

407 RCACC – CADET LEADER’S AIDE MEMOIRE v.1

LEADERSHIP IN GENERAL	C/MBDR DUTIES	C/SGT DUTIES
<p><u>LEADER CHARACTERISTICS</u></p> <ol style="list-style-type: none"> 1. Robustness 2. Practical Sense 3. Energy and Courage 4. Flexibility 5. Genuine interest in, and real knowledge of, humanity 6. Fighting spirit 7. A Spirit of Adventure 8. Ability to maintain discipline and inspire devotion <p><u>LEADER PRIORITIES</u></p> <ol style="list-style-type: none"> 1. Mission 2. Troops 3. Self <p><u>CANADIAN MILITARY VALUES</u></p> <ol style="list-style-type: none"> 1. Loyalty 2. Integrity 3. Courage 4. Duty 	<p><u>C/MBDR IN GARRISON</u></p> <ol style="list-style-type: none"> 1. Account for personnel on behalf of the Section commander 2. Know the location of the Section members during cadet activities 3. Ensure the section members are properly turned out for parade and tasks 4. Inform the section commanders of compassionate issues within the section 5. Coordinate the section resupply 6. Maintain the section duty roster 7. Assist, mentor and supervise maintenance 8. Assist the section commander with enforcing discipline 9. Assist in coaching junior cadets 10. Have a physical presence. 	<p><u>C/SGT IN GARRISON</u></p> <ol style="list-style-type: none"> 1. Account for personnel (through 2IC) 2. Endeavour to be expert in cadet skills. 3. Train the Section 4. Inform the C/WO or CIC Platoon commander of issues 5. Supervise re-supply 6. Supervise the duty roster 7. Supervise and assist with maintenance 8. Maintain discipline 9. Coach and mentor junior cadets 10. Know the strengths and weaknesses of personnel. 11. Supervise the C/MBdr conducting checks and inspections 12. Ensure the mental well-being of the section 13. Assume the duties of the C/WO as required.
<p><u>PRINCIPLES OF LEADERSHIP</u></p> <ol style="list-style-type: none"> 1. Achieve professional competence 2. Know your strengths and limitations and pursue self-improvement. 3. Seek and accept responsibility 4. Lead by example 5. Communicate effectively. 6. Know your people. Promote their welfare 7. Develop the leadership potential of your followers. 8. Make sound and timely decisions. 9. Train your personnel as a team and employ them up to their capabilities. 10. Keep your personnel informed on the mission, the changing situation and the overall picture. 	<p><u>C/MBDR FIELD DUTIES – ADMIN</u></p> <ol style="list-style-type: none"> 1. Assist the PL WO and QM with resupply 2. Supervise the collection and disposal of garbage 3. Complete the shift list 4. Assist the Sgt. in motivating the section at reveille 5. The C/MBdr should be the first one packed and ready in the morning 6. Assemble the section at the proper time and RV designations by the C/Sgt. for the day’s activities 7. Inform the C/Sgt. and C/WO of any section kit or stores issues as soon as possible 	<p><u>C/SGT FIELD DUTIES – ADMIN</u></p> <ol style="list-style-type: none"> 1. Share in piquet shifts 2. Take notes when receiving instructions. 3. Provide time for the C/MBder to conduct duties and tasks 4. Take accurate notes on personnel for the purpose of assessments 5. Meet with the C/WO and CIC Platoon Commander frequently 6. Use the Section 2IC to conduct resupply

TASK PROCEDURE	C/MBDR FIELD DUTIES –	C/SGT FIELD DUTIES – MOVEMENT
<ol style="list-style-type: none"> 1. Receive Warning Order (WngO) 2. Do quick time appreciation (1/3-2/3 rule) 3. Do quick map and/or physical recce 4. Write & issue own WngO (Situation, Probable mission, 'No move before time, Location & time you will give your orders, Admin, Special Instructions if any) 5. Receive verbal orders (OGp) or written Operation Orders (OpO) 6. Do detailed time appreciation 7. Issue amended WngO if needed 8. Do detailed map and/or physical recce 9. Make plan and write orders (Situation, Mission, Execution, Service Support, Command & Signals) 10. Issue Orders 	<p><u>MOVEMENT ON FOOT</u></p> <p><u>Before the march</u></p> <ol style="list-style-type: none"> 1. Inspect loads are packed and secure 2. Ensure junior cadets are properly dressed for the conditions 3. Ensure all have water 4. Ensure all are at the correct RV on time for departure time <p><u>On the march:</u></p> <ol style="list-style-type: none"> 1. MBdr (2IC) is last in the order of march. 2. Maintain accountability of personnel at halts, supervise hydrations and give encouragement. 3. Conduct sweeps of halt areas. 	<p><u>ON FOOT</u></p> <ol style="list-style-type: none"> 1. Navigation 2. Ensure the C/MBdr checks that all junior cadets are dressed properly and have water 3. Set correct pace (be able to hold a conversation) 4. Maintain contact with the section 2IC 5. Place 2IC last in the order of march 6. Account for all personnel at halts using the 2IC 7. Conduct routine checks to ensure all personnel are OK.