

The Leader Book

A valuable tool for the RC leader

By SGT Jason B. Caswell

Every profession requires some set of tools. Being an NCO in the profession of arms is no exception. We often forget the many tools we have in our tool box which can assist us in our everyday profession of leading, training and caring for soldiers.

I've spent some time in the active Army and the National Guard so I know how difficult it can be to keep up with soldiers in all aspects of their Army career. But, the tool I've found most helpful for me is the Leader Book.

As a leader in a National Guard unit I don't get to see my soldiers every day like my active Army counterparts. And, when we do meet at drill we have a limited time to train—two days a month and two weeks a year with no extended field exercises. This sometimes makes it difficult to remember what went on at the last drill meeting. So, to overcome this problem, I designed a Leader Book for reserve component leaders like me.

I thought about what kind of information we need about our soldiers. We need to know soldier and family member data for deployment, soldier proficiency in both common and MOS-specific tasks, weapons qualification and soldier fitness standards.

I took all this information into consideration and divided my Leader Book into six sections:

◆ **Administrative Data**—This section is the NCO's source of personal information on the soldier. List all family members, the soldier's place of employment, current address and phone numbers, soldier's education (military and civilian). Also include the soldier's ETS date, MOS, date of rank, SSN, etc. If the soldier is flagged for any reason, put that in this section, too.

This section is important because it contains the information needed for deployment and also gives the NCO a list

Administrative Data		Date
Name		SSN
Rank	Date of Rank	ETS Date
MOS		Secondary MOS
Civilian Education		
Military Education		
Home Address		Phone
Employer		Phone
Family Members		
Name/Relationship		Address/Phone

of people to contact should the soldier miss drill.

◆ **Physical Training**—This section allows the NCO to check a soldier's APFT performance by tracking past scores. It tells the leader if the soldier is on profile and for what reason. It also lets the NCO keep track of height and weight standards or weight program information.

Physical fitness is a very important part of soldiering and NCOs must know their soldiers' capabilities and weaknesses. This section helps you to work on keeping your soldiers "fit to fight."

◆ **Weapons Qualifications**—Every weapon on which your soldiers are range-qualified should be recorded in this section. You can also put the soldier's weapon and serial number, which may help in a lost or misplaced weapon situation. The soldier's battle sight zero is also noted here for quick reference on sighting a new weapon. There is also a section at the bottom of this page to list serial numbers of other sensitive items.

◆ **Common Tasks**—All mission essential common tasks, as approved by the commander, should be listed here. The individual common tasks are placed under the proper task group and, when trained, a "go" or "no go" is given under

the proper task name. This is a mission essential task list and not every task in STP 21-1-SMCT will be listed in this section. Keep the list simple and battle focused.

◆ **MOS-Specific Tasks**—Those tasks that are MOS-specific are listed in this section. Again, these are mission essential tasks listed under the proper task group. When the task is tested, a "go" or "no go" is given so the NCO leader can evaluate how battle-ready his soldiers are. The same forms used for common tasks can also be used for MOS-specific tasks but filed in a different section of the book. This section helps NCOs keep track of their soldiers' performance and keep the squad combat-ready.

◆ **Soldier Evaluation**—Drill performance and attendance is kept in this section. If a soldier is late one day or misses it the next, the NCO records it in this section. This comes in handy when it's time to write an NCO-ER or promotion recommendation. There is also a place to write short narratives about a soldier's performance in various areas which also helps when writing evaluations or awards.

This Leader Book—put together especially for RC soldiers with the maximum amount of soldier data for limited training periods—can be an important and essential tool for training and evaluating your RC soldiers. ■

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Weapons Qualification		Date
Name	Rank	SSN
Weapon #	Weapon Serial #	
Battle Sight Zero	Gas Mask #	
Qualification		
Weapon	Qualification	Date