



**US Naval Sea Cadet Corps**  
**Radm Charles W. Parks Battalion and Training Ship Pampanito**  
**BUILDING 611, FERNANDEZ AVENUE - DUBLIN CA 94568**  
[www.cwparksbattalion.org](http://www.cwparksbattalion.org)



## PLAN OF THE MONTH

The Plan of the Month is an official document of RADM Charles W. Parks Battalion and Training Ship Pampanito. Its contents reflect current orders of the Commanding Officer and official unit announcements. All personnel are responsible for reading and understand the information contained herein. Parents and guardians of Cadets are encouraged to read the Plan of the Month and to make note of meeting days and special announcements that may affect personal schedules.

### February 2024

LT Spencer Boyce  
 Commanding Officer 925-487-5724

**Drill Dates:** 3-4 February 2024

**Drill Hours** 0800-1600 Hours

**Uniform of the day:**

**Saturday:** Officers/Midshipmen: Dress Blues, NWU Or Alternate Uniform  
 Chiefs: DRESS BLUES – Bring NWU in labeled seabag to change into  
 Cadets: DRESS BLUES – Bring NWU in labeled seabag to change into

**Sunday:** Officers/Midshipmen: Khakis/Dress Blues or Alternate Uniform  
 Chiefs: Khakis in a.m. – Dress Blues for inspection  
 Cadets: NWU

**Saturday – Pleasanton American Legion Hall**

0800 Officers and Cadet Staff Report Aboard  
 0815 Cadets Report Aboard  
 0830 Morning Colors  
 0845 Dress Blues Inspection  
 1030 Uniform prep for annual inspection  
 1130 Chow  
 1300 Inspection Practice  
 1600 Secure Building

**Sunday – Pleasanton American Legion Hall**

**\*MANDATORY DRILL\***

0800 Officers and Cadet Staff Report Aboard  
 0815 Cadets Report Aboard  
 0830 Morning Colors  
 1000 Chief Pinning Ceremony  
 1100 Chow  
 1300 Command Inspection  
 1400 Clean and secure building  
 1500 Release cadets

**Proper Haircuts are required for inspection!**

**On Saturday, arrive in your dress blue uniform and bring your NWU uniforms (don't forget undershirts, boots, cover, etc) If you don't have proper haircut, we will send you away to get one or we will cut it for you!**



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**ALL CADETS PLEASE BRING \$5 FOR CHOW EACH DAY**

**FAMILY AND FRIENDS WELCOME**

**PLEASE JOIN US!!**

**1:00 – 3:00 PM ON SUNDAY, FEBRUARY 4<sup>TH</sup>**  
**FOR OUR ANNUAL COMMAND INSPECTION**

**AMERICAN LEGION/VFW HALL PLEASANTON**

**301 MAIN ST.**  
**PLEASANTON, CA 94566**



**THIS IS A GREAT OPPORTUNITY FOR FAMILY AND FRIENDS TO SEE  
THEIR CADETS SHOW OFF SOME OF WHAT THEY LEARN DURING  
DRILL!**



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**[Drill Attendance Form – Please update your attendance plans on our google form, cadets need to add their cell phone and email addresses so that the squad leaders have contact information for their cadets.](#)**

**UNIFORM SUPPLY ISSUES** - If you have received incomplete uniforms, please make a list of missing items. As is the case with the rest of the nation, we are facing issues with supply chain. We are doing our best to fill all the needs of our cadets, including the very small ones. Please remember that the uniforms we issue are Navy Issued uniforms and therefore are adult sizes. If you get a uniform that is too large, you may need to have them tailored. We do the best we can but have registered a lot of very small cadets recently.

### **IMPORTANT DATES**

- February 3<sup>rd</sup>-4<sup>th</sup> – Annual Inspection Weekend – Pleasanton VFW Hall
- March 16<sup>th</sup>-17<sup>th</sup> – Drill Weekend
- April 20<sup>th</sup>-21<sup>st</sup> – Drill Weekend
- May 18<sup>th</sup>-19<sup>th</sup> – Drill Weekend
- June 9<sup>th</sup> – Drill

**ADULT VOLUNTEER OPPORTUNITIES** – February will be the hand off to our new leadership team. If you are interested in joining the adult leadership, we could still use a few more people.

### **PARENT PORTAL**

Please remember that your parents need to create a Parent Portal and add their cadets before they can register you for a training event. This is especially important if you recently submitted a physical examination form. Parents, it is YOUR responsibility to be sure your cadet has had a physical examination within 12 months. Please double check to see if you need to have a new examination completed.

### **EMAIL COMMUNICATIONS**

Our primary mode of communication is via email. Some very important things to note with email:

- If we send an email, it is generally sent to the cadet and to the primary adult registered with the cadet. For younger cadets, you may need to remind them to check their emails regularly.
- Sometimes emails go to spam and junk folders. We generally send the Plan of the Month around the 1<sup>st</sup> of each month. If you don't receive it, you should be checking your junk folder and with your squad leader to see if you are missing anything.
- If you are going to email an adult, **always have another adult cc'd on your email. This can be another officer or one of your parents.**



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**PRE DRILL INSTRUCTIONS:**

- 1) Security Pass: If your guardians do not have a current security pass, they can go to the Base Pass office, Monday-Friday 0800-1600, to get a new one. If you are unable to get a pass at the Base Pass office prior to the drill, expect delays at the gate. Plan appropriately.
- 2) If any health issues change, or you suspect you have Covid-19 or even simply the flu, please notify us immediately and **DO NOT COME TO DRILL.**

LT Spencer Boyce  
Commanding Officer  
U.S. Naval Sea Cadet Corps  
Rear Admiral Charles W. Parks Battalion Region 12  
Training Ship Pampanito  
Parks Reserve Forces Training Area, Camp Parks, Dublin, CA  
c.925-487-5724 e. [co@cwparksbattalion.org](mailto:co@cwparksbattalion.org) / [www.cwparksbattalion.org](http://www.cwparksbattalion.org)