



California Cadet Corps Curriculum on Leadership Roles



“Move up through Ranks, Positions, and Experiences”

L3/A: Leadership Roles at the School Level



Agenda

A1. Introduction to Leadership Roles and Responsibilities

A2. Assistant Squad Leader and Guidon Bearer

A3. Squad Leader

A4. Platoon Sergeant

A5. Platoon Leader

A6. First Sergeant



Agenda

A7. Company Executive Officer

A8. Company Commander

A9. S1: Administration and Personnel

A10.S2: Safety and Security

A11.S3: Training and Operations

A12.S4: Supply and Logistics



Agenda

A13. S5: Civic, Public and Military Relations

A14. S6: Communications and IT

A15. Battalion Executive Officer (XO)

A16. Battalion Command Sergeant Major
(CSM)

A17. Battalion Commander (CO)



INTRODUCTION TO LEADERSHIP ROLES **AND RESPONSIBILITIES**

A1. Introduction to Leadership Roles and Responsibilities



Leadership Roles at the School Level

OBJECTIVES

Cadets will be prepared to work within the structure of the cadet battalion or brigade, and serve successfully in leadership positions within the California Cadet Corps.

Plan of Action

Describe the role and responsibilities of the cadet leadership position in California Cadet Corps Battalions: Introduction to Leadership Roles and Responsibilities.

Essential Question: How does the CACC develop a leader?



Introduction to Leadership Roles and Responsibilities

- CACC's primary objective: **Teaching Leadership**
- Leadership curriculum standard emphasizes:
 - Military knowledge
 - Citizenship and patriotism
 - Academic Excellence
 - Health and fitness





Introduction to Leadership Roles and Responsibilities

- Leadership is ***experiential*** – learn by doing
- Foundation to lead after 2 or 3 semesters
 - Process of learning
 - Developing skills
 - Embracing Values
 - Transform from a TAKER (takes orders, instructions)...
 - ...to a GIVER (give order, tasks, motivates)



Introduction to Leadership Roles and Responsibilities

- Academic aspects of leadership introduced
 - Theories, models
 - Different styles, types of leadership
- Good leaders study the experts
- CACC develops leaders by
 - Serving in leadership/staff positions
 - Practice leadership skills
- May not serve in all positions, but
 - Be familiar with duties and responsibilities
 - Helps the Cadet program at your school



Common Staff Procedures

Common Staff procedures to all NCOs:

- Visits and inspections
- Meetings
- Briefings
- Reports, and...



Common Staff Procedures

...Staff Coordination – the process of making certain that all pieces of a staff action fit together

- Each staff section examines plan
- Make adjustments to plan
- Ensure adjustments fit with overall plan



Common Staff Procedures

Practical Exercise (20 minutes)

Create a Plan – School Club Fundraiser

1. In groups of 4, take 15 minutes to develop a plan to raise money for the cadet corps at a school club event. (Student leaders may help students stay on task.)
2. For the remainder 5 minutes, each group presents their plan to the class.



Common Staff Procedures

- Staff officers make visits to
 - Obtain information for commander
 - Observe execution of orders
 - Assist subordinate unit commanders
- Examples include
 - S1 visits a company to assess personnel files
 - S2 visits a potential bivouac site to assess training
 - S5 visits a local newspaper for a press release



Common Staff Procedures

- Information obtained tells commander
 - How the units are performing
 - Give options in planning process
- Important part of staff officer's job
 - Discover and help subordinates to resolve problems



Common Staff Procedures

- Commanders and staff conduct inspections
 - To determine readiness of unit to accomplish mission
- Example: Annual General Inspection (AGI)

AGI is an inspection conducted by Headquarters of the CACC to assess the status of the program throughout the state



Common Staff Procedures

Commanders and Staff Officers frequently participate in:

- Staff Meetings
 - Determine and evaluate facts
 - Solve problems
 - Coordinate actions
 - Instruct, counsel, advise





Common Staff Procedures

Commanders and Staff Officers frequently participate in:

- Staff Briefings
 - Staff updates commander
 - XO usually presides
 - Staff sections provide updated information



Common Staff Procedures

Staff Sections prepare reports, for example:

- S1 prepares Strength and Activities Reports (SAR)
- S2 prepares Intrusion Reports
- S4 prepares Supply Inventory Reports



Common Staff Procedures

- Uses CACC Cadet Activity Planning Process in CR3-14
 - Plan cadet activities
 - Prepare Warning Orders
 - Prepare Operations Orders



Check on Learning

1. What is the Cadet Corps' primary objective?
2. T/F: "Staff Coordination" is the process of making certain that all pieces of a staff action fit together.
3. What does "experiential learning" mean?



ASSISTANT SQUAD LEADER AND GUIDON BEARER

A2. Assistant Squad Leader and Guidon Bearer



Leadership Roles at the School Level

OBJECTIVES

Cadets will be prepared to work within the structure of the cadet battalion or brigade, and serve successfully in leadership positions within the California Cadet Corps.

Plan of Action

Describe the role and responsibilities of the cadet leadership position in California Cadet Corps Battalions: Assistant Squad Leader and Guidon Bearer.

Essential Question: What are the roles of the Assistant Squad Leader and Guidon Bearer?



Assistant Squad Leader

- Entry-level leadership position
- Chance to show your leadership qualities
- The Assistant Squad Leader:
 - Sets the example
 - Leads squad in absence of Squad Leader
 - Helps squad members when struggling
 - Hones own skills

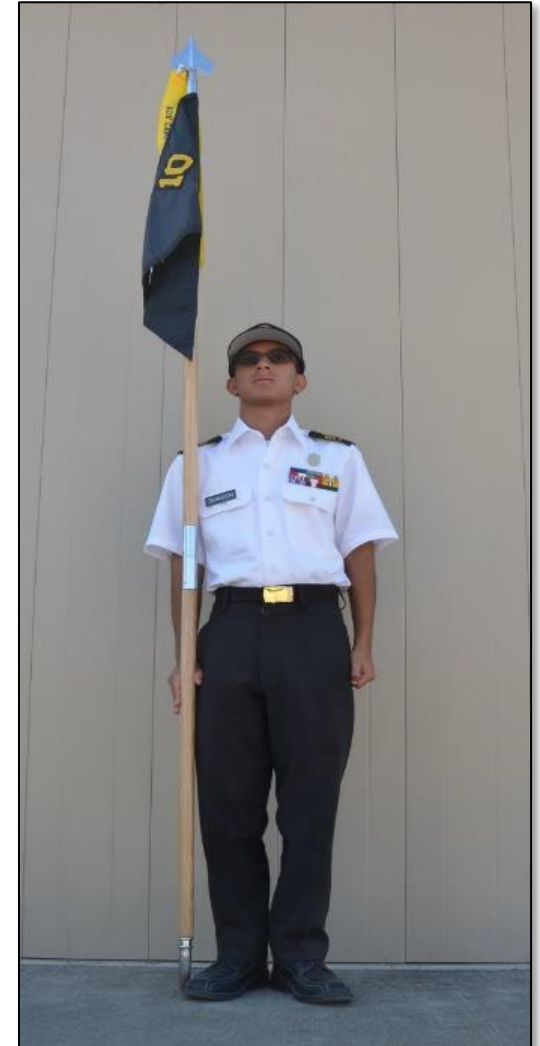


Guidon Bearer

- Sharpest junior cadet in the unit
- Carries the unit Guidon
- Rally point for formation
- Leads by example

Drill and Ceremonies: The Guidon Bearer

<https://www.youtube.com/watch?v=Uteflg9wPj4>





Check on Learning

1. T/F: The Assistant Squad Leader is an entry level leadership position.
2. What are two responsibilities of the Guidon Bearer?



SQUAD LEADER

A3. Squad Leader



Leadership Roles at the School Level

OBJECTIVES

Cadets will be prepared to work within the structure of the cadet battalion or brigade, and serve successfully in leadership positions within the California Cadet Corps.

Plan of Action

Describe the role and responsibilities of the cadet leadership position in California Cadet Corps Battalions: Squad Leader.

Essential Question: What is the role of the Squad Leader?



Squad Leader

- Reports to Platoon Sergeant
- Helps cadets learn to do well on tests and inspections, AGI
- Practice drills for squad proficiency
- Ensure squad uniforms in order





Squad Leader

- A good Squad Leader is responsible for:
 - Appearance
 - Conduct
 - Training
 - Discipline
- Works with Assistant Squad Leader to ensure
 - Squad members maintain high standards of behavior



Squad Leader

- Sets the example
- Trains Assistant Squad Leader
- Knows names and contact information of assigned squad members
- Assists squad members with Cadet Corps matters
- Find solutions to issues when possible; refer to the Platoon Sergeant/leader if needed
- Forms squad correctly



Squad Leader

- Accurate report of persons present at activities, company platoon/formations, etc.
- Conduct uniform inspection of squad; report uniform needs up chain of command
- Thoroughly familiar with individual, squad, platoon drills
- Instruct/demonstrate drill movements, allow time for individual performance, supervise squad members for proper performance





Squad Leader

- Develop responsibility and leadership in team leaders
- Encourage squad members to seek promotion; help prepare for Promotion Task Assessments
- Encourage squad members to attend activities, join Color Guard and Flag Detail, participate in Drill Team and Individual Major Awards competitions, and other opportunities
- Motivate squad, provide goals and a vision, grow esprit de corps within squad



Check on Learning

1. Who does the Squad Leader report to?
2. A good Squad Leader is responsible for which of the following:
 - a. Appearance
 - b. Conduct
 - c. Training
 - d. Discipline



Squad Leaders

Practical Exercise (20 minutes)

Train Your Squad

Platoon Sergeants assign your Squad Leaders to train cadets in the following steps from the [Manual of the Guidon](#) (CR3-21.5, pg. 79):

1. Order Guidon
2. Parade Rest
3. Carry Guidon
4. Raised Guidon
5. Present Guidon
6. Guidon Bearer's Salute



PLATOON SERGEANT

A4. Platoon Sergeant



Leadership Roles at the School Level

OBJECTIVES

Cadets will be prepared to work within the structure of the cadet battalion or brigade, and serve successfully in leadership positions within the California Cadet Corps.

Plan of Action

Describe the role and responsibilities of the cadet leadership position in California Cadet Corps Battalions: Platoon Sergeant.

Essential Question: What is the role of the Platoon Sergeant?



Platoon Sergeant

- Primary assistant and advisor to Platoon Leader
- Squad Leaders report to Platoon Sergeant
- **Responsible for training and caring for Cadets**
- **Tasked with platoon readiness, drill and ceremonies, and accountability**





Platoon Sergeant

- Sets example of discipline and positive attitude
- Assist in supervision of the Squad Leaders as they conduct events; ensure safety of Cadets
- Develop spirit of teamwork; give Squad Leaders sense of purpose
- Submit absentee reports to Company First Sergeant for accurate accountability



Platoon Sergeant



- Assist Platoon Leader in training particularly in military courtesy and uniform wear
- Counsel personnel at Squad Leader's request to help teach leadership
- Assume control of platoon in Platoon Leader's absence
- Oversee Cadet welfare and safety



Platoon Sergeant

- Assign, oversee, mentor Squad Leaders
- Manage all tasks and guidance from Platoon Leader
- Ensure Cadets comply with success and safety standards
- Encourage platoon members to attend activities, march in parades, joining the Color Guard and Flag Detail, participate in the Drill Team and Individual Major Awards competitions, and other opportunities
- Motivate platoon, provide goals and vision, grow esprit de corps in platoon



Check on Learning

1. T/F: The Platoon Sergeant is not responsible for training and caring for cadets.

2. The primary task of a Platoon Sergeant is:
 - a. Platoon readiness, drill/ceremony, accountability
 - b. Squad formation
 - c. Encourage cadets to attend activities, Color Guard, Flag Detail



PLATOON LEADER

A5. Platoon Leader



Leadership Roles at the School Level

OBJECTIVES

Cadets will be prepared to work within the structure of the cadet battalion or brigade, and serve successfully in leadership positions within the California Cadet Corps.

Plan of Action

Describe the role and responsibilities of the cadet leadership position in California Cadet Corps Battalions: Platoon Leader.

Essential Question: What is the role of the Platoon Leader?



Platoon Leader

- Directly responsible for platoon
- Primary job – leadership, training, discipline
- Opportunity and privilege to be role model, coach, counselor





Platoon Leader

- Keep Company Commander apprised of platoon status
- Organize and maintain effective chain of command
- Work closely with Platoon Sergeant to manage Cadets; knows Cadets' strengths and weaknesses
- Inspect platoon at formations; establish platoon standards
- Responsible for Cadet readiness – physical fitness, 201 files, behavior and conduct



Platoon Leader



- Know cadet regulations; ensure platoon knows, follows
- Enforce orders from superiors
 - However, if you think an order is wrong, discuss with chain of command or instructor
- Develop spirit of teamwork; instill respect, obedience, cooperation
- Develop leadership through coaching, training, counseling, and mentorship



Platoon Leader

- Know all phases of drill; able to supervise and conduct platoon drill
- If the senior officer present in formation, able to conduct company drill
- Promote cadet mastery of basic CACC knowledge
- Set high standard of personal appearance and conduct



Platoon Leader

- Resolve leadership, training, and disciplinary problems
 - If unable to solve a problem, seek advice and assistance of Company Commander, Company XO, or First Sergeant
- Aid or provide counseling to personnel in the platoon as necessary
- Know how to receive and give orders



Check on Learning

1. Who is the Platoon Leader directly responsible for?
2. T/F: The primary job of a Platoon Leader is leadership, training and discipline.
3. T/F: It is not important for the Platoon Leader to know how to conduct drill.



Platoon Sergeant Platoon Leader

Practical Exercise (10 minutes)

Evaluate Your Squads

Platoon Sergeant(s) and Platoon Leader:

1. Select cadets for demonstration of the Manual of the Guidon tasks assigned
2. Give feedback to Cadets/Squad Leaders



FIRST SERGEANT

A6. First Sergeant



Leadership Roles at the School Level

OBJECTIVES

Cadets will be prepared to work within the structure of the cadet battalion or brigade, and serve successfully in leadership positions within the California Cadet Corps.

Plan of Action

Describe the role and responsibilities of the cadet leadership position in California Cadet Corps Battalions:
First Sergeant.

Essential Question: What is the role of the First Sergeant?



First Sergeant

- The senior enlisted advisor of a company
- Command leadership responsibilities
- Handles NCO development of Cadets





First Sergeant

- Maintain accountability of all Cadets
- Recommend Cadets for special assignments within the unit
- Manage promotions
- Manages disciplinary issues
- Primary time manager for the company, effecting timeliness through NCO Chain





First Sergeant

- Supervise unit support (admin, safety, supply, communications) operations
- Supervise and communicate with Platoon Sergeants
- Promote proper use of military courtesies - enforce unit discipline in conduct and uniform
- Initiate Company formations



Check on Learning

1. T/F: The First Sergeant handles leadership of Cadets, specifically NCO development.
2. Does the First Sergeant initiate company formations?
3. T/F: It is not the responsibility of the First Sergeant to manage promotions



COMPANY EXECUTIVE OFFICER

A7. Company Executive Officer



Leadership Roles at the School Level

OBJECTIVES

Cadets will be prepared to work within the structure of the cadet battalion or brigade, and serve successfully in leadership positions within the California Cadet Corps.

Plan of Action

Describe the role and responsibilities of the cadet leadership position in California Cadet Corps Battalions: Company Executive Officer.

Essential Question: What is the role of the Company Executive Officer?



Company Executive Officer (XO)

- Manage staff
- Report to the Commanding Officer
- Ensure Commander's message is communicated clearly and properly to command staff
- Typically responsible for management of day-to-day activities



Company XO

- Second in command; assume command responsibilities in Company Commander's absence
- Assign tasks to company staff NCOs
- Supervise company awards program; promote company honor unit point attainment
- Ensure dates and times met by platoon leaders
- Safety and risk assessment of all company events



Check on Learning

1. What is the Company XO typically responsible for:
 - a. Management of day to day activities
 - b. Platoon formation
 - c. Safety and risk assessment at company events
2. T/F: The Company XO ensures the Company Commander's message is communicated somewhat to the command staff



COMPANY COMMANDER

A8. Company Commander



Leadership Roles at the School Level

OBJECTIVES

Cadets will be prepared to work within the structure of the cadet battalion or brigade, and serve successfully in leadership positions within the California Cadet Corps.

Plan of Action

Describe the role and responsibilities of the cadet leadership position in California Cadet Corps Battalions: Company Commander.

Essential Question: What is the role of the Company Commander?



Company Commander

- Considered prestigious assignment
- Full command and control over unit; may exercise authority over unit personnel
- Ultimately responsible for safety, efficiency, and training of all under their command
- Held accountable for actions of their Cadets
- Oversee moral leadership of Cadets; present themselves as a positive moral influence





Company Commander

- Establish tone and command climate of company
- Set priorities for company training and missions
- Lead company at battalion formations, ensuring subordinates perform drill properly
- Provide instruction and counseling to subordinate commanders concerning command and leadership
- Ensure company is prepared for all missions and inspections



Check on Learning

1. T/F: The Company Commander is held accountable for the actions of their Cadets.
2. Is the Company Commander ultimately responsible for safety, efficiency, and training of all under their command?



First Sergeant, XO, CO

Practical Exercise (5-15 minutes)

Train the Trainers

The dynamics of leadership within each unit may be different. Have the top class leaders provide a short briefing on the use and importance of the Cadet Regulations.



S1: ADMINISTRATION AND PERSONNEL

A9. S1: Administration and Personnel



Leadership Roles at the School Level

OBJECTIVES

Cadets will be prepared to work within the structure of the cadet battalion or brigade, and serve successfully in leadership positions within the California Cadet Corps.

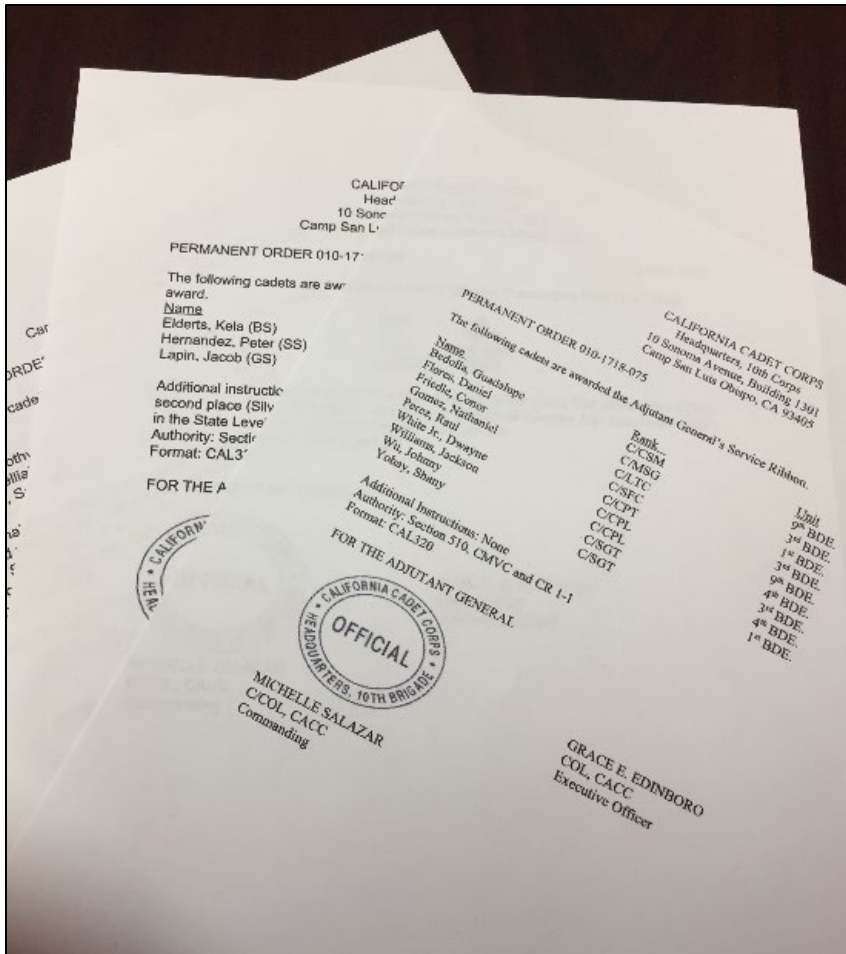
Plan of Action

Describe the role and responsibilities of the cadet leadership position in California Cadet Corps Battalions: S1 – Administration and Personnel.

Essential Question: What is the role of the S1 – Administration and Personnel?



S1: Administration and Personnel



- Administrative Office manages personnel and administrative systems
- Function as administrative liaison between CACC units and HQ
- Handle personnel action: promotions, awards, administration, assignments force structure
- Also called the Adjutant
- Battalion may have one or more Assistant S1s and Admin NCOs.



S1: Administration and Personnel

- Commander's primary point of contact for personnel accountability
- Submit monthly SAR monthly to HQ
- Manage unit's regulation library and forms
- Organize unit files; coordinate with all staff sections

California Cadet Corps

Report Date _____
Unit Designation _____
Brigade (for subunits) _____
Unit Name & State _____
Unit City & State _____
Unit Classification _____

Unit Strength

Cadet Enlisted												Cadet Officers													
EM	ELF	6M	6F	7M	7F	8M	8F	9M	9F	10M	10F	11M	11F	12M	12F	6M	6F	9M	9F	10M	10F	11M	11F	12M	12F
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Cadet Enlisted
PCT CDT CFC CPL SGT SSG SFC MSG 1SG SGM CSM
0 0

Previous Month's Activities
Date _____ Description _____

Upcoming Month's Activities
Date _____ Description _____

Strength & Activities Report

Instructions: Enter numbers in row 15 and this report will automatically enter totals in rows 10 and 11.

(School or Headquarters Designation) _____

Total Enlisted Male 0
Total Enlisted Female 0
Total Officer Male 0
Total Officer Female 0

Cadet Officers
6M 6F 9M 9F 10M 10F 11M 11F 12M 12F
0 0 0 0 0 0 0 0 0 0 0 0



S1: Administration and Personnel

- Process Cadet orders and permanent orders
- Establish and maintain personnel records
- Manage unit's awards program
- Perform duty of Adjutant in battalion formations
- In charge of morale activities



Check on Learning

1. The S1 office handle _____ and _____ systems.
2. T/F: The S1 is also called the Adjutant.
3. What monthly report does the S1 submit to HQ?



S2: SAFETY AND SECURITY

A10. S2: Safety and Security



Leadership Roles at the School Level

OBJECTIVES

Cadets will be prepared to work within the structure of the cadet battalion or brigade, and serve successfully in leadership positions within the California Cadet Corps.

Plan of Action

Describe the role and responsibilities of the cadet leadership position in California Cadet Corps Battalions: S2 – Safety and Security.

Essential Question: What is the role of the S2 – Safety and Security?



S2: Safety and Security

- Cadet Corps S2 is different from the Army
- Changed from traditional security and intelligence to medical services and safety of Cadets





S2: Safety and Security



- Supervise unit physical security
- Provide risk assessments and safety briefings
- Plan and conduct unit training
- Develop and implement medical service plans for Cadets at events
 - Sick call procedures
 - Medication management and administration protocols
 - Treatment of minor and major injuries and illnesses (with adult supervision)



Check on Learning

1. T/F: The S2 in the CACC provides medical services and safety of Cadets.
2. Does the S2 provide risk assessments and safety briefings?



S3: TRAINING AND OPERATIONS

A11. S3: Training and Operations



Leadership Roles at the School Level

OBJECTIVES

Cadets will be prepared to work within the structure of the cadet battalion or brigade, and serve successfully in leadership positions within the California Cadet Corps.

Plan of Action

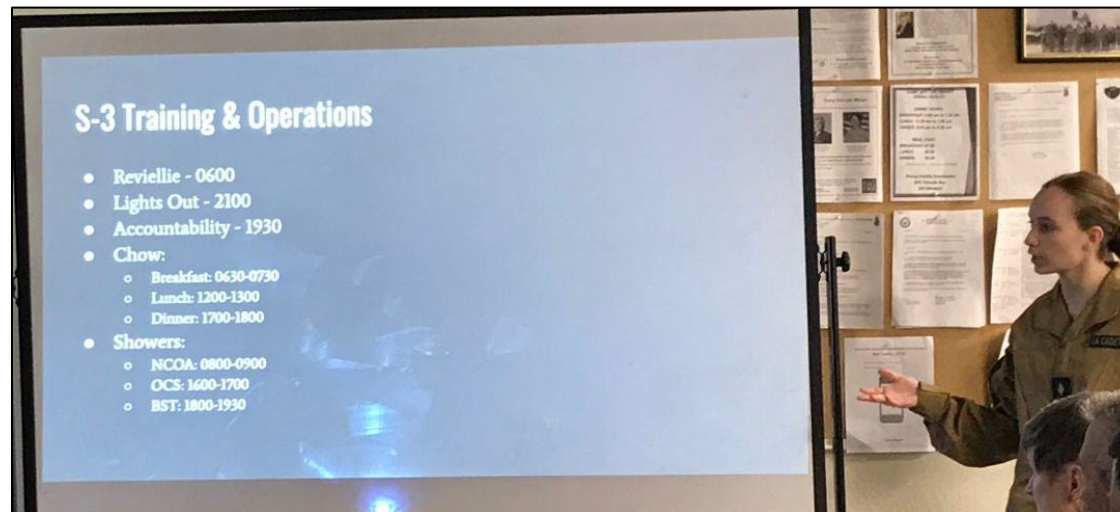
Describe the role and responsibilities of the cadet leadership position in California Cadet Corps Battalions: S3 – Training and Operations.

Essential Question: What is the role of the S3 – Training and Operations?



S3: Training and Operations

- Training and Operations Officers identify training needs, planning, organizing, and oversight of training
- Training Officer ensures ongoing military education of Cadets.





S3: Training and Operations

- Create operational plans implemented by all unit leaders and staff
- Coordinate activities and operations with staff
- Advise Commander concerning training and other matters that can affect the unit's status
- Publish and maintain training schedules and files



S3: Training and Operations

- Manage unit training resources
- Visit smaller battalion units to assess leadership readiness
- Produce AARs for unit events





Check on Learning

1. The _____ Officer identifies ensures ongoing military education of Cadets.
2. T/F: The S3 creates operational plans implemented by all unit leaders and staff.



S4: SUPPLY AND LOGISTICS

A12. S4: Supply and Logistics



Leadership Roles at the School Level

OBJECTIVES

Cadets will be prepared to work within the structure of the cadet battalion or brigade, and serve successfully in leadership positions within the California Cadet Corps.

Plan of Action

Describe the role and responsibilities of the cadet leadership position in California Cadet Corps Battalions: S4 – Supply and Logistics.

Essential Question: What is the role of the S4 – Supply and Logistics?




S4: Supply and Logistics

- Supply Officer manages ALL supplies and equipment
- Usually at battalion level
- Supervise Supply Sergeants at company level
- Manage storage of unit supplies, accountability of property, and logistics support of unit activities





S4: Supply and Logistics

- Conduct periodic inventory of property
 - Requisition, receive, and store supplies issued
- 
- Prepare lateral supply transfer from unit to unit
 - Requisition and stock awards



- FORM 100 - INDIVIDUAL CLOTHING RECORD**

[illegible]



Check on Learning

1. The S4 manages ALL of what?
2. The S4 maintains which of the following:
 - a. Individual clothing records
 - b. Unit property book stock records
 - c. Temporary Hand Receipts



S5: CIVIC, PUBLIC AND MILITARY RELATIONS

A13. S5: Civic, Public and Military Relations



Leadership Roles at the School Level

OBJECTIVES

Cadets will be prepared to work within the structure of the cadet battalion or brigade, and serve successfully in leadership positions within the California Cadet Corps.

Plan of Action

Describe the role and responsibilities of the cadet leadership position in California Cadet Corps Battalions: S5 – Civic, Public and Military Relations.

Essential Question: What is the role of the S5 – Civic, Public and Military Relations?



S5: Civic, Public and Military Relations

- Responsible for public outreach, engagement, and relationship management with:
 - Cadets
 - Parents and families
 - Local communities
 - Legislative offices
- Tell the unit and Cadet Corps story
- Manage unit social media presence
 - Facebook, Twitter, YouTube, etc.



S5: Civic, Public and Military Relations



- Prepare and release information bulletins
- Coordinate community service activities support
- Communicate with media outlets (under adult supervision)



S5: Civic, Public and Military Relations

- Maintain list of local press, media and community contacts
- Invite distinguished guests and press to unit activities
- Escort visitors and VIPs when visiting the unit





S5: Civic, Public and Military Relations



<https://www.instagram.com/p/BzZDgyABt9f/>



Check on Learning

1. The S5 is responsible for public outreach, engagement, and relationship management with who?
2. T/F: It is the S5 officer that tells the unit and Cadet Corps story.



S6: COMMUNICATIONS AND IT

A14. S6: Communications and IT



Leadership Roles at the School Level

OBJECTIVES

Cadets will be prepared to work within the structure of the cadet battalion or brigade, and serve successfully in leadership positions within the California Cadet Corps.

Plan of Action

Describe the role and responsibilities of the cadet leadership position in California Cadet Corps Battalions: S6 – Communications and IT.

Essential Question: What is the role of the S6 – Communications and IT?



S6: Communications and IT

- Responsible for the entire communication system
- Plan for all facets of communication and technology





S6: Communications and IT

- Advise commander on information technology, communication electronics and computers
- Develop and implement radio communication protocols
- Serve as the staff “expert” on computer hardware, software, and peripherals



S6: Communications and IT



- Maintain unit website
- Ensure security of data maintained on computers
- Maintain and manage other electronic equipment
 - Copiers, camcorders, cameras, etc.



Check on Learning

1. T/F: Is it not the responsibility of the S6 to plan for all areas of communication and technology

2. The S6 is responsible for which of the following:
 - a. Maintain unit social media
 - b. Maintain unit website
 - c. Maintain electronic equipment



Staff Units

Practical Exercise (10 minutes)

Play a Game

1. Divide class into two groups
2. Have each group assign a spokesperson
3. Each group calls out which S unit is responsible for that item
4. The group that calls out the most correct answers wins!



Staff Units

- | | |
|----------------------------|-----------------------------------|
| 1. Form 13 | 9. Interview a Veteran |
| 2. Report of Survey | 10. Storing Rifles |
| 3. Set up Bivouac | 11. Class on Tying Knots |
| 4. Permanent Orders | 12. Ribbon Chart |
| 5. Color Guard Roster | 13. Attend District Meeting |
| 6. Risk Assessment | 14. Post Articles on Unit Website |
| 7. Charging Radios | 15. Establish First-Aid Station |
| 8. Provide Extension Cords | |



BATTALION EXECUTIVE OFFICER (XO)

A15. Battalion Executive Officer (XO)



Leadership Roles at the School Level

OBJECTIVES

Cadets will be prepared to work within the structure of the cadet battalion or brigade, and serve successfully in leadership positions within the California Cadet Corps.

Plan of Action

Describe the role and responsibilities of the cadet leadership position in California Cadet Corps Battalions: Battalion Executive Officer (XO).

Essential Question: What is the role of the Battalion Executive Officer (XO)?



Battalion Executive Officer (XO)

- Primary duties:
 - Supervise Battalion staff
 - Ensure directives of Battalion Commander are carried out
- Plan and provide battalion support
- Second in command of the Battalion





Battalion XO

- Prepared to assume command of unit when Commander or Deputy Commander is absent
- Supervise staff operations and activities
- Supervise preparation and submission of required reports
- Provide instruction and counseling to staff officers regarding staff function and effective communication



Battalion XO

- Ensure proper lateral staff coordination and communications
- Designate appropriate staff section to:



- Conduct project planning
- Coordinate actions of subordinate units



Battalion XO

- Make recommendations to unit commander for officer appointment and retention
- Coordinate recommendations for promotions and awards; submit to Battalion Commander for approval
- Coordinate command inspection program (including AGI)



Battalion XO

- Supervise preparation and delivery of command briefings to visitors and inspectors
- Assist unit commander as required
- Serve as Commander of Troops at Pass in Review ceremonies



Check on Learning

1. Battalion XO is responsible for which of the following:
 - a. Supervise Battalion staff
 - b. Ensure directives of Battalion Commander are carried out
 - c. Serves as Commander of Troops at Pass in Review ceremonies
2. T/F: The Battalion XO coordinates command inspection program (AGI).



BATTALION COMMAND SERGEANT MAJOR (CSM)

A16. Battalion Command Sergeant Major (CSM)



Leadership Roles at the School Level

OBJECTIVES

Cadets will be prepared to work within the structure of the cadet battalion or brigade, and serve successfully in leadership positions within the California Cadet Corps.

Plan of Action

Describe the role and responsibilities of the cadet leadership position in California Cadet Corps Battalions: Battalion Command Sergeant Major (CSM).

Essential Question: What is the role of the Battalion Command Sergeant Major (CSM)?



Battalion Command Sergeant Major (CSM)

- Senior enlisted member of the Battalion.
- Supervise NCOs and enlisted Cadets
- Advise Battalion Commander on all matters regarding Cadets and NCOs





Battalion CSM

- Senior non-commissioned officer representative
- Advisor to commander, especially in matters of training and discipline
- Design and implement unit NCO development programs
- Management of battalion headquarters (staff NCOs) along with XO

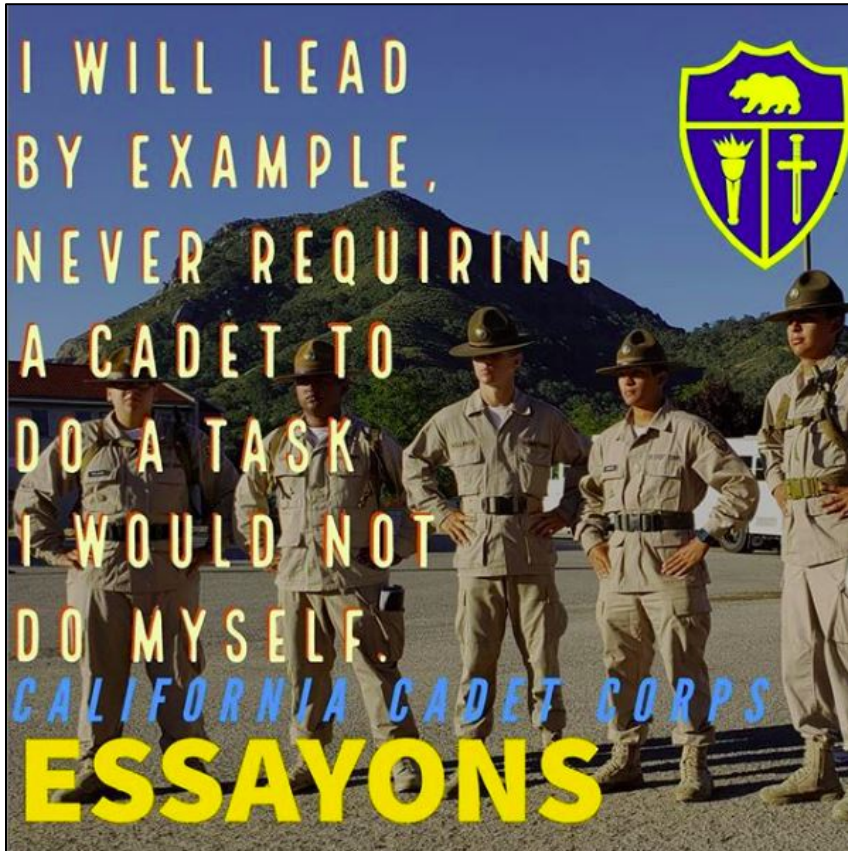


Battalion CSM

- Keep high standards of cadet uniform wear and military courtesies
- Assist S-2 in proper implementation of safety program
- Help train and counsel NCOs and enlisted cadets regarding attitude, appearance, military courtesy, and discipline; reports serious cases to Battalion Commander
- Supervise Color Guard, flag detail and teams to the highest standards of training and appearance



Battalion CSM



- Conduct periodic inspection of the CACC area for cleanness
- Manage accountability activities
- Manage formations and ceremonies



Check on Learning

1. T/F: The Command Sergeant Major the senior NCO member of the Battalion
2. The CSM is responsible for which of the following:
 - a. Design unit NCO development programs
 - b. Supervisor Color Guard and flag detail
 - c. Manage formations and ceremonies
 - d. Gives command briefings to visitors and inspectors



BATTALION COMMANDER (CO)

A17. Battalion Commander (CO)



Leadership Roles at the School Level

OBJECTIVES

Cadets will be prepared to work within the structure of the cadet battalion or brigade, and serve successfully in leadership positions within the California Cadet Corps.

Plan of Action

Describe the role and responsibilities of the cadet leadership position in California Cadet Corps Battalions: Battalion Commander (CO).

Essential Question: What is the role of the Battalion Commander (CO)?



Battalion Commander

- Responsible for everything that the Battalion does or fails to do
- Directs subordinate units through Company Commanders, and staff through the Executive Officer
- Provide unit vision and goals





Battalion Commander

- Command the Battalion at parades and ceremonies
- Set the vision and goals for the unit
- Lead unit in accomplishment of missions and projects
- Establish a climate that promotes mutual respect and confidence



Battalion Commander

- Supervise the Battalion Executive Officer, Company Commanders, and Battalion Command Sergeant Major
 - Ensure fully trained to perform duties
- Ensure high morale throughout the unit
- Determine scope of unit command inspection programs; conduct command inspections



Battalion Commander

- Implement unit discipline policy and program
- Make recommendations to the Commandant on matters affecting the battalion
 - Staffing, promotions, awards and operations
- Provide instruction and counseling to subordinate commanders concerning command and leadership



Check on Learning

1. T/F: The Battalion Commander is responsible for everything the Battalion does or fails to do.
2. Is the BC responsible for promoting mutual respect and confidence in the Battalion?
3. The BC directly supervises which of the following:
 - a. Executive Officer
 - b. Company Commanders
 - c. Sergeant Major



“Leadership is a responsibility to do more, not an excuse to do less.”

– CSM Scott Schroeder
*Addressing Class 66, February
23, 2016*

