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FALCON DIVISION
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USNSCC

FALCON DIVISION

Unit Policies and Standard Operating Procedures (SOP)

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I. SCOPE AND GENERAL POLICY

A. The Unit Policies and Standard Operating Procedure (SOP) applies to all personnel assigned to Falcon Division. All personnel will adhere to the NSCC standards and regulations and the guidelines contained in this SOP.

B. For purposes of this SOP, the term “officer” includes officers, officer candidates, midshipmen, instructors, and applicants. The term “member” refers to all hands.

II. PURPOSE – AIM

The purpose of this SOP is to establish policies, standards, and procedures for Falcon Division. This SOP is specifically designed to be used in conjunction with the USNSCC regulations. Conflicts between this SOP and any USNSCC regulations or instruction will be resolved by the Commanding Officer (CO).

III. AUTHORITY AND RESPONSIBILITY

The Commanding Officer has authority and responsibility for all matters related to Falcon Division. In the absence of the CO, the unit’s Executive Officer will perform all necessary duties. The CO has the authority to ask any person not complying with policies or regulations set forth by the Department of the Navy, NSCC regulations, Falcon Division policy and procedures, or the State of Rhode Island to leave the facility. In addition, the CO has the authority to physically remove any person in violation of the policies or regulations set forth by the Department of the Navy, NSCC regulations, Falcon Division policy and procedures, or the State of Rhode Island for any person disrupting the activities of the Unit.

IV. MISSION STATEMENT

The mission of Falcon Division is to expose cadets to the full rigors of a military training program through both unit level and advance national training in conjunction with the United States Navy, the United States Coast Guard, and other DOD components, as applicable. Falcon Division will prepare its cadets with the ability and determination to



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follow their individual path upon completion of the program.

V. COMMAND POLICIES

A. Falcon Division will perform to the highest possible standards while representing the United States Naval Sea Cadet Corps and the nation's maritime services.

B. Falcon Division will only maintain Naval Sea and League Cadets who meet the physical, mental, and academic standards required for successful completion of the program, and who have the motivation and desire to succeed with the program. Cadets will have a recent physical and clearance from their doctors to participate without restrictions.

C. Cadets with disabilities or other conditions that do not allow them to fully participate in the program will apply for an accommodation as per NSCC regulations.

D. Cadets with accommodations or taking medications may be limited in their participation in summer advanced trainings due to the inability to meet the requirements and extent of the accommodation.

E. Falcon Division personnel will inform cadets and their parent(s)/guardian(s) of the program standards to which the Naval Sea and League Cadets are expected to perform, and advise them of necessary and appropriate measures that will be taken to ensure the Naval Sea/League Cadet meets the standards.

F. Falcon Division will only accept adult volunteers with the necessary background, education, training, motivation and dedication to accomplish Falcon Division's mission.

G. All adult leaders new to Falcon Division will begin as instructors, with exception of those that served in the U.S. military as officers or at a rate of E-6 or higher who will begin as NSCC Warrant Officers if they so choose. Those who have transferred from another Sea Cadet unit will maintain their rank. Every new adult leader will have a



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one year probation period during which time the unit command staff and the adult leader may determine if a positive working relationship for the benefit of the cadets can be established. At the end of the year, the Commanding Officer will determine if the adult leader will continue with the unit.

H. Adult leaders will wear the prescribed uniform as authorized and work directly with cadets ONLY as specified by the command staff.

VI. OPEN DOOR POLICY

The Commanding Officer will have an “open door” policy. If any member of Falcon Division 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 Falcon Division member approaches in regards 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 Falcon Division drills.

VII. CHAIN OF COMMAND

A. It is the Commanding Officer’s policy that all Falcon Division members follow the “Chain of Command.” The “chain” extends from the lowest rated Naval Sea/League Cadet through the Commanding Officer to the Executive Director of the USNSCC. In the event a member of the “Chain” is not present, the Falcon Division member will go to the next level in the chain. The following is the chain of command:

Company Member
Company Commander
Leading Petty Officer
Command Chief Petty Officer
Executive Officer
Commanding Officer

B. Unless it is an emergency, or a Falcon Division member’s duties require that discussion and questions regarding Falcon Division activities be directed to someone



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other than his/her superior, the member will follow the “chain of command.” Failure to follow the chain is disruptive to the officers and staff. Consistent failure to follow the chain of command may result in the cadet being subject to disciplinary action.

C. It is the Commanding Officer’s prerogative to give instructions and orders to any member of Falcon Division.

D. Although Parental/Guardian support is encouraged, they are not part of the chain of command. Parents/Guardians should allow their cadet(s) to conduct unit duties and obligations for themselves, in order to profit from the program to its fullest potential. However, if a parent/guardian feels that the need to bypass the Chain of Command is warranted or unavoidable they may do so by contacting the Executive Officer prior to contacting the Commanding Officer.

VIII. EQUAL OPPORTUNITY, HARASSMENT, AND FRATERNIZATION POLICY

A. It is the express policy of Falcon Division that the following guidelines and instructions regarding equal opportunity are adhered to without exception:

1. Members of Falcon Division will not be excluded from any activity, training, enrollment, or other personnel action based upon their race, gender, religion, or national origin.

2. Members of Falcon Division will not issue orders, or instructions, or exercise their authority and responsibility, or tolerate those who do, in any manner which may be construed, either actively or passively, openly or covertly, as being discriminatory.

B. It is the policy of Falcon Division that NSCC regulations regarding fraternization are adhered to without exception. “Fraternization” between superiors and subordinates is grounds for dismissal and possible prosecution. Cadets will refrain from personal displays of affection while in uniform, to include fellow cadets and family.



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1. It is strongly discouraged that cadets enter a dating relationship with other cadets.

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

C. Engagement in any behavior that is of intimate or sexual nature by any member of Falcon Division with either non-NSCC or NSCC persons that is in violation of the NSCC regulations, laws of Rhode Island, or other applicable laws of another state, will result in immediate dismissal and may result in prosecution.

D. Any Falcon Division member who believes, or determines that illegal activity or behavior has occurred, is occurring, or will occur, will immediately report such activity to the Commanding Officer, directly and without delay. Further, any member of Falcon Division who engages in any activity prohibited by this policy may be subject to prosecution under applicable laws, and face immediate dismissal.

E. Falcon Division will follow the Navy's policy on "Yellow Light" and "Red Light" behaviors to define sexual harassment as outlined below. Consistent behaviors in the yellow or red light categories will result in dismissal from the Naval Sea Cadet Corps. Red Light- These behaviors are always considered sexual harassment. They include sexual favors in return for employment rewards, threats if sexual favors aren't provided, sexually explicit pictures (including calendars or posters) or remarks, using status to request dates, or obscene letters or comments. The most severe forms of sexual harassment constitute criminal conduct; that is, sexual assault (ranging from forcefully grabbing to fondling, forced kissing, or rape). Yellow Light- Many people would find these behaviors unacceptable, and they could be sexual harassment. These behaviors include violating personal "space," whistling, questions about personal life, lewd or sexually suggestive comments, suggestive posters or calendars, off-color jokes, leering, staring, repeated requests for dates, foul language, unwanted letters or poems, sexually suggestive touching, or sitting or gesturing sexually.



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F. Hazing is strictly against NSCC regulations and will not be tolerated.

IX. OFFICER PERFORMANCE STANDARDS

A. All officers/instructors of Falcon Division must maintain standards for behavior, decorum and professionalism that are above reproach. Unprofessional conduct, such as, offensive language, fraternization with Naval Sea Cadets or Navy League Cadets, neglect or dereliction of any assigned duty, arrogation of authority to themselves, or inferring or 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 prerogative of the Commanding Officer, in accordance with the current NSCC regulations and in accordance with applicable NSCC action letters.

B. All officers/instructors 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.

C. All officers/instructors will be expected to act in the capacity of a staff officer in a Falcon Division billet assignment. The billet assignments are the prerogative of the Commanding Officer.

D. All officers/instructors will be required to wear appropriate and correct uniforms at NSCC functions and drills. All adult leaders will be issued a USNSCC polo shirt and required to purchase khaki pants for initial wear. Designated officers/instructors will be authorized to wear USN uniforms with appropriate NSCC insignia.

E. All officers must complete the Officer Midshipman Study Guide (OMSG) within four months of enrollment in Falcon Division. The OMSG familiarizes adult leaders with Naval Sea Cadets regulations and policies, and every adult must understand these in order to adhere to them.



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F. Officers are highly encouraged to staff at least one recruit training or advanced training per year. In accordance with NSCC policy, an “escort duty” is required of every full time officer per year and is at a minimum five consecutive days of service at a training at which a cadet will earn training credit.

G. Officer/Instructors without prior military service or strong military knowledge are encouraged to complete the BMR.

X. CADET PERFORMANCE STANDARDS

A. Naval Sea Cadets and Navy League Cadets will be expected to behave per the Honor Code. Naval Sea Cadets will not lie, cheat, or steal, nor tolerate those who do.

B. Naval Sea/League Cadets will be expected to maintain discipline and military bearing when at drills and when wearing the NSCC uniform and maintain grooming and uniform standards required by the NSCC and the U.S. Navy. All cadets must maintain their uniforms in a clean, proper fashion, including proper fit.

C. Naval Sea/League Cadets must follow all regulations, and reasonable/lawful orders of their Officers, Petty Officers, the instructors, the staff, and their “Chain of Command”, immediately, and without discussion, or argument.

D. Naval Sea/League Cadets must maintain a minimum 2.0 average in ALL subjects, with nothing below a “C” in school. Failure to maintain an acceptable grade point average during a semester will result in academic probation until improvement is proven during the next successive semester. A second semester below standards will result in academic suspension; a third semester below standards will result in dismissal. Cadets who are receiving any grade below a “C” may forfeit the opportunity to attend field trips and advanced training. Report cards are due at the first January drill of the year and the first August drill. The Commanding Officer will have the final determination in all academic probation/suspension cases.



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E. Naval Sea Cadets must complete the correspondence course studies required by the program. The BMR must be completed within 90 days of enrollment/before completion of Indoctrination. All NSCC Recruits will complete the BMR prior to Recruit Training (Boot Camp). Failure to bring the required number of assignments to drill will result in additional written work and/or extra military instruction. Failure to successfully complete the courses in the time established will result in dismissal.

F. Naval Sea Cadets must attend recruit training within their first year of enrollment. Cadets shall attend at least one (1) advanced training during the second and each successive year. Navy League cadets are strongly encouraged to attend a League Orientation, yet are not required.

G. Naval Sea/League Cadets must achieve one promotion per calendar year. Failure to complete promotions is an indicator of a cadet's lack of interest in the program and lack of commitment and will be referred for dismissal.

H. Naval Sea/League Cadets must maintain minimum physical fitness standards in order to participate in the program. In addition, cadets shall pass a PRT prior to completing their Indoctrination and at least one month prior to attending Boot Camp/League Orientation. Failure to have a passing PRT within the past six (6) months will result in a cadet being placed on probationary status. Failure to have a passing PRT within one year will result in dismissal from the program.

I. Naval Sea/League Cadets must attend 75% of all drills. Failure to maintain this 75% may result in dismissal from the program. See Item XV Attendance Policy for further clarification and details.

J. Naval Sea/League Cadets must not be in possession of any contraband as defined by the NSCC or by the applicable State Statutes at any time. Possession of contraband will result in immediate dismissal. Cell phones must be turned in to the MAA or LPO at morning muster and stored by the Executive Officer until final muster.

K. If a Naval Sea/League Cadet is arrested for any reason, he/she will be



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disenrolled. If convicted, adjudicated, or found to be delinquent, he/she will not be allowed to re-enroll. In addition, a copy of any judicial proceedings which relates to the offense for which he/she is charged, convicted, adjudicated, or found to be delinquent will be forwarded to NHQ with the Form NSCADM009.

L. Cadets suspended from school for any reason or sent to the alternative school will be dismissed. Once the 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.

M. Any Naval Sea/League 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. OPERATIONAL POLICIES AND PROCEDURES

A. 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 Falcon Division is restricted to the Commanding Officer or Executive Officer, unless otherwise directed. Specific rules of conduct, performance, and procedures will be given to Naval Sea Cadets and Staff personnel prior to attending activities at the SMA's.

B. USNSCC AND U.S. NAVY LIAISON: The only authorized point of contact between Falcon Division and the Executive Director of the USNSCC, and applicable U.S. Navy commands is the Commanding Officer or the Executive Officer.

C. CADET SELECTION AND RETENTION CRITERIA

1. Falcon Division accepts applicants year round. Prospective NSCC cadets between 13 and 18 years old, who meet the minimum physical, academic and background requirements may be accepted for enrollment after they have



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attended an Open House, shadowed not more than two drill days, and undergone an assessment interview with the Commanding Officer. (Applicants who are 18 years old must be enrolled in high school.) Cadets are expected to commit to one full year in the program. NLCC cadets are age 10 to 13.

2. No applicant will be enrolled unless he/she has completed the enrollment application and the assessment interview with at least one parent/guardian present. The guardian must agree to the conditions and requirements of the program.

3. The physical requirements for the cadets are stated in the NSCC Report of Medical History (NSCADM001 page 3 &4) and Report of Medical Examination (NSCADM001 pages 5&6). An accommodation may be requested for disability situations using NSCADM001 pages 9 &10, but is not guaranteed to be granted. Cadets on medications and with disabilities may be very limited in training opportunities and program participation.

4. The Commanding Officer has the authority to direct any Naval Sea/League Cadet to undergo a physical examination, at any time, if in the opinion of the Commanding Officer, the Naval Sea Cadet may not meet the minimum requirements or the cadet shows indications of a serious medical problem that may be exacerbated by NSCC drill and training.

5. All Naval Sea/League Cadets assigned to Falcon Division must be able to perform to the minimum standards of physical readiness as outlined in NHQ Regulations and Action Letters. Further, it is the responsibility of the individual cadet to achieve and maintain the physical fitness readiness standards.

6. The Commanding Officer, or another officer under direction, will process all Naval Sea/League Cadet completed applications into the Magellan database. Once the Cadet is enrolled the Commanding Officer will forward all required documentation to the Administrative Officer for the purpose of establishing a service record. The Commanding Officer has the authority and responsibility to deny enrollment to an applicant that cannot meet the program



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standards.

D. OFFICER SELECTION AND RETENTION CRITERIA

1. All prospective applicants for selection will complete an application package (NSCADM002) after meeting with either the Commanding Officer, the Executive Officer or both. The Commanding Officer has the sole authority to conduct background investigations and conduct interviews in regards to the selection of officers and instructors. If an applicant is not qualified because of background checks, or other disqualifying criteria, the applicant will be notified of the problem. A memorandum for record will be prepared and the complete application returned.

2. All Officers, Instructors and Midshipman must complete the Officer-Midshipman Study Guide with the period of four (4) Months, the NSCC OPD 101, (if available) and Darkness to Light's Stewards of Children within one month of enrollment. Those who have not served in the U.S. armed forces are strongly suggested to complete the Basic Military Requirements Course.

3. The Commanding Officer or the Executive Officer will prepare an (NSCADM017 Annual Evaluation and Promotion Recommendation Form) for each Officer enrolled, not later than 1 March of each year, or upon attaining the time in grade and educational requirements for promotion. A copy of the (NSCADM017 Annual Evaluation and Promotion Recommendation Form) will be retained as the annual Officer Efficiency Report in the Officer's service records.

4. The determination by the Commanding Officer to accept or decline an officer or instructor applicant is final. Neither the USNSCC nor Falcon Division is bound to accept an applicant. Falcon Division has a limited number of positions. No applicant has the "right" to be accepted. Further the Commanding Officer reserves the authority to dismiss any Officer who consistently fails in his/her duties, is incapable of performing his/her duties, exhibits behavior that is not exemplary, or fails to attend drills and other unit events.



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E. UNIFORMS, CLOTHING AND EQUIPMENT

1. The uniforms are U.S. Navy uniforms with the appropriate and authorized NSCC patches and insignia prescribed in the USNSCC Uniform Manual. No member of Falcon Division will wear a uniform that does not have the required NSCC patches or insignia.

2. The only exception to this policy is for active duty, reserve, National Guard, and prior service/retired military personnel who are entitled to wear the uniform of their respective services and for personnel on duty with law enforcement agencies.

3. The specific uniform of the day and equipment is published in the Plan Of the Day (POD.)

4. The alternate uniform for officers/instructors will be khaki pants and NSCC Polo shirt (for most occasions.)

5. It is the responsibility of officers to obtain their uniforms, although Falcon Division will make every effort to furnish them. As a minimum the officers designated as "uniformed" should have khakis; summer whites; combination covers; dress shoes (black and white); and a set of NWU's. Officers who do not meet weight requirements for wearing modified Navy uniforms will be issued a Sea Cadets polo shirt, and purchase khaki pants, and khaki belt.

6. Cadets will be issued their uniforms after completion of their Second drill, or when practical due to the training schedule and frequency of offsite drill, where uniforms are not at hand. Cadets and their parents are responsible for the care, maintenance, repair, and alterations of issued uniforms. Cadets who lose or ruin their uniform components must purchase new ones via the unit supply officer. Uniform items that no longer fit correctly may be exchanged with the Supply Officer for an equal uniform item that does fit (i.e. a small short dress blue jumper for a medium regular dress blue jumper). Cadets may purchase their own



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uniforms. All issued uniforms remain the property of Falcon Division.

8. Parents and cadets are responsible for specific items, including boots, shoes, embroidered name tapes, official USNSCC Physical Training Uniform, and may need to purchase some uniform items that are not available to the unit via our usual sources. This is especially true in the case of the smallest cadets. Cadets must have a complete sea bag of uniforms prior to departure to any summer training.

9. All Naval Sea/League Cadets or other personnel who are disenrolled from the program, whether due to Graduation, Leave of Absence (LOA) or disciplinary will return all unit owned uniforms and other property of the unit. 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.

10. All parents of Naval Sea/League Cadets will complete the Supply Contract form before any Uniforms or Battalion property is issued.

11. An ink pen and pocket note (AKA: Roll book) is part of the NSCC Uniform as is the NSCC ID Card.

F. RECORDS AND FILES POLICY: Falcon Division is proactively engaged in the reduction of unnecessary paperwork and files. Unless absolutely necessary for documentation or for enclosure as an attachment to correspondence or for the annual inspections, all correspondence and documentation is maintained on-line.

G. PERSONNEL RECORDS (AKA: Service Jacket)

1. These records can only be accessed by the CO, XO, and Admin Officer, and Personnel Officer, in addition to the cadet and his/her parents/guardians.

2. Personnel records consist of the required NSCC forms and those specific forms and data sheets required by Falcon Division.



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3. Personnel records, upon disenrollment, will be available to the individual cadet's parents or legal guardian to take possession of for a period not to exceed one year. After one year, the personnel record will be shredded and only the required forms for NSCC regulations will be kept on electronic file.

4. Personnel records will be transported by a Falcon Division officer or instructor, if and when possible, to all advance trainings and offsite unit training. If not possible, each cadet will be given their own personnel file to transport. The exception to this may be when multiple cadets are attending the same training the Commanding Officer, Executive Officer, or Administrative Officer may designate one cadet to transport all applicable cadets' personnel records. When personnel files are transported by a cadet to an advanced training the personnel file will be sealed in a manila envelope.

5. The only personnel authorized to make additions, corrections or deletions from any Personnel Record is limited to the Commanding Officer, Executive Officer or Administrative Officer. Any deletions made must be done so with a single line through the error and then initialed and dated.

H. REGULATIONS, MANUALS AND PUBLICATIONS: Copies of these referenced materials are kept on computer disc. The primary resource for all publications and manuals will, however, be the USNSCC website. If copies of regulations or publications are required, they will be downloaded and printed by the cadet. These shall be marked "FOR REFERENCE ONLY - PRINTED (DATE PRINTED)".

I. RECORDS FILES AND HEADQUARTERS LETTERS

1. The Administrative Officer will be responsible for maintaining all forms, reports, letters, and correspondence. Blank forms and copies of required forms will be neatly filed in appropriate order.

2. Memoranda and other instructions from National Headquarters will be



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forwarded via email to each officer by the Commanding Officer.

J. IDENTIFICATION CARDS

1. ID Cards, upon receipt by the Commanding Officer, will be photocopied and then forwarded to the recipients either by mail or in person at drill. The photo copy will be forwarded to the Administrative Officer for the personnel record.

2. Cadets will be notified within 30 days of the ID expiration and request their re-enrollment status.

3. Cadets, instructors, and officers who lose their ID cards will pay a \$10 fee for replacement. For replacement, use the Chain of Command to facilitate this request. The Commanding Officer is the only authorized officer to facilitate reissuance of an ID.

K. ENROLLMENT AND TRAINING FEES

1. Enrollment in Falcon Division requires an Initial Starting fee of \$350. Every successive year re-enrollment will be \$110. These fees include the national fee (which cover primarily medical insurance during all training evolutions) and a portion of the cost of uniforms, training materials, etc. Fees may vary depending on NHQ changes. Any changes will be communicated to cadets and parents/guardians upon Commanding Officer notification.

2. Naval Sea/League Cadets are officially enrolled once the entire enrollment packet and fees are paid and National Headquarters approves via notification on Magellan. Shadow attendance does not count as an official drill.

3. Initial enrollments must be in the form of Money Order or Bank Check and made out to USNSCC. Re-enrollments may be in the form of personal check; however, any bounced check will result in the responsible party refunding Falcon Division the bounced check fee in addition to the re-enrollment fee. Also, personal checks will henceforth no longer be accepted by that party. At no time



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will Falcon Division accept credit, debit, or cash as forms of payment.

4. All cadets will provide a portion of their summer training fees. The cadet cost for summer training evolution is currently \$300 for a 10-14 day evolution or \$150 for a 7 day evolution. Extra fees may apply to certain courses for range fees, badges, etc. Travel to the training location is the cadet's financial responsibility. These training fees are due to the training contingent at time of enrollment and are usually only accepted via Bank Check or Money Order. These amounts are also subject to change due to specific training requirements, national funding sources, etc. but this is a "worst-case scenario" top estimate of training costs.

L. FALCON DIVISION FINANCES

1. The Falcon Division bank account is a checking account. The unit's check book and account documents are secured by a system of accountability including the Regional Director and Commanding Officer.

2. The Commanding Officer prepares the monthly reports.

3. All income, showing source, and all expenses with details are posted on electronic accounting system.

4. The Commanding Officer will, prior to 1 MARCH, prepare the budget and audit documents for the previous fiscal year. The Fiscal Year(FY) for Falcon Division is 01 JAN to 31 DEC. The Budget/Audit consists of the NSCADM018 with attachments.

5. The Commanding Officer presents the financial data to the unit's sponsoring organization and Regional Director prior to 1 MARCH. Upon completion and any corrective actions taken, the Commanding Officer prepares a memorandum for record that is attached to the file copy of the NSCADM018 and attached to the Annual Inspection.



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6. Fundraising activities will be conducted for the purposes of funding cadet equipment and activities. All fundraising will be done in methods that bring honor to our organization and reflect positively on the Corps and the U.S. Navy. These should involve cadet labor such as car washes, dinners, etc. "Bucket drops" outside stores will not be conducted by any member from Falcon Division.

7. All fundraising activities must be approved by the Commanding Officer.

M. ANNUAL INSPECTION AND OPERATIONAL READINESS INSPECTION:
The Commanding Officer will coordinate with the Regional Director and schedule the annual administrative and personnel inspections for the first available drill week in March. This date is up to the Regional Director's prerogative and is subject to change. All hands are expected to keep these dates available for mandatory drill attendance.

N. PROPERTY AND EQUIPMENT

1. All Falcon Division equipment, regardless of condition, is to be kept on the property inventory log, unless disposed of by the Commanding Officer. The Supply Officer is responsible for a Semi-Annual (January and June) physical inventory of all Falcon Division property. The results are to be furnished to the Commanding Officer not later than fourteen days or the next drill date, whichever is sooner.

2. No member of Falcon Division is to transfer any item of property to another without the express permission of the Supply Officer.

3. No Member will be issued Falcon Division property prior to entering a contractual agreement using the supply form.

O. COLOR GUARD

1. The Falcon Division Color and Honor Guard will consist of a minimum of four Naval Sea Cadets or Navy League Cadets trained to carry the National



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Ensign, the U.S. Navy Flag, and/or the unit flag. The National Ensign guards will bear replica M-1's or Springfields.

2. For public display details, the Falcon Division Color Guard will wear the seasonal dress uniform. The flag holders are white cotton canvas, with black ascots and white leggings, and white or black aiguillettes may be worn.

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

Q. QUARTERDECK INSTRUCTIONS AND QUARTERDECK LOGS

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

2. The Quarterdeck will normally consist of the Petty Officer of the Watch (POOW) and the Messenger of the Watch (MOOW).

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 Command Chief Petty Officer or Leading Petty Officer upon completion of attendance but prior to morning muster. This roster will be submitted to the Commanding Officer for review prior to morning muster.

5. The Quarterdeck Log will be maintained and administered by the MAA (Master At Arms) or designated party.

6. In the event of fire or a legitimate emergency in the facility, the POOW will immediately notify the Commanding Officer or designated substitute. If the event of a fire or other emergency potentially hazardous to the safety of cadets,



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the POOW will also evacuate the Watch Personnel and any other cadets to a safe or predesignated location.

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

8. The Quarterdeck Log is a legal document and must be maintained and utilized as such. All watch standers must be aware of proper documentation and procedures associated with the Quarterdeck Log.

XII. SAFETY, MEDICAL AND EMERGENCY PROCEDURES

A. All 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.

B. No Naval Sea/League Cadet is authorized to be alone, anywhere, anytime, for any reason during authorized USNSCC activities. Cadets will have a "Battle Buddy" of the same gender anytime they find the need or circumstance to be separate from the unit.

C. No Naval Sea Cadet personnel will dispense any medication to other Naval Sea cadet personnel unless directed to do so by the Commanding Officer. The only personnel authorized to treat routine injuries or illnesses is the Medical Officer, Division Corpsman or Commanding Officer. In an emergency, all personnel should use first aid procedures and dial 911.

D. The following procedures apply to all treatment of injuries and illnesses:

1. The Medical Officer (M/O) will have access to the individual cadet personnel records.

2. The M/O will examine any cadet who reports an injury or illness during a drill.



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3. The M/O 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; *Remain at the drill, be treated and placed on light duty; *Be evacuated home/to a medical facility.

4. After stabilizing any emergency, the M/O will report to the Executive Officer the results of any examination and his/her recommendation for action. He will then fill out a NSCADM022 Accident/Illness Report to be filed in the cadet's service record, as well as the M/O's Log.

5. In all cases of cadet injury or illness, the M/O 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 M/O at a drill are the ones specifically noted in the cadet's Medical History form (NSCADM001 pages 3&4 OTC, 7&8 prescription).

7. Any person discovering a fire in any structure in which cadets are present will call out FIRE - FIRE - 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.

8. Any person discovering another person injured will immediately render first aid, remain with the injured person, and call out for help by saying "HELP - INJURY - HELP - INJURY - HELP".

XIII. DRILL PROCEDURES

A. The NSCC requires a minimum of forty "drills" per year; each of these "drills" consists of a period of four consecutive hours. During a given month, Falcon Division will typically hold drills on the second and fourth weekend of each month. From the



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hours of 0800 – 1600, unless otherwise advised on the unit website. The unit's annual drill calendar will be released by the Commanding Officer prior to 01 JAN for the following year; although changes are seldom, the schedule is subject to the Commanding Officer's prerogative and support of the drill site.

B. The administrative conduct of the drills will follow the format below:

1. Fifteen minutes prior to the commencement of the drill the CO, Staff, & CPO/LPO will report to the drill facility.

2. Unit personnel reporting for duty will enter the NOSC/offsite facility through the quarterdeck, observing proper quarterdeck procedures while in the prescribed uniform of the day. 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 present have come aboard, stowed their gear and mustered in formation the POOW will report number of cadets present to the Commanding Officer. The Commanding Officer or his/her designate will then advise the Unit CPO/LPO to carry out the Plan of the Day.

4. At the designated time for dismissal, the CPO/LPO will assemble the unit for dismissal. Cadets will receive briefing on the next meeting and any other events occurring before the next meeting as well as conduct any awards or promotions. No cadets are permitted to depart prior to being dismissed by the CO via the CPO/LPO or by prior special permission by the CO.

C. All personnel have specific areas of responsibility, prior to, during, and upon the conclusion of the drill. NOTE: Staff Officers have specific duties that directly relate to their billets. It is the express responsibility of the individual and the chain of command to ensure that these tasks are either completed during the drills, or the tasks have been satisfactorily accomplished and require only a status check.



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XIV. TRAINING AND EDUCATION POLICY

A. The following general policy applies to all Officers:

1. All Officers are expected to become familiar with the Unit Training Plan Goals and objectives and be prepared to act as instructors. This requirement includes enrollment and successful completion of the NAVEDTRA, Basic Military Requirements Correspondence Course, unless previously qualified in those skills in active military service.

2. All Officers are required by the NSCC to attend an Officer Professional Development Course commensurate to either their grade or their functional position on the staff during their first year with Falcon Division. These courses, identified as OPD 101, 201, and 301, are offered in the Regional area by the Regional Director and the Field Representative.

3. All Officers, Instructors and Midshipman will complete the OMSG (Officer Midshipman Study Guide) within four (4) months of enrollment into the officer corps. Darkness 2 Light will be completed within one (1) month of enrollment into the officer corps.

B. The following general policy applies to all unit Naval Sea Cadets:

1. Cadets must successfully complete the BMR within 90 days of their enrollment and complete Recruit Training during their first summer (preferably) or winter dependent upon the date of enrollment. Cadets are required to complete the BMR before attending Recruit Training and completing Indoctrination, and must complete the Seaman course prior to attending any advanced training, unless the Commanding Officer permits otherwise. Cadets must attend a minimum of one advanced training per year. Cadets must be 13 years old to attend recruit training and must be "mature" as determined by the Commanding Officer. NLCC Cadets are strongly encouraged to attend League Orientation.



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2. Cadets must be working on a correspondence course at all times. After completing BMR and Seaman, the cadet may do Fireman, Airman, and/or Seabee Combat Manual based upon his/her interest. If neither of these are of interest or once these are completed, the cadet will move on to Military Requirements for Petty Officer (PO3/PO2, PO1, CPO) correspondence courses. Only one course can be worked on at a time. Naval Sea Cadet training and advancement requirements are specifically listed in the NSCC/ NLCC Training and Operations Manual.

3. A thirty (30) days notice for National Advanced Training (Link is on the unit website in Cadet Corner) is required unless under exceptional circumstances. You must provide a completed NSCTNG001 Request for Training form, which can be found on the unit website under the National Training tab. You must read carefully and be certain you are eligible for such training.

4. When the Advance Training schedule is posted on the Magellan Website, the unit will establish a deadline for order requests. All required paperwork and funds must be turned in by the established deadline or no summer training will take place. It is important to work closely with the Commanding Officer to facilitate release of orders in a timely manner as they must be sanctioned. The training fees and cost to furnish transportation to and from training location is cadets' responsibility. Be sure to have required forms filed with admin and completed orders in hand before departing. Medical issues may need additional paperwork.

5. Under no circumstances should a cadet or parent/guardian contact a the COTC or designated Point of Contact for any Advanced Training. All inquiries concerning an Advanced Training will be conducted by the Commanding Officer or his/her designee.

C. Falcon Division's Strategic Training Plan consists of three distinct program areas: The Unit Training Plan program as specified in the Plan of the Year; the NAVEDTRA Correspondence Course program; the New Cadet Indoctrination training



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Plan (INDOC).

XV. ATTENDANCE POLICIES

A. Cadets in Falcon Division are expected to be at every drill. Efficient operation of the unit and development of cadets require a full cadre present. Falcon Division SOPs call for dismissal of any cadet falling below 75% attendance at drills. A semi-annual attendance report will be conducted around April and October during the Cadet Career Conference with the Commanding Officer.

B. Cadets who must be absent from drill will contact, via email, their immediate superiors in the chain of command to inform them of the absence as far in advance as it is known and the reason for the absence; this will be communicated no later than 1600 Friday before drill (when normally conducted as scheduled on Saturday). This information will travel up the chain of command to the Commanding Officer via the CPO/LPO no later than 2000 Friday (when normally conducted as scheduled on Saturday). A parent/guardian contacting anyone in Falcon Division staff will not relieve the cadet of his/her responsibility to use chain of command to report the absence.

C. Absences will be recorded as excused, unexcused "no-show," or unexcused.

1. Excused absences will include: Playing on a school sponsored sports team, testing (SAT/ACT), important family events (weddings, funerals, reunions, milestone birthdays), illness (excessive use of this excuse will warrant doctors note)

2. An unexcused "no-show" absence is an absence for any reason (including excused reasons) when the cadet failed to notify unit staff via chain of command.

3. Unexcused absences are anything not named above.



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D. Specific allowances and penalties for absences are as follows:

1. Excused absences are expected infrequently. If they become frequent, the cadet will meet with officers/staff to determine if there is further interest in continuing the program.

2. Unexcused "no-show" absences may result in extra military instruction (EMI), a writing assignment, up to immediate dismissal from the program at the Commanding Officer's prerogative, but will include nothing less than a documented counseling with the cadet at the next present drill.

3. Unexcused absences to exceed two per year will be grounds for counseling, inability to promote, inability to attend advanced training, and possible dismissal at the discretion of the Commanding Officer.

XVI. PROMOTION POLICIES

A. Every cadet in Falcon Division will have the goal of reaching a minimum of E-4 Petty Officer 3rd Class, so that he/she will have the option of going into the armed services at an advanced grade should he/she ever decide to pursue that option.

B. Many factors will be considered by officers when considering a cadet for promotion. The Cadet must have attained the minimum requirements of attendance, time in grade, advanced training, and correspondence course completion. Other factors will include attitude, participation, leadership qualities, maturity/readiness for the duties of the job, and especially teamwork as illustrated by the cadet's ability to get along with and be supportive of others. Cadets must be in good standing at school to be considered for promotion.

C. All Petty Officer First Class and Chief Petty Officer Candidates will sit for a promotion board presided over by the Executive Officer. The promotion board will seek to measure the factors mentioned above, give the cadet an experience similar to a job



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interview, and test the cadet's knowledge of basic civics, similar to that outlined on the Department of Immigration and Naturalization Service's study sheet for the U.S. citizenship test.

XVII. CADET LEADERSHIP RESPONSIBILITIES

A. The Leading Petty Officer (LPO) or Command Chief Petty Officer (CPO) is the senior enlisted cadet in the unit. The LPO/CPO is responsible to the Commanding Officer for all matters related to the health, welfare, and cadet readiness to participate in the program. The LPO/CPO may be assigned additional specific operational and administrative duties by the Commanding Officer as required.

B. Company Commander (CC) is the Senior Naval Sea Cadet in the Company, and is a member of the Chain of Command. CC's are required to be at the drill facility at least 15 minutes prior to the start of drill or any other activity. The CC's have the responsibility to obtain accountability/drill attendance information from all subordinate cadets (1) one week prior to any drill activity and report to the LPO/LCPO.

C. Assistant Company Commander (ACC). The primary responsibility of the ACC is to assist or assume the duties of the CC in their absence or when the CC is required to be pulled or made unavailable to execute their duties. In addition, ACC's are responsible to the Chain of Command for the performance of their subordinates.

D. Squad Leaders may be used in lieu of multiple companies within the Division depending on the size of the Unit and the Commanding Officer's prerogative. Squad Leaders will act in the ACC responsibilities while the LPO would assume the CC responsibilities.

XVIII. AWARDS AND DECORATIONS

A. Cadets in Falcon Division will be recommended for and awarded awards and decorations in accordance with the NSCC Awards Manual. Applicable awards and commendations may be presented at any time during the year, after approval by National Headquarters and based upon the specific instructions in the Awards Manual.



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Awards such as Academic Achievement, Community Service or Awards and Ribbons that require the request or action of the recipient, must be submitted via the Chain of Command. All other awards will be approved and awarded by the Commanding Officer solely.

B. All awards and ribbons are to be worn/displayed as described in the USNSCC Awards Manual. At no point will a Falcon Division member wear/display an award or ribbon that was not awarded properly via the Chain of Command and noted in the member's Online Record Book. Wearing/displaying a false award or ribbon will be met with discipline, up to and including immediate dismissal from the program at the Commanding Officer's discretion.

XIX. DISCIPLINARY POLICY & PROCEDURES

A. All members of Falcon Division are expected to maintain military discipline always. If a member of the unit is negligent or disobedient; or willfully disregards regulations, lawful orders, or policies and procedures, he/she is subject to disciplinary action.

B. Instruction, designed to teach the desired behavior, will always occur prior to discipline. Disciplinary action will be balanced with the offense and will generally occur in the order below. However, a severe offense may call for immediate movement to higher levels of disciplinary action. 1. Counseling/Instruction 2. Informal Oral Reprimand & Remedial Instruction 3. Formal Oral Reprimand 4. Formal Written Reprimand 5. Screening/XO's Mast 6. Captain's Mast

C. All counseling/reprimands will be documented using the counseling form. All counseling will be conducted by a minimum of two Officers.

D. Participation in the NSCC/NLCC is a privilege, not a right. Disciplinary actions may be noted in the cadet's permanent NSCC/NLCC records. Misbehavior at NSCC recruit and advanced training may preclude the cadet's attendance at future training and potential dismissal upon review/investigation of the Commanding Officer. The ability to enlist in the armed forces may be jeopardized by the misconduct of a cadet.



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E. Officer Misconduct: The Commanding Officer, upon learning of either misconduct, or any action or inaction on the part of any officer which reflects unfavorably on the NSCC, will immediately investigate. The results of that investigation will be in a confidential, written report. Any officer either relieved for cause, or relieved for misconduct, will not be allowed to remain with, participate in, or associate with Falcon Division.

F. SERIOUS INCIDENT MANAGEMENT (CAPTAIN'S MAST - ARTICLE 32 & ARTICLE 15)

1. In the event of alleged 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, Rhode Island Revised Code (Criminal), or a serious violation of the USNSCC Regulations or the policies outlined by this SOP that would be considered as grounds for dismissal.

2. 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 circumstances, and the findings will include the intended penalty. The Commanding Officer has no obligation to disclose the progress of 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.

3. If the alleged misconduct is of such a nature that the facts and circumstances are reasonable to support the accusation, and the misconduct would normally warrant immediate dismissal from Falcon Division, the cadet will be disenrolled. A copy of the Captain's Mast proceedings is placed in the Disciplinary File archives folder as well as uploaded to the cadet's Magellan profile. Cadets dismissed under the authority of these proceedings will generally



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not be allowed to re-enroll in the Falcon Division.

4. All incidents of this level will require the involvement of the Regional Director.

XX. FALCON DIVISION BUSINESS HOURS AND COMMUNICATIONS

A. Falcon Division, its cadets and staff will conduct non-drill schedule business hours between the hours of 0900 and 1900 Monday through Friday. Weekend communication is strongly discouraged, unless in the case of an emergency. Allow 24 hours for a reply before jumping the Chain of Command.

B All communication among Falcon Division should be via email. Cellular texts and calls should be avoided due to continuity and documentation purposes.

C. All email communications between Officers and Cadets will have the Executive Officer, Commanding Officer and the cadet's direct superior copied.

D. Emails between Officers can be accompanied by a text advising an email has been sent.

E. Cadets and Officers are forbidden to associate on a personal level on social media ie: Facebook, twitter. Group social media pages are acceptable however caution is highly suggested.

F. This policy is to be observed by ALL HANDS. Deviation from this policy will not be tolerated.

XXI. AMENDMENTS TO AKRON BATTALION SOP'S

SOP's are amended by the Commanding Officer alone. Any amendments will be discussed among the Commanding Officer and Executive Officer prior to ratification.