

BDE CSM Development Self and Organizational

SELF DEVELOPMENT

- Unit history
- Policy letters
- SOPs BDE Garrison/Maint/Readiness/Tactical
- Complete SSD required for your position IV/V

- **Understand personnel systems**
 - Have access to emilpo
 - Enlisted promotions
 - Legal
 - Awards
 - NCOERs
 - Flags and BARs

- **Know Battalion personnel status**
 - MOSI
 - Attached (WAIS tasking, WTB)
 - SD and BMM

- **Drill and Ceremonies**
 - Maintain colors-does the unit have all authorized streamers for awards and campaign credit?
 - Train BDE color guard
 - Supervise the execution of BN CoCs
 - Execute BDE CoC (Operation Order PW 11-09-686 with FRAGO 4)
 - Execute a BDE formal
 - Supervise the preparation and execution of a memorial ceremony

ORGANIZATIONAL DEVELOPMENT

ADMINISTRATIVE REQUIREMENTS

- **Manage unit personnel (Have access to emilpo and MEDPROs review and maintain)**
 - Unit MOSI and USR
 - Prescreen BN Command and staff/USR information
 - AAA-095 (look at flags over 180 days)
 - Track medical non-deployable MRC 3A/3B
 - Medical TDY process
 - IDES and WTB Soldiers attached and active packets
 - Soldier extensions required to complete IDES/MEB
 - Track gains and send welcome emails
 - Unit HR Metrics
 - Commander's Financial Report
- Emphasize the importance of the ERB

- **Supervise enlisted promotion system**
 - Track centralized promotion board dates and review eligible NCO records
- Support installation through BMM
- Assist in developing BDE policies that support Corps and Army policy and regulation to keep subordinate unit consistent

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ADMINISTRATIVE REQUIREMENTS (cont.)

- DD 93/SGLI must always be current
- Process admin separations/IDES/AWOL/DFR/Art 15 appeals understand administrative VS legal
- Review all administrative separation packets and make recommendations
- Track missed appointments and Medical TDY for the BDE
- Manage the NCOER and counseling program for all reports that are reviewed, rated or senior rated by the Commander, DCO, XO or S3
- Ensure Soldier readiness packets are continuously updated
- Supervise the BDE retention program
 - Mission
 - BARs
 - MAR2
 - IMRPR code
 - MOS Q
 - Make recommendations on Soldiers who should not be retained
- Maintain oversight of professional organizations AUSA, AER, CFC
- Understand Division CCIR and keep an Alpha roster at the house

CARE FOR SOLDIERS AND FAMILIES

- Lead a disciplined unit
- Care of facilities
- Be the leader of the Dining Facility counsel
- Be a member and advisor to the FRG
- **Supervise barracks management and utilization**
- **Supervise the BDE R&U program; understand the DPW process**

- Establish and maintain relationship with the BDE Chaplain
- EO/SHARP/resiliency training and program involvement
- Lead the BDE BOSS program
- Be a member of the unit resilience program
- Ensure transitioning Soldiers (ETS and retirement) go through ACAP

TRAINING REQUIREMENTS

- Supervise the BDE schools program (NCOES, and individual training OMLs, have access to ATRRS)
- Oversee and provide support to ALC MTTs
- Develop BDE reception and integration program; inspect B/C-T-B programs
- Establish and run a BDE NCO/Soldier of the Qtr competition
- Establish the FORSCOM Award recognition program
 - Sergeant Audie Murphy
 - Dr. Mary E. Walker
 - MG Aubrey 'Red' Newman
 - PT Competitions, etc.
- Supervise the BDE SDO/SDNCO
- Develop Brigade NCODP (focus on BN CSM's and C-T-B 1SG's)
- Develop a leader training SOP
- Focus on individual training
 - **Shoot**; individual weapons mastery (gunnery), CROW, call for fire, control CCA, JFO
 - **Move**; PT, land navigation, move tactically, drivers training including recovery operations
 - **Communicate**; FM, digital, reporting
 - **First Aid**; Phantom first responder, BCT3, TC3 training

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- Prepare for and execute EIB, EFMB, and Warrior Skill training and testing

TRAINING REQUIREMENTS (cont.)

- Check BN special population PT training program (PT failures, overweight, and profile PT)
- Integrate values training into STX and scenario based training events
- Prepare CSM focus slides and brief MTB; provide your slides to the BN CSM's

TACTICAL READINESS

- Develop and execute an RSOI plan that focuses on training critical tasks/skills not trained at home station
- **Be involved and participate in Combat operations**
- Develop PCC/PCI checklist for Soldiers and special equipment
- Develop packing lists for training, deployment, and combat missions
- Understand Corps SOP and establish Division SOPs
 - Weapon and sensitive item tie down SOP
 - Develop/validate vehicle load plans
 - Develop/validate and inspect patrol briefs
- Develop and institute a maintenance and recovery SOP
- Enforce Soldier standards/uniform/and load management
- Focus on safety during combat operations and manage risks
- Assist the staff on understanding challenges and resource needs across the battle space

- Assist in developing TTPs; share best practices across the formation
- Track new equipment as result of Operational Need Statements (ONS, JONS) ensure accountability, training, and assist with integrating equipment into CONOPS
- **DEFENSE** is a combat operation and our formations are most vulnerable when static. Be involved in defense and understand **INSIDER THREAT**

Treat every movement as a movement to contact and every halt as a defense.