

Cadet Leader's Roles and Responsibilities

2019 - 2020 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

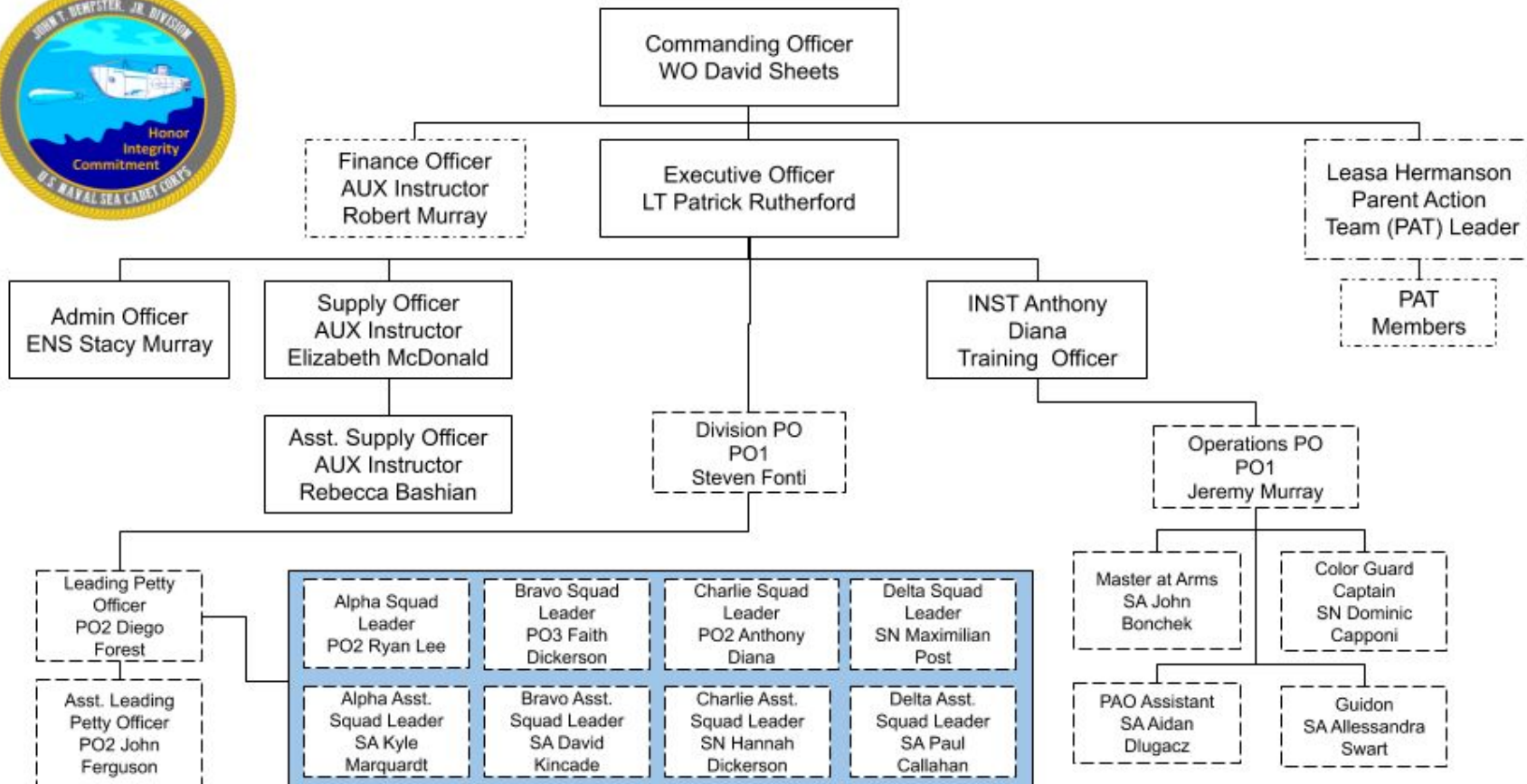


- Staff Petty Officers - Senior Cadet Leaders
- Personnel Leaders - Direct Cadet Supervision
- Cadet Ops Positions - Critical Support Functions

- Officers will Rely on Cadet Leaders -

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

as of June 2019



Division Petty Officer



- PO1 Steven Fonti, 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



- PO1 Jeremy Murray, 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

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**
 - Provide Muster to Division PO 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**
 - Account for Personnel During Drill
- Ensure Squad Members are Engaged, Trained and Focused
 - Utilize the Chain of Command to resolve problems

Cadet Staff OPS 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 PO 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 PO on Status of Personnel Supporting Events
 - OPS PO works with Training 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 PO 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

