



# Unit II – Leadership Skills

## Chapter 2 - Leadership

### Section 3 – Qualifications for Leadership



# What You Will Learn to Do

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Understand the qualifications for leadership  
and review leadership opportunities in your  
NJROTC unit

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# Objectives

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1. Describe the qualifications for leadership
  2. Explain the leadership opportunities and positions in NJROTC
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# Leadership Opportunities in NJROTC

Besides NJROTC group leadership opportunities – you may be interested in team leadership. Most units have these teams....



Rifle Team



Drill Team



Color Guard Team



# Leadership Opportunities in NJROTC

Some units may also have these teams, and each would be led by a Team Captain:



Pistol  
Team



Drum and Bugle Corp



Orienteering  
Team



Academic Team





# Qualifications for Leadership

Former CNO Admiral George Anderson lists these qualifications in judging officers' abilities as leaders:

## Achievements –

They produce results. Effectiveness of the work serves as a measure of achievement.

## Ability to Make Decisions –

They evaluate information, evaluate the problem and then make a sound and decisive decision.



**Admiral  
Anderson**



# Qualifications for Leadership

## Personal Appearance -

They take pride in every detail of their personal appearance.

## Military Bearing -

They conduct themselves in a professional military manner, 24/7.

## Mental Alertness -

They give continual attention to detail but have awareness of the big picture.



# Qualifications for Leadership

## Ability to Express Self -

They use clear communication, orally and in writing, to share their ideas and decisions.

## Being a Good Shipmate -

They understand that they cannot function alone and have good relationships with others.

## Imagination -

They use their imagination and initiative to improve their own task performance and others.





# Qualifications for Leadership

## Knowledge of the Job -

They have a complete mastery of their job and its responsibilities, including the same of subordinates.

## Manner of Performance -

They know themselves, the job, the enlisted personnel and the immediate situation. They know four ways to get the job done...

1. Personally do it
2. Drive others to do it
3. Inspire others to do it
4. Combine all 3 above



# Qualifications for Leadership

## Social Grace -

They know the rules of social etiquette, but more importantly, know how to show sincere interest in others.

## Sense of Humor -

They keep everything in perspective, and distinguish between the important and the trivial.

## Personal Behavior -

They reflect integrity and honor in all their behavior.



# Leadership Positions in Your NJROTC Unit

Within your own unit, there are many ways you can develop your leadership skills.

Leadership positions and responsibilities vary across units, but we can look at some **general organization descriptions** to give you idea of what might interest you.





# Review of Unit Organization



## Company Sized Units

**Company**  
(75-150 Cadets)

**Platoon**

**Platoon**  
(24-30 Cadets)

**Platoon**

**Squad**

**Squad**  
(8-12 Cadets)

**Squad**



# Review of Unit Organization



## Regimental Sized Units

**Regiment**  
**(301 or more Cadets)**

**Battalion**  
**(151 or More Cadets)**

**Battalion**  
**(151 or More Cadets)**

**Company**  
**(75-150 Cadets)**

**Company**  
**(75-150 Cadets)**

**Company**  
**(75-150 Cadets)**

**Company**  
**(75-150 Cadets)**



# Review of Unit Organization



## Example

**Company  
Commander**

**Company  
Executive Officer**

Staff  
**Operations  
Administrative  
Supply**

Color Guard  
**Color Guard Commander  
Drill Team Commander(s)  
Rifle Team Commander**

Platoon  
**Platoon Commander  
Mustering Petty Officer  
Squad Leader Assistant  
Squad Leader**

**Squad Members**





# Sample Leadership Position Descriptions

## Position

### Company Commander

## Responsibilities

- Carries out orders of the Naval Science Instructor
- Accountable for appearance, discipline, efficiency, training, performance and conduct of the unit
- Ensures that cadets receive appropriate leadership opportunities



# Sample Leadership Position Descriptions

## Position

### Executive Officer

## Responsibilities

- Is prepared to act in place of Company Commander if needed
- Supervises unit staff
- Carries out all tasks assigned by Company Commander

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### Operations Officer

- Schedules and coordinates activities
- Maintains activities calendar for unit



# Sample Leadership Position Descriptions

## Position

Admin-  
istrative  
Officer

## Responsibilities

- Keeps unit administrative records
- Ensures that all unit reports are prepared and submitted
- Prepares unit correspondence

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Supply  
Officer

- Inventories, orders and issues all unit supplies, equipment and uniforms
- Maintains security and control of the unit storeroom



# Sample Leadership Position Descriptions

## Position

### Platoon Commander

## Responsibilities

- Accountable for appearance, discipline, training, performance and conduct of platoon members
- Ensures that platoon members have appropriate leadership opportunities
- Carries out the orders of the Company Commander



# Sample Leadership Position Descriptions

## Position

**Team  
Captain**

## Responsibilities

- Accounts for the selection, training, motivation and performance of members of his/her team
- Coordinates all team activities with Operations Officer
- Carries out orders and duties as assigned by Company Commander



# NJROTC Enlisted Ranks



Seaman



Petty Officer



Chief













# NJROTC Officer Ranks



	Captain
	Commander
	Lieutenant Commander
	Lieutenant
	Lieutenant (Junior Grade)
	Ensign

The **Cadet Captain** is the highest NJROTC cadet rank.



# Conclusion

There is an annual ritual of midshipmen at the Naval Academy that underscores the importance of both **teamwork** and **successful leadership**.



# Conclusion



Only by working together to scale the Herndon monument above, can these first year plebes **achieve the goal** of placing a midshipmen's cap on top of it.



# You Can be a Leader!

As you continue on the path to developing your leadership skills, you will also grow in **character**.

The process takes work, but is worth the effort .

At the same time, you'll continue to improve your ability to build unity, loyalty, trust and commitment among your teammates . Don't be surprised if they also **imitate** these behaviors that you demonstrate.



# Questions?

