

TERMS OF REFERENCE (TOR) – UNIT CADET CONFLICT MANAGEMENT ADVISOR (UCCMA)

GENERAL

1. The unit cadet conflict management advisor (UCCMA) shall be responsible to the commanding officer (CO) and shall exercise general supervision over all issues of conflict, harassment, abuse, or breach of conduct IAW local, regional, and national regulations.

RESPONSIBILITIES

2. Under the direction of the CO or his/her delegated officer, responsibilities of the UCCMA include, but are not limited to:

- a. provide information and advice to the CO, cadets, and adult supervisors based on CATO 13-24 when requested;
- b. coordinate the delivery of Positive Social Relations for Youth (PSRY) training modules IAW current policy;
- c. provide advice to the CO in determining appropriate course of action;
- d. maintain separate files on harassment incidents and/or assessments of character;
- e. identify trends in conflict management cases and advise CO on possible learning reinforcement opportunities or proposed policy amendments;
- f. ensure any new civilian volunteers or instructors participate in a “building positive relations” seminar or in the equivalent fourth year cadet seminar;
- g. assist in developing and maintaining a positive atmosphere at all cadet activities and reporting any hinderances to this due to CO along with a suggested course of action;
- h. execute protocol for dealing with disclosures of harassment and abuse as necessary; and,

i. any other duties as assigned by the CO.

Name of UCCMA: _____ Signature of UCCMA: _____ Date: _____

Name of CO: _____ Signature of CO: _____ Date: _____

Copy 1 – Pers. file

Copy 2 – UCCMA