

Dinwiddie High School
Army JROTC Department
Dinwiddie, Virginia 23841

Policy Letter 2-8

1 September 2012

Battalion Staff Responsibilities

1. PURPOSE:

- a. To ensure that each cadet occupying a leadership position clearly understands the duties and responsibilities, and is familiar with the duties of all subordinates.
- b. Specific duties assigned to cadets, which may be in addition to other those outlined in this section, will be determined by the Senior Army Instructor and/or Army Instructor.

2. REFERENCES

- a. CCR 145-2
 - b. JROTC Instructor Handbook
 - c. Cadet Reference Handbook
3. Cadet Officers: General responsibilities of cadet officers are shown below. Specific details are shown in Annexes "A" through "M".
- a. Battalion Commander: Is responsible for everything that the battalion does or fails to do. Control over the staff should be exercised through the Battalion Executive Officer and control of subordinate units through the Unit Commanders. (Annex A)
 - b. Battalion Executive Officer: Supervises and directs the staff to prevent overlapping efforts and to ensure that the commander's desires are understood and achieved. The staff must be kept informed of the commander's policies and the commander kept informed of the status of projects assigned to the staff. The Executive Officer assumes command in the absence of the commander. (Annex B)
 - c. Battalion Adjutant (S-1): Responsible for assigning cadets to the various companies; maintains a record of their specific assignments, preparing unit orders and request for unit orders; maintains a current record of all the cadets in the unit; maintains the cadet merit and demerit records. Specifically, responsibilities include maintaining the cadet records and files and performing other administrative details as the Cadet Battalion Commander and the JROTC instructors may direct. (Annex C)

d. Battalion Security/Information Technology Officer (S-2): Is responsible for the security within the Battalion. This includes but is not limited to the conduct of quarterly and monthly weapons inventory and the issue and turn-in of weapons used on rifle drill days. Information Technology responsibilities include the maintenance of the BN webpage under the supervision of the SAI.

e. Battalion Operations and Training Officer (S-3): Is responsible for assigning areas for outdoor training and/or ensuring that classrooms are available and prepared for instruction. Under the supervision of the JROTC instructor, prepares the weekly training schedule, maintains the training portion of the cadet records and develops BN Operations orders for events. (Annex E)

f. Battalion Supply Officer (S-4): Under the supervision of the Senior Instructor, the Supply Officer determines supply requirements, maintains a running inventory of property, creates and maintains cadet supply records and conducts monthly sensitive property inventory, excluding weapons. (Annex F)

g. Battalion Public Affairs/Special Project Officer (S-5): Responsible for maintenance of the BN archives, public relations and any newsletters or news articles. (Annex G)

h. Company Commander: Is responsible to the Battalion Commander for everything that the company does or fails to do. He/she must ensure that subordinate leaders are prepared for training on the drill field and constantly supervises the training to ensure that it is conducted correctly. Recommends assignments, reassignments, promotions and reductions of personnel within the unit. This cadet must be highly knowledgeable in all phases of drill, especially company drill. (Annex H)

k. Platoon Leader: The Platoon Leader's responsibilities to the Company Commander are the same as the Company Commander to the Battalion Commander. This cadet must be highly knowledgeable in all phases of drill. (Annex I)

4. Cadet Non-Commissioned Officers: General responsibilities are shown below. Specific duties are shown in Annexes "J" through "M".

a. Sergeant Major: Is responsible to the Battalion Adjutant (S-1) for supervision of the NCO members of the battalion staff. Assists the Battalion Commander and the Battalion Executive Officer in matters pertaining to enlisted cadets. Serves as the senior NCO in the battalion and in this capacity is responsible for initial battalion formations. Submits attendance reports to the Battalion Adjutant (S-1). The CSM is also responsible for the training and performance of the colorguard (Annex J)

b. First Sergeant: Responsible to the Company Commander for administrative matters. The 1SG is responsible for company formations and submits attendance reports

to the Battalion Sergeant Major. At all times keeps the Company Commander informed on all matters pertaining to the unit. Checks all merits and demerits with the Company Commander before submitting to the JROTC office. (Annex K)

c. Platoon Sergeant: Is responsible for the formation of the platoon. Submits attendance reports to the Company First Sergeant. Keeps the Platoon Leader informed on all matters pertaining to the platoon. Assists the Platoon Leader in training the platoon and must be prepared to assume command of the platoon during the absence of the Platoon Leader. Also must be thoroughly familiar with all aspects of platoon and company drill. (Annex L).

d. Squad Leader: Is responsible for the formation of the squad. Submits attendance reports to the Platoon Sergeant. Assists in the training of squad members. Must be thoroughly familiar with squad drill. (Annex M)

5. Staff Officers and Non-Commissioned Officers: Cadet Officers and Non-Commissioned Officers on the staff assist the Cadet Staff Officer in such duties as may be directed.

6. Additional Leader Positions: If warranted by cadet strength, additional cadet officer and non-commissioned office positions may be established. The SAI and/or the JROTC Instructor will notify the cadets occupying these additional positions, of their specific duties and responsibilities.

DAWN M. CATER
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Annex "A"

DUTIES OF CADET BATTALION COMMANDER

The Cadet Battalion Commander is appointed to this position because of demonstrated leadership ability, academic record and potentially for increased responsibility. This is the most demanding position in the entire Cadet Corps. It requires the use of good command sense and judgment. The cadet appointed to this position must be mature, possess strong convictions and be willing to accept responsibility, delegate authority, and supervise subordinates. The following are specific responsibilities:

1. Command the battalion at all formations.
2. Maintain a direct and personal relationship with the company commander and staff.
3. Encourage the company commander to deal directly with the Battalion Commander, when necessary.
4. Use the staff to assist in giving information and preparing plans for training and controlling the battalion.
5. Designate staff officers to assist in the supervision and execution of orders.
6. Ensure that a feeling of mutual respect and confidence exists between the staff and the companies; that the staff is capable and they understand their responsibilities.
7. Through the Cadet Chain of Command, ensure compliance with JROTC Regulations.
8. Execute all responsibilities in the name of the SAI.
9. Seeks advice from, and carries out all orders issued by, the SAI and Army Instructors.

Annex "B"

DUTIES OF THE CADET BATTALION EXECUTIVE OFFICER

The Cadet Battalion Executive Officer is the principal assistant and adviser to the Cadet Battalion Commander. This cadet must coordinate and supervise the details of training and administration, thereby enabling the battalion commander to spend more time on the broader aspects of command. The primary duty of the Executive Officer is supervision of the Staff. The following are specific duties:

1. Assumes command of the battalion during the absence of the Battalion Commander.
2. Sees that required reports are prepared and submitted on time.
3. Ensures that the staff is engaged in future plans.
4. Ensures that instructions and orders issued to the battalion are in accordance with the established policies of the Battalion Commander.
5. Ensures that the staff is properly organized and works as a team.
6. Convenes over all Board of Reviews as the President.
7. Reports all violations of orders to the Battalion Commander.
8. Conducts a daily inspection of the JROTC Department and takes necessary action to see that it is maintained in a high state of cleanliness and neatness.
9. Ensures that the Officer of the Day/Sergeant of the Guard are performing all duties.
10. Conducts at minimum monthly staff meetings.
11. Performs such duties as may be directed by the Battalion Commander.

Annex "C"

DUTIES OF THE CADET BATTALION ADJUTANT (S-1)

The Adjutant is the administrative assistant to the Battalion Commander. The duties and responsibilities include:

1. Assists in aligning the unit at formations.
2. Receives the report from the Company Commanders.
3. Receives names of all those present from the Sergeant Major.
4. Collects, consolidates, posts, and maintains all merit and demerit reports and records.
5. Maintains school JROTC Department offices in a high state of neatness and orderliness.
6. Updates JUMS with cadet information and files any necessary paperwork in cadet files as instructed by the SAI or AI.
7. Coordinates with Company Commanders and Staff Officers on recommendations to JROTC instructors on reassignments.
8. Assumes command of the unit in the absence of both the Cadet Battalion Commander and Executive Officer.
9. Performs such duties as may be directed by the Battalion Commander or Battalion Executive Officer.

Annex "D"

**DUTIES OF THE CADET BATTALION SECURITY OFFICER
(S-2)**

The Cadet Battalion Security Officer assists the JROTC Instructor and is responsible to the Battalion Commander for the enforcement of security. The duties include:

1. Makes periodic inspection of security of weapons.
2. Makes periodic inspection of security of the Supply Room and equipment storage areas.
3. Makes necessary on-the-spot corrections resulting from security inspections and keeps JROTC instructors informed.
4. Reports incidents that occur which are prejudicial to good order and discipline and submits report to JROTC instructors and to Battalion Executive Officer.
5. Performs such other duties as may be directed by the Battalion Commander or Executive Officer.

Annex "E"

**DUTIES OF THE CADET BATTALION OPERATIONS OFFICER
(S-3)**

The Cadet Battalion Operations Officer assists the JROTC instructor and is responsible to the Battalion Commander for the conduct of training and general operation of the Battalion and JROTC Department. This officer supervises the training and operation of the battalion. The duties include:

1. Preparation of weekly training schedules per the SAI and AI's lesson plans.
2. Posting of weekly training schedule on Cadet Bulletin board.
3. Inspection of drill field and necessary preparation prior to use by the Battalion.
4. Ensures that the drill field is left in a high state of police upon completion of the JROTC training period.
5. Develops and posts Operation Orders for Battalion events.
6. Updates cadet training records on JUMS as necessary.
7. Performs such other duties as may be directed by the Battalion Commander or Executive Officer.

Annex "F"

DUTIES OF THE CADET BATTALION SUPPLY OFFICER

(S-4)

The Cadet Battalion Supply Officer assists the JROTC instructor and is responsible to the Battalion Commander for the maintenance, security, recording, and issue and turn-in of all property except ordnance. The duties include:

1. Proper entry of all required data on Cadet Clothing Records.
2. Maintains security of all items of clothing and equipment in the Supply Room and Training Aids storage area.
3. Makes monthly inventory of all sensitive property, excluding weapons.
4. Keeps running inventory record of all supplies and informs JROTC instructor personnel immediately of any discrepancies noted.
5. Maintains Supply Room in a neat and orderly fashion at all times.
6. Post receipt of clothing and equipment to the supply inventory in JUMS
7. Assists the SAI and AI in the issue and turn-in of clothing
8. Conducts annual inventory of clothing and equipment at the end of each SY and prior to the start of the next.
9. Performs such other duties as may be directed by the Battalion Commander or Executive Officer.

Annex "G"

DUTIES OF THE CADET BATTALION PUBLIC AFFAIRS OFFICER (S-5)

The Cadet Battalion Public Affairs Officer is responsible for the publication of JROTC news. The duties include:

1. Keeps abreast of newsworthy events in the cadet battalion and prepares articles for publication in appropriate news agencies. Articles must be submitted to JROTC instructor personnel for approval prior to publication.
2. Maintains cadet information board in current state showing news events of local, national, and international interest.
3. Maintains Battalion archive book.
4. Updates the BN webpage under the supervision of the SAI
5. Makes recommendations to improve morale and welfare.
6. Performs such other duties as may be directed by the Battalion Commander or Executive Officer.

Annex "H"

DUTIES OF CADET COMPANY COMMANDER

You are the production leader. You get things done. Until orders reach you they are just plans, something someone would like to get done; you are the one who gets the job done! You and you alone are responsible for all that your company does or fails to do. Your job is not finished when you tell a member of your company to do something. Indeed, the telling is the smallest part of the job. You must provide the why and how to accomplish the mission assigned. Then you must check and inspect to ensure that what you wanted done is being accomplished. You must be an outstanding leader with plenty of initiative. Don't wait for someone to tell you what to do. Think ahead and plan what you believe is best for your company. The following are some of your specific duties:

1. Command your company at all formations.
2. Consult the training schedules, study the drill references, and ensure that you and your subordinates are prepared to instruct.
3. Keep your Executive Officer informed to ensure the ability to assume command of the company in event of your absence.
4. Make on-the-spot corrections at any time, and ensure that all members of your company understand and comply with Cadet Regulations.
5. Ensure that all members of your company know and use the Chain-of-Command.
6. Conduct a short inspection at each formation; make on-the-spot corrections and follow through during the next inspection to ensure that the cadet is not making the same mistake.

Annex I”

DUTIES OF THE CADET PLATOON LEADER

Yours is the most desirable commissioned duty assignment in the Cadet Battalion because you are a leader and have a platoon of cadets for whom you are directly responsible. Primarily your job is one of leadership, training and discipline. It is a rare opportunity for a cadet to have the privilege of leading, instructing and controlling a platoon. The following are some of your duties:

1. Organize and maintain an effective Chain-of-Command in your platoon. Be sure that all your cadets know and understand where they fit into the chain-of-Command.
2. Utilize the Chain-of-Command to accomplish all assigned tasks. Specifically you deal with the Platoon Sergeant and the Squad Leaders.
3. Conduct a short inspection of your platoon at each formation. Emphasize personal appearance and cleanliness.
4. Assign a subordinate to conduct instruction for those not proficient in drill.
5. Ensure that all members of your platoon have their authorized clothing and equipment and that it is being maintained as prescribed.
6. Ensure that the Platoon Sergeant forms the platoon in the prescribed area at the appointed time.
7. You must have a thorough knowledge of all phases of drill and ceremonies as specified in FM 3-21.5.

Annex "J"

DUTIES OF THE CADET BATTALION COMMAND SERGEANT MAJOR

The Cadet Battalion Command Sergeant Major is the senior NCO of the Cadet Battalion. As such, must supervise the other NCOs on the battalion staff as well as the company non-commissioned officers. The duties include:

1. Receiving lists of those present from cadet Company First Sergeants and turning them in to the Adjutant.
2. Assisting the Adjutant in the formation and alignment of the Cadet Battalion.
3. Assisting subordinate NCOs, the Battalion Executive Officer, and the Battalion Adjutant in administrative details.
4. Assuming command of the Cadet Battalion in the absence of all officers.
5. Overseeing the conduct, and training of the Color Guard
6. Ensures that the Color Guard maintains an exceptionally high state of military bearing, neatness of appearance, completeness of uniform at all times when carrying the colors.
7. Makes frequent inspections of Colors for serviceability and cleanliness.
8. Reports to JROTC instructors any instances of lack of proper respect for the National Color.
9. Coordinates with JROTC instructor for scheduling Color Guard participation in activities such as football games, assemblies, PTA meetings, etc.
10. Details members of Color Guard to assist Staff sections as directed by JROTC instructor.

Annex "K"

DUTIES OF CADET COMPANY FIRST SERGEANT

The Cadet Company First Sergeant is the senior NCO of the company. The duties include:

1. Responsibility for initial formation and alignment of the Cadet Company.
2. Receives absentee report from Platoon sergeants and submits it to the Sergeant Major.
3. Ensures that all members of the company are properly uniformed and armed with the prescribed weapon.
4. Assists Company Commander and Executive Officer in administrative details as directed.
5. Must be thoroughly familiar with all phases of drill and ceremonies.
6. Responsible for training the company guide arm bearer.
7. Assumes command of the company in the absence of all officers.

Annex “L”

DUTIES OF CADET PLATOON SERGEANT

The Cadet Platoon Sergeant is the first supervisor above the Squad Leader in the Chain-of-Command. Must work directly with the Squad Leaders and should know the weaknesses and strengths of each cadet within the platoon. The Platoon Sergeant must set the example and must be a superior instructor. The primary concern of the Platoon Sergeant is the training of the platoon and supervising the Squad Leaders. Some of the specific duties of the Platoon Sergeant are:

1. Enforce the orders and instructions of the Platoon Leader.
2. Supervise the Squad Leader's inspection at formations.
3. Ensure the Squad Leaders inspect their squads as to uniforms, fit, and cleanliness and conditions.
4. Form the platoon in the prescribed area at the appointed time.
5. Know and follow correct procedure for forming the platoon and receiving the report from the Squad Leaders.
6. Develop a spirit of teamwork in your platoon.
7. Maintain a thorough knowledge of drill and ceremonies (FM 3-21.5).
8. Assume command of the platoon during the absence of the Platoon Leader.

Annex “M”

DUTIES OF CADET SQUAD LEADER

The Cadet Squad Leader is the most important individual in the Chain of Command. In the classroom or on the drill field, the success of the unit depends upon you. Since you are responsible for a squad of cadets, your job is never done. You must set the example at all times; you must convince the other members of your squad that you are the most capable member of the squad. The success of the squad, the platoon, the company, or even the entire battalion may depend upon your performance as Squad Leader. Here are some of your specific duties:

1. Inspect your squad's personal appearance at each formation.
2. Inspect each cadet for authorized clothing and equipment and ensure that each is being maintained properly.
3. Assist members of your squad who may be having difficulty with drill or other subjects.
4. Establish a chain of command within your squad.