



# CAL MARITIME

## MEMORANDUM

**SUBJ: Change 2 to the Student Handbook**

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1. The following changes and additions to Section 2, Duties of Corps Officers, is effective commencing December 3, 2007:

**SECTION 2.4.V. SQUAD LEADER:** The Squad Leader is the ranking third class cadet and exercises the command function in the assigned squad. The Squad Leader must be thoroughly familiar with all members of the Squad and must maintain an accurate accountability of their Squad's watches and duty rotations. The Squad Leader reports to the Section Leader on campus.

Duties and Responsibilities: The duties and responsibilities of the Squad Leader include but are not limited to:

- Educate all members of the squad of their responsibilities and how to fulfill them.
- Ensure all members of their Squad fulfill their responsibilities.
- Notify all member of the squad with watch updates weekly.
- Diligently promulgate all information as directed by the Section Leader or any higher ranking officer.
- Organize and maintain order of the Squad during formation and other mandatory meetings.
- Responsibility for the proper appearance of the squad during inspections and formations.
- Assist the Section Training and Academics Officer with all training and skills test.
- Report to the Section Leader for the proper procedures for the training and accountability of the Squad.
- Attend all meetings as directed by the Section Leader or any higher raking officer.
- Ensure his/her squad upholds the highest standards to the Code of Conduct and Core Values.
- Instill and maintain a high level of morale and esprit-de-corps.

Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Squad Leader include but are not limited to:

- May be a sophomore cadet of any academic major at the Academy.
- Complete one training cruise prior to selection (for licensed majors only).
- Complete all requirements for advancement within the Corps.
- Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
- Maintain confidentiality of sensitive information.
- Participate in improving the Academy and solving problems.
- Ensure balance between organizational and personal/team requirements.

- Identify and adapt to change and lead in view of those changes.
- Work within a team to develop positive vision, direction, and results.
- Interface effectively with seniors, peers, and subordinates.
- Maintain a 2.0 or higher grade point average.

All other provisions remain in effect.