

STANDARD OPERATING PROCEDURES

(SOP)

Updated: March 2026

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
NRC – Navy Reserve Center

Homeport found in Quarterdeck account contains the Rules and Regulations of the USNSCC. This SOP was created to support the established Chain of Command and supporting environment of the Fort Spokane Battalion.

I. General Policy

The unit policies and Standard Operating Procedure (SOP) applies to all personnel assigned to the Fort Spokane Battalion. Reference 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.

II. Purpose

The purpose of this SOP is to establish policies, standards, and procedures for Fort Spokane Battalion. Conflicts between this SOP and any USNSCC regulations or instructions will be resolved by the Commanding Officer.

III. Authority and Responsibility

The Commanding Officer (CO) has authority and responsibility for all matters related to the Fort Spokane Battalion. In the absence of the CO, the unit's Executive Officer (XO) will perform all 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.

IV. 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 has authority to add to the regulations set forth by the USNSCC, however this will not remove it 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 members will not be tolerated during drill, trainings, or when representing the USNSCC in any manner. This is to include the wear or display of USNSCC or FSB 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 or commenting on a Sea Cadet comment on Social Media that maybe considered hazing or harassment. Those who use inappropriate or vulgar language, verbal or otherwise will be formally counseled. If this problem persists, the FSB member may be ordered to Captain's Mast or immediate dismissal.

V. Mission Statement

The mission of Fort Spokane Battalion is to plan and conduct unit-level training, arrange and coordinate Education and Training in conjunction with the United States Navy, the United States Coast Guard, other DOD components, and the USNSCC as applicable.

VI. Open Door Policy

The Commanding Officer will have an "open door policy." If any member of the FSB 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.

VII. 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 Fort Spokane Battalion.

VIII. 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 and the USNSCC.

In addition to USNSCC regulations, cadets will refrain from personal displays of affection while in uniform.

IX. USNSCC Volunteers

A. All FSB volunteers are required to uphold exemplary standards of behavior, decorum and

professionalism. Unprofessional conduct, such as offensive language, fraternization with Naval Sea Cadets or Navy League Cadets, neglect of any assigned duty, and demanding military courtesy from active duty or reserve personnel in uniform will result in automatic suspension and recommendation for immediate dismissal from the NSCC. Retention of adult leaders is the sole decision of the Commanding Officer.

B. Adult enrollment will be directed by the Commanding Officer. All prospective adults will interview with the CO prior to communicating/shadowing with the unit. The interview will be in person or by phone if in person does not allow. Transfer of adults from another Sea Cadet unit to FSB will be considered on recommendation from the prior CO only. This includes parent volunteers transferring with cadets enrolling in FSB. All adults working in a billet that requires drill participation must agree to fully attend unit drills and assist where possible with other unit functions. If the drill is overnight, adult berthing is required.

C. All adult volunteers will be expected to assist with and, where appropriate, participate in training with the Naval Sea Cadets. Officers who do not attend drills and other unit events will be dropped from the roll at the Commanding Officer's discretion. Minimum 50% will be met for all adults in an officer role.

D. All adult volunteers will be expected to act in the capacity of a staff officer in a FSB billet assignment. The billet assignments are the sole decision of the Commanding Officer.

E. All adult volunteers will be required to wear appropriate and correct uniforms at NSCC drills and functions. All adult volunteers will wear Sea Cadet polo shirts and khaki/black pants as prescribed by the USNSCC Uniform Manual. Designated officers/instructors will be authorized to wear USN uniforms with appropriate NSCC insignia.

F. All adult volunteers must complete the Officer Midshipman Study Guide (OMSG) and Safeguarding Cadets course and the Volunteer Code of Conduct during their enrollment process. The OMSG familiarizes adult volunteers with Naval Sea Cadets regulations and policies, and every adult must understand these in order to adhere to them. The Safeguarding Cadets course is a child abuse prevention course that is required to be completed by all enrolled adult volunteers annually. Sea Cadet NHQ will assign additional courses as necessary. Adult volunteers are required to maintain all coursework in order to remain enrolled. Upon re-enrollment, courses are verified in the database for renewal.

G. Adult volunteers may be enrolled in FSB as an Auxiliary for the first six months of enrollment. The auxiliary volunteers may be transferred to the Officer track within their respective training and course completion. A command billet will be assigned and training in the field will begin.

H. Adult volunteers may not be assigned to command billets until after their six month auxiliary time. During this time, officers are being evaluated by cadets, command staff, and at the conclusion of the six month probationary period, the Commanding Officer will determine if the adult volunteer will remain in the command.

I. Adult volunteers are expected to learn the details of their respective billets and to clearly communicate questions or concerns to their chain of command. Additionally, the adult

volunteers are required to contribute to the educational curriculum of the command. Also, Officers/Instructors are encouraged to escort at least one RT or AT per year.

X. Cadet Performance Standards

A. 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.

B. 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 proper fashion including proper fit. See USNSCC uniform.

C. Naval Sea Cadets must follow all regulations, and the lawful orders of their Officers, Petty Officers, all unit staff, and their "Chain of Command" immediately, and without discussion, or argument. Cadets must address all adults as "Sir or Ma'am" while at Sea Cadet functions and are encouraged to show appropriate respect outside of Sea Cadet functions.

D. Naval Sea Cadets must complete the cadet courses as prepared and required by the USNSCC.

E. Cadets will maintain a minimum **2.0** grade in **ALL** classes in school. 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.

Cadets who fail to meet Fort Spokane Battalion coursework requirements will spend subsequent drills working on basic skills during special evolution or activities until successful completion. Cadets must complete one correspondence course per calendar year. Cadets who are overdue to complete coursework according to their TIG will also spend drill hours working on the basic skills until the coursework is completed. Activities such as Marksmanship, Boating, Ceremonies, Swim Qualifications, and more, are considered special and will be reserved for cadets in good standing with their advancements.

F. Sea Cadets must attend Recruit Training during their first year. Cadets will attend at least one advanced training cycle during the second and successive years. Navy League cadets should make every effort to attend at least one training per year.

G. Fort Spokane Battalion cadets must not be in possession of any contraband as defined by the NSCC or by the applicable federal or state statutes at any time. Possession of contraband will results in immediate dismissal. Cell phones during drill with the Fort Spokane Battalion are considered contraband. Cadet cell phones must remain in their Seabag or hand them to Admin for safekeeping. Our staff carry mobile devices, and the facility has a working landline.

H. If a Naval Sea Cadet is arrested for any reason, he/she will immediately be removed from

the unit and must return all uniforms and issued items. If convicted, adjudicated, found to be delinquent, or takes a plea deal, he/she will not be allowed to re-enroll in the Sea Cadet Corps. If exonerated from all charges, Cadet will be allowed to return to active status after CO meets with parent and Cadet. Sole discretion rests with the Commanding Officer.

I. Cadets suspended from school for any reason will be removed from Fort Spokane Battalion until cadet is back in good standing with the school system. The possibility of re-enrolling may be discussed. But the reinstatement of the cadet is at the sole discretion of the Commanding Officer.

J. Any Naval Sea Cadet in the Chain of Command who willfully abuses his/her authority will be subject to immediate relief from that duty, face immediate disciplinary action, and will be subject to dismissal, as appropriate. Cadets should strive to be respectful and honest, leading with personal power, rather than position power.

XI. Cadet Uniforms

FSB cadets must earn their uniforms by completing the following:

NSCC - Seaman Recruit PAC, Seaman Apprentice PAC, Seaman PAC Coursework and test must be completed within 3 months of enrollment. Also, learn Sea Cadet Oath & 11 General Orders.

NLCC - Apprentice, Able, Petty Officer 3rd Class and Petty Officer 2nd Class Coursework and test must be completed within 3 months of enrollment. Also, learn Sea Cadet Oath & 11 General Orders.

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 advanced training.

XII. Trainings

Fort Spokane Officers and Cadets will follow the Training requirements of the USNSCC. See Regulations Manual and Training and Operations Manual.

XIII. Attendance Policies

A. Fort Spokane Battalion Cadets must attend 50% of scheduled drills. Efficient operation of the unit and development of the cadets require a full cadre present. National policy calls for dismissal of any cadet falling below 50% attendance at drills. Cadet promotions will be dependent on attendance. Cadet meeting TIS but have below 75% attendance for their current rank will not be promoted until their attendance minimum has been met.

B. Cadets who must be absent from drill will notify the CO via the online Absence Request Form on FSB website under Cadet Life tab. If the absence is less than 24 hours notice, the CO must be notified via a phone call or email.

C. Absences will be recorded as excused or unexcused. Excused absences are still

recorded as absences by the USNSCC.

D. 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 in the program. Unexcused absences to exceed one per year will be grounds for counseling, inability to attend advanced training, and possible dismissal.

Excused absences will include medical reasons, death in the family, and urgent situations, school-organized events (sports practices are not excused for school or private team).

Unexcused absences are anything not named above.

XIV. 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 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 USNSCC, and applicable US Navy commands are the Commanding Officer or the Executive Officer.

A. Uniforms, Clothing and Equipment

1. 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. **Cadets 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.

2. The specific uniforms and equipment are published in the Plan of the Month (POM). Due to the nature of the FSB training curriculum. The reporting uniform to drills may be PT (Physical Training) clothes. **FSB does not provide the following items:**

    Boots
    Dress shoes
    PT Shoes
    Undergarments

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

4. Seabag requirements for Trainings – FSB is not responsible for items posted on a Training Seabag List. All items on any posted training are mandatory and cadets may be sent home at the parent's cost if it is incomplete.

5. All USNSCC members who are dis-enrolled from the program, regardless of the reason, will return cleaned uniforms and other property. These 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.

B. 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 cadets forms for enrollment and trainings.

C. Identification Cards

Any FSB member who loses their USNSCC ID card will pay a $11.00 fee for replacement.

D. Enrollment and Training Fees

1. FSB cadets initial enrollment fee is $200.00 + digital fees upon submitting a complete application. FSB cadets Annual Re-enrollment fee is $160.00 + digital fees. $125.00 of enrollment is sent to USNSCC National Headquarters. The rest of the funds cover name tapes, uniform rental and administrative costs.

2. All cadets will be responsible for their training fees. The cost for summer training is usually $400.00 for 9-day evolution or $350.00 for a 7-day evolution. All costs associated with travel to and from trainings is the parent's financial responsibility. Training fees are always subject to change depending on the technicality of the training. Training locations and fees can be found through Quarterdeck log in.

E. Fort Spokane Finances

1. 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.

2. 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.

F. Property and Equipment

1. 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.

2. Any personal property and equipment brought to drill by a FSB 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.

G. Color Guard

1. The Fort Spokane Color Guard will consist of a minimum four Naval Sea Cadets or Navy League Cadets trained to carry the National Ensign, the U.S. Navy Flag, and/or the unit flag. The National Ensign guards will bear M-1's or Springfield's.

2. For public display details, the Fort Spokane Battalion Color Guard will wear dress uniforms. The flag holders will wear FSB provided white leggings and guard belts.

3. The FSB Color Guard may carry additional flags as requested by the unit sponsors or event coordinators. Final decision for flags to be carried will rest with the unit Commanding Officer.

H. Quarterdeck Instructions and Quarterdeck Log

1. The Quarterdeck area may be established at the drill site.

2. The Quarterdeck may consist of the Petty Officer of the Watch (POOW) and the Messenger of the Watch (MOOW). The POOW is the highest ranking Cadet on watch.

3. Watch Personnel are responsible for maintaining the cleanliness of the Quarterdeck.

4. The POOW will note specific visitors in the Quarterdeck Log, and will account for all unit personnel on the roster. The POOW will submit the completed roster to the Commanding Officer upon completion of the day's activities.

5. In the event of fire or a legitimate emergency in the facility, the Petty Officer of the Watch will immediately notify the Commanding Officer or his designated substitute. If the event of a fire or other emergency is potentially hazardous to the safety of cadets, the POOW will also evacuate the Watch Personnel and any other cadets to a safe location.

6. Quarterdeck personnel will not abandon their post, for any reason, unless an emergency exists, or they are directed to do so by the POOW.

I. Physical Readiness Test

The PRT includes three events, in this order: Planks, Push-ups, and a 1-Mile Run. The entire test must be completed as a single uninterrupted evolution on the same day. Cadets are required to pass PRT at least once a year to remain in good standing and must pass it

within 6 months for both advancement and to maintain eligibility for advanced training. The PRT takes place in the **spring and fall.**

XV. Safety, Medical and Emergency Procedures

A. 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 Naval Sea Cadet is authorized to be alone, anywhere, anytime, with another cadet or leader of the opposite gender for any reason during authorized USNSCC activities. Two Deep leadership will always be maintained.

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

C. 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 Commanding Officer prior to the affected member being allowed to attend a drill or USNSCC personnel may provide treatment for routine illnesses or injuries.

D. FSB personnel will not dispense any medication to any cadet without direction from the Commanding Officer. All prescription medications 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 in medications to the Commanding Officer or designated Health and Wellness Officer (HWO) 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.

E. The following procedures apply to any and all treatment of injuries and illness:

1. The HWO will have access to the individual cadet personnel records.
2. The HWO will examine any cadet who reports an injury or illness during a drill.
3. The HWO will determine which of the following categories apply to the cadet:

    * Remain at the drill, no treatment
    * Remain at the drill, be treated and resume normal duties.
    * Be evacuated home

4. After stabilizing any emergency situation, the HWO will report to the Executive Officer the results of any examination and his recommendation for action. A Report of Treatment is then to be completed and placed in the cadet's service record.

5. In all cases of cadet injury illness, the HWO will contact the parents and/or legal guardians and advise them of the cadet's situation and treatment plan.

6. In all cases, other than non-medication related stabilization treatment for an injury, the only medications that may be dispensed by the HWO at the drill are the ones

specifically noted in the cadet's Medical History form (NSCADM20). Prescription medication will not be administered at drill unless specified by a doctor and is to be done while supervised by a Fort Spokane Battalion officer.

F. All FSB personnel will abide by all host facility emergency procedures.

G. Any person discovering a fire in any structure in which cadets are present will call out FIRE, and immediately evacuate the structure. All personnel will assemble, in formation not less than 300 feet from the scene of the FIRE, under the direction of the senior cadet.

H. Any person discovering another person injured will immediately render aid, remain with injured person, and call out for HELP. In an emergency situation, all personnel should use first aid procedures and call 911.

XVI. Drill Procedures

1. The NSCC requires a minimum of <u>120 hours drill hours per year</u> with each drill being no less than 3 hours and no more than 16 hours. This does not include community service and some other events that get planned throughout the year. Once the NRC personnel have provided their FY Drill schedule, the Fort Spokane annual drill schedule will be posted in the monthly Plan of the Month. While it is the Fort Spokane Battalion goal to adhere to this schedule the needs of the US Navy come first and can affect the scheduled dates. The unit will make every effort to pass on scheduling changes to the Fort Spokane Battalion staff, cadets and parents as soon as they come to the attention of the CO.

   The drills will be conducted as follows:

   At 15 minutes prior to start of the drill, The CO, Staff, & LCPO/LPO will report to the drill facility.

2. Unit personnel reporting for duty will enter the ship through the quarterdeck, observing proper quarterdeck procedures. The POOW will record the entrance of the Commanding Officer and Executive Officer in the quarterdeck log, and will record all other personnel on the roster.

3. After all personnel have come on board, the POOW will report the number of Cadets present to the Executive Officer (or Commanding Officer). The Executive Officer will then advise the Unit LCPO/LPO to carry out the Plan of the Day.

4. At the designated time for dismissal, the LCPO/LPO will assemble the unit for dismissal. Cadets will receive a briefing on the next meeting and any other events occurring before the next meeting.

5. All personnel have specific areas of responsibility, prior to, during, and at the conclusion of the drill.

XVII. Disciplinary Procedures

A. All members of the FSB are expected to always maintain military discipline. 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.

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

1. Counseling
2. Oral Reprimand
3. Written Reprimand
4. Removal from the Unit

C. Participation in FSB and the USNSCC is a privilege, not a right. Disciplinary actions may be noted in the cadet's permanent NSCC/NLCC records. Misbehavior at NSCC/NLCC any Trainings may result in dismissal from FSB. The ability to enlist in the armed forces may be jeopardized by the misconduct of the cadet.

D. 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 unit.

XVIII. Serious Incident Management

In the event of claimed serious cadet misconduct requiring actions other than counseling or reprimands, the Commanding Officer will work with the Regional Director to discuss removal from the unit and the USNSCC.