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f. Cadets will not be permitted nor authorized to post grade books and supply or clothing records or perform duties related to cadet grades or proficiency evaluations.

SECTION IV – FUNCTIONS

11. Brigade Commander. Commands the JROTC Brigade of Cadets; plans and supervises such special activities and/or events as the DAI may designate; attends social functions scheduled for the Brigade, e.g., Military Balls,Cadet Officer Association banquets etc.; attends scheduled parades and reviews when such attendance is not in conflict with his academic schedule and is authorized by school principal; assists DAI in conductingextracurricular activities and events. Must know drill from individual through brigade level to include reviews.

12. Deputy Brigade Commander. Is the principal assistant and advisor to the Brigade Commander. In the absence of the commander, assumes his functions and duties. Level of knowledge must be same as brigade commander.

13. Brigade Adjutant. Assists the commander and deputy commander; forms the Brigade for all Brigade reviews and parades. Level of knowledge must be same as brigade commander.

14. Brigade Sergeant Major. Is the commander's principal advisor and representative in dealing with other noncommissioned officers and enlisted cadets in the brigade? Performs other duties directed by the commander. Must know flag courtesies, traditions and customs.

15. Battalion Commander. Commands the high school JROTC battalion; conducts cadet officers meetings and plans JROTC activities; supervises cadet training, control, and discipline; issues orders to cadets and makes recommendations to SAI on matters that will improve cadet performance, enrollment. and esprit decorps; assists in conducting extra—curricular activities; know drill from individual through battalion inspection and review procedures; assists in enforcing military courtesy and the proper wearing of the uniform; representsthe battalion at social functions held by other JROTC units; represents and coordinates ROTC activities with student government; assists in other administrative and training matters as the SAI/Instructors may designate.

16. Battalion Executive Officer. Is the principal assistant and advisor to the battalion commander; assumes battalion commanders duties and functions in his/her absence; supervises the battalion staff; performs as the Commander of Troops (COT) for battalion reviews; know drill from individual through battalion inspection and review procedures; assists in enforcing military courtesy and the proper wearing of the uniform; performs other duties directed by battalion commander and SAI/Instructors.

17. Battalion S-1. Assists the SAI in maintaining cadet records and administrative activities of the unit; publishes orders and permanent orders for the battalion; know general duties of other staff officers; know drillfrom individual through battalion inspection and review procedures; assists in enforcing military courtesy and the proper wearing of the uniform; performs other duties directed by battalion commander and SAI/Instructors.

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18. Battalion S—2. Assists the SAI in coordinating public information matters of the unit; prepares and maintains unit history (scrap book); prepares items for publication in school newspapers and local news media (i.e., newspaper, radio, television); assists in maintaining unit's arms room; keeps bulletin board posted with current events, news, and unit activities; know general duties of other staff members; know drill from individual through battalion inspection and review procedures; assists in enforcing militarycourtesy and the proper wearing of the uniform; performs other duties directed by battalion commander and SAI/Instructors.

19. Battalion S-3. Assists the SAI in preparing, posting, and filing weekly training schedules; assists in posting individual training records; assists in maintaining reference library; assists in planning parades, reviews, and special ceremonies of the unit; maintains a record of extra-curricular activities; know general duties of other staff members; know drill from individual through battalion inspection and review procedures; assists in enforcing military courtesy and the proper wearing of the uniform; performs other duties directed by battalion commander and SAI/Instructors.

20. Battalion S-4. Assists the SAI in the supply activities of the unit; maintains unit supply activity in a clean and orderly condition; assists in issuing supplies by securing items from the shelves and issuing to the cadets at the direction of the SAI/Instructor (only the SAI/Instructor will post cadet individual supply records); assists in preparing clothing for turn-in to the cleaners, laundry, and tailor; assist SAI/Instructors with periodic supply inventories; coordinate with SAI/Instructors expendable supplies needed for special JROTC functions (military ball, homecoming, picnic, etc.); know general duties of other staff members; know drill from individual through battalion inspection and review procedures; assists in enforcing military courtesy and the proper wearing of the uniform; performs other duties directed by battalion commander and SAI/Instructors.

21. Recruiting Officer. Assists the SAI in coordinating all recruiting activities of the unit; ensure that recruiting plan is posted on bulletin board; develop recruiting material (posters, flyers, etc.); assistSAI/Instructors in requesting and maintaining recruiting material and planning for its usage; know general duties of other staff members; know drill from individual through battalion inspection and review procedures; assists in enforcing military courtesy and the proper wearing of the uniform; performs other duties directed by battalion commander and SAI/Instructors.

22. Special Staff Officer. Special Assistant to the Commander; know general duties of other staff members; know drill from individual through battalion inspection and review procedures; assists in enforcing military courtesy and the proper wearing of the uniform; performs special projects directed bybattalion commander and SAI/Instructors.

23. Battalion Sergeant Major. Is the principal enlisted advisor to the battalion commander and his/her representative in dealing with other noncommissioned officers and enlisted cadets in the battalion; assists the SAIin selecting and training the Color Bearers and Guards; responsible for the care and display of the unit Colors; ensures that Color Bearers and Guards maintain special equipment properly;

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know drill from individual through battalion inspection and review procedures; assists in enforcing military courtesy and the proper wearing of the uniform; performs other duties directed by battalion commander and SAI/Instructors.

24. Company Commander. Commands his assigned high school company; assists with the training and discipline of company personnel, to include officers; recommends personnel assignments in assigned company; assists with company administration (attendance, etc.); makes recommendations for merits, demerits, promotions, demotions and awards; know drill from individual through battalion inspection and review procedures; assists in enforcing military courtesy and the proper wearing of the uniform; performs other duties directed by battalion commander and SAI/Instructors.

25. Company Executive Officer. Is principal assistant to the company commander; assumes duties and functions of company commander in his absence; know drill from individual through battalion inspection and review procedures; assists in enforcing military courtesy and the proper wearing of the uniform; performs other duties directed by company commander and SAI/Instructors.

26. First Sergeant. Is the principal enlisted advisor to the company commander and his/her representative in dealing with other noncommissioned officers and enlisted cadets in the company; assists the company officers in training company NCO's and enlisted cadets; assist in training of company guidon bearer and appropriate alternates; assist the company commander and executive officer with administrative tasks (attendance, etc.); know drill from individual through battalion level procedures; assists in enforcing military courtesy and the proper wearing of the uniform; performs other duties directed by company commander and SAI/Instructors.

27. Platoon Leader. Commands his assigned platoon; assists in training the assigned platoon members in drill and general knowledge; trains platoon sergeant to function as the platoon leader; be prepared to function as the company commander; assists in assigning personnel within the platoon; recommends assigned cadets for promotion, demotion, merits, demerits, and awards; know drill from individual through company level procedures; assists in enforcing military courtesy and the proper wearing of the uniform; performs other duties directed by company commander and SAI/Instructors.

28. Platoon Sergeant. Assists platoon leader in the control and training of the platoon members; recommends assigned cadets for assignments, promotion, demotion, merits, demerits, and awards; be prepared to function as the platoon leader; know drill from individual through company level procedures; assists in enforcing military courtesy and the proper wearing of the uniform; performs other duties directed by cadets senior to him/her in chain of command and SAI/Instructors.

29. Squad Leaders. Assists in controlling and training assigned squad members; accounts for (present, absent, tardy) cadets assigned to the squad: ensures squad members are knowledgeable of drill procedures, military courtesy, proper method of wearing uniform and general subjects; recommends squad members for promotion, demotion, merits, demerits, and awards; be prepared to function as the platoon sergeant; know drill from individual through platoon level procedures; assists in enforcing military courtesy and the proper wearing of the uniform; performs other duties directed by cadets senior to him/her in chain of command and SAI/Instructors.

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30. Fire Team Leader (Assistant Squad Leader). Assists squad leader in controlling assigned squad members; be prepared to function as the squad leader; know drill from individual through platoon level procedures; assists in enforcing military courtesy and the proper wearing of the uniform; performsother duties directed by cadets senior to him/her in chain of command and SAI/Instructors.

31. Squad Member. Demonstrates high standards of integrity, conduct, loyalty and personal appearance; conducts self in a manner that will reflect the highest praise on family, school, the JROTC Program and self; provides non-JROTC personnel information regarding the JROTC Program; obeys all lawful orders in a willing and cooperative manner; maintains and wears the JROTC uniform correctly; safeguards and takes care of all equipment/uniform issued to him by the JROTC Department; learns classroom and drill instructions to the best of his ability; ensures that the uniform and JROTC policies are followed.

32. Color Guards. Individual high school unit Color Guards are responsible for participating in Colors presentation ceremonies at high school activities and in the community, when requested. Must know Color Guard procedures.

33. Assistant Staff Officers and NCOs. Assist the principal staff officer of his assigned section in those tasks and functions of the section; learn tasks and functions of assigned sections; be prepared to function as the principal staff officer; know drill from individual through battalion inspection and review procedures; assist in enforcing military courtesy and the proper wear of the uniform; perform other duties directed by the principal staff officer and SAI/Instructors. Know general duties of other staff sections.

LAWRENCE E. MAYLTC, USA, RetiredDirector of Army Instruction

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