

Duties and Responsibilities of an S-3

Training and Operations Officers

The Difference Between Training and Operations

- Training is all of the activities you do at the school site to prepare cadets for field activities
- Operations are all of the field activities you do such as bivouacs, leadership schools, drill competitions, IMAs, etc.
- Operations in the CACC can and often do include training activities.



Training



- Classroom instruction
- PT
- Team sports
- Drill and Ceremonies practice
- Classes at a bivouac or leadership school

Operations

- Generally the Cadet Corps plans these kinds of operations
 - Leadership Schools
 - Bivouacs
 - Summer Camps
 - IMAs
 - Drill Competitions
 - Officer Candidate Schools/ NCO Courses
 - Staff Training Schools
 - Drill Academies



What does the S-3 do?

- Prepares TRAINING SCHEDULES for weekly/monthly in-school instruction and activities AND operations such as bivouacs, leadership schools, etc.
- Organizes TRAINING, including classes, instructors, classrooms, lesson plans, instructional materials, etc for in-school classes AND operations

At school, the S-3...

- ✓ Publishes the weekly or monthly training schedule by working with the commandant to plan the weekly/monthly activities
- ✓ Makes sure instructors are ready for their classes (handouts, media, materials, etc)
- ✓ Helps commandant with the promotion test and promotion board system
- ✓ Helps ensure the standard and objectives for each day's lesson and activities are posted on the classroom board/wall
- ✓ Helps other staff members and cadets know about upcoming operations activities such as drill competitions, etc, as well as preparations for those activities such as drill team practice.

At Events, the S-3...

- ✓ Prepares training schedules and helps keep the unit "on schedule"
- ✓ Makes sure instructors are ready for their classes (handouts, media, materials, etc.)
- ✓ Makes sure the standard and objective are posted in classes
- ✓ Works with the S-4 in signing out, using, and turning in classrooms and "ranges" (which are the places you conduct training) such as land navigation sites, leadership reaction courses, obstacle courses, bivouac sites, etc.
- ✓ Is third in command after the Commander and Executive Officer

The Paperwork of the S-3



- Training Schedules
- Lesson Plans
- CACC Standards and Objectives
- Training materials/books/audio-visual
- Operations Plans and Orders (Brigade Level Usually)

The Basic Format for a Training Schedule

Day/Date	Start Time	End Time	Activity	Location	Instructor / Trainer / Person responsible	Uniform	Notes
Thu 17 May	0700	0800	Morning Meal	Mess Hall	S-4 Company Commanders	PT Uniform	Enter through rear doors
Thu 17 May	0800	0845	PT	Range Delta	C/ILT Jones	PT Uniform	Need tug of war rope



An Operations Plan (OPLAN) or Operations Order (OPORD)



- Generally only done at the Brigade Level or Higher
- Include all of the plans necessary for accomplishing the commander's mission at an event
- You will learn more about these when you are on a Brigade Staff
