



SEVENTH-DAY ADVENTIST MEDICAL CADET CORPS Northeastern Conference Brigade

TRAINING ANNOUNCEMENT

TRAINING NAME:

M.C.C. Adjutant's School

PURPOSE:

The important work of the MCC adjutant department cannot be over emphasized. As such, a school has been designed to provide each adjutant and commander with the requisite tools for the effective administrative operations of each command level.

STAFF INVOLVED:

Platoon, Company, Battalion and Brigade Adjutants
Platoon, Company, Battalion and Brigade Executive Officers
Platoon, Company, Battalion and Brigade Commanders
Brigade Chief of Staff
Assistant Brigade Chief of Staff
Staff Chiefs (Medical, Communications, Training, Adjutant)

AUTHORIZING OFFICER:

Brigadier General Gordon M. Jones, Sr, Brigade Commander
Colonel Samuel Santiago, Executive Coordinator

OFFICERS IN CHARGE:

Brigadier General Gordon M. Jones, Sr, Brigade Commander
Colonel Samuel Santiago
Lieutenant Colonel Sammy Jimenez

SENIOR TRAINING OFFICER:

Brigadier General Gordon M. Jones, Sr, Brigade Commander

DATE:

Sunday, March 22, 2020

REPORTING TIME:

0900hrs to 150000hr (9am-3pm)

LOCATION:

OASIS HILL S.D.A. CHURCH
189 Union Ave,
New Haven, CT 06519

FEE:

N/A

UNIFORM OF THE DAY:

CLASS "D" UNIFORM

All staff

- Camouflage Blue BDU pants
- Camouflage Blue BDU shirt (outer-shirt)
- Camouflage Blue BDU field cap
- Camouflage Blue BDU Tee Shirt or Marron MCC Shirt
- One pair of Black Field Boots
- Pen and paper

MODALITIES:

- I. Affirming the MCC Mission and Functions
- II. Defining the Role of Adjutancy
 - a. Personnel Management
 - b. Records Management
 - c. Administrative operations
 - d. Correspondence
- III. Channels of Command and Control
 - a. Chain of Command
 - b. Function of Line and Staff Offices
- IV. Reports and Enrollment
 - a. Monthly
 - b. Annual
 - c. Readiness
 - d. Enrollment Procedures
- V. Organizing Meetings
 - a. Agendas
 - b. Minutes
 - c. Venue preparation
- VI. Partnering with the Communications Department
 - a. Disseminating Official communiques
 - b. The Website and social media
 - c. The Newsletter
- VII. The Technological Toots of Adjutancy

NOTATION

- 1- To ensure that there is material for all attendees, you are required to RSVP to the Commanding General at PastorGMJones51@gmail.com
- 2- Lunch will be served but please bring a donation for the New Haven Platoon.