

CAMP RUDDER
JROTC CADET
LEADERSHIP CHALLENGE

2014



STAFF CADET
PROGRAM

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STAFF CADET PROGRAM

1. GENERAL: Selected cadets who have attended previous JCLCs, or have otherwise demonstrated exceptional leadership capabilities, may be utilized as **Staff Cadets**. Staff Cadets will serve as assistant instructors and staff members during JCLC, gaining invaluable leadership experience and training while serving as a member of the JCLC Support Staff. Staff cadets are generally referred to as “Black Hats” because of their distinctive black hat worn with their ACUs to identify them from participating cadets.

2. REFERENCE: 2014 Camp Rudder JCLC SOP.

3. PURPOSE: This SOP provides guidance and instructions for implementation of the Staff Cadet Program at the 2014 Camp Rudder JCLC.

4. PERSONNEL: The **Staff Cadet Coordinator** will oversee the implementation of this program under the direction of the Camp Commandant, and coordinate with the Operations Officer/NCO for daily duty position assignments for the Staff Cadets.

5. CONCEPT:
 - a. School instructors may nominate eligible cadets to serve as Staff Cadets based on JCLC cadet quotas, and recommend their duty positions to the Operations Officer/NCO based on their individual strengths and skills. Instructors will also use the “Remarks” column of their Initial Cadet Roster, submitted to the Personnel Officer by 1 May 2014, to denote recommended cadets and duty positions.

 - b. Staff Cadets will be assigned daily duty positions by the Operations NCO in coordination with Training Event OICs, JCLC Staff Members, and the Staff Cadet Coordinator. A **Duty Position Supervisor** will be designated for each Staff Cadet, and will brief them on their specific duties.

 - c. Staff Cadets will work directly for their Duty Position Supervisor during duty hours until released to the Staff Cadet Coordinator.

 - d. Duty Position Supervisors will utilize Staff Cadets as assistant trainers and staff members as required.

 - e. Staff Cadets may participate in training events with the approval of the Training Event OIC if released by their Duty Position Supervisor.

- f. Staff Cadets will be assigned billeting space with participating cadets by the Personnel Officer in coordination with the Operations Officer and the Staff Cadet Coordinator.
- g. Staff Cadets will be under the administrative control and supervision of the Staff Cadet Coordinator during off duty times when released by their Duty Position Supervisors.
- h. The Staff Cadet Coordinator will provide additional leadership training and guidance to Staff Cadets during off-duty times.

6. DUTY ASSIGNMENTS:

- a. JCLC Staff: (These are permanent positions for the duration of JCLC)
 - (1) 1 Staff Cadet assigned to the Personnel Office.
 - (2) 1 Staff Cadet assigned to the Logistics Office.
 - (3) 1 Staff Cadet assigned to the PAO Office.
 - (4) 1 Staff Cadet assigned to the Safety Office.
 - (5) 2 Staff Cadets assigned to the Operations Office through the first two days of training and 1 Staff Cadet assigned for the remainder of JCLC. (2 assigned Staff cadets will assist with Math & Science and Rock Wall training during first two days of training.)
- b. Training Events: Remaining available Staff Cadets will be assigned daily to training events, as required.
- c. General Support: Any Staff Cadets not required for daily training event support will be assigned general support duties by the Operations NCO.

7. STAFF CADET EVALUATION:

- a. All concerned JCLC Staff Members and Training Event OICs will provide input to the evaluation process of the Staff Cadets IAW this SOP.
- b. Duty Position Supervisors for Staff Cadets assigned to permanent positions will review and critique their performance of assigned duties, and complete a Staff Cadet Performance Form (See Enclosure 1), at the **completion of the second day of JCLC**, and at the **conclusion of training on the last day of JCLC**.
- c. Duty Position Supervisors for Staff Cadets supporting training events will review and critique their performance at the **completion of the training event**, and complete a Staff Cadet Performance Form (Enclosure 1) on the cadet's performance of their assigned duties for that training event.

- d. Duty Position Supervisors for Staff Cadets assigned to temporary general support missions may review and critique their performance utilizing the **Staff Cadet Performance Form** (Enclosure 1) if they feel the cadets' performance of duties warrant formal comment.
- e. Duty Position Supervisors will forward completed forms to the Staff Cadet Coordinator, who will review the forms and forward them to the Personnel Officer for inclusion in the cadets' school training files.
- f. Any Staff Cadet who is unable to effectively perform the duties of a Staff Cadet for any reason may revert to a participating cadet upon the recommendation of their Duty Position Supervisors and the Staff Cadet Coordinator. The JCLC Operations Officer will coordinate with the JCLC Commandant, the JCLC CSM, Personnel Officer, Training Company Commander, and the cadet's Senior Instructor at JCLC prior to reassignment.

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STAFF CADET PERFORMANCE FORM

CADET'S NAME _____ DATE _____
 SCHOOL _____ DUTY POSITION _____

POINTS (75 Possible)	Outstanding (5 PTS)	Satisfactory (3-4 PTS)	Needs Improvement (2 PTS)	Unsatisfactory (1 PT)
ATTITUDE Response to instructions				
Reaction to critique				
PERSONAL APPEARANCE Hair and shave (Male)				
Hair (Female)				
Uniform				
Footgear				
PERSONAL CONDUCT In duty position				
In training participation				
ABILITY TO FOLLOW ORDERS From cadre				
ABILITY TO PERFORM DUTIES General Knowledge				
Seeks responsibility				
Takes responsibility				
Sets example				
Motivates others				
Inspires teamwork				
Enforces standards				
SUBTOTALS				

TOTAL SCORE	
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COMMENTS: _____

_____ Duty Position Supervisor's Signature _____ Staff Cadet Coordinator's Signature _____