

EMPIRE REGION 03-4

Cadet Billet Job Descriptions and Responsibilities

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This instruction is intended to provide guidance to cadets and staff concerning basic requirements and responsibilities of Sea Cadets placed into leadership roles within the division/cadet command structure.

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1 Billet Description of Division LPO

The Unit Leading Petty Officer is the highest ranking Naval Sea Cadet in the Unit, unless there is a Chief Petty Officer in the Unit or a Cadet of equal rank to that of the senior ranking Cadet but shows a stronger ability to lead. The LPO is decided upon by the Commanding Officer. The Division LPO reports directly to the Executive Officer on all matters regarding the Cadets. The LPO holds the most important position in the unit because of the amount of responsibility and expectations that the position holds. The LPO is responsible for keeping the unit Cadets up to standards set by the Executive Officer and Commanding Officer. The difficulty in holding this position comes from the limited amount of training specifically devoted to this position. The Cadet holding this position should have an understanding of how to lead the unit from his or her past training and experiences. This is why the most experienced Cadet at the highest rank in the unit is given this coveted and well respected position. The LPO needs to be adaptable to any situation and needs to be able to keep the Unit in order at all times by utilizing leadership, good judgment, and quick, logical thinking.

1.1 Requirements to be Division Leading Petty Officer

- This highly responsible position goes to the highest ranking Cadet, or the Cadet who is the same rank as the highest ranking Cadet but shows a stronger ability to lead the Unit.
- Though not required, it is extremely advised that the Cadet that has gone through the most training and is in the highest rank in the unit be the LPO because of the wealth of experience.
- It is extremely important for the LPO to finish POLA before he or she takes the position or as soon thereafter as possible.
- The LPO should display the ability to lead by example. This means that the LPO leads by doing what he or she expects of the Cadets under him or her to do. The phrase "lead from the front" should be well understood by the LPO.
- The LPO should be able to devote some extra time outside of Drill to meet with the Unit Officers during Quarterly Officer's meetings and the monthly "All Officers Meetings."
- Must be highly motivated and possess a strong desire to succeed

1.2 Responsibilities of the Division LPO

It is the first responsibility of the LPO to expedite the plan of the day/month in a military fashion. The plan of the day should be adhered to as well as possible by keeping the unit on time and ensuring the unit is at the proper place at the proper time.

It is the LPO's responsibility to work with company commanders in addressing those Cadets that are not following orders or who are not doing their jobs properly and to find out how to get them to do their job correctly. If the CC and LPO are not able to correct the situation, the LPO will need to confer with the

assigned division officer for help or guidance. This responsibility is the most difficult to uphold but it is also important for the LPO to carry out.

It is the LPO's responsibility to know the jobs of all other Cadets and to make sure that those Cadets are doing their jobs, especially those in the cadet command structure (i.e., ALPO, CC's and Squad Leaders). When these cadets are not doing their jobs, the LPO should give direction and corrective action to address the issue. The LPO needs to follow-up on such required corrective action.

This is important because if there is one member of the cadet command structure not doing their job, then that job, however important, is not being tended to and could affect the unit as a whole. This responsibility requires a strong character because the LPO has to enforce the orders handed to other Cadets either by the Unit Officers or by the LPO and the cadet command structure is integral to accomplishing the mission. In this program, any member of the cadet command structure who is not tending to his or her job cannot be tolerated and will result in a cadet getting fired from that job.

It is the LPO's responsibility to give orders handed down from the upper administration. If that requires moving the cadets from one place to another, the LPO will march them and march them well. If the order requires instruction, the LPO will make sure that the instruction is given and that all cadets and that they understand that instruction. If the order requires the LPO to break the Unit into groups, he or she will assign leadership roles for those groups, therefore assigning accountability to that leader. (This can be done by using Squad Leaders, the ALPO, MAA, AMAA, or by assigning Boatswain's Mates) If the order handed down has any other requirements that are not listed here, it is the LPO's responsibility to see that those requirements are met.

1.3 Leading Petty Officer

- Follow all lawful orders issued by a superior
- Organize, control and move cadets as a division
- Enforce plan of the day for responsible division
- Properly and efficiently utilize subordinates
- Evaluate cadet leaders under your command for promotions or improvements
- Utilize subordinates to maintain order and carry out assigned tasks
- Inspire and motivate the division
- Ensure safety of division
- When needed coordinate with Master at Arms
- Insure the ALPOs and CC's are being groomed for LPO role
- Instruct training classes in classroom environment
- When requested by Master at Arms, provide cadets for security or safety details
- Insure no cadet travels alone when leaving immediate training area
- Coordinate mess preparations with Mess Officer
- Assist the Training Officer in planning training for subsequent month's drill

Position Currently Held By: _____

2 Billet Description of Unit ALPO (Assistant Leading Petty Officer)

The Unit ALPO reports directly to the Unit LPO and is given to the second highest ranking Cadet in the Unit unless otherwise designated by the Commanding Officer. The ALPO is the second in command at the Cadet level and is to assist the LPO at any capacity. When the LPO is not available or is absent, the ALPO is then considered the LPO and is then in command of the unit cadets and would report directly to the Unit Executive Officer.

2.1 Requirements to be Unit ALPO:

- Position of Unit ALPO must be approved by the Unit Executive Officer and the Commanding Officer, respectively.
- Must be the second highest ranking Cadet in the Unit unless otherwise approved by the Executive Officer and Commanding Officer unanimously.
- Must display an aptitude for learning and exercising leadership.
- Must be able to lead by good example.
- Must be able to teach a variety of subjects in an organized and disciplined manner.
- Must be able to march a unit.
- Must be able to take and carry out orders in a military fashion.
- Must be highly motivated and possess a strong desire to succeed

2.2 Primary Responsibilities of the Unit ALPO:

- Responsible to the unit LPO and to assist him or her in any capacity.
- Ability to take over the Unit in the absence of the LPO.
- To ensure the Company Commanders are doing their jobs correctly and to instruct them if they are not.
- To assist in morning check-in and to ensure the morning activities are carried out properly. This includes:
 - Noting who handed in course work and collecting the course work assignments from the cadets when they check in and ensuring that every individual Cadet has checked in with their Drill Fees to the appropriate officer – if applicable.
 - To assign a capable cadet to train a new Cadet or multiple Cadets as a mentor.
 - To watch the unit as they march and assist the LPO in ensuring all Cadets are marching well.

Assistant Leading Petty Officer (ALPO)

- Follow all lawful orders issued by a superior
- Organize, control and move cadets as a division

- Enforce plan of the day for responsible division
- Properly and efficiently utilize subordinates
- Evaluate cadet leaders under your command for promotions or improvements
- Utilize subordinates to maintain order and carry out assigned tasks
- Coordinate with company commanders
- Account for Division attendance
- Coordinate chow for division
- Organize division formation for muster
- Carry out reports attendance report to LPO
- Carry out communication of and enforce training activities to the company's
- Ensure safety of division
- When needed coordinate with Master at Arms
- Inspire and motivate the division
- Insure that company commanders are being groomed for ALPO/LPO role
- Instruct training classes in classroom environment
- When requested by Master at Arms, provide cadets for security or safety details
- Insure no cadet travels alone when leaving immediate training area
- When LPO is absent, Coordinate mess preparations with Mess Officer
- Assist LPO in daily Division business
- In absence of LPO assume that role
- Assist the LPO and the Training Officer in planning training for subsequent month's drill

Position Currently Held By: _____

3. Company Commander (CC)

A Company Commander is in charge of a company within the Division. A company consists of at least three squads; each squad should not be more than 10 cadets. If it is more than 10, more squads should be created. The CC is responsible for appointing a squad leader for each squad. The CC must know how to march well since he or she will be at the front of the squad during marching exercises. A squad leader must also show a great sense of responsibility. They will be in charge of their individual squad and the cadets therein. They will be the first person that a cadet within their squad should go to for answers to questions or solutions to problems. If the Squad Leader does not have the solution, the Company Commander should be the next cadet to go to for the solution and the LPO after that. The Unit Squad Leaders report directly to the Company Commander, not to the Officers.

3.1 Responsibilities of the Company Commander

- Must be highly motivated and possess a strong desire to succeed

4 Duty and Responsibilities of a Squad Leader

A squad leader is in charge of an entire squad. A squad shouldn't be more than 10 cadets. If it is more than 10, more squads should be created. There should be at least three squads in a Company. A squad leader must know how to march well since he or she will be at the front of the squad during marching exercises. A squad leader must also show a great sense of responsibility. They will be in charge of their individual squad and the cadets therein. They will be the first person that a cadet within their squad should go to for answers to questions or solutions to problems. If the Squad Leader does not have the solution, the Company Commander should be the next cadet to go to for the solution and the LPO after that. The Unit Squad Leaders report directly to the Company Commander, not to the Officers.

4.1 Requirements to be a Squad Leader

- The cadets that are ranked the highest with exception to the LPO, ALPO, and Guide should be Squad Leaders.
- Should be an E-2 but if there are not enough ranked cadets, the cadets that show a talent for marching and the ability to take charge should take the position.
- Should have good communication skills and be able to talk to a group of people and convey orders or an idea in an organized and understandable manner and follow up with any orders given.
- Must be highly motivated and possess a strong desire to succeed

4.2 Duties to the Cadets in the Squad

- To relay orders to the cadets of that Squad that they are responsible for and to keep that Squad trained well in marching and facing movements.
- Be able to answer the questions of their Squad and mentor the new cadets placed in their Squad.
- To inspect the Cadets of their Squad before any Inspection and to keep their Cadets in order for the entire Drill.
- In the morning of every Drill, it is the Squad Leader's responsibility to ask the Cadets in their Squad if they have any questions about the Drill and to find out if the Cadet has any issues with their gear. This is also a good time to check their uniform for any problems (i.e. Free Threads, lint and pet hairs, etc.).

Squad Leader

- Follow all lawful orders issued by a superior
- Ensure Squad has proper uniform and equipment
- Organize, control and move cadet squad as a squad
- Supervise and inspect all tasks and details assigned to squad
- Enforce Plan of the Day for responsible squad
- Properly and Efficiently Utilize Subordinates

- Evaluate Cadets under your command for promotions or improvements
- Utilize subordinates to maintain order and carry out assigned tasks
- Account for squad attendance
- Organize squad formation for muster
- Carry out reports attendance report to CC
- Ensure safety of Squad members
- Inspire and motivate the Squad
- Insure that Asst. Squad leaders (if any) are being groomed for Squad Leader role
- Instruct training classes in field environment
- Assist squad members with training goals and assist in preparing for winter and summer training
- Assist squad members with personal issues when appropriate
- When requested by Master at Arms, provide cadets for security or safety details
- Insure no cadet travels alone when leaving immediate training area
- Insure squad members are working on their Navy Courses

5 Billet Description of the Unit MAA

The Unit Master at Arms reports directly to the Unit LPO. This position is given to the highest ranking cadet with the exception of the LPO and ALPO that successfully completes MAA School. The Unit MAA is part of the team of Cadets that lead the Unit. The LPO and ALPO are directly in command of the Unit but the MAA enforces that command. It is the job of the MAA to ensure that all orders given by the LPO, ALPO, and Officers of the Unit are followed properly. It is also the job of the LPO and ALPO to enforce the orders but it is the job of the MAA to make sure that the entire Unit follows the order. If this responsibility were left to just the two leading Cadets, the job would be too large and some Cadets might fail due to the lack of enforcement of the orders given. It is also the responsibility of the MAA in the Unit to be in charge of the Color Guard and ceremonial equipment. The duties of the MAA are detailed below.

5.1 Master at Arms

- Follow all lawful orders issued by a superior
- Insure that Security Watches are manned when needed
- When needed, insure Quarter Deck is manned
- When the unit is arriving at a training site, evaluate for safety and security risks
- Maintain order before, during and immediately after drill
- Conduct investigation in cases of unit or cadet items gone missing
- Be alert to possible harmful situations caused by cadets, adult staff or outsiders
- Insure no cadet travels alone when leaving immediate training area
- In cases of safety or security emergencies, move cadets out of danger area
- Coordinate accountability formations after emergency evacuations
- Remember no harm to cadets and no harm to cadet property

- In case of medial situation, immediately coordinate needed medical attention is obtained
- Notify Division Officer and Command Staff of medical situations

Position Currently Held By: _____

6 Guide

The Guide is responsible for the Guide On. The Guide On should never be left alone, nor should the flag ever touch the ground. This is a sacred part of the unit and should be treated with the utmost respect. The Guide is also trained to march in front of the unit, alone so that he or she may guide the unit wherever it may go. This is a coveted position given to only the most deserving cadet. The position goes to the highest ranking cadet with exception of the LPO and ALPO. Assignment to this position comes directly from the Unit Executive Officer.

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