

JROTC Leadership Duties & Responsibilities

What you Must Know to Serve in Each Position

SQUAD MEMBER CDT to CPL	TEAM LEADER SGT	SQUAD LEADER SSG	PLATOON SERGEANT SFC	PLATOON LEADER 2LT	EXECUTIVE OFFICER 1LT	FIRST SERGEANT 1SG	COMPANY COMMANDER CPT
<ul style="list-style-type: none"> • Cadet Creed • JROTC Ranks • Army Ranks • Stationary & Facing Movements • Marching • Wearing the Uniform 	<ul style="list-style-type: none"> • Squad Member duties • How to Inspect a squad • Maintain Accountability 	<ul style="list-style-type: none"> • Team Leader duties • 22 Commands • Train Squad to March • Report • Maintain Accountability • Inspect the Squad 	<ul style="list-style-type: none"> • Squad Leader duties • 22 Commands • Train Platoon to March • Receive Report • Maintain Accountability 	<ul style="list-style-type: none"> • Platoon Sergeant duties • 22 Commands • Inspect the Platoon • Instructor Qualified • Verify accuracy of Cadet records 	<ul style="list-style-type: none"> • Platoon Leader duties • 22 Commands • Maintain records of Cadets in the Company • Track Cadet Company Merit Points 	<ul style="list-style-type: none"> • Platoon Sergeant duties • 22 Commands • Form the Company • Receive Company Report • Maintain Accountability 	<ul style="list-style-type: none"> • Platoon Leader duties • 22 Commands • Instructor Qualified • Maintain Accountability
S-1 PERSONNEL CPT	S-3 OPERATIONS MAJ	S-4 LOGISTICS CPT	S-5 PAO CPT	S-6 INFORMATION CPT	EXECUTIVE OFFICER MAJ	SERGEANT MAJOR CSM	BATTALION COMMANDER LTC
<ul style="list-style-type: none"> • Battalion personnel actions • Maintain Cadet Records • Determine promotion board eligibility • Prepare event permission slips • Maintain event attendance records • Prepare Info for JUMS input 	<ul style="list-style-type: none"> • Coordinator for Battalion Training & Operations • Prepare training schedules • Prepare risk assessment • Prepare field trip requests • Prepare training activity plans • Coordinate Service Learning Activities 	<ul style="list-style-type: none"> • Maintain Battalion Uniforms & Equipment • Issue clothing & equipment • Coordinate for transportation to events & activities • Coordinate for food, water, first aid at events • Maintain equipment 	<ul style="list-style-type: none"> • Prepare Unit, advertising plan • Prepare recruiting plan • Coordinate for photo & video coverage for Cadet events & activities • Coordinate with newspaper & yearbook staff • Maintain display cases & bulletin boards 	<ul style="list-style-type: none"> • Battalion Computer Operator • Assist/Input Cadet info into JUMS • Coordinate Battalion Website • Maintain computers • Set up computer equipment • Accountable for ADP equipment 	<ul style="list-style-type: none"> • Know all Staff duties & responsibilities • Ensure all staff functions are accomplished • Prepare Battalion Staff Briefing • Conduct Event After Action Reviews • Serve as liaison to all Cadet Groups 	<ul style="list-style-type: none"> • Know all NCO duties & responsibilities • Maintain cleanliness of all Battalion areas • Track Cadet Merit Points • Track Battalion Proficiency Points • Conduct NCO Development • Supervise Color Guard activities • Conduct NCO promotion boards 	<ul style="list-style-type: none"> • Know Staff & Leadership duties & responsibilities • Provide Vision & guidance to all Cadets • Coordinate all actions with Instructors • Serve as liaison to HS Principal • Conduct Officer Development • Conduct Officer promotion boards • Supervise Battalion staff briefing