

**Cadet Corps Organization**

State of California-Military Department  
Joint Force Headquarters  
Sacramento, California  
15 February 2008

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

CR 3-22

Cadet Corps Organization

\*This updates the previous edition of the regulation.

\*The "group" designation has been replaced with the term regiment.

\*Tables of organization were updated to reflect the addition of new CACC ranks and the addition of S-2 and S-6 positions/assistants/NCOs.

\*The CACC Chain of Command was updated to more accurately reflect the relationships and role of school district administrators.

State of California – Military Department  
Joint Force Headquarters  
Headquarters, California Cadet Corps  
Sacramento, California

Cadet Regulation 3-22

Effective 15 February 2008

## CADET CORPS ORGANIZATION

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*The Adjutant General*

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**History.** This regulation is a significant update to the existing CACC Organization regulation. It includes changes noted in the Summary of Changes above.

**Summary.** This regulation defines the structure, tables of organization, and authorize personnel for brigades, regiments, and units of the California Cadet Corps (CACC).

**Applicability.** This regulation applies to all schools currently maintaining membership in the CACC.

**Proponent and exception authority.** The proponent of this regulation is the Executive Officer, CACC. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and

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Regulations. The proponent may delegate this approval authority, in writing, to a field-grade man-day staff officer or State Projects Officer. Activities or units may request a waiver to this regulation by providing full justification that includes a full analysis of the expected benefits. All waiver requests will be endorsed by the senior commandant officer of the requesting activity or unit and forwarded through their higher headquarters to the policy proponent.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval, in writing, from the Executive Officer, California Cadet Corps. Send a draft copy of each supplement to – Youth Programs, California Cadet Corps, ATTN: Executive Officer, 10620 Mather Blvd., Suite 6, Sacramento, CA 95655

**Suggested improvements.** Users are invited to send comments and suggested improvements in memorandum form directly to the address listed above.

**Distribution.** This publication is available in electronic media only and is intended for all levels of the California Cadet Corps organization and is authorized for public distribution. Printed copies of this publication may be provided, within budget limitations, at the discretion of the Joint Force Headquarters, California

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## CHAPTER 1

### GENERAL

1-1. **Purpose.** The purpose of this regulation is to prescribe the organization of the California Cadet Corps, Chain of Command, Activation and Inactivation of Cadet Units.

1-2. **Authority.**

a. Section 500.1, California Military and Veterans Code, provides that: “Except as hereinafter provided, each college, community college, high school and each senior high school in this state having 100 or more students of 14 years of age or over and in which there is not maintained an R.O.T.C. unit shall establish a cadet company or companies under such rules and regulations as the governing body of the schools and the Adjutant General may prescribe, and any college, community college, high school or senior high school in the state having less than 100 of such students may establish a cadet company or companies. Said company or companies shall be of such strength as shall be prescribed by the Adjutant General.” Section 5553, California Education Code, defines “high school” to include “junior high school.”

b. Section 520.1, California Military and Veterans Code, authorizes the establishment of the Program in any private educational institution or military academy with the approval of the Adjutant General.

c. Sections 503, 504, and 505, California Military and Veterans Code, provide that the Adjutant General will provide rules and regulations pertaining to the organization of cadet units with Tables of Organization conforming generally to that of the California National Guard.

1-3. **Definition of Terms.** For the purpose of this regulation, the following explanations of terms apply:

a. Battalion – A cadet unit composed of a headquarters and two or more companies charged with both administrative and training functions. Battalions may be organized at a single school or may be split between multiple schools, as specifically authorized by OTAG.

b. Brigade – A cadet unit organized by the Military Department primarily for the conduct of training activities beyond the scope of smaller size units.

c. Brigade Advisor – A State recognized officer, appointed and serving at the option of the Adjutant General, to assist the Military Department in the conduct of the California Cadet Corps program, within a defined geographical area.

d. Chain of Command – The succession of individuals through which authority passes and commands are given.

e. Command – The authority and responsibility for the planning, organizing, directing, coordinating and controlling of units to effectively accomplish the assigned unit missions.

f. Commandant of Cadets – State recognized commissioned officer appointed for duty with the California Cadet Corps. Each school enrolled in the Cadet Corps may have only one Commandant of Cadets appointed regardless of the size of the unit or number of cadets enrolled. All other officers appointed for duty at that school are Assistant Commandants of Cadets. The Commandant is the officer designated by the school as the direct representative of the school principal and authorized to act for the principal in matters related to the Cadet Corps program.

g. Commander – An individual appointed to exercise command over his or her subordinates by virtue of rank, and/or position or assignment.

h. Company – The basic administrative and training unit of the California Cadet Corps, consisting normally of at least 32 cadets and on a command level below a battalion. A company shall consist of a headquarters and two or more platoons.

i. Headquarters – The command and administrative element of a cadet unit.

j. Headquarters, California Cadet Corps – A branch of the Military Department charged with the direction, supervision, and conduct of the California Cadet Corps operating under the policy guidance of the Director, Youth Programs.

k. Headquarters Company – The administrative and support element of a brigade, regiment or battalion with personnel assigned to sections in support of the training, administration, mess, security, communications, medical and other necessary functions of a brigade, regiment or battalion during an organized training activity.

l. Military Department – A department within the Executive Branch of State government charged with the supervision and administration of military and military-related programs assigned to the Department. The Military Department includes the Office of the Adjutant General (OTAG), and its operating divisions: the Joint Forces Staff, the Army Division, the Air Division, and the State Military Reserve.

m. Office of the Adjutant General (OTAG) – OTAG is the term describing the executive branch of the Military Department.

n. Platoon – A unit composed of two or more squads on a command level below a company.

o. Regiment – A consolidated unit composed of three or more schools within one school district, with separate cadet units organized for the conduct of joint administration and/or training functions; subordinate to a brigade.

p. Squad – A unit composed of at least five and no more than eleven cadets.

q. State Recognition – The act of extending the rights and privileges of Sections 500 to 530, California Military and Veterans Code to cadet units and enrolled educational institutions.

r. Training Brigade – A brigade size organization activated by OTAG periodically when needed for the conduct of special state level events. For example, see paragraph 3-2 The 10<sup>th</sup> Cadet Training Brigade, below.

s. Training Regiment – a regimental sized organization activated by a brigade periodically when needed to provide administrative, training and logistics support for the conduct of special training or special events. Staff assignments are all on an additional duty basis and such units, like the 10<sup>th</sup> Cadet Training Brigade, revert to zero strength upon completion of their specified mission.

#### 1.4. **Abbreviations Related to Cadet Corps Unit Organization.**

a. Size of Unit Terms:

SQD	-	squad
PLT	-	platoon
CO	-	company
BN	-	battalion
RGT	-	regiment (Note: replaces former GP – group designation)
BDE	-	brigade
CDT	-	cadet

b. Grade of cadet assigned terms:

C/COL	-	cadet colonel
C/LTC	-	cadet lieutenant colonel
C/MAJ	-	cadet major
C/CPT	-	cadet captain
C/1LT	-	cadet first lieutenant
C/2LT	-	cadet second lieutenant
C/WO2	-	cadet warrant officer two
C/WO1	-	cadet warrant officer one
C/CSM	-	cadet command sergeant major
C/SGM	-	cadet sergeant major
C/1SG	-	cadet first sergeant
C/MSG	-	cadet master sergeant
C/SFC	-	cadet sergeant first class
C/SSG	-	cadet staff sergeant
C/SGT	-	cadet sergeant
C/CPL	-	cadet corporal

CFC	-	cadet first class
CDT	-	cadet
RCT	-	cadet recruit
GZ1	-	Grizzly 1
GZ2	-	Grizzly 2
GZ3	-	Grizzly 3
GZ4	-	Grizzly 4

## CHAPTER 2

### COMMAND AND AUTHORITY

2-1. **Philosophy.** The principle that Cadet Corps training is conducted on a local level and that the local school authorities make final decisions on curriculum matters, is not altered by structuring the organization of the Cadet Corps in a traditional military framework, including a formal “chain of command.”

2-2. **Responsibilities.** The responsibility of each echelon of command is as outlined below:

a. The Office of the Adjutant General. The Adjutant General, State of California, is responsible for the promotion and recognition of officers, the recognition of cadet units, the development of regulations and policies governing Cadet Corps operations, and the management of State funds allocated for the Cadet Corps.

b. The Director Youth Programs. The Director, Youth Programs, working in the J7 Joint Training and Exercises Section of OTAG is responsible for supervising outstanding California National Guard educational support programs including the California Cadet Corps, the Grizzly Academy, the Oakland Military Institute, the STARBASE program, the Alternative Placement Academy, and others.

c. The Executive Officer, California Cadet Corps. The Executive Officer, California Cadet Corps, under the supervision of the Director, Youth Programs is the agent of the Adjutant General for administering the California Cadet Corps program. He deals directly with Brigade Advisors, Commandants, and school officials in developing policies and guidelines for the program. He also administers the Annual General Inspection (AGI) program.

d. Brigade Advisors. A brigade advisor will be appointed by the Headquarters, California Cadet Corps to provide guidance to regiments, battalions, and companies within a specified geographical area, and supervise a cadet brigade headquarters staff. The brigade headquarters will administer the brigade awards program, govern the appointment and promotion of cadet officers of company grade within the brigade, and generally administer the Cadet program as the intermediate command between Headquarters, California Cadet Corps and Cadet regiments, battalions, and companies assigned to the brigade.



e. Regimental Advisors. A regimental advisor will be appointed by the Headquarters, California Cadet Corps to provide guidance and assistance to commandants in the school district and liaison with district administration. The Regimental Advisor coordinates district-wide Cadet Corps activities to most effectively conduct the training program.

f. Principal. The principal is the person responsible for the conduct of the Cadet Corps program at his school. The Commandant of Cadets will make every effort to coordinate all aspects of the program with the principal on an ongoing basis.

g. Commandants. Commandants are responsible to their school principals for the development and conduct of individual school programs. The Commandant exercises direct supervision over Assistant Commandants assigned to the school.

2-3.. **Chain of Command**. The command, supervision and direction of the CACC shall be exercised through the Chain of Command shown in Charts 2-1 and 2-2.

Chart 2-1

CALIFORNIA CADET CORPS CHAIN OF COMMAND

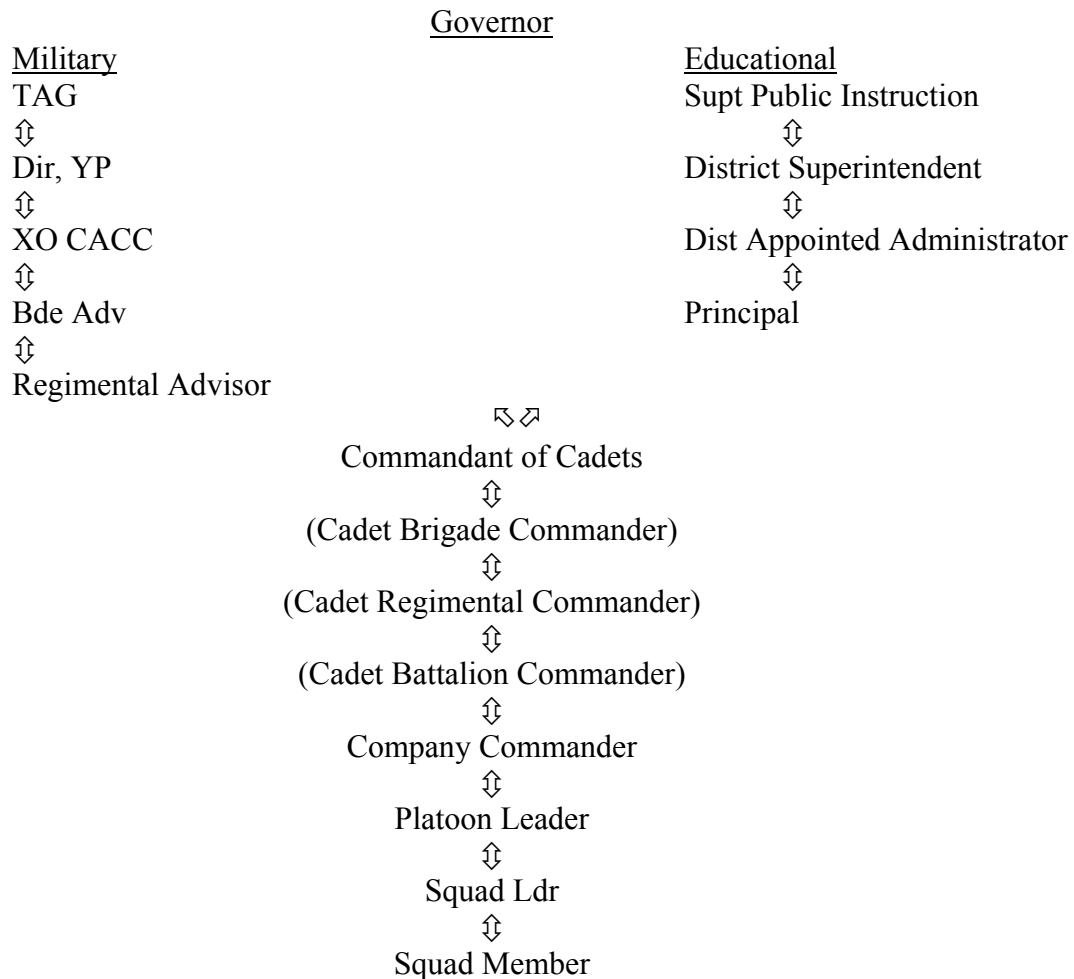
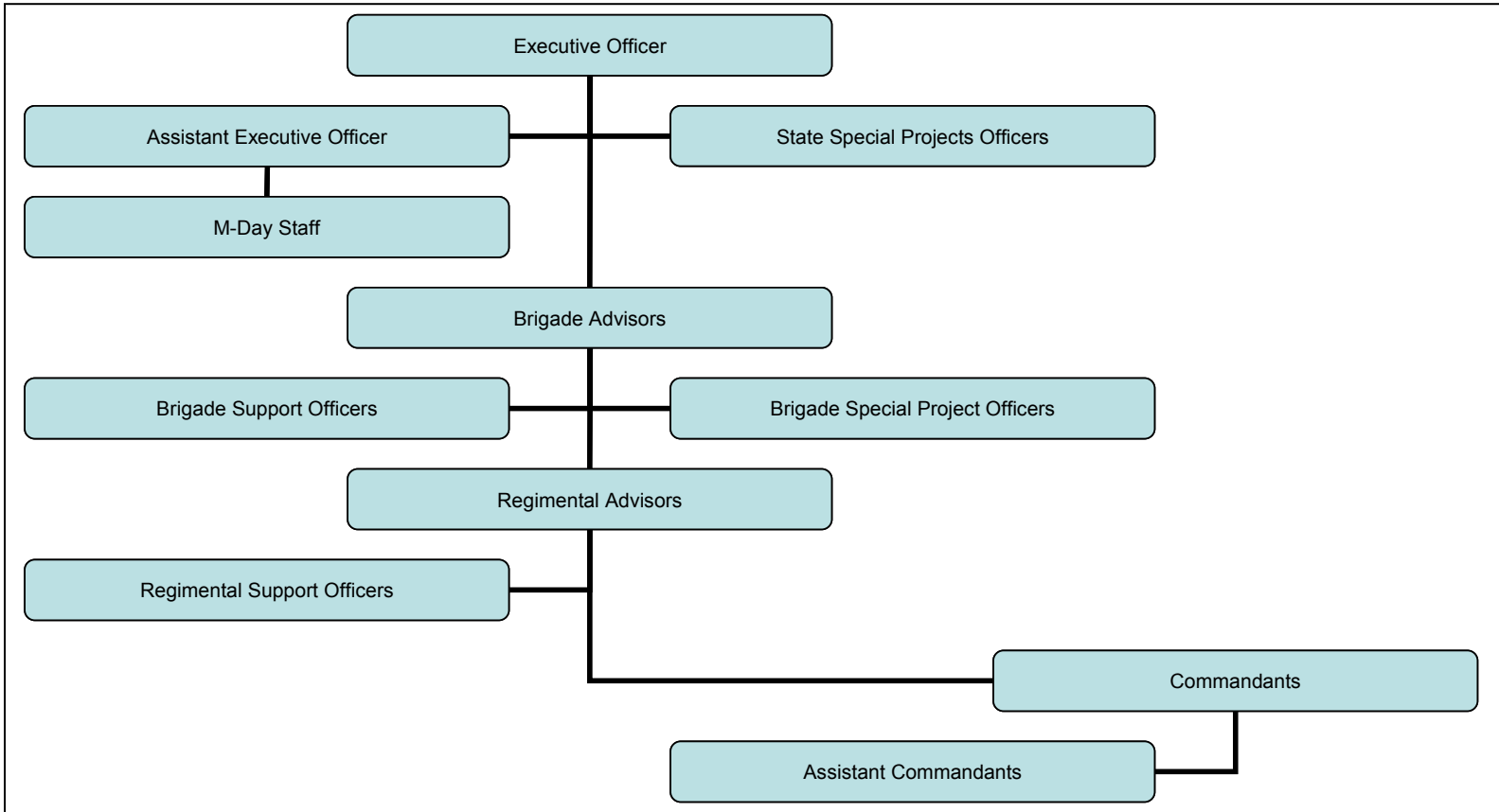


Chart 2-2

CALIFORNIA CADET CORPS ORGANIZATIONAL CHART



## CHAPTER 3

### CADET UNITS

#### 3-1. Authorized units.

a. Each school accepted into the California Cadet Corps shall be assigned a Battalion Number for simplicity of reference throughout the Corps and will retain that number for the duration of its existence; however, the number of cadets actually enrolled shall determine the number and size of platoons and companies and headquarters element to be formed within each school. Promotions, etc., shall be based upon the Table of Organization corresponding to actual unit strength.

b. Two or more geographically convenient schools (each maintaining enrollment supporting company level organization but with an aggregate total of more than 77 cadets) may apply to the Headquarters, California Cadet Corps to be organized as a battalion and thus be authorized to establish a battalion headquarters. Should enrollment fall below 77 cadets the battalion headquarters may be continued, with cadets assigned to the headquarters on an additional duty basis, but promotions would be based on the company Table of Organization (and not promotable upon battalion staff assignment).

c. Three or more schools with separate cadet units may, with the approval of the Military Department, organize into a Cadet Regiment. School units forming regiments may be battalions or separate companies, or any combination approved by OTAG. Cadet regiments may function under the guidance of a Regimental Advisor (if assigned).

(1) Regiments established by the Military Department which reach a combined strength level of at least 170 cadets may request authority to establish a separate Regimental Headquarters section.

(2) Regiments established by the Military Department which do not exceed 170 cadets may organize a provisional headquarters section with personnel assigned on an additional duty basis (and not promotable based upon regimental staff assignment).

d. Cadet Brigades may be organized by the Military Department for the purpose of providing training activities which are beyond the scope of smaller units. Cadet Brigades will normally consist of at least 400 cadets. Units will be assigned to Cadet Brigades by the Military Department. Cadet Brigades will function under the guidance of a Brigade Advisor.

e. OTAG Permanent Orders will establish the unit designations and home stations (schools of assignment) of all Cadet Brigades, Regiments, and Battalions. Locally assigned designations or re-designations are not authorized.

### **3-2. The 10<sup>th</sup> Cadet Training Brigade.**

a. Cadet personnel will be selected and assigned to the 10<sup>th</sup> Cadet Training Brigade by Headquarters California Cadet Corps pursuant to separate directives. The 10<sup>th</sup> Cadet Training Brigade will be activated by OTAG when needed for State level events.

b. When activated as directed by OTAG the 10<sup>th</sup> Training Brigade will be augmented with sufficient cadet regiments, battalions and specialized units (e.g., Survival Training Unit) to provide significant training opportunities during such events as the annual summer encampment period, state drill competition, state marksmanship competition, state individual major awards competition, state command and staff school, etc.

c. Once established such units may be maintained at zero strength when not employed at a state event or cadet personnel may be assigned on an additional duty basis at any time.

### **3-3. Activation of Cadet Units and Extension of State Recognition.**

a. The governing body of any college, junior college, secondary School, private educational institution or military academy, may apply to the Military Department for permission to establish a California Cadet Corps program. Procedures are published in Cadet Regulation 1-9. OTAG may authorize the probationary activation of cadet units conditional upon the availability of funding.

b. State Recognition will be extended to all schools accepted into the California Cadet Corps program. State Recognition shall be extended annually to cadet units maintaining satisfactory enrollment, a satisfactory training program, and meeting other minimum requirements prescribed by the Military Department.

### **3-4. Inactivation of Cadet Units and Withdrawal of State Recognition.**

a. Schools not maintaining minimum standards may have State Recognition withdrawn. Units having State Recognition withdrawn will be inactivated and shall return all State property to the Military Department as directed by proper authority. Units so inactivated may request reinstatement of recognition in accordance with paragraph 3-3a of this regulation above and Cadet Regulation 1-9.

b. Headquarters, California Cadet Corps may recommend probationary retention of cadet units failing to maintain satisfactory enrollment until the next scheduled AGI period, where good cause for such retention can be shown.

## CHAPTER 4

### TABLES OF ORGANIZATION (TOs)

#### 4-1. **Adoption and Reorganization.**

a. The Tables of Organization (TOs) adopted herein prescribe the structure of all California Cadet Corps units. Units shall reorganize annually as necessary to conform with these Tables.

b. Where a unit could reorganize and reach the minimum level required for the next larger organization, (but, without reorganization the unit would remain within the maximum authorized for the current organization), the prerogative rests with the school principal/commandant of cadets as to which organization will be adopted. For example, a unit of 32 cadets meets the minimum requirement for a cadet company, but is still within the maximum authorized for a platoon. The local school authorities shall determine which organization will be adopted.

4-2. **Flexible Assignment.** Since the California Cadet Corps is an educational training program, ranks authorized for positions indicated in the Tables of Organization are maximum authorized and are not required for such an assignment. As an example, a cadet lieutenant can be assigned any position from platoon leader to brigade commander. Unqualified cadets should never be promoted to the next higher grade, regardless of TO billet vacancies.

4.3. **Tables of Organization.** Appendix A to this regulation contains all standard adopted TOs for the California Cadet Corps except TOs for specialized Summer Encampment training. Tables of Organization for Cadet Corps Summer Encampments are to be published in future revisions to Cadet Regulation 3-3.

## APPENDIX A

### TABLES OF ORGANIZATION

A-1. Table of Organization Number 102-1 (TO 102-1)

#### HEADQUARTERS AND HEADQUARTERS COMPANY, CADET BRIGADE

(Geographically assigned. Authorized where total strength exceeds 400 cadets, or when otherwise designated by OTAG.)

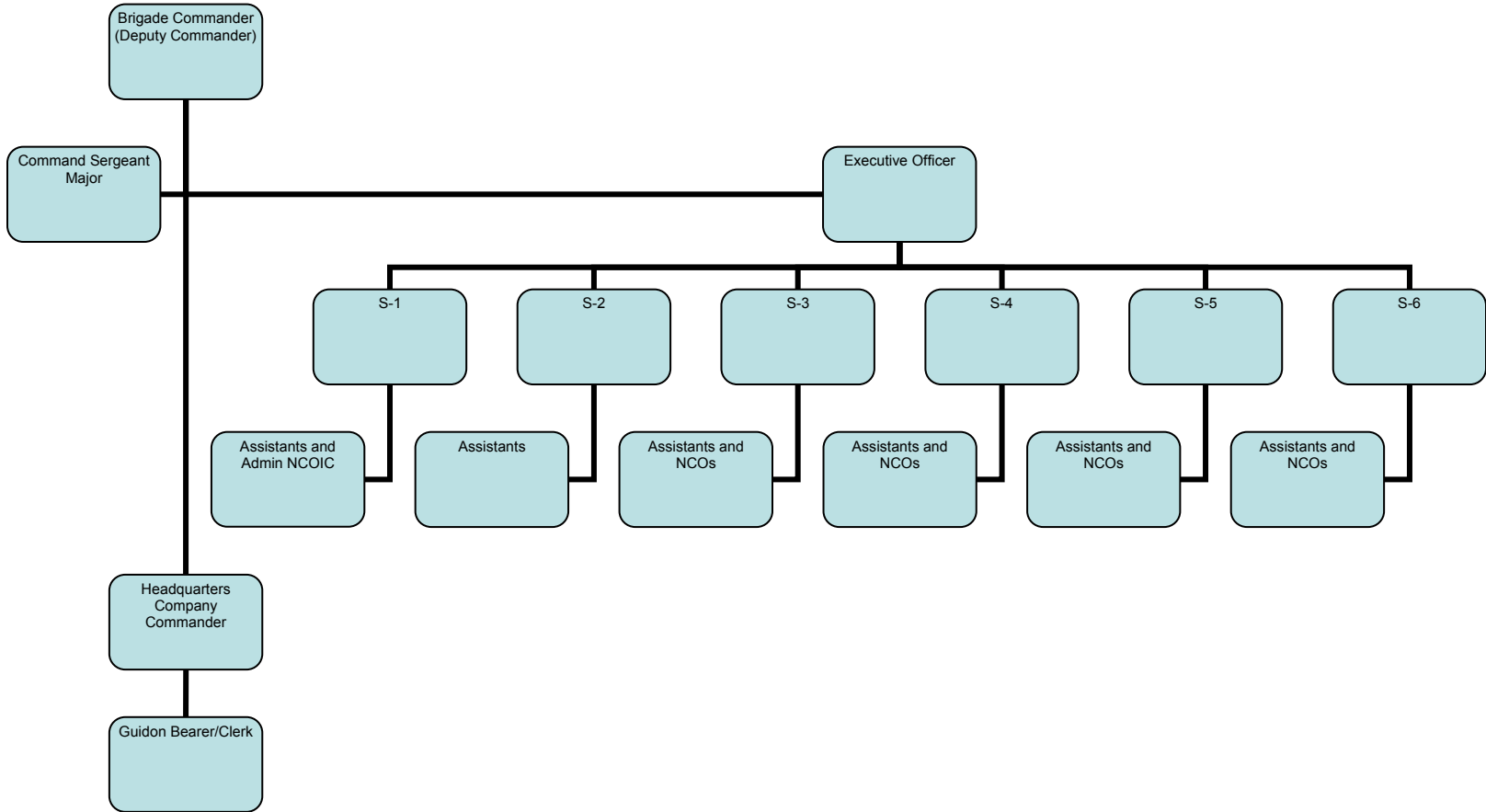
<u>Element/Position</u>	<u>Authorized Grade</u>
Brigade Command Element	
Brigade Commander	C/COL
Deputy Commander (authorized in brigades exceeding 1000 cadets)	C/LTC
Executive Officer	C/LTC
Brigade Sergeant Major	C/CSM
Primary Staff	
Brigade S-1, Adjutant	C/MAJ
Brigade S-2, Security & Safety Officer	C/MAJ
Brigade S-3, Operations/Training Officer	C/MAJ
Brigade S-4, Logistics/Supply Officer	C/MAJ
Brigade S-5, Civic, Public & Military Affairs Officer	C/MAJ
Brigade S-6, IT/Communication & Computer Officer	C/MAJ
*Staff Sections	
**Assistant S-1, Personnel	C/CPT
**Administration NCOIC	C/MSG
**Assistant S-3, Training Officer	C/CPT
**Brigade Operations/Training NCO	C/MSG
**Assistant S-4, Supply Officer	C/CPT
**Brigade Supply Sergeant	C/MSG
**Assistant S-5, CP&MA Officer	C/CPT
**IT/CP&MA Support NCO	C/MSG
**Assistant S-6, IT/C&C Officer	C/CPT
**IT/Communication & Computer Support NCO	C/MSG
Brigade Headquarters Company	
HHC Commander	C/CPT
**HHC Clerk/Guidon Bearer	C/SSG

\*Optional, As Needed. Additional assistants may be assigned as needed for efficient management of workload in larger brigades

\*\*Cadet personnel assigned to these positions must be on an additional duty Basis only (that is, they must hold positions in the unit at their home

School). Assignment to these positions may justify promotion to the Grades shown (if such grades are not available at home school.)

A-2. Organizational Chart – TO 102-1.



A-3. Table of Organization Number 102-2 (TO 102-2)

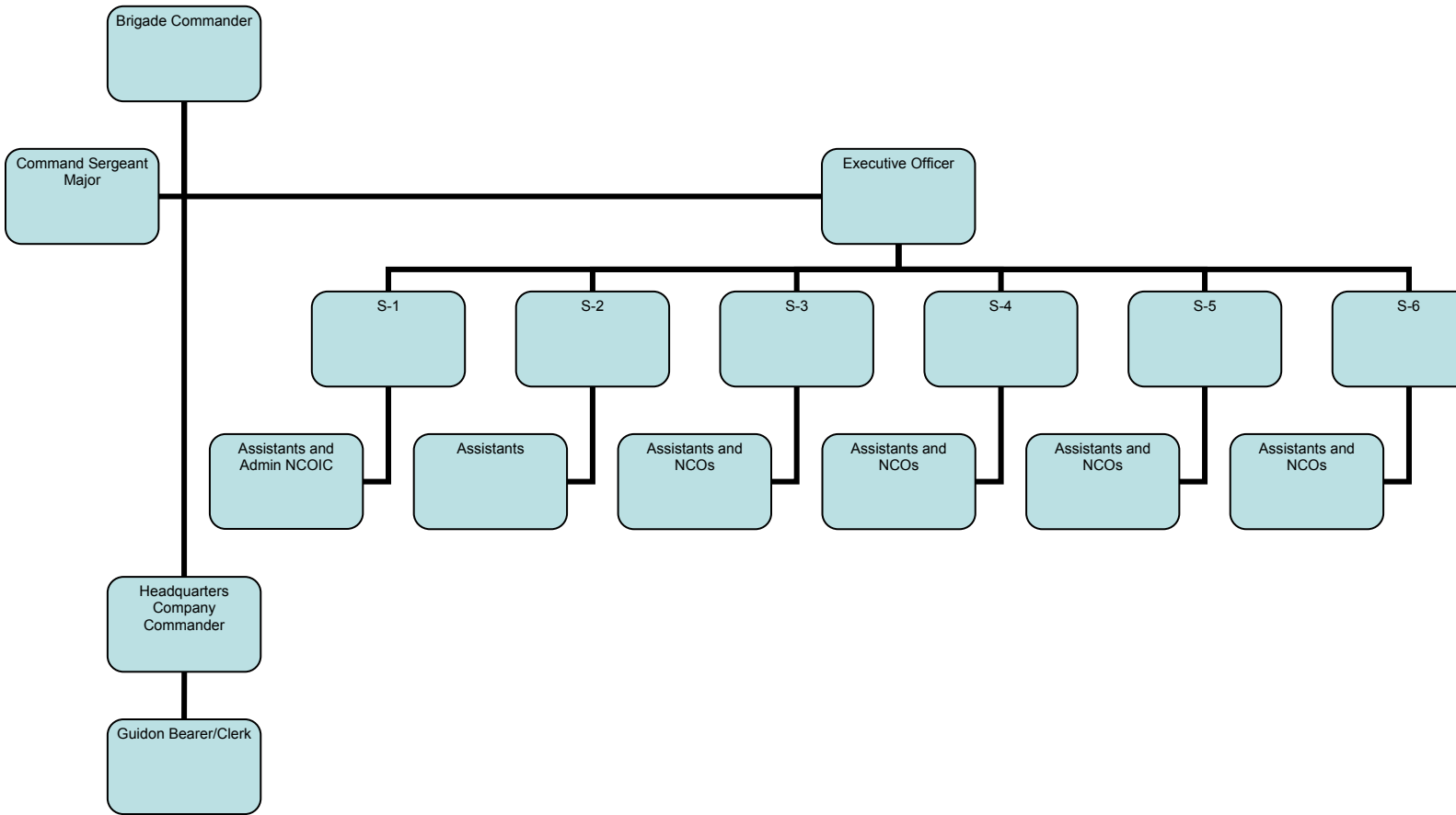
**HEADQUARTERS AND HEADQUARTERS COMPANY**  
**10<sup>TH</sup> CADET TRAINING BRIGADE**

(Summer Training, State Drill Competition, State Marksmanship Competition, State Command & Staff School, State Individual Major Awards Competition, etc.  
 Authorized when designated by OTAG.)

<u>Element/Position</u>	<u>Authorized Grade</u>
Brigade Command Element	
Brigade Commander	C/COL
Executive Officer	C/LTC
Brigade Sergeant Major	C/CSM
Primary Staff	
Brigade S-1, Adjutant	C/LTC
Brigade S-3, Operations/Training Officer	C/LTC
Brigade S-4, Logistics/Supply Officer	C/LTC
Brigade S-5, Civic, Public & Military Affairs Officer	C/LTC
Staff Sections	
Assistant S-1, Administration	C/CPT
Assistant S-1, Personnel	C/CPT
Assistant S-3, Training & Evaluations	C/CPT
Assistant S-3, Ranges	C/CPT
Assistant S-4, Supply Officer	C/CPT
Assistant S-4, Facilities & Transportation	C/CPT
Administration NCOIC	C/MSG
Operations/Training NCO	C/MSG
Brigade Supply Sergeant	C/MSG
Supply Clerk	C/SGT
IT/CP&MA Support NCO	C/MSG
IT/Communication & Computer Support NCO	C/MSG
Brigade Headquarters Company	
HHC Commander	C/CPT
HHC Clerk/Guidon Bearer	C/SSG



A-4. Organizational Chart – TO 102-2.



A-5. Table of Organization Number 102-3 (TO 102-3)

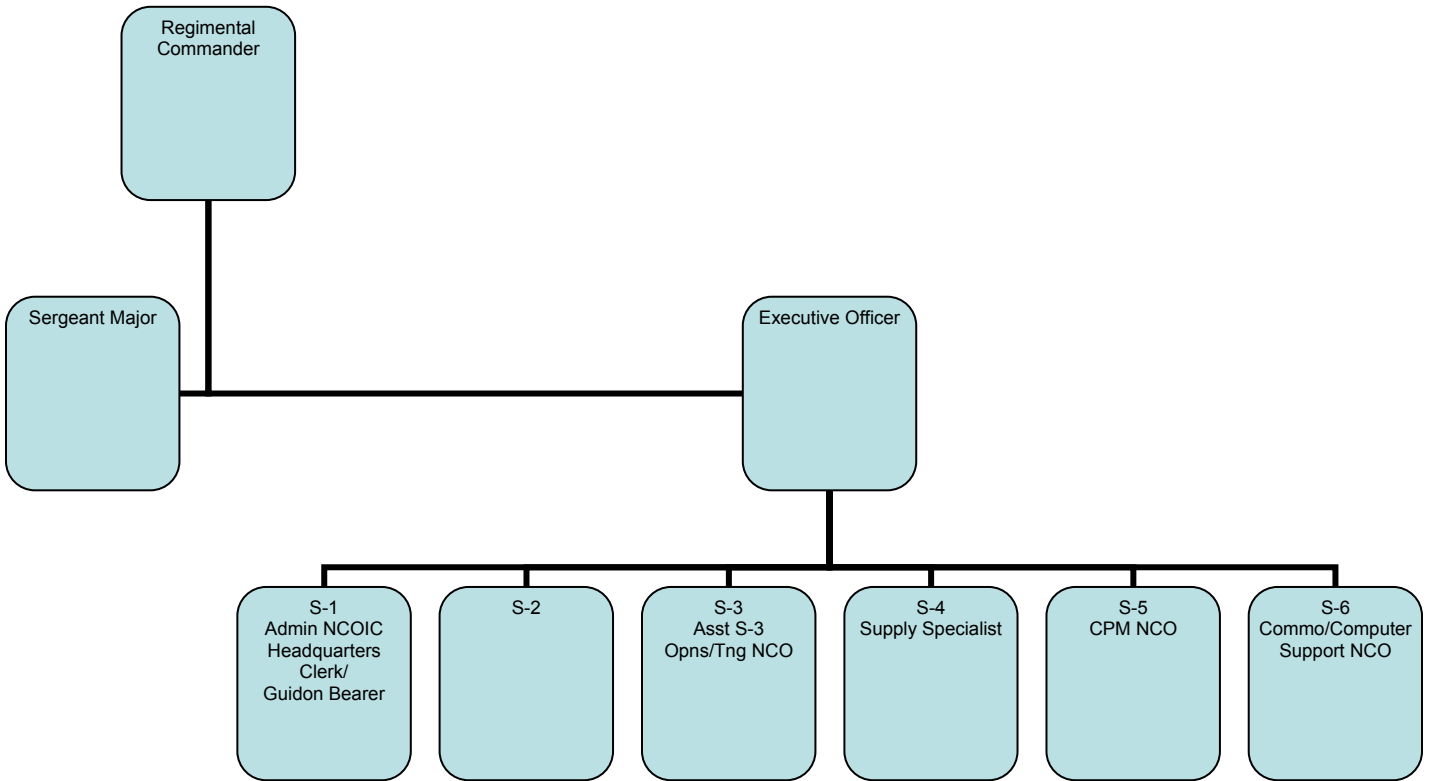
**HEADQUARTERS SECTION, CADET REGIMENT**

(Geographically assigned. Authorized where total strength exceeds 170 cadets, and when specifically designated by OTAG)\*\*\*

<u>Element/Position</u>	<u>Authorized Grade</u>
Regimental Command Element	
Regimental Commander	C/LTC
Executive Officer	C/MAJ
Regimental Sergeant Major	C/CSM
Regimental Primary Staff	
Regimental S-1, Adjutant	C/MAJ
Regimental S-2, Security & Safety Officer	C/MAJ
Regimental S-3, Operations/Training Officer	C/MAJ
Regimental S-4, Logistics/Supply Officer	C/MAJ
Regimental S-5, Civic, Public & Military Affairs Officer	C/MAJ
Regimental S-6, IT/Communication & Computer Officer	C/MAJ
Staff Sections	
Administration NCOIC	C/MSG
Headquarters Clerk/Guidon Bearer	C/SSG
Assistant S-3, Training Officer	C/CPT
Operations/Training NCO	C/MSG
Supply Specialist	C/SFC
IT/Civic, Public & Military Affairs Support NCO	C/SFC
IT/Communication & Computer Support NCO	C/SFC

\*\*\*Cadet Regiments may be authorized by OTAG when combined strength of 170 cadets has **not** been reached. In such cases, this TO will be used as a guide for assignment of all personnel on an additional duty basis, without activation of a regimental headquarters as a separate unit.

A-6. Organizational Chart – TO 102-3.



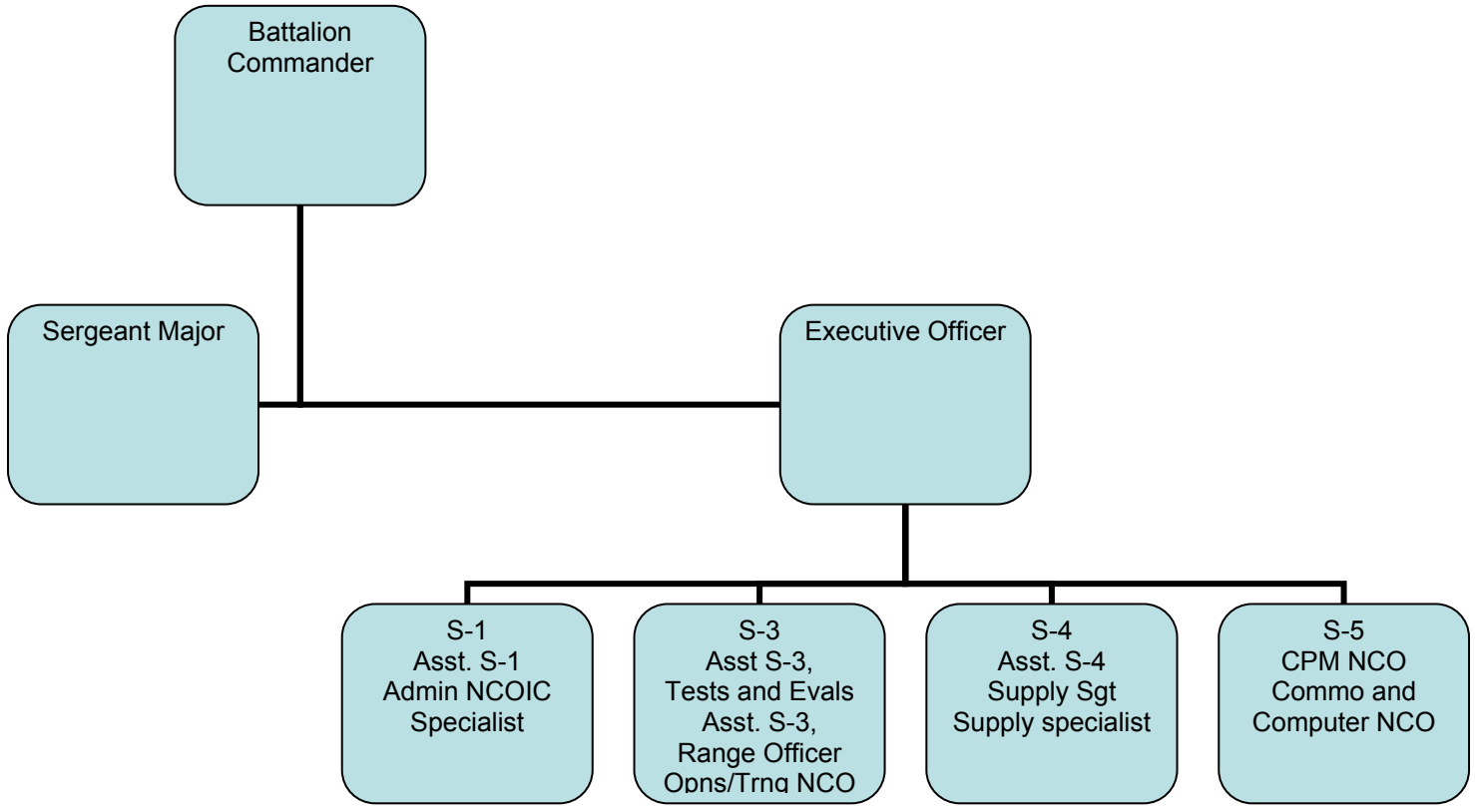
A-7. Table of Organization Number 102-4 (TO 102-4).

**BATTALION HEADQUARTERS SECTION, CADET BATTALION**

(Geographically assigned. Authorized where total Strength is at least 77 cadets.)

<u>Element/Position</u>	<u>Authorized Grade</u>
<b>Command Element</b>	
Battalion Commander	C/LTC
Executive Officer	C/MAJ
Battalion Sergeant Major	C/SGM
<b>Primary Staff</b>	
Battalion S-1, Adjutant	C/CPT
Battalion S-3, Training Officer	C/CPT
Battalion S-4, Supply Officer	C/CPT
Battalion S-5, IT/Civic, Public & Military Affairs Officer	C/CPT
<b>Staff Sections</b>	
*Assistant S-1, Personnel Administration NCOIC	C/1LT
Administration Specialist	C/MSG
Headquarters Clerk/Guidon Bearer	C/SFC
Assistant S-3, Test & Evaluations	C/SSG
*Assistant S-3, Range Officer	C/CPT
Battalion Operations/Training NCO	C/1LT
*Assistant S-4, Assistant Supply Officer	C/MSG
Battalion Supply Sergeant	C/SFC
Supply Specialist	C/SFC
*IT/Civic, Public & Military Affairs Support NCO	C/SFC
*IT/Communication & Computer Support NCO	C/SFC
 *Optional, As Needed.	

A-8. Organizational Chart – TO 102-4.



A-9. Table of Organization Number 102-5 (TO 102-5).

**COMPANY, PLATOON AND SQUAD ORGANIZATION**

<u>Position</u>	<u>Authorized Grade</u>	<u>Number of Positions Authorized</u>
Company Commander	C/CPT	1
Executive Officer	C/1LT	1
*Administrative Officer	C/2LT	1
*Training Officer	C/2LT	1
*Supply Officer	C/2LT	1
First Sergeant	C/1SG	1
*Supply Sergeant	C/SFC	1
Company Clerk/Guidon Bearer	C/SSG	1
*Armorer/Support NCO	C/SGT	1
Platoon Leader	C/2LT	1 for each platoon
Platoon Sergeant	C/MSG	1 for each platoon
Squad Leader	C/SSG	1 for each squad
Assistant Squad Leader	C/SGT	1 for each squad

\*NOTE\*

\*Optional, As Needed.

Squads consist of between 5 and 11 cadets and one Squad Leader (Assistant Squad Leaders are considered part of the 5-11 cadets).

Platoons consist of at least two squads and a platoon headquarters, and therefore consist of at least 14 cadets.

Companies consist of at least two platoons, and a company headquarters with at least 4 cadets, and therefore companies consist of at least 32 cadets.

Since the California Cadet Corps is an educational training program, ranks authorized for positions indicated in the Tables of Organizations are the maximum authorized and are not required for such an assignment. As an example, a cadet lieutenant can be assigned any position from platoon leader to brigade commander. Cadets are not to be promoted to authorized TO billet ranks unless, and until, they have met all promotion requirements specified in CR 1-5.

## APPENDIX B

### PERSONNEL DUTIES AND RESPONSIBILITIES

#### B-1. Headquarters and Headquarters Company, Cadet Brigade – TO 102-1

##### BRIGADE COMMAND ELEMENT:

a. Brigade Commander

- (1) Commands the brigade
  - conducts brigade formations
  - leads the brigade in accomplishment of assigned missions/projects
  - prioritizes assigned missions of subordinate units
  - takes action to insure maintenance of high morale throughout the brigade
  - determines scope of brigade command inspection programs; conducts command inspections
- (2) Develops brigade discipline policy and program
- (3) Provides instruction and counseling to subordinate commanders concerning command and leadership

a. Deputy Brigade Commander (Assigned only in brigades with a strength greater than 1000)

- (1) Commands the brigade in the absence of or as directed by the Commander
  - conducts brigade formations
  - leads the brigade in accomplishment of assigned missions/projects
  - prioritizes assigned missions of subordinate units
  - takes action to insure maintenance of high morale throughout the brigade
  - determines scope of brigade command inspection programs; conducts command inspections
- (2) Develops and assists with implementation of the brigade discipline policy and program
- (3) Provides instruction and counseling to subordinate commanders concerning command and leadership

c. Brigade Executive Officer

- (1) Is prepared to assume command of the brigade in the absence of the brigade commander
- (2) Supervises staff operations and activities

- provides instruction and counseling to assigned staff officers on scope of staff functions and effective staff communications
- insures proper lateral staff coordination and communications are employed
- designates appropriate staff section to conduct project planning or designates section to coordinate actions of subordinate units during project planning and execution
- makes recommendations to brigade commander on brigade staff officer appointment and retention

(3) Coordinates command inspection program throughout the brigade

(4) Assists brigade commander as required

d. Brigade Sergeant Major

(1) Senior non-commissioned officer representative and advisor to commander

(2) Designs and implements brigade NCO development programs

(3) Responsible for day-to-day management of the brigade headquarters office

(4) Assists Brigade S-2 in proper implementation of brigade safety program

(5) Administrative assistant to the brigade commander as required

BRIGADE S-1 SECTION:

a. Brigade Adjutant

(1) Performs duties of brigade adjutant in brigade formations

(2) Authenticates brigade orders and brigade permanent orders

(3) Reviews for policy and format correspondence initiated by the brigade headquarters and releases correspondence as directed by the commander

(4) Manages brigade awards and decorations program

(5) Organizes and executes morale development/morale and religious/chaplain support activities

b. Personnel Services

(1) Supervises maintenance of brigade headquarters personnel records (if not maintained at home school)



- (2) Obtains from Brigade S-3 section the estimated personnel requirements to support brigade activities and takes action to fill requirement
- (3) Receives, consolidates and prepares for submission to higher headquarters monthly brigade strength report

c. Administrative Services

- (1) Prepares and publishes brigade orders and brigade permanent orders
- (2) Prepares correspondence originating from brigade command group and S-1; assists other brigade staff sections in preparation of correspondence
- (3) Responsible for reproduction of necessary materials to support the brigade headquarters
- (4) Maintains brigade headquarters functional filing system

d. S-1 Section Responsibilities

- (1) Provides staff assistance visits to support subordinate units in maintenance of personnel and administrative records
- (2) Conducts workshops on administrative/personnel management functions within the brigade

BRIGADE S-2 SECTION:

a. Advise the commander on matters of security and safety

b. Safety Services

- (1) Perform risk assessments for field operations and events
- (2) Develop and implement safety plans for Cadet Corps events
- (3) Develop and implement medical service plans at events, including sick call procedures, medication management/administration protocols, and plans for treatment of minor and major injuries and illnesses at events
- (4) Coordinate Cadet Corps personnel for school and community emergency response teams for natural disasters and other crises

c. Security Services

- (1) Develop and implement guard duty/cadet patrol at Cadet Corps events
- (2) Provide for security of Cadet Corps uniforms, supplies, and equipment and storage areas, training areas, ranges, and logistics equipment

BRIGADE S-3 SECTION:

a. Operations Services

- (1) Conducts planning/coordination necessary to implement brigade competitive programs, field activities and brigade leadership schools
- (2) Produces necessary training resources (aids) for brigade activities
- (3) Drafts/produces training schedules for brigade leadership schools, competitive programs and field activities
- (4) Obtains use of training areas, facilities and ranges as required to support brigade training activities
- (5) Identifies support personnel requirements for brigade activities

b. Training Services

- (1) Provides guidance to assigned units to implement State Curriculum
- (2) Provides guidance to assigned units for utilization of training resources
- (3) Plans, conducts training management seminars/workshops

c. S-3 Section Responsibilities

- (1) Coordinates with brigade executive officer on schedule for command inspections of subordinate units

BRIGADE S-4 SECTION:

a. Supply Services

- (1) Conducts periodic inventories of brigade property
- (2) Requisitions, receives, and stores supplies issued to the cadet brigade
- (3) Prepares staff recommendations for brigade commander regarding lateral transfer of supplies from one subordinate unit to another
- (4) Requisitions and stocks the brigade awards necessary to implement the brigade awards program
- (5) Maintains brigade headquarters personnel individual clothing records (if not already maintained by the home unit)

(6) Maintains brigade property book stock records

(7) Maintains brigade Voucher File

(8) Maintains Temporary Hand Receipts

b. Logistics Services

(1) Plans, coordinates, and executes the logistics support necessary to support brigade activities

c. S-4 Section Responsibilities

(1) Makes staff assistance visits to subordinate units to give advice concerning supply records and inventorying

(2) Conducts workshops for subordinate units in supply management

BRIGADE S-5 SECTION:

a. Section Responsibilities

(1) Prepares and releases (at order of brigade commander) Press/Media Releases for brigade activities

(2) Invites distinguished guests/press to brigade activities

(3) Coordinates support of community service activities

(4) Develops/maintains a listing of local press/media and other appropriate community contacts

(5) Conducts community service program workshops and press/distinguished guest invitation workshops for subordinate units

BRIGADE S-6 SECTION:

a. Section Responsibilities

(1) Advise the commander on Information Technology, Communication Electronics and Computers

(2) Develop and implement radio communication protocols, including radio issuance, turn-in, and maintenance

(3) Set up, maintain, trouble shoot, repair, transport and ensure the safety of

computers and peripherals

- (4) Serve as the staff “expert” on computer hardware, software, and peripherals
- (5) Maintain the brigade web site as appropriate
- (6) Ensure security of data maintained on computers
- (7) Maintain and manage other electronic equipment as appropriate/required (copiers, FAX machines, camcorders, PDAs, etc.)

HHC COMPANY COMMANDER:

a. Responsibilities

- (1) Manages support personnel assigned to the brigade commander to conduct brigade level training activities
  - strength accountability
  - morale management
  - insure cadets assigned to specific support duties are fulfilling assigned duties
  - insures cadets assigned to the HHC have proper billeting/meals
- (2) Assumes position of Commander for brigade HHC during brigade formations
- (3) Functions as staff planning officer in S-3 section during preparation/planning for brigade activities