

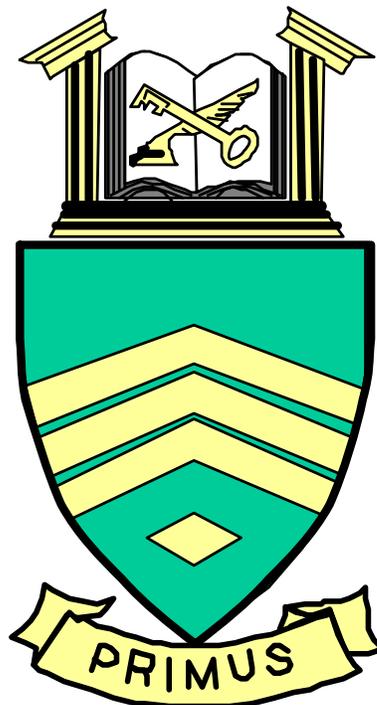
U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

L665R (052002)

OCT 02

ROLE OF THE FIRST SERGEANT

## STUDENT HANDOUT



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## Appendix D

### Index of Student Handouts

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**This  
Appendix  
Contains**

This Appendix contains the items listed in this table---

<b>Title/Synopsis</b>	<b>Pages</b>
SH-1, Advance Sheet	SH-1-1 and SH-1-2
SH-2, Student Slide Note Sheets	SH-2-1 and SH-2-2

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## Student Handout 1

### Advance Sheet

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**Lesson Hours**    This lesson consists of two hours of small group instruction.

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**Overview**            Taking over a new job that you have never done before can be very challenging. There are many things that you must understand and know to do your job effectively. Wouldn't it be nice to have everything laid out for you and have everyone let you know what needs to happen to accomplish the mission? In the complicated and fast moving recruiting world, you need to step in and take charge and get the company to achieve mission box. The following will give you an insight to what your roles and responsibilities are.

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**Learning Objective**

Terminal Learning Objective (TLO)

**Action:**            Identify the Roles and Responsibilities of the Company 1SG.  
**Condition:**        As a first sergeant in a classroom environment, given FM 22-100, TC 22-6, UM 25-100, UM25-101, and UR 350-9.  
**Standard:**        Identified the Roles and Responsibilities of the Company 1SG IAW FM 22-100, TC 22-6, UM 25-100, UM25-101, and UR 350-9.

**ELO 1**    Identify the duties of the company leadership team.

**ELO-2**    Identify the empowerment process.

**ELO 3**    Explain the guidance for dividing responsibilities and authority in a command/first sergeant relationship.

**Assignment**

The student assignments for this lesson are:

- Read FM 22-100, para 1-54, 1-55, 1-56, 5-33, 5-34, 6-5, 6-61, and 6-100 thru 6-103; Skim TC 22-6, pg 54 thru 57, read UM 25-100, Chapter 2, para 2-6 to 2-12, and UR 350-9, appendix B.
  - Read Student Handout 1
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**Additional  
Subject Area  
Resources**

None.

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**Bring to Class**

All reference material as stated in the assignment block.  
Pen or pencil and writing paper.

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## TERMINAL LEARNING OBJECTIVE

Identify the roles and responsibilities of the company 1SG

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## DUTIES OF THE COMPANY LEADERSHIP TEAM

- Market Analysis
- LEADS Management (CO)
- Rctg Co Mission Planning
- TAIR Events
- Advertising
- School Programs
- CPMS (1SG)
- Rctg Co Mission Ach (1SG)
- Rctg Co Admin Functions
- Rctg Co Ops Functions
- Rctg Co Logistics
- Training
- Recruiter Program (1SG)
- DEP management

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## ROLES AND RESPONSIBILITIES OF RECRUITING LEADERSHIP

- Senior Trainer
- First Sergeant
- Company Commander
- Master Trainer
- Command Sergeant Major
- Battalion Commander

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## EMPOWERMENT

*“Never tell people how to do things. Tell them what to do and they will surprise you with their ingenuity.”*  
**Gen. G.S. Patton**

- Empowering People
- Organizational Leaders
- Decision making authority
- Empowering

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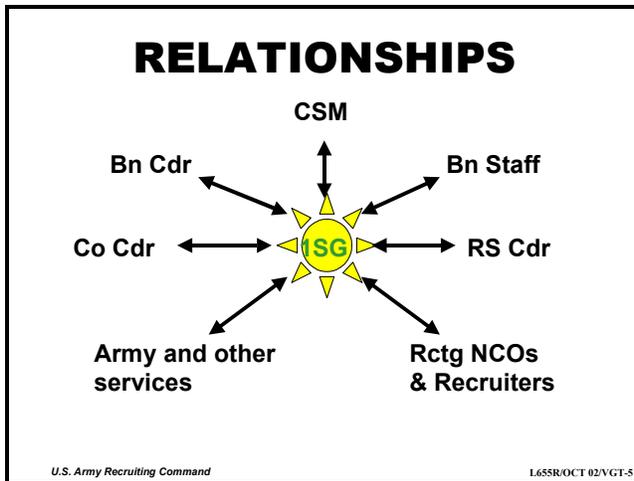
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## EXPECTATIONS

<u>WHO</u>	<u>EXPECTATIONS</u>	<u>Cdr expects 1SG</u>
CSM	Run Company/ increase/production	Advise
OTHER 1SGs	Support	Be competitive
RS Cdrs	Guide/support	Mentor
NCO Recruiters	Develop	Supervise
Recruiters	Teach/coach	Supervise
New Recruiters	Train/develop	Train/supervise

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