



California Cadet Corps Curriculum on Basics



“ESSAYONS”

M5/B: Cadet Responsibilities



CADET RESPONSIBILITIES

B1. Guard Duty

B2. Definition of Leadership

B3. Military Time

B4. Phonetic Alphabet

B5. Phonetic Numbers

B6. Radio Procedures



GUARD DUTY

B1. Discuss the responsibilities of guard duty and recite the three general orders.



GUARD DUTY

OBJECTIVE:

Cadets are able to perform Guard Duty within set standards and guidelines, recite and explain the Definition of Leadership, and use proper radio procedures.

Plan of Action

1. Discuss the responsibilities of guard duty and recite the three general orders
2. Recite the Definition of Leadership and explain its meaning
3. Give times using Military Time and convert from 12-hour to 24-hour clock and back
4. Recite the Phonetic Alphabet
5. Recite the Phonetic Numbers
6. Use prowords and radio procedures to talk on a radio

Essential Question: How do the 3 General Orders relate to Guard Duty and to other Cadet Responsibilities?



Guard Duty



- Guard duty protects:
 - equipment
 - areas requiring safeguarding & care
- Two types:
 - Interior
 - Exterior



Guard Duty

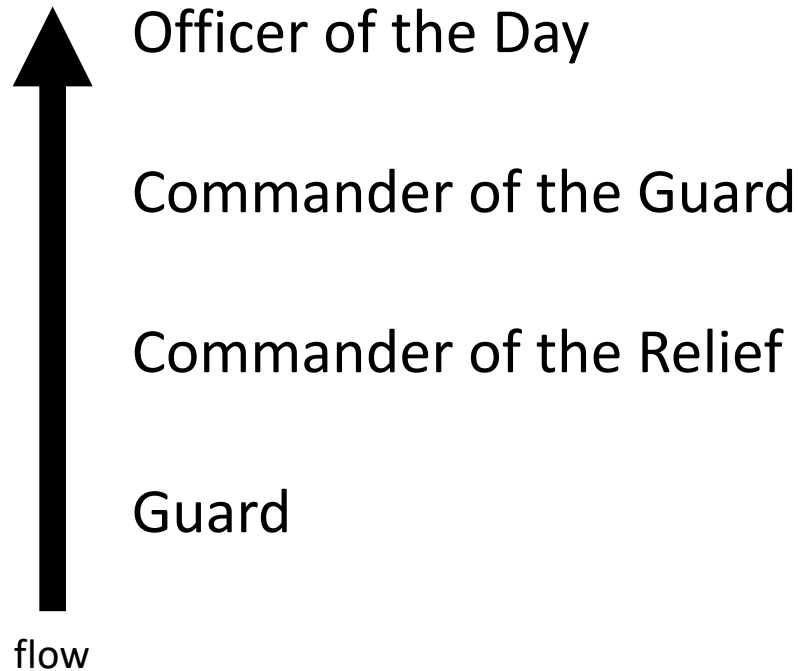
Examples:

- Exterior
 - Walk a route to check security & safety
- Interior
 - Nighttime Fire Guard in barracks
 - Up in uniform
 - Make certain checks
 - Wake someone if an emergency



Guard Duty

Chain of command filled by duty roster





Guard Duty

- Military
 - Deployed or in field
- Cadet Corps
 - A learning tool
 - Bivouacs (field exercises)





Guard Duty



- Guards are assigned to specific post or shift
- Guards shift should last no more than 2 hours
- They work in teams of at least 2 Cadets
- Cadets follow three General Orders



First General Order

I will guard everything within the limits of my post and quit my post only when properly relieved.





Second General Order



I will obey my special orders and perform all my duties in a military manner.



Third General Order



I will report violations of my special orders, emergencies, and anything not covered in my instructions to the Commander of the Relief.



Duties of a Guard

- Never leave your post until you are relieved.
- The guard is responsible for everything within the limits of the post.
- The guard must stop persons who have no authority to be in the area. These individuals are reported to the Commander of the Relief.
- The guard on duty has full control. A higher-ranking Cadet not assigned to guard duty has no authority to give orders to a guard.



Duties of a Guard (continued)

- If a guard becomes sick, a relief must be assigned by the Commander of the Relief.
- Guards will pass on their instructions to their relief.
- During overnight guard duty, or if given instructions to do so, the guard must challenge all people entering their assigned limits. If the guard does not recognize an individual, the guard should ask the individual to identify him/herself. If the individual is not authorized in the area, the intruder is reported to the Commander of the Relief.
- A guard must report all violations or emergencies to the Commander of the Relief.



Check on Learning

- 1) 1st General Order:** I will _____ everything within the limits of my post and quit my post only when properly _____.
- 2) 2nd General Order:** I will _____ my special orders and _____ all my duties in a military manner.
- 3) 3rd General Order:** I will report _____ of my special orders, emergencies, and anything not covered in my _____ to the Commander of the Relief.



DEFINITION OF LEADERSHIP

B2. Recite the Definition of Leadership and explain its meaning.



DEFINITION OF LEADERSHIP

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Essential Question: What is Leadership?



Leadership Defined



Leadership is the process of influencing & directing people

- by providing:
 - purpose
 - direction
 - motivation
- while operating:
 - to accomplish the mission
 - improve the organization



Leadership Defined

Leadership is the process...

- Takes place over time, often slowly
- Can be:
 - learned
 - monitored
 - improved
- A series of events
- Usually organized in some way





Leadership Defined

...of influencing



- Getting people to do something they may not want to do
- Influencing people by:
 - building trust
 - setting an example
 - convincing them you know what is best
- Motivating people



Leadership Defined

...and directing

- Make people do the right thing
- Taking charge shows you're "the boss"
- People follow you because they know you:
 - know what you're doing
 - will look out for their well being

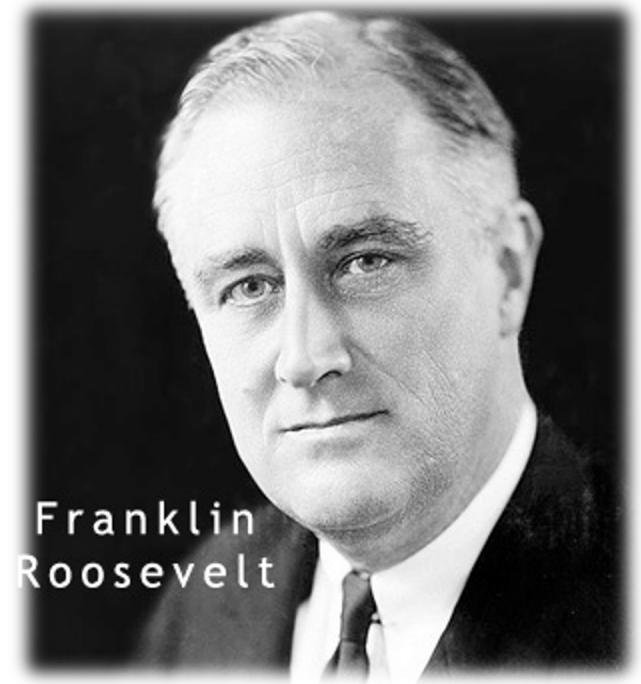




Leadership Defined

...people

- Leadership different from management
- Leaders direct **people**
- Managers direct **resources** (time, money, and materials)
- Lead cadets now...later in life you'll hopefully lead many others





Leadership Defined

...by providing purpose

- Make sure subordinates know the WHY

A higher purpose may be more important than doing or experiencing

WHY?



Leadership Defined

...direction

- People need to know where they're going
- Give subordinates an end-state
 - let them figure out the route

end-state

Noun

(plural: end states)

(military) The specified situation at the successful completion of the final phase of a military operation.

YourDictionary



Leadership Defined

...and motivation

- Encourage commitment to achieve shared goals
- Communicate
 - ideas
 - common causes
- Build a team
- Get people to **WANT TO DO** what you want them to do



Leadership Defined

MISCOMPLISH!
ACCOMPLISH!

...while operating to accomplish the mission

- Get the job done
- Know your goal & focus on reaching it
- Others will follow someone who helps them accomplish goals



Leadership Defined

...and improve the organization

- Leader is responsible for:
 - developing individuals
 - Improving the organization near & long term
- Use each mission to develop subordinates
- Each mission builds unit's capabilities
- Never lose sight of longer-term goals



Leadership Defined

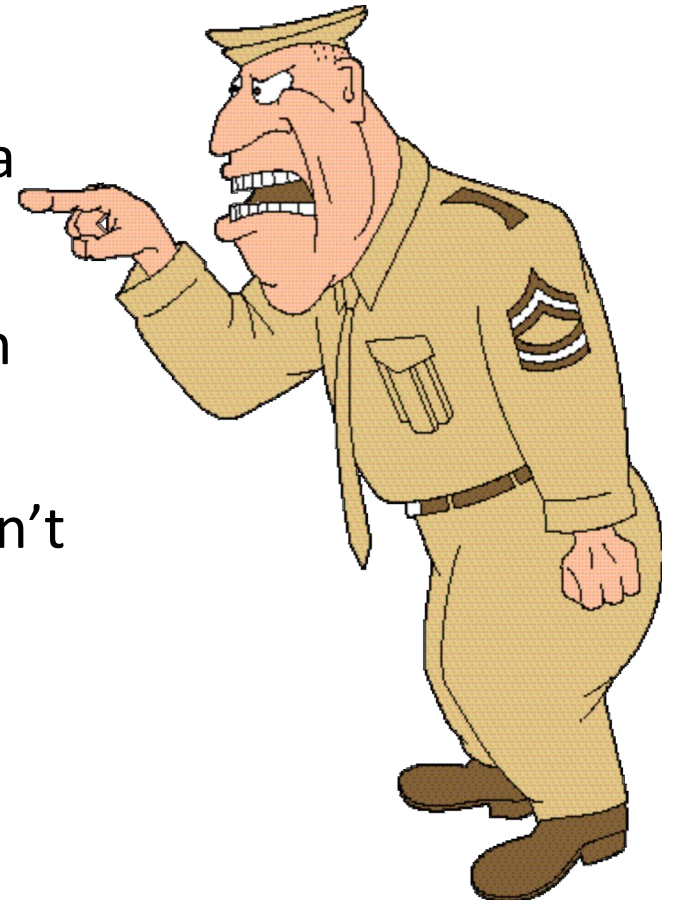
Leadership is **NOT**...

...simply ordering people around in a loud voice

...standing in the middle of the room and giving orders

...screaming louder when people don't listen

...forcing people to do something against their will





Leadership Defined

Good leaders:

- Tell people the goal
- Help people:
 - see why goal is important
 - how to achieve goal
- Work with team to reach goal
- Monitor team to make sure goal being met
- Redirect team when needed





Leadership Defined

How can you lead right now?

- Know exactly what your Cadet leaders expect
 - know the mission
- Set an example
- Learn as much as you can
 - the best leaders are very knowledgeable



Leadership Opportunities

- Cadet leadership position
- Cadets in non leadership roles:
 - Leads by example
 - Emergent leaders



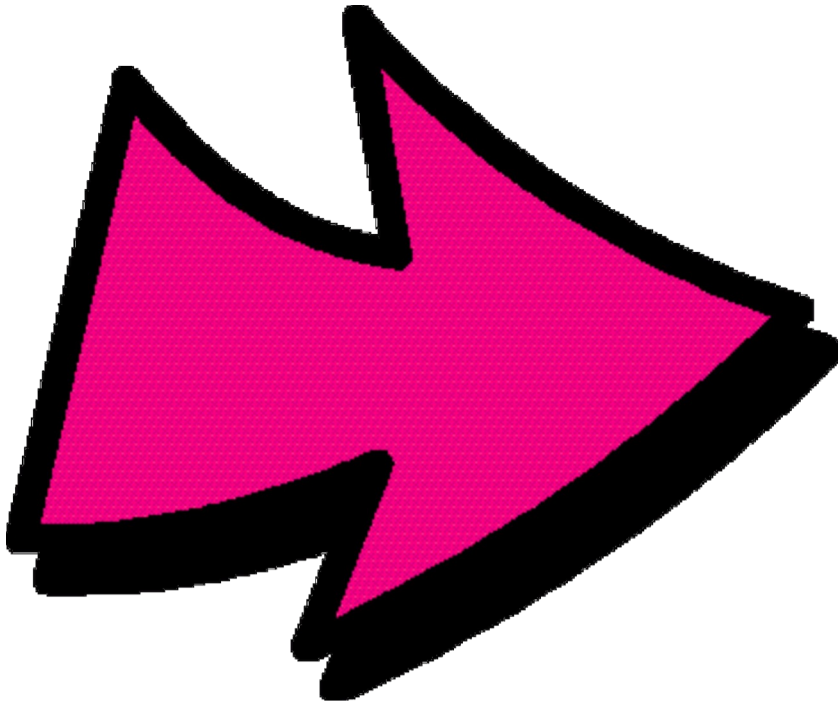


Leadership Development

- Natural leadership skills
- Learned and developed skills
- Leadership skills include goal setting, planning, commanding, public speaking, seeking responsibility and authority, motivating, etc.
- Go through the phases of Follower, Junior Leader, Senior Leader
- Learn from experience



What is “responsibility”?

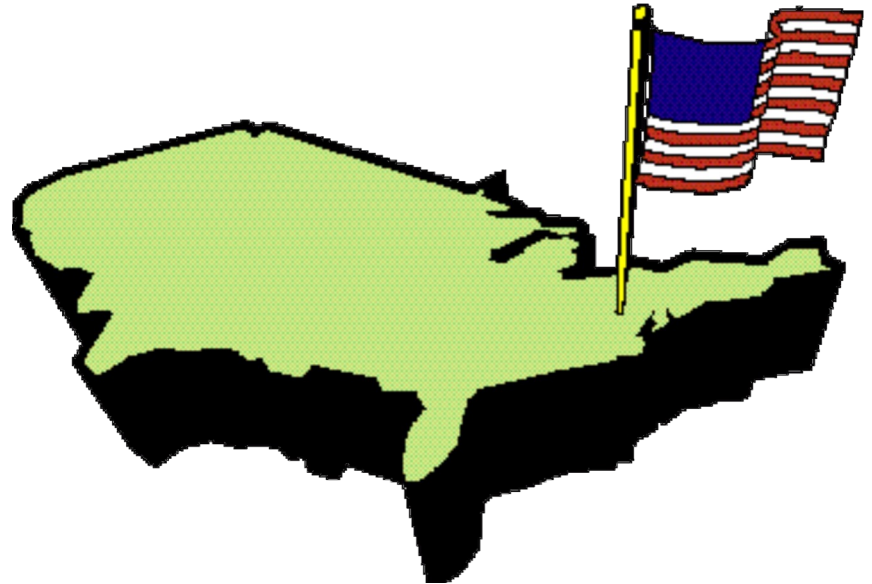


- An obligation
- Something you must do because of your position
- A duty
- Ultimately, taking credit or blame for the job getting done correctly and completely or incorrectly



What is “authority”?

- Legal responsibility for getting a job done
- The formal “power” you are given in your job by the people who are “over” you
- In the Cadet Corps, the authority for cadet NCOs and Officers actually comes from state law - The California Military and Veterans Code





Delegation of responsibility and authority

- To ***delegate*** means to ask or direct someone in a lesser position to help accomplish the mission.
- You can delegate authority (legal power) to others to help you accomplish a mission, but you can never delegate responsibility.
- You are always responsible for what happens or fails to happen in your organization.



Cadet Skills You Need Before You Can be a Leader

- how to properly wear the CACC uniform
- render customs and courtesies
- perform squad and platoon level drill and ceremonies as a squad member
- start learning the Cadet Corps memory work (CACC history, Core Values, Cadet Codes, Honor Code, Definition of Leadership, General Orders, 6 CACC Objectives, Chain of Command)



Check on Learning

1. Recite the Definition of Leadership
2. When you gain subordinates' trust as a leader, is that
 - a) Influencing
 - b) Directing
3. Name four leadership skills
4. Legal responsibility for getting a job done is:

_____.



MILITARY TIME

B3. Give times using Military Time, and convert from 12 to 24 hour clock and back.



MILITARY TIME

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Essential Question: How do you tell time using a 24-hour clock?



Military Time

Military time is a concise method of expressing time that is used by the Military as well as emergency services such as law enforcement, firefighting and emergency medical personnel.

Military time operates on a 24-hour clock that begins at midnight, 0000, and the last minute of the day begins at 2359.

2400 may also be used to refer to midnight at the end of a given date – that is 2400 of the current day is the same point in time as 0000 of the following day.



24-Hour Clock





Military Time Chart

Regular Time	Military Time	Regular Time	Military Time
Midnight	0000	Noon	1200
1:00 am	0100	1:00 pm	1300
2:00 am	0200	2:00 pm	1400
3:00 am	0300	3:00 pm	1500
4:00 am	0400	4:00 pm	1600
5:00 am	0500	5:00 pm	1700
6:00 am	0600	6:00 pm	1800
7:00 am	0700	7:00 pm	1900
8:00 am	0800	8:00 pm	2000
9:00 am	0900	9:00 pm	2100
10:00 am	1000	10:00 pm	2200
11:00 am	1100	11:00 pm	2300



Military Time in Spoken English

- To pronounce the time, you say the number-word for the hour followed by “hundred” with an optional “hour”.
- 1600 = “sixteen hundred” or “sixteen hundred hours”.
- 3:00 am = “zero three hundred”
- 7:50 am = “zero seven fifty”
- 2030 (8:30 pm) = “twenty thirty”
- 1805 = “eighteen oh five”
- a leading zero for the hours before 1000 should be pronounced – as in “oh three oh five” or “zero three zero five” for 0305.



Zulu Time

When it comes to military matters, such as communication, training exercise, deployment, ship-movements, aircraft flights, etc., the military must often coordinate with bases and personnel located in other time zones.

To avoid confusion, the military uses the time in Greenwich, England, which is commonly called “Greenwich Mean Time (GMT).

The US Military refers to this time zone as “ZULU TIME” and they attach the “Zulu” (Z) suffix, to ensure the time-zone referred to is clear.



Zulu Time

For example, a military message or communication might state, “The ship will cross into the area of operation at 1400Z.” That means the ship would arrive when it is 2:00 PM in Greenwich, England.

The military calls this “Zulu Time” because the world is divided into 24 time zones. For each time zone a letter of the alphabet has been assigned. The time zone for Greenwich, England has been assigned the letter “Z”.

The military phonetic alphabet for the letter “Z” is “Zulu”.



Zulu Time

- Even the military sometimes gets confused with using Zulu Time for local things, so they often will either use the local time zone (California is in the R, or Romeo, time zone), or just say Local after the time. So instead of saying “1430 Zulu”, they’d say “0630 Romeo” or “0630 Local”.
- Zulu Time is 8 hours later than Romeo Time



Check on Learning

1. Pronounce these times using military time:
 - 0700
 - 1930
 - 0215
 - 1945
2. What time is it in California at 1300Z?



THE PHONETIC ALPHABET

B4. Recite the Phonetic Alphabet



THE PHONETIC ALPHABET

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Essential Question: What are the letters in the Phonetic Alphabet?



Phonetic Alphabet

A B C D E F G H
ALPHA BRAVO CHARLIE DELTA ECHO FOXTROT GOLF HOTEL

I J K L M N O P
INDIA JULIET KILO LIMA MIKE NOVEMBER OSCAR PAPA

Q R S T U V W X
QUEBEC ROMEO SIERRA TANGO UNIFORM VICTOR WHISKEY XRAY

Y Z
YANKEE ZULU



Phonetic Alphabet

In a military situation, a message that isn't understood correctly can have critical consequences, therefore the military relies on the phonetic alphabet to clarify communication. The phonetic alphabet is a list of words used to identify letters in a message transmitted by radio or telephone.

For example, the word "Army" would be "Alfa Romero Mike Yankee" when spelled in the phonetic alphabet.



Phonetic Alphabet

The use of the phonetic alphabet helps to prevent confusion between similar sounding letters, such as “m” and “n”, and to clarify communications that may be garbled during transmission.

The current phonetic alphabet was adopted in 1957.

The following slides contain the letters of the alphabet along with the phonetic alphabet and the correct pronunciation.



“A”

Alpha

AL FAH



“B”

Bravo

BRAH VOH



“C”

Charlie

CHAR LEE



“D”

Delta

DELL TAH



“E”

Echo

ECK OH



“F”

Foxtrot

FOKS TROT



“G”

Golf

GOLF



“H”

Hotel

HOH TELL



“I”

India

IN DEE AH



“J”

Juliet

JEW LEE ET



“K”

Kilo

KEY LOW



“L”

Lima

LEE MAH



“M”

Mike

MIKE



“N”

November

NO VEM BER



“O”

Oscar

OSS CAH



“P”

Papa

PAH PAH



“Q”

Quebec

KEH BECK



“R”

Romeo

ROW ME OH



“S”

Sierra

SEE AIR RAH



“T”

Tango

TANG GO



“U”

Uniform

YOU NEE FORM



“v”

Victor

VIK TAH



“W”

Whiskey

WISS KEY



“X”

X-ray

ECKS RAY



“Y”

Yankee

YANG KEY



“Z”

Zulu

ZOO LOO



Other Systems

Emergency Services organizations in the US use a different phonetic alphabet:

A	B	C	D	E	F	G	H	I	J	K	L		
Adam	Boy	Charles	David	Edward	Frank	George	Henry	Ida	John	King	Lincoln		
M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Mary	Nora	Ocean	Paul	Queen	Robert	Sam	Tom	Union	Victor	William	X-ray	Young	Zebra





Check on Learning

Spell out the following words using the phonetic alphabet:

- a) Table
- b) Police
- c) Combat
- d) Horse
- e) Radio



Phonetic Numbers

- B5. Recite the phonetic numbers.



GUARD DUTY

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Essential Question: How do you count to 10 using the phonetic numbers?



“0”

Zeero



“1”

Wun



“2”

Too



“3”

Tree



“4”

Fower



“5”

Fife



“6”

Siks



“7”

Seven



“8”

Ate



“9”

Niner



Phonetic Numbers

Numbers less than one hundred are not combined. Usually, only round numbers are combined.

12 = One Two (wun-too)

37 = Three Seven (tree-seven)

40 = Four Zero (fower zeero)

521 = Five Two One (fife-too-wun)

200 = Two Hundred (too hundred)

5000 = Five Thousand (fife-tousand)

2.45 = Two Decimal Four Five (too-decimal-fower-fife)



Check on Learning

Say the following numbers out loud using phonetic pronunciation:

a) 41

b) 235

c) 9716

d) 800

e) 5000

f) 10



RADIO PROCEDURES

B6. Use prowords and radio procedures to talk on a radio



RADIO PROCEDURES

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Essential Question: How do you talk on a radio using military radio procedures?



Radio Procedures

What do you need to know to properly talk on the radio (using military radio procedures)?

- Prowords
- Rules
- Phonetic Alphabet & Numbers
- Understanding of Call Signs
 - Signal Operating Instructions (SOI)
- Using a handheld radio (walkie talkie)



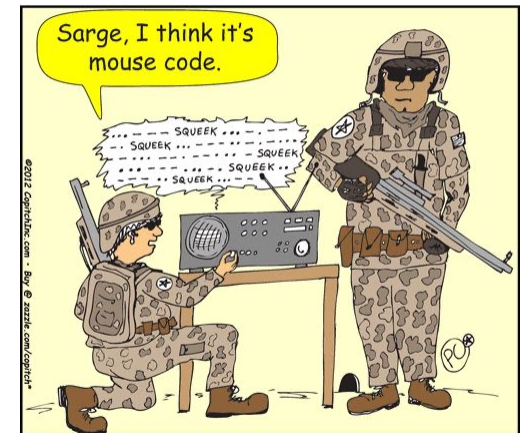


Prowords

- Keeps voice transmission clear and short
- Prowords = Procedure Words
- List of words or phrases that mean a specific thing
- Used throughout NATO and all US military services

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Key Prowords

(non-key Prowords are listed in the text for M5B6)

PROWORD	EXPLANATION
AFFIRMATIVE	Yes
I SAY AGAIN	I am repeating
NEGATIVE	No
OUT	This is the end of my transmission to you and <u>no answer is required/expected</u> (never used with OVER)
OVER	This is the end of my transmission to you and a response is necessary. Go ahead, transmit.
RADIO CHECK	How clear is my transmission?
ROGER	I have received your last transmission satisfactorily.
SAY AGAIN	Repeat your last transmission
THIS IS	This transmission is from the station whose designator immediately follows
WAIT	I must pause for a few seconds
WAIT – OUT	I must pause longer than a few seconds
WILCO	I have received your signal, understand it, and will comply (never used with ROGER)



Call Signs

- Don't use personal names or positions when speaking on the radio
- You are identified by your Call Sign
 - Combination of letters and numbers
 - Usually either 3 or 5 digits
 - Alpha-Numeric
 - i.e. X42 or X42A1
 - ❖ X-Ray Fower Too
 - ❖ X-Ray Fower Too Alfa Wun





Sample SOI

Sample Signal Operating Instructions (SOI)

1st Alpha:

Command Level:

CACC HQ- X
10th Corps- C
HHC - H
Regt Staff - R
Bde Staff - T
1st Bn - L
2nd Bn - M
3rd Bn - N

*CACC XO = Commander
CACC AXO = Executive Officer/Chief of Staff

Sample: The 3 CACC S4 Assistants would be X41A1, X41A2, & X41A3.
The 10th Corps S3 (Actual) would be C30.
The 10th Corps S3 NCO would be C32.

1st Numeric:

Position:

S1 - 1	Cdr/XO* - 6
S2 - 2	Cmd Staff - 7
S3 - 3	
S4 - 4	
S5 - 5	
S6 - 9	

Nets:

Channel 1: Command
Channel 2: Medic
Channel 3: Logistics

2nd Numeric:

Position Description:

Primary/Actual - 0
Assistant - 1
NCO - 2
Deputy Cdr - 3
XO/AXO/COS - 4
CSM/1SG - 5
WO - 6
IG - 7
HHC - 8
FTM - 9

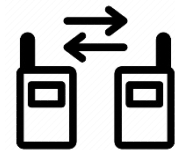
Multiples in Same Positions

A1, A2, etc.



Send & Receive a Message

- Any message has a sender & a receiver
- You must know your Call Sign and the Call Sign of the person you are calling (see SOI)
- Every message starts with the sender reaching out to the receiver
 - **You** (Call Sign), **THIS IS Me** (Call Sign), **OVER**
 - i.e. L41, THIS IS C42, OVER
 - Go back to the SOI and figure out who's calling who (see next slide)
- Do NOT start with your Call Sign
 - i.e. ~~THIS IS C42 CALLING L41, OVER~~





Sample Signal Operating Instructions (SOI)

1st Alpha:

Command Level:

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S3 – 3

S4 – 4

S5 – 5

S6 – 9

Nets:

Channel 1: Command

Channel 2: Medic

Channel 3: Logistics

2nd Numeric:

Position Description:

Primary/Actual – 0

Assistant – 1

NCO – 2

Deputy Cdr – 3

XO/AXO/COS – 4

CSM/1SG – 5

WO – 6

IG – 7

HHC – 8

FTM – 9

Multiples in Same Positions

A1, A2, etc.

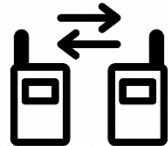
L41, THIS IS C42, OVER

- Who is L41?
- Who is C42?
- You're the sender – who are you?



Send & Receive a Message

- If someone calls you (your Call Sign), you respond:
 - You (L41) *hear*: L41, THIS IS C42, OVER
 - You (L41) *respond*: C42, THIS IS L41, OVER
- Now you can have your conversation
 - Not necessary to repeat Call Signs
 - Use prowords as necessary
 - At the end of the conversation, the calling station (C42 in this case) ends the conversation with OUT





Send & Receive a Message Sample

- H12A1, THIS IS H10, OVER
- **H10, THIS IS H12A1, OVER**
- What is your location, OVER
- **I'm at the Headquarters Tent, OVER**
- Please come to the Parade Field, OVER
- **WILCO, OVER**
- THIS IS H10 OUT





Rules & Procedures



- The originator starts and ends the sequence
- Don't use personal names to call people (*that gives useful information to an enemy who's listening in during a combat situation*)
- Never say "Over and Out." *If you put them together, you're saying you expect a response but no response is necessary*
- Never say "Roger, Wilco." *Roger=Understand and Wilco=Understand & will comply.*



Rules & Procedures



- Don't say "Right" to mean correct. *Right always refers to the opposite of Left.*
- Don't say "Incorrect." Say "Wrong" instead
- Never say "Repeat." Use "Say Again." *Repeat is the command word used to ask for an artillery mission to be fired again on the same spot, so military radio operators are trained never to use Repeat except in that context.*
- Always speak slowly and clearly on the radio
- Don't use contractions. Say do not instead of don't



Rules & Procedures



- Always break down numbers
 - 503 is “Fife Zeero Tree” (or Five Zero Three)
- You can use “hundred” and “thousand” – (pronounced TAO-sand) if the numbers end in two or three zeroes
 - 500 = Fife Hundred or Fife Zero Zero
 - 5000 = Fife Taosand or Fife Zero Zero Zero
- Spell out confusing words or names using the Phonetic Alphabet; learn it well



Rules & Procedures



- For numbers, you must say “Niner,” but “Tree,” “Fower,” and “Fife” are optional as long as it comes through clearly
- There are some *informal prowords*:
 - Klicks = Kilometers
 - Lima Charlie = Loud and Clear
 - Mikes = Minutes
 - Tango = Thank you



Radio Checks

- When you first join a net (come online)
 - Good practice to get a Radio Check
- Call the S6, and ask for a radio check:
 - C92, THIS IS N20, Radio Check, OVER
 - N20, Roger, OUT
- This doesn't follow other rules, but it's how it's done





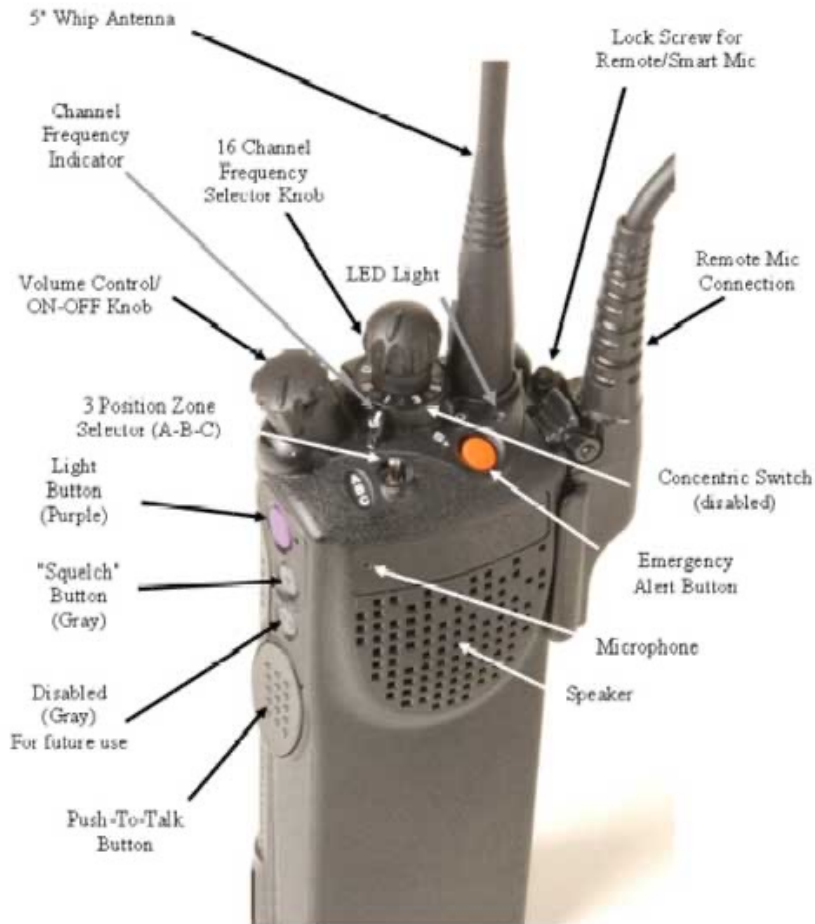
Using a Handheld Radio

- There are many types of radios
- You're most likely to see a simple Walkie Talkie
- Only one person can transmit at a time (1/2 duplex system)
- Hold down the Push-to-Talk (PTT) button, then start your transmission
- After you say OVER, release the button
- Position your mouth about 6 inches from the microphone
- Knobs for Volume and Channel





Using a Handheld Radio



- Some radios are more complex
- All work pretty much the same
- Don't forget to charge your radio during down times (overnight?), or replace the batteries





Check on Learning

1. What does the proword "OVER" mean?
2. You are C35A2. You want to call C35A1. What do you say to initiate the call?
3. What are the meanings of "ROGER" and "WILCO?"
4. When do you press the PTT button?
5. How do you ask the S6 for a Radio Check (they are X92 and you are L51)?