

**MARINE SOCIETY & SEA CADETS
MARINE CADET SECTION**

**Sea Cadet Training Centre
HMS EXCELLENT
Portsmouth
PO2 8ER**



**Telephone: 02392 547301 Duty Mobile: 07770 336100
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NATIONAL CADET SERGEANT'S BOARD JOINING INSTRUCTIONS

Sergeant's Board Dates: 2008-2009

	<u>From</u>		<u>To</u>
Friday	29 th February 2008	Sunday	2 nd March 2008
Friday	9 th May 2008	Sunday	11 th May 2008
Friday	10 th October 2008	Sunday	12 th October 2008
Friday	13 th March 2009	Sunday	15 th March 2009

IT IS YOUR RESPONSIBILITY TO READ THESE JOINING INSTRUCTIONS, SO READ THEM.

You have been selected to attend the Marine Cadet Section National Sergeant's Board to be held at **SCTC HMS EXCELLENT** Portsmouth on the following dates:

Join by: 1900 hours Friday
Depart: 1330 hours Sunday

TRAVEL

- a. You are to travel by Rail to Portsmouth & Southsea Station. You are to telephone SCTC HMS EXCELLENT, on 02392 547301 on Thursday to advise them of your travel plans and expected ETA at Portsmouth & Southsea Station. FSL transport will leave the station at 1845 hours. If you miss the transport you are to get a Taxi to SCTC HMS Excellent.
- b. Telephone Number: 02392 547301
- c. SCTC HMS EXCELLENT Duty Mobile: 07770 336100
- d. **Candidates should arrive by 1900 hrs, Course commences at 1930 hrs.**

ACCOMMODATION – VICTUALLING – COURSE FEE

You will be accommodated on board HMS Bristol & victualled for the period in the Junior Rates Mess HMS Excellent. A victualling/course fee of £22.00 is required to be paid. Cheques are to be made payable to 'SCC Excellent' – Please make sure your name and address are printed on the reverse side of the cheque.

With affect from 1st April 2008 all applications and monies are to be sent direct to MSSC HQ (£22.00 – CHEQUES TO BE MADE PAYABLE TO MSSC)

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SHORE LEAVE

Shore leave for individual cadets is not permitted.

DISCIPLINE

During this period you will be expected to behave and act like a future SNCO. Any breaches of discipline or behaviour in any form will result in you being RTU (Returned to Unit). Anybody whose conduct is brought into question will be discharged home, followed by a full report to the SRMO.

RESULT

You will be given your board result on completion of the exam. On passing the board you are recognised by SCHQ as a Cadet Sergeant, however, it is up to the discretion of your Unit Commanding Officer and Detachment Commander as to when you are actually promoted.

In the event of your passing the exam a Cadet Sergeant's Board Certificate will be forwarded to your Commanding Officer 2-3 weeks after the board.

DOCUMENTATION

- a. You are to ensure that a fully signed up SCC T1 (parents consent form) is carried with you to the centre and handed in on arrival. Under no circumstances will you be allowed to take part in the board without this form.
- b. If you are at present taking any form of medication for an illness or allergy, it is your responsibility to ensure that a supply of this medication is brought with you. A SCC T1 Med is to be submitted to the Board Supervisor on arrival.
- c. The candidate is to submit a SCC T11 Form (with sections A & B completed by the relevant personnel) to the Board Sergeant Major.

DUKE OF EDINBURGH'S AWARD

If participating in the Award at Silver or Gold level, ensure that your Record Book is taken to the exam and handed to the Board Sergeant Major on your arrival.

PROBLEMS

Staff are to be informed if you have problems with any of the following:

DYSLEXIA
SPELLING
WRITING
WORDBLINDNESS
REQUIREMENT TO TAKE MEDICINE

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DELAY

If you have been delayed, ensure that prior to ringing the Sea Cadet Training Centre; ring your parents and tell them of your delay and again on your arrival at the Sea Cadet Training Centre HMS Excellent.

SECURITY AT RN ESTABLISHMENTS AND NAVAL BASES

Security is at a constant state of alert. The current state of alert is displayed at the Main Gate. Enter the establishment only by the authorised routes. Anyone found to be in breach of Security Regulations will be discharged from the establishment and a full report made to Sea Cadet Headquarters.

You are expected to take a common sense view to the present day situation on personal security. Ensure the following is carried out:

- a. Do not travel in uniform or split rig.
- b. Do not have any items of service kit on view.
- c. If carrying your Blues on a hanger ensure they are carried in a non-transparent suitcover.
- d. Be aware at all times.

IF YOU HAVE ANY PROBLEMS SEE THE TRAINING TEAM

A BOURNE
Colour Sergeant Royal Marines
SRMO

ANNEXES

Annex 'A' Dress & Equipment List
Annex 'B' Board Breakdown
Annex 'C' HMS Excellent Map

**MARINE SOCIETY & SEA CADETS
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**Annex 'A' to
National Sergeant's Board**

DRESS & EQUIPMENT

You are to bring the following items with you: *Tick off as you pack!*

Peak Cap & Anodised Cap Badge
No. 1's Blues Jacket and Shoulder Titles
No. 1's Blues Trousers
Braces
White Gloves
White Belt & White Slides
Belt Brasses
Black/Blue Socks
Parade Boots

Beret & Bronze Beret Badge,
2 x CS95 Shirt (with B on G MC shoulder flashes)
2 x CS95 Trousers
1 x CS95 Jacket (with B on G MC shoulder flashes)
Green Working Belt
Combat Boots

Day Sack (for the field) Bush Hat/Head & Shoulders, Cam Cream, Waterproofs, First Aid Kit & a Vacuum Flask

CEFO – Complete Equipment Fighting Order **(NO COMBAT VESTS, CHEST WEBBING, RESPIRATOR BAGS or BAYONET FROGS)**

Pen/Pencils/Note Book/Eraser
Drawing Compass (for range card)
Small Torch with filters
Orders Book
Model Kit

Wash & Towel
Uniform Cleaning Kit
Civilian Clothes
Sleeping Bags are **not permitted** to be used on HMS Bristol, bedding will be issued.

The following will be provided:

ACF Manual
Silva Compass
Marine Cadet Drill Manual
Protractor.

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**Annex 'B' to
National Sergeant's Board**

BOARD BREAKDOWN

The board uses the syllabus on SCC Form T 11 with answers being taken from the ACF Manual. This board is split into four sections and you are required to achieve a pass mark of 60% in all four sections.

DRILL

After being inspected in Blues you will be required to teach and practice a movement of either Interval or Squad drill which is taken from the BR2118 & Marine Cadet Drill Manual and detailed to you by the Drill Leader. You are marked on the following:

- a. Turnout & Bearing
- b. Control and Words of Command
- c. Detection & Correction
- d. Instructional Ability
- e. Personal Drill

MAP READING

You will be examined in both written & practical map reading. This will include a NIGHT NAVIGATION EXERCISE.

Written:

- a. Measurement of a Bearing Using a Protractor
- b. Conversion of Bearings
- c. Back Bearings
- d. Resection
- e. Measurement of Distance

Practical:

- a. Map Setting
- b. Compass Bearings
- c. Use of Compass by day and Night
- d. Identification of Points
- e. Is able to Prepare a Route Card for a Navex
- f. Night Navigation Exercise

**MARINE SOCIETY & SEA CADETS
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SECTION LEADING

Written (W) & Practical (P) exams will be taken on the following subjects:

- a. Troop Organisation & Weapons (W)
- b. Section Battle Drill (W)
- c. Ground Model (P)
- d. NATO Orders (W)
- e. Section in Defence (W)
- f. Preparation & Conduct of a Fighting/Recce Patrol (W)
- b. Fire Control Orders (P)
- d. Range Cards (W)

WEAPON HANDLING

The Weapons Handling Test will be conducted on the LSW it will be marked as pass/fail.

WEAPON TRAINING

Whilst acting as part of a Section you will be required to demonstrate in a field situation the following:

- a. Weapon Safety
- b. Fire & Movement
- c. Use of Cover
- d. Selection of Fire Positions.

INSTRUCTIONAL METHODS

Prepare and Deliver a 5/10 minute Lecturettes. To be a minimum of 5 minutes and maximum of 10 minutes on a military subject or RM Corps History.

Candidates are to arrive prepared with a lecturettes i.e. aides/notes/powerpoint presentation.

**MARINE SOCIETY & SEA CADETS
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DRESS CHECK – SELF APPRAISAL

<u>SERIAL</u>	<u>ITEM</u>	<u>REMARKS</u>
1.	Peak Cap	Is the Badge in the correct position? Are there any loose threads? Are there any marks on the cap and band? Is the badge in good condition?
2.	White Belt	Does it fit correctly? Are there any frayed edges? Is it clean & the two white slides?
3.	Brasses	Are the edges as smooth as they can be? Is there any dried polish in the corners?
4.	Blues	Are badges in the right position? Are chevrons on the right sleeve? Are they sewn on neatly & any loose threads? Are the buttons secure? Do the trousers hang correctly (use braces)? Are there any marks on the suit?
5.	Parade Boots	Are the instep and welts free of dirt Are they laced correctly?
6.	Beret	Are there any loose threads on the band? Is the badge (DCB) in the correct position? Is it clean, & in good repair?
7.	CS95 Shirt	Is it clean and well pressed? Are there any buttons missing? Are there any loose threads? Are titles in the correct place?
8.	CS95 Trousers	Are they clean & well pressed? Check for loose or missing buttons
9.	Combat Boots	Are they in good repair? Have the soles been scrubbed clean? Are the welts free of dirt?
10.	Combat Smock	Is it clean & in good repair? Check for loose or missing buttons Are titles & chevrons in the correct place? Are there any loose threads?
11.	Hair	Is it short, neat & tidy?

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NATO SEQUENCE OF ORDERS

GROUND

Describe ground to be covered pointing out salient features. You can use models, air photos, maps and field drawings to assist you.

- a. Seat your patrol at the edge of model facing the way the patrol will be going.
- b. Where possible orientate your model to the ground.
- c. Your model should have a North pointer and distance scale.
- d. Try to use materials that resemble the natural features of the ground.

SITUATION

- | | | |
|----|-----------------|--|
| a. | ENEMY FORCES | All known information |
| b. | FRIENDLY FORCES | Disposition of own troops
Flanking troops & other patrols |
| c. | ATTS & DETS | Attached & Detached section members |

MISSION

The Task you are to carry out – (TO BE REPEATED)

EXECUTION

- | | | | | |
|----|--|--|---------------|------------|
| a. | General Outline | A brief summary of the complete task | | |
| b. | Execution | A detailed brief on the task to cover: | | |
| | | Tasks | Routes In/Out | Formations |
| | | Timings | Fire Support | R. Vs |
| c. | Co-ordinating Instructions
(Actions on) | Lights | R. Vs | Halts |
| | | P.O.W. | Casualties | Ambush |
| | | Obstacles | | |

SERVICE SUPPORT

All administration arrangements:	Food	Sleep	Transport	Equipment
	Medical	Ammo	Water	Radios

COMMAND & SIGNAL

- a. Chain of command
- b. Radio: - Frequencies - Signals - Restrictions - Codewords
- c. Orders for opening Fire
- d. Password
- e. Time of rehearsals

QUESTIONS: - From & To Section / Patrol (ASK – PAUSE – NOMINATE)

B-4

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FIRE CONTROL ORDERS

1. Before giving a Fire Control Order (FCO) you must quickly assess:
 - a. THE TARGET
 - B. WEAPONS AVAILABLE
 - C. TYPE OF FIRE
2. GIVE YOUR ORDERS - CODEWORD *CLAP*
 - C. Clear
 - L. Loud
 - A. As an Order
 - P. Pauses (with)
3. SEQUENCE OF A FIRE CONTROL ORDER - CODEWORD *GRIT*

GROUP: Who will carry out the order: - Section/Charlie/Delta

RANGE: Distance to the target

INDICATION: Where the target is and what it is

TYPE OF FIRE: Slow - Rapid - Bursts - Single Shots
4. TYPES OF FIRE CONTROL ORDERS

FULL: Given when time is on your side:

Delta Fire Team - 300 - Ruined house – Left end – Enemy gun team – Bursts - Fire

BRIEF: When time is against you and the target is obvious:

Quarter left - Rapid - Fire

DELAYED: When you can guess what either our own attacking troops or the enemy is going to do;

Section - 300 - Farm - enemy inside - Rapid await my order

INDIVIDUAL: Allows each individual to identify the target and fire as the target appears

Section - 300 - Lone tree - Enemy in that area - Watch and shoot

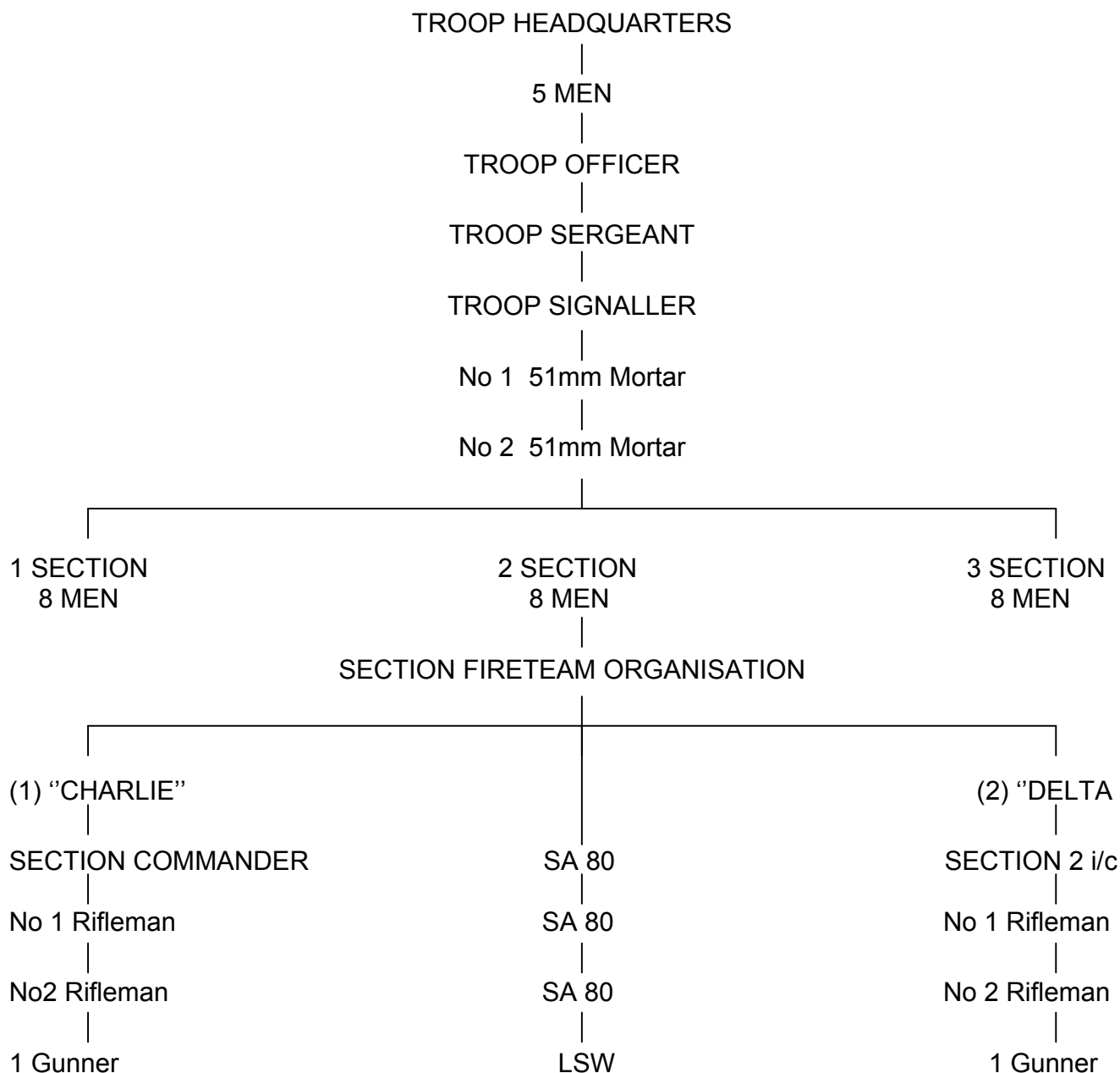
TRACER: Tracer may be used to identify a difficult target

Section - 300 - Watch my tracer - Where it hits - Enemy

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TROOP ORGANISATION:

The following layouts show the breakdown of a Royal Marine Troop:



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SECTION WEAPONS

- 6 SA 80s With fitted Susat Sights - Calibre 5.56
- 2 Light Support Weapons With fitted Susat Sights - Calibre 5.56

Notes:

- a. The MINIMI Light Machine Gun 5.56 (LMG) is currently in use by the RM.
- b. Where available and operation specific – the GPMG could also be used at troop level.
- c. The SA80 is currently used with various modifications including under slung Grenade Launcher (UGL).

THERE ARE NO PISTOLS CARRIED BY ANY MEMBER OF THE TROOP

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DETAILED SECTION ORGANISATION OF FIRE TEAMS

(1) CHARLIE
SECTION COMMANDER

SA 80 & Susat
CEFO
Pick
Wirecutters
Binos
Whistle
6 x 30 rnds magazine
1 x 150 rnds bandoleer
2 x HE/Smoke Grenades
2 x Sandbags
First Field Dressing (all field dressings are to be carried in the same place)
1 x Radio PRC 349

LSW GUNNER

LSW & Susat
CEFO
Shovel
10 x 30 rnds magazines 5.56
1 x 150 rnds bandoleer
2 x HE/Smoke Grenades
2 x Sandbags
First Field Dressing

No 1 RIFLEMAN

SA 80 & Susat
CEFO
Shovel
6 x 30 rnds magazines 5.56
1 x 150 rnds bandoleer
2 x HE/ Smoke Grenades
2 x Sandbags
First Field Dressing

(2) DELTA
SECTION 2i/c

SA 80 & Susat
CEFO
Pick
6 x 30 rnds magazine
1 x 150 rnds bandoleer
2 x HE/Smoke Grenades
2 x Sandbags
First Field dressing
1 x Radio PRC 349

LSW GUNNER

As Charlie

As Charlie

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NO 2 RIFLEMAN

SA 80 & Susat

As Charlie

CEFO

Shovel

6 x 30 rnds magazines 5.56

1 x 150 rnds bandoleer

2 x HE/Smoke Grenades

2 x Sandbags

First Field Dressing

- Whilst shown as LCpl the job of Section 2 i/c can be held by a marine.
- ** CEFO (Complete Equipment Fighting Order)

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PATROLLING:

AIMS OF PATROLLING

- a. Obtain Information
- b. Dominate the ground between opposing forward edge of Battle Areas (FEBAs) and gaps between Units.
- c. Destroy or disrupt enemy forces.

TYPES OF PATROLS

- | | |
|---------------------------|---------------------------------------|
| 1. Reconnaissance (Recce) | Used to gain information on the enemy |
| 2. Standing | Used to give early warning of enemy |
| 3. Fighting | Tasked to attack and harass the enemy |

TASKS OF PATROLS

Recce Patrol:

- a. Collect Topographical information, e.g. tracks, features etc
- b. Locate enemy positions
- c. Find details of enemy minefields & enemy positions
- d. Investigate suspicious noise made by enemy
- e. Check enemy habits and routines
- f. Check own defences at first light

Standing Patrol:

- a. Watch and listen on likely enemy approaches
- b. Cover dead ground in front of and between own positions
- c. Cover minefields and obstacles which cannot be covered by the main position, also guard lanes through minefields
- d. In mobile defence preventing infiltration by the enemy

Fighting Patrol:

- a. Deny enemy patrols freedom of action
- b. Interfere with enemy working parties
- c. Carry out diversionary attacks
- d. Snatch prisoners and equipment
- e. Lay ambushes for both personnel and vehicles
- f. Protection of Recce and Standing patrols

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DUTIES OF A SENTRY

When briefing a sentry the following points are to be covered:

1. The Password.
2. The Location of the post and neighbouring posts.
3. The Length of the duty.
4. Who is the relief & where is he sleeping.
5. Method of relief.
6. Arcs of fire and observation.
7. Action on suspicious movement.
8. Method of alerting the section.
9. How to challenge.
10. Where is the section/troop commander sleeping.
11. Orders for opening fire.
12. Timings of patrols in and out.
13. Firm base track plan. (if applicable)
14. Locations of flares and mines.
15. Time and action on stand to.
16. Re-check password

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CHALLENGING

The following routine must be adhered to when acting as a sentry. Failure to do so may result in casualties being inflicted on your own troops. The section commander **MUST ALWAYS** be alerted when anyone approaches your post at night.

ACTION BY SENTRY

ACTION BY CHALLENGED

- | | |
|--|---|
| 1. Alert section Commander | |
| 2. Waits till person or group is in audible range and gives the command "HALT – HANDS UP" | Halts, kneels down, weapon in right hand, arms raised outwards to shoulder level. |
| 3. Orders by voice or sign for one person to approach "ADVANCE ONE" | Advances towards position, weapon still raised out to shoulder level. |
| 4. Allows person challenged to approach close enough for Visual recognition or challenge In a low voice "HALT" | Halts and Kneels. |
| 5. If not recognised give challenge quietly. "MIKE - UNIFORM" | Gives reply. "FOXTROT - CHARLIE" |
| 6. "ADVANCE" | Advances and takes up a position alongside the sentry whilst remainder of patrol is brought in. |
| 7. Remainder of the patrol is called forward either as individuals "ADVANCE ONE" to together "ADVANCE" | Patrol enters through sentry position being checked by both sentry and patrol leader. |

PASSWORD

Passwords are issued and changed every 12 hours at 1200hrs and 2359hrs. They consist of challenge bigram (two letters) and a reply bigram. Bigrams can be individualised when working at troop or section level to make it easier to remember i.e. the section commanders' name is "DAVE"

CHALLENGE "DELTA - ALPHA"

REPLY "VICTOR - ECHO"

Whilst there are other types of passwords, the above is the correct way to give a password and is standard to all NATO countries. A password must always be used even on daylight patrols.

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SECTION BATTLE DRILLS & SECTION ATTACK:

The section attack is the most minor of all offensive actions and it is here that we lay the foundations for all instruction and training.

Section Battle Drills follow a logical sequence and Section Commanders should be able to apply this sequence allowing their Section to take on limited opposition by the use of two Fire Teams (FT) using fire and manoeuvre.

During the move to the Form up Place (FUP) a secondary Fire Support Group (FSG) **MAY** be dropped off to give extra covering fire to the assault group, this is known as the Point of fire (POF).

They may also be used as a Clearing group once the Assault Team has secured the position.

SECTION BATTLE DRILLS

THERE ARE 6 BATTLE DRILLS:

- | | |
|------------------------|-------------------------------------|
| 1. Preparation (1 & 2) | 2. Reaction to Effective Enemy Fire |
| 3. Enemy (location of) | 4. Winning the Fire Fight |
| 5. Attack/Assault | 6. Re-organisation |

1. PREPARATION

Preparation for battle is carried out in two parts;

Part 1 In the base camp

Part 2 . On the Forward Edge of the Battle Area (FEBA)

CHECK

Special Equipment - Orders - Weapons

Personal Camouflage - Ammunition - Protection - Equipment - Radio

2. REACTION TO EFFECTIVE ENEMY FIRE

Effective fire, is fire that is causing or would cause, casualties if the section continued on its course. The standard action on coming under fire is as follows:

- a. "Take Cover" when ordered by the Section Commander.
- b. Dash - Down - Crawl - Observe - Sights - Fire

3. ENEMY (Location of)

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Depending on the situation once under fire and you cannot spot the enemy location; the following methods can be used:

- M. Movement of individuals or small groups to draw fire.
- O. Observation.
- S. Shots fired at likely enemy positions
- T. Target Indication (TRACER – FCO) by any member of the section

4. WINNING THE FIRE FIGHT

As soon as the enemy position is known the Section Commander gives a Fire Control Order to bring neutralising fire onto the position.

Once this Fire Control Order has been given the Section 2 i/c takes over and controls the rate of fire using the minimum amount of fire to keep enemy from returning fire.

This action allows the Section Commander time to make his Combat Appreciation (battle plan).

5. ATTACK/ASSAULT

As a result of his Combat Appreciation the Section Commander will give his Battle Orders, and they should be one of the following attacks as shown in detail on pages 19/20.

You as a Cadet Sergeant are expected to have a high working Knowledge of these tactics and differing types of attack.

6. RE-ORGANISATION

The re-organisation of the section can take place either on or off the objective depending on the situation. Once the FSGs have rejoined the section the Section Commander will organise the following:

- a. Detail and post a sentry.
- b. Organise team tasks and arcs of fire; prepare for a counter attack.
- c. Ammunition & Casualty report.
- d. Search Enemy Position.
- e. Re-distribute ammunition.
- f. Situation report (Sitrep) to Troop Commander.

Once settled into the position individuals should check the following:

WEAPONS
AMMUNITION - Recharge Magazines
GRENADES
EQUIPMENT

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REMEMBER

These orders and drills are a guide to be used in conjunction with the Section Commanders resource, initiative and common sense and these qualities alone will do much to defeat the enemy.

TYPES OF SECTION ATTACK

ONE STAGE ATTACK: - When the Assault Fire Team goes straight into the attack.

- a. Section comes under fire - F.C.O given – return fire.
- b. 'D' Fire team acts as F.S.G.
- c. 'C' Fire Team moves to F.U.P.
- d. 'P.O.F' dropped off (NOT COMPULSORY)
- e. 'C' Fire Team assault enemy position.
- f. 'D' Fire Team rejoins 'C' Fire Team or assumes assault team status with 'C' giving fire support for any further position.

TWO STAGE ATTACK: - When the Fire Support Team needs to move to another position before the Assault Team can assault.

- a. Section comes under fire – F.C.O given – Fire Returned.
- b. 'C' Fire Team gives fire support.
- c. 'D' Fire Team moves to fire support position.
- d. 'D' becomes F.S.G and suppresses enemy position.
- e. 'C' moves to F.U.P.
- f. P.O.F dropped off (NOT COMPULSORY)
- g. 'C' assault position.
- h. 'D' Fire Team rejoins 'C' Fire Team or assumes assault team status with 'C' giving fire support for any further position.

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THREE STAGE ATTACK: - When the Assault Team moves first, then the Fire Team and finally the Assault Team moves into the assault.

- a. Section comes under fire – F.C.O given – Fire returned.
- b. 'D' Fire Team gives fire support.
- c. 'C' Fire Team moves into position to give fire support for 'D's move.
- d. 'D' moves Fire Team moves, then becomes F.S.G for the assault.
- e. 'C' moves to F.U.P.
- f. P.O.F dropped off (as above)
- g. 'C' assault position.
- h. 'D' Fire Team rejoins 'C' Fire Team or assumes assault team status with 'C' giving fire support for any further position.

APPROACH TO THE FORMING UP PLACE (F.U.P)

When moving to the F.U.P from where they can assault, the team if hidden from the enemy position should slow down to conserve energy for the assault.

The Section 2 i/c should at this point regulate the rate of fire from the support group to conserve ammunition.

The Point of Fire (P.O.F) may be dropped off at a suitable position before the remainder of the group moves to the F.U.P where the following actions are to be carried out quickly and quietly.

Arcs on direction of enemy

Full magazines to be fitted – Weapons on Automatic

Bayonets to be fixed (if not already done)

Changes to details (last minute orders)

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ASSAULT & FIGHT THROUGH

The aim of the Assault Team is to get as close to the enemy position without being seen. As soon as the F.S.G see the assaulting team move from the F.U.P they will lay down rapid fire on the enemy position, hopefully allowing the assault team to get close enough to use grenades on the position.

On the grenades exploding the assault team should FIRE & MANOEUVRE through the position.

The F.S.G & P.O.F (if used) must switch fire as the assault team goes onto the enemy position.

They must also be prepared to prevent any enemy interference from the flanks or beyond the objective.

They must also be prepared to move forward automatically as soon as the assault team is established on the enemy position.

During the fight through the Section Commander must continually re-appreciate and update his orders to reflect the changing battle.

Once the objective is taken, what happens next depends on three things:-

- a. There is further enemy activity – and no other friendly force in support of you.

ACTION. 'D' Fire Team becomes assault team.
'C' Fire Team assumes Fire Support Group (F.S.G).
'D' Fire Team may move from either their own position or from 'C's positions on the original objective.

- b. There is further enemy activity and another section in support of you.

ACTION. 'D' Fire Team rejoins 'C'.

- c. There is no further enemy activity.

ACTION. Re-organisation.

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DRILL:

1. The test during the exam will be in Interval & Squad Drill only. On completion of a very thorough dress inspection you will be marked on the following.
 - a. Personal Bearing and drill, both in and out of the squad.
 - b. Control & confidence whilst taking the lesson.
 - c. Word of command
 - d. Fault Detection & Correction.
 - e. Instructional Ability & Technique.
 - f. Good use of Explanations & Demonstrations.

When taking a lesson ensure that you adhere to the following:

- a. Move to a position where you can see the whole squad.
- b. Introduce yourself to the squad. (Squad I am Cpl???)
- c. Number all ranks. This allows you to correct individuals by number and not by name.
- d. Be confident, but not over confident.
- e. Do not get flustered.
- f. Go to the drill hall to see the size and practice using your voice to test sound effects (acoustics).

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LESSON PLAN FORMAT

PREPARATION

COURSE		
SUBJECT		
SCTI REF.		
LESSON		
LESSON FORMAT		
NO. OF PERIODS		
DURATION		
REFERENCES		
LOCATION		
TRAINING AIDS		

INTRODUCTION

NAME		
SAFETY ASPECTS	(Risks/Assessments/Evacuation etc.....)	
INTEREST		
NEED		
TITLE		
RANGE		
OBJECTIVES	"By the end of this lesson you will be able to....."	
REVISION	(Outline if required)	
NOTES/HANDOUT	(Explain policy/Arrangement)	
LINK	(Link with previous session if applicable)	
APL	(Accredited Prior Learning)	
QUESTIONS	(Explain Policy)	
DIVERSITY	(Consider learning difficulties)	

**MARINE SOCIETY & SEA CADETS
MARINE CADET SECTION**

CONSOLIDATION

<u>SUMMARISE KEY POINTS</u>		

<u>PLANNED QUESTIONS</u>		

<u>LINK</u>		
	<u>REFERENCE</u>	
	<u>TEST</u>	

**MARINE SOCIETY & SEA CADETS
MARINE CADET SECTION**

**Annex 'C' to
National Sergeant's Board**

HMS EXCELLENT MAP

