

Any personal property and equipment brought to drill by a FSB/TSS member is their own responsibility. Misplaced, lost, or stolen items are not to be a burden on the FSB. Issued items left adrift will be placed in the supply locker. It is not the responsibility of FSB to identify who the article belongs to. If any issued article is lost, misplaced or stolen, it must be replaced or the full retail value must be provided to FSB.

Safety Policies

All USNSCC personnel will exercise extreme caution when working with, near, or around any equipment, machinery, or any type of structure in which there exists a potential for injury.

No USNSCC Cadet is authorized to be alone, anywhere, anytime, with another cadet or leader of the opposite gender for any reason during authorized USNSCC activities.

First Aid procedures and emergency needs will be managed by the Commanding Officer or the Chain of Command as appropriate.

Medical situations will require documentation in the cadet file after a cadet has had all medical needs met. Documentation will move up the Chain of Command post incident. All medical documentation from a doctor/care provider must be turned into the FSB/TSS Commanding Officer prior to the affected member being allowed to attend a drill or USNSCC activity. USNSCC personnel may provide treatment for routine illness or injuries.

FSB/TSS personnel will not dispense any medication to any cadet without direction from the Commanding Officer. All prescription medication must be taken prior to drill attendance. Cadets under direction by physicians will bring all prescription medications to trainings and overnight USNSCC activities and turn medications into the Commanding Officer or designated Medical Officer for dispensing. Cadets found to maintain possession of prescription medication other than an inhaler or epinephrine pen will be sent home. All medications will be contained in their original marked container and must be documented on the Medical History and Medical Supplemental form.

All FSB/TSS will abide by any and all host facility emergency procedures.

Disciplinary Procedures

All members of the FSB/TSS are expected to maintain military discipline at all times. If a member of the unit is negligent or disobedient; or willfully disregards regulations, lawful orders, policies and procedures; he or she is subject to disciplinary action.

Disciplinary action is balanced with the offence. A severe offence, or repeated failures to comply with the rules and regulations of FSB/TSS and/or the USNSCC may call for immediate movement to higher levels of disciplinary actions as per the USNSCC regulations.

Participation in FSB/TSS and the USNSCC is a privilege, not a right. Disciplinary actions may be noted in the cadet's permanent USNSCC records. Misbehavior at USNSCC any Trainings may result in dismissal from FSB/TSS.

Adult Leader Misconduct: The Commanding Officer, upon learning of either misconduct, or any action or inaction on the part of any adult leader which reflects unfavorably on the USNSCC, will immediately investigate. The results of that investigation will be confidential. Any adult leader either relieved for cause, or relieved for misconduct, will not be allowed to remain with, participate in, or associate with FSB/TSS unit(s).

Serious Incident Management

In the event of claimed serious cadet misconduct requiring action other than counseling or reprimands, the Commanding Officer will hold an inquiry as soon as possible, decide upon a course of action, and execute that action. This process is called a Captain's Mast. To initiate these proceedings, there must be a reasonable allegation of misconduct by act or omission which would be punishable under either the UCMJ, Federal Criminal Laws, Washington State Statutes (Criminal), or a serious violation of the USNSCC Regulations or the policies outlined by this SOP that would be considered grounds for dismissal.

The investigation will determine facts and circumstances. If the findings support the accusation, the cadet and the parent(s) or legal guardian(s) will be informed of the facts and the circumstances, and the findings will include the intended penalty. The Commanding Officer has no obligation to disclose the progress on an investigation until concluded. The cadet will be given a reasonable amount of time to reply to the allegations. Generally, a response should be provided within 7-10 days.

If the stated misconduct is of such nature that facts and circumstances are reasonable to support the accusation, and the misconduct would normally warrant immediate dismissal from FSB, the cadet will be disenrolled. A copy of the Captain's Mast proceedings is placed in the Disciplinary File archives folder as a permanent record. Cadets dismissed under the authority of these proceedings will not be allowed to re-enroll in the FSB or TSS.