



California Cadet Corps Curriculum on Basics



ESSAYONS

“Cadet Responsibilities”



Cadet Responsibility Agenda

- B1. Guard Duty
- B2. Definition of Leadership
- B3. Military Time
- B4. Phonetic Alphabet
- B5. Phonetic Alphabet



GUARD DUTY

B1. Discuss the responsibilities of guard duty and recite the three general orders.



Guard Duty



- Guard duty protects:
 - equipment
 - areas requiring safeguarding & care
- Two types:
 - Interior
 - Exterior



Guard Duty

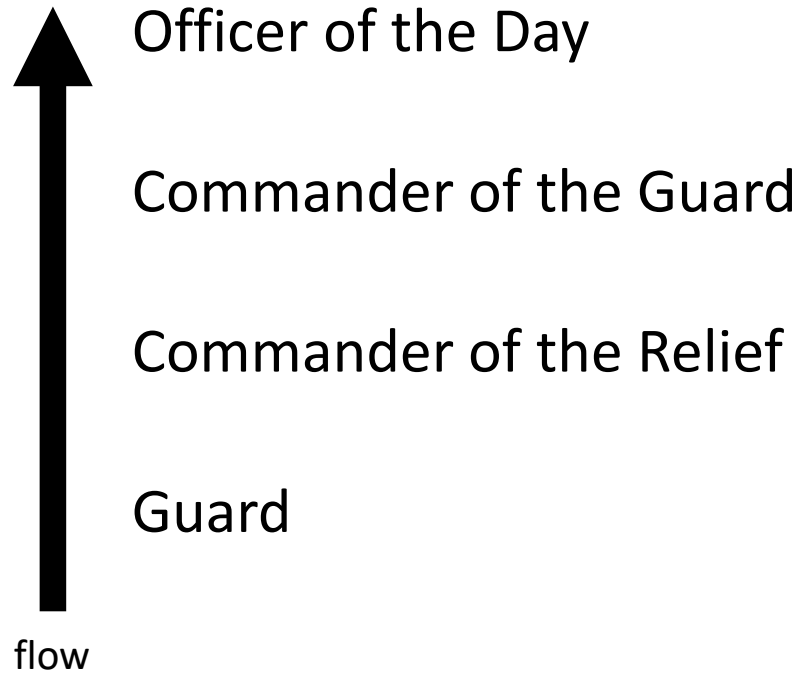
Examples:

- Exterior
 - Walk a route to check security & safety
- Interior
 - Nighttime Fire Guard in barracks
 - Up in uniform
 - Make certain checks
 - Wake someone if an emergency



Guard Duty

Chain of command filled by duty roster





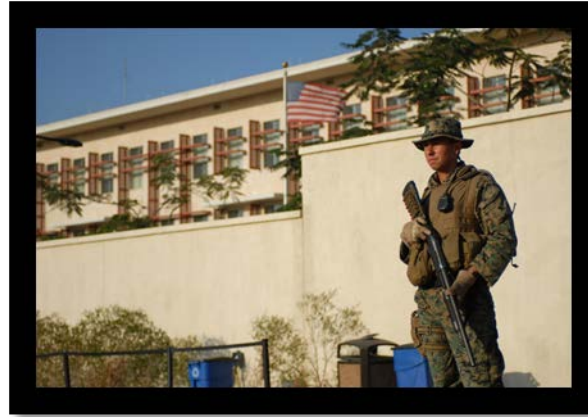
Guard Duty

- Military
 - Deployed or in field
- Cadet Corps
 - A learning tool
 - Bivouacs (field exercises)





Guard Duty



- Guards are assigned to specific post or shift
- Guards shift should last no more than 2 hours
- They work in teams of at least 2 Cadets
- Cadets follow three General Orders



CALIFORNIA
CADET CORPS

First General Order

I will guard everything within the limits of my post and quit my post only when properly relieved.





CALIFORNIA
CADET CORPS

Second General Order



I will obey my special orders and perform all my duties in a military manner.



CALIFORNIA
CADET CORPS

Third General Order



I will report violations of my special orders, emergencies, and anything not covered in my instructions to the Commander of the Relief.



Duties of a Guard

- Never leave your post until you are relieved.
- The guard is responsible for everything within the limits of the post.
- The guard must stop persons who have no authority to be in the area. These individuals are reported to the Commander of the Relief.
- The guard on duty has full control. A higher-ranking Cadet not assigned to guard duty has no authority to give orders to a guard.



Duties of a Guard (continued)

- If a guard becomes sick, a relief must be assigned by the Commander of the Relief.
- Guards will pass on their instructions to their relief.
- During overnight guard duty, or if given instructions to do so, the guard must challenge all people entering their assigned limits.
 - If the guard does not recognize an individual, the guard should ask the individual to identify him/herself.
 - If the individual is not authorized in the area, the intruder is reported to the Commander of the Relief.
- A guard must report all violations or emergencies to the Commander of the Relief.



Check on Learning

- 1) **1st General Order:** I will _____ everything within the limits of my post and quit my post only when properly _____.
- 2) **2nd General Order:** I will _____ my special orders and _____ all my duties in a military manner.
- 3) **3rd General Order:** I will report _____ of my special orders, emergencies, and anything not covered in my _____ to the Commander of the Relief.



DEFINITION OF LEADERSHIP

B2. Recite the Definition of Leadership and explain its meaning.



Leadership Defined



Leadership is the process of influencing & directing people

- by providing:
 - purpose
 - direction
 - motivation
- while operating:
 - to accomplish the mission
 - improve the organization



Leadership Defined

Leadership is the process...

- Takes place over time, often slowly
- Can be:
 - learned
 - monitored
 - improved
- A series of events
- Usually organized in some way





Leadership Defined



Figure 1: General Colin Powell

...of influencing

- Getting people to do something they may not want to do
- Influencing people by:
 - building trust
 - setting an example
 - convincing them you know what is best
- Motivating people



Leadership Defined

...and directing

- Make people do the right thing
- Taking charge shows you're "the boss"
- People follow you because they know you:
 - know what you're doing
 - will look out for their well being

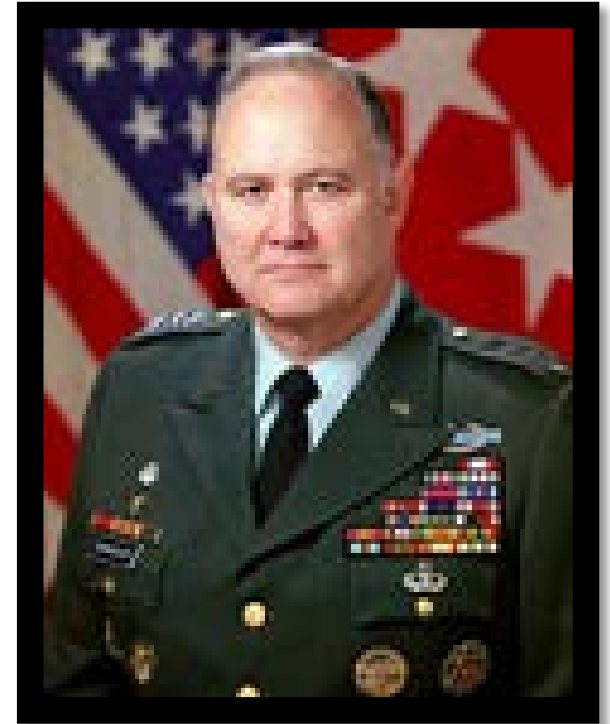


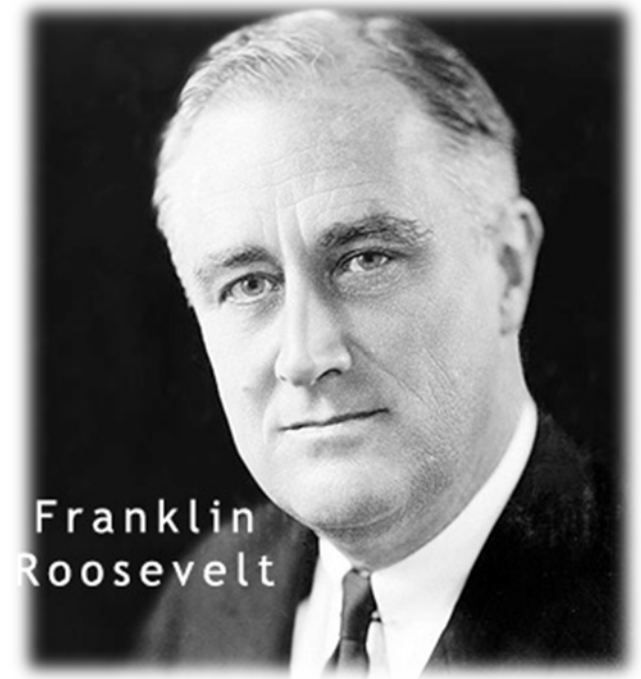
Figure 2: General Norman Schwarzkopf, Jr.



Leadership Defined

...people

- Leadership different from management
- Leaders direct **people**
- Managers direct **resources** (time, money, and materials)
- Lead cadets now...later in life you'll hopefully lead many others





Leadership Defined

...by providing purpose

- Make sure subordinates know the WHY

A higher purpose may be more important than doing or experiencing

WHY?



Leadership Defined

...direction

- People need to know where they're going
- Give subordinates an end-state
 - let them figure out the route

end-state

Noun

(plural: end states)

(military) The specified situation at the successful completion of the final phase of a military operation.

YourDictionary



Leadership Defined

...and motivation

- Encourage commitment to achieve shared goals
- Communicate
 - ideas
 - common causes
- Build a team
- Get people to **WANT TO DO** what you want them to do



Leadership Defined

MISCOMPLISH!
ACCOMPLISH!

...while operating to accomplish the mission

- Get the job done
- Know your goal & focus on reaching it
- Others will follow someone who helps them accomplish goals



Leadership Defined

...and improve the organization

- Leader is responsible for:
 - developing individuals
 - Improving the organization near & long term
- Use each mission to develop subordinates
- Each mission builds unit's capabilities
- Never lose sight of longer-term goals



Leadership Defined

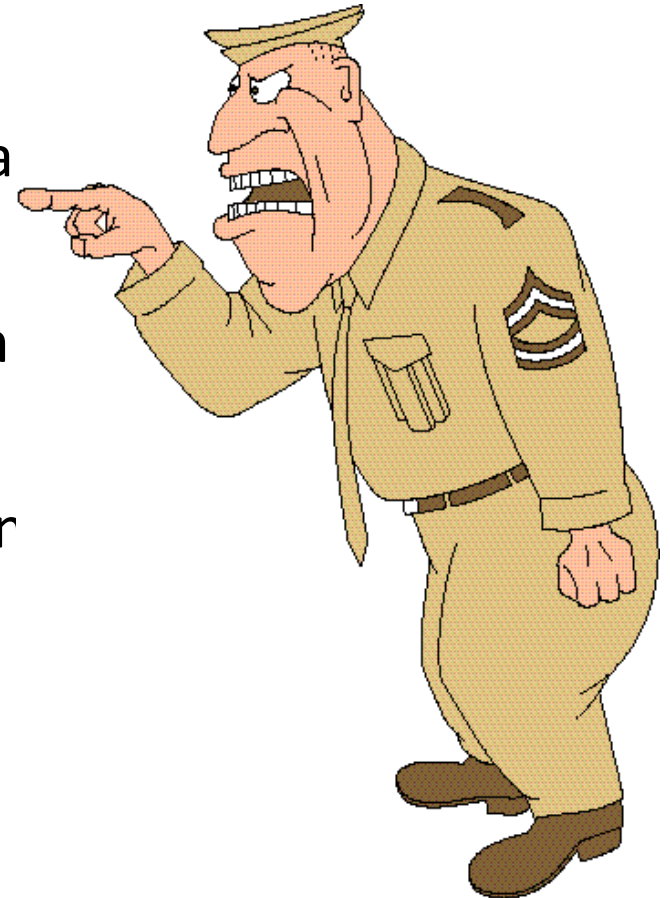
Leadership is **NOT**...

...simply ordering people around in a loud voice

...standing in the middle of the room and giving orders

...screaming louder when people don't listen

...forcing people to do something against their will





Leadership Defined

Good leaders:

- Tell people the goal
- Help people:
 - see why goal is important
 - how to achieve goal
- Work with team to reach goal
- Monitor team to make sure goal being met
- Redirect team when needed



Figure 3: Abraham Lincoln



Leadership Defined

How can you lead right now?

- Know exactly what your Cadet leaders expect
 - know the mission
- Set an example
- Learn as much as you can
 - the best leaders are very knowledgeable



Leadership Opportunities

- Cadet leadership position
- Cadets in non leadership roles:
 - Leads by example
 - Emergent leaders





Leadership Development

- Natural leadership skills
- Learned & developed skills
 - CACC provides training & education!
- Learn to follow before learn to lead





Leadership Development

- Leadership Steps:
 - Follower
 - Learn basic skills
 - Junior Leader
 - Cadet through Cadet Corporal ranks
 - Set example for other Cadets
 - Squad leader or platoon sergeant
 - Senior Leader
 - Examples: Battalion Commander & Command Sergeant Major



Leadership Development

- Skills Required for Leadership Role:
 - Proper wearing of CACC uniform
 - Rendering of customs and courtesies
 - Performance of squad & platoon level drill & ceremonies as squad member
 - Learning CACC memory work (CACC history, Core Values, Cadet Codes, Honor Code, Definition of Leadership, General Orders, 6 CACC Objectives, Chain of Command)



What is “responsibility”?



- Obligation
- Something you must do because of your position
- A duty
- Taking:
 - **credit** for job done correctly & completely
 - **blame** if done incorrectly



What is “authority”?

- Legal responsibility for getting job done
- Formal “power” given in your job by your superiors
- Authority from state law for Cadet NCOs & Officers:

The California Military and Veterans Code



Delegation of responsibility and authority

- ***Delegate:*** to ask or direct someone to help accomplish the mission
- Authority can be delegated to others, but responsibility can never be delegated
- You are always responsible for what happens or fails to happen in your organization



Check on Learning

Leadership is the process of _____ and directing people by providing _____, _____, and _____ while operating to accomplish the mission and _____ the organization.



MILITARY TIME

B3. Give times using Military Time, and convert from 12-hour to 24-hour clock and back.



Military Time





CALIFORNIA
CADET CORPS

Military Time Chart

Regular Time	Military Time	Regular Time	Military Time
Midnight	0000	Noon	1200
1:00 am	0100	1:00 pm	1300
2:00 am	0200	2:00 pm	1400
3:00 am	0300	3:00 pm	1500
4:00 am	0400	4:00 pm	1600
5:00 am	0500	5:00 pm	1700
6:00 am	0600	6:00 pm	1800
7:00 am	0700	7:00 pm	1900
8:00 am	0800	8:00 pm	2000
9:00 am	0900	9:00 pm	2100
10:00 am	1000	10:00 pm	2200
11:00 am	1100	11:00 pm	2300



Military Time



Figure 3: YouTube Video – “How To Tell Military Time”



Military Time

- To pronounce:
 - Say the number-word for the hour followed by “hundred” with an optional “hour”
 - For example, 1600 would be pronounced “sixteen hundred” or “sixteen hundred hours”
- 2030 is usually pronounced “twenty thirty”
- 1805 is usually pronounced “eighteen oh five”
- A leading zero for the hours before 1000 may be pronounced
 - For example, “oh three oh five” or as “zero three zero five” for 0305



Zulu Time

- Military coordinates with bases & personnel in other time zones
 - World is divided into 24 time zones
 - Each time zone has a letter of the alphabet assigned
- To avoid confusion, military uses the time in Greenwich, England (“Z” time zone)
 - Commonly called “Greenwich Mean Time (GMT)”
 - “Zulu” (Z) suffix is attached to ensure time zone referred to is clear
 - US Military refers to this time zone as “ZULU TIME”



Zulu Time

Example:

A military message stating,
“The ship will cross into the area of
operation at 1400Z” = the ship will arrive at
2:00 PM in Greenwich, England



Zulu Time

- Military often uses local time zone & just say “Local” after the time

Example:

California is in R, or Romeo, time zone:

Instead of “1430 Zulu”, they’d say “0630 Romeo” or “0630 Local”



Check on Learning

1. How would you say 4:30 pm in Military Time?
2. What time is 2100 in Regular Time?
3. What are the two ways to refer to midnight in military time?
4. To which city and country does the time zone "Z" refer?
5. What is the commonly referred to name of the "Z" time zone?



THE PHONETIC ALPHABET

B4. Recite the Phonetic Alphabet



Phonetic Alphabet

- Military & emergency services use for communications
- List of words to identify letters
- Prevents confusion between similar sounding letters
- Current phonetic alphabet adopted in 1957

Example:

The word “Army” would be “Alfa Romero Mike Yankee” in phonetic alphabet



CALIFORNIA
CADET CORPS

Phonetic Alphabet

A	B	C	D	E	F	G	H
ALPHA	BRAVO	CHARLIE	DELTA	ECHO	FOXTROT	GOLF	HOTEL
I	J	K	L	M	N	O	P
INDIA	JULIET	KILO	LIMA	MIKE	NOVEMBER	OSCAR	PAPA
Q	R	S	T	U	V	W	X
QUEBEC	ROMEO	SIERRA	TANGO	UNIFORM	VICTOR	WHISKEY	XRAY
			Y	Z			
			YANKEE	ZULU			



CALIFORNIA
CADET CORPS

“A”

Alpha

AL FAH



“B”

Bravo

BRAH VOH



“C”

Charlie

CHAR LEE



“D”

Delta

DELL TAH



“E”

Echo

ECK OH



“F”

Foxtrot

FOKS TROT



CALIFORNIA
CADET CORPS

“G”

Golf

GOLF



“H”

Hotel

HOH TELL



CALIFORNIA
CADET CORPS

“I”

India

IN DEE AH



“J”

Juliet

JEW LEE ET



CALIFORNIA
CADET CORPS

“K”

Kilo

KEY LOW



“L”

Lima

LEE MAH



CALIFORNIA
CADET CORPS

“M”

Mike

MIKE



“N”

November

NO VEM BER



“O”

Oscar

OSS CAH



“P”

Papa

PAH PAH



“Q”

Quebec

KEH BECK



“R”

Romeo

ROW ME OH



“S”

Sierra

SEE AIR RAH



“T”

Tango

TANG GO



“U”

Uniform

YOU NEED FORM



“v”

Victor

VIK TAH



CALIFORNIA
CADET CORPS

“W”

Whiskey

WISS KEY



CALIFORNIA
CADET CORPS

“x”

X-ray

ECKS RAY



“Y”

Yankee

YANG KEY



“z”

Zulu

ZOO LOO



Check on Learning

1. T/F: The word “Cadet” would be spelled “Charlie Alpha Delta Echo Tango” in the phonetic alphabet.
2. Spell “Corps” using the phonetic alphabet:
_____ _____ _____ _____

3. What is the phonetic alphabet word for “Y”?



THE PHONETIC NUMBERS

B4. Recite the Phonetic Numbers



Phonetic Numbers

Military phonetic system for numbers

Zero	One	Two	Three	Four	Five	Six	Seven	Eight	Nine
ZEE-roh	WUN	TOO	TREE	FO-wer	FIFE	SIKS	SEVEN	ATE	NINER



“0”

Zeero



“1”

Wun



“2”

Too



CALIFORNIA
CADET CORPS

“3”

Tree



“4”

Fower



“5”

Fife



“6”

Siks



“7”

Seven



“8”

Ate



“9”

Niner



Phonetic Numbers

- Say individual numbers
- Numbers less than 100 are not combined
 - Usually, only round numbers 100 & greater are combined
- Say the word “decimal” for numbers with a decimal

EXAMPLES:

12 = One Two (wun-too)

37 = Three Seven (tree-seven)

40 = Four Zero (fower zeero)

521 = Five Two One (fife-too-wun)

200 = Two Hundred (too hundred)

5000 = Five Thousand (fife-tousand)

2.45 = Two Decimal Four Five (too-decimal-fower-fife)



Check on Learning

1. How is “9” pronounced as a phonetic number?
2. How is “40” pronounced as a phonetic number?
3. T/F: The number 300 is pronounced “tree-hundred”
4. T/F: The number 5000 is pronounced “fife-thousand”