

# Cadet Leader's Roles and Responsibilities

**2018 - 2019 Year**



**John T. Dempster, Jr. Division  
Lawrenceville, New Jersey**



# Presentation Objectives

- Understand the Organizational Structure of the Division
- Understand the Responsibilities of each Leadership Position
- Understand the Requirements for your Role in the Division

# Cadet Organizational Structure

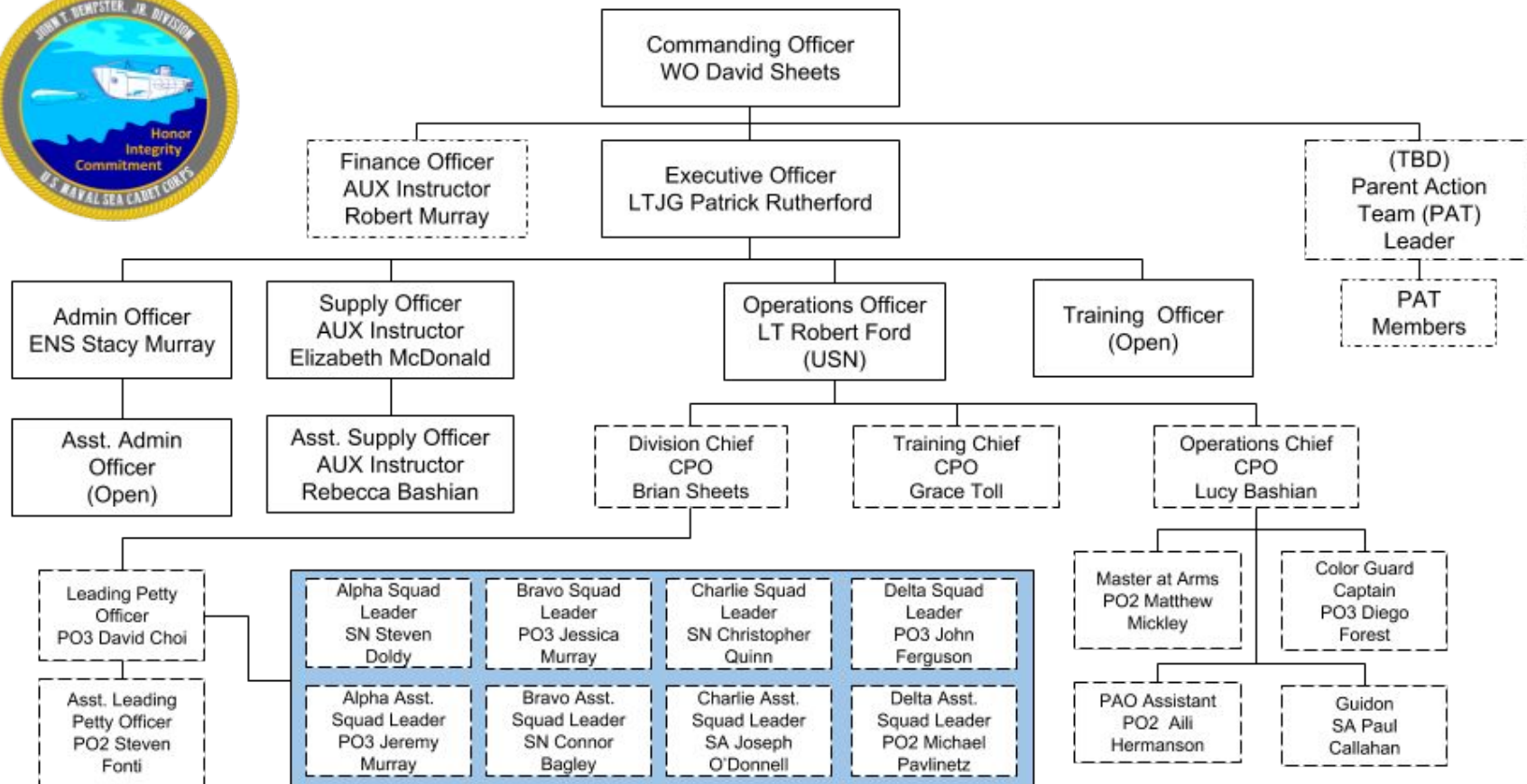


- Chiefs - Senior Cadet Leaders
- Personnel Leaders - Direct Cadet Supervision
- Cadet Staff Positions - Operational Support Functions

***- Officers will Rely on Cadet Leaders -***

# John T. Dempster, Jr. Division - US Naval Sea Cadet Corps

as of June 2018



# Chief Petty Officers



- Division Chief Petty Officer
- Operations (Ops) Chief Petty Officer
- Training Chief Petty Officer

**- CPOs will Contribute to the POM -**

# Division Chief Petty Officer



- CPO Brian Sheets, NSCC
- Focus on Division's Personnel Management
- Direct Supervision of LPO / ALPO
- Functions Include:
  - Final Muster Reporting to Admin Officer, Personnel Inspections, Physical Readiness Test (PRT), Cadet Evaluations

# Operations Chief Petty Officer



- CPO Lucy Bashian, NSCC
- Focus on Division's Operations
- Direct Supervision of Cadet Staff for Operations Support Functions
  - MAA - *Watch Bill to XO on Thursday prior to Drill*
  - Supervise Color Guard Captain
  - Management of Visitor / Candidate Visits & Interviews

# Training Chief Petty Officer



- CPO Grace Toll, NSCC
- Focus on Cadet Training
  - Setup of Presentation / Training Spaces
  - Support Coursework Compliance
  - Coordinate Cadet Provided Training Lectures
- League Cadet Oversight



# Direct Personnel Leaders

- Leading Petty Officer (LPO)
- Assistant Leading Petty Officer (ALPO)
- Squad Leaders (SL)
- Assistant Squad Leaders (ASL)



# LPO / ALPO Responsibilities



- LPO / ALPO are Mutually Supporting Roles
- Direct Management of SL and ASL
- Division Muster and Roll Call
  - Monitor TeamSnap Prior to Drill (Thursday)
  - Provide Muster to Division Chief at Drill
- Ensure that POM is followed

# SL / ASL Responsibilities



- SL / ASL are Mutually Supporting Roles
- Direct Management of Squad Personnel
- Squad Muster and Roll Call
  - Monitor TeamSnap Prior to Drill (Thursday)
  - Account for Personnel During Drill
- Ensure Squad Members are Engaged, Trained and Focused
  - Utilize the Chain of Command to resolve problems

# Cadet Staff Positions

- Master-At-Arms (MAA)
- Color Guard Captain (CG Capt)
- Public Affairs Officer Assistant (PAO Asst.)
- Guidon



# MAA Responsibilities



- Master-At-Arms (MAA) is responsible for Security
- Creates Watch Bill
  - Chooses Watch Personnel via TeamSnap Availability
  - Trains Personnel on Standing Watch
  - Supervises on Duty Watch for Professionalism
- Provide Draft Watch Bill to OPS Chief on Wednesday prior to Drill for Review.

# CG Capt Responsibilities



- Color Guard Captain is responsible for Ceremony
- Coordinates Personnel / Equipment for Events
  - Training and Scheduling of Color Guard Team Members
  - Ensures that Equipment is in Good Working Order
  - Fully Knowledgeable on Color Guard Protocol
- Communicates with OPS Chief on Status of Personnel Supporting Events
  - OPS Chief works with Ops Officer to resolve issues

# PAO Asst. Responsibilities



- PAO Assistance is responsible for Awareness
- Works directly with Public Affairs Officer regarding Strategy
- Use of Creative Media to promote Dempster Division
  - Ensures that Events have PAO Coverage
  - Provides Content for Public Distribution
  - Support Recruiting
- Communicates with OPS Chief on Status as Required

# Guidon Responsibilities

- Expert in Drill and Marching
  - Support the Training of New Cadets
- Maintains the Division's Pennant
- Support Color Guard Captain as Required

