**Cadet Duties and Responsibilities**

Company Commander

* “Responsible for everything the cadet company does or fails to do!!”
* Assigns tasks to the Staff & Companies through the Battalion Executive Officer, Sergeant Major and Company Commanders
* Ensures Cadet Training, Classes and Plan of the Week are conducted - Enforces the Cadet Discipline Program - Establishes a Cadet Recognition Plan
* Conducts Performance Evaluations of Cadet Officers
* Supervise subordinate commanders (platoon commanders) in the performance of their duties
* Conducts Performance Evaluations of company personnel Sergeants and above
* Conducts Proficiency/Conduct Marks for Cadet Corporals & below
* Advise the Commander on the state of training of their respective companies
* Conduct Quarterly Inspections of their companies
* Ensure adequate personnel are assigned from each platoon to support staff sections
* Maintain Cadet training records of personnel
* Maintains recall roster for company members
* Maintains a Company Commander’s Notebook
* May be tasked out to do things outside these listed duties by the Instructors

Company Executive Officer

* Acts as the Battalion Commander’s “Chief of Staff”
* Coordinates and Integrates the functions of the Co. Staff Sections
* Assumes duties and responsibilities of the Commander in their absence
* Assists the Commander in all assigned tasks
* Conducts periodic inspections of MCJROTC classrooms, spaces, and facilities
* Inspects and ensures each staff section establishes and maintains Desktop Procedures and Turnover folder for their positions
* Maintains a Battalion XO’s Notebook
* May be tasked out to do things outside these listed duties by the Company Commander or Instructors

Company First Sergeant

* Assist Company Commander in the performance of their duties
* Assist Company Commander with enlist performance evaluations and Pro/Con marks
* Conduct counseling of company enlisted personnel as required
* Maintains recall roster for company members
* Conducts and supervises training of SNCOs and NCOs
* Establishes and Conducts the Company Meritorious Promotion Boards
* Establishes and provides direction/guidance to Duty Platoon
* Enforces discipline, leadership traits/principles, Core Values and “Cadet Code of Conduct” for all Cadet enlisted personnel; makes recommendations to the Cadet Commanders on enlisted matters
* Maintains Counseling/Disciplinary Records for all enlisted cadets through his subordinate SNCO & NCOs
* Inspects, prepares and coordinates all ceremonial details (Color Guard personnel assignments in particular)
* Maintains a Company 1stSgt Notebook
* Maintains Company Bulletin Board
* May be tasked out to do things outside these listed duties by the senior cadet or Instructors

Company Gunnery Sergeant

* Assists the Company First Sergeant in their duties
* Maintains the MCJROTC classroom
* Corrects the appearance of cadet’s uniforms and customs and curtsies
* Provides guidance and direction to platoon Sergeants and other NCOs and junior SNCOs
* Maintains recall roster for company members
* Maintains Counseling/Disciplinary Records for all enlisted cadets through his subordinate SNCO & NCOs
* Inspects, prepares and coordinates all ceremonial details (Color Guard personnel assignments in particular)
* Maintains a Company 1stSgt Notebook
* Maintains Company Bulletin Board
* May be tasked out to do things outside these listed duties by the Company Commander or Instructors

Platoon Commander

* Conduct platoon training as directed by Plan of the Week or Marine Instructors
* Supervise subordinate leaders in the performance of their duties (Plt Sgt, Guide, Squad leaders)
* Assist Cadet Company Commander in the maintenance of Cadet Discipline Program
* Conducts Performance Evaluations of platoon personnel Sergeants and above
* Conducts Proficiency/Conduct Marks for Cadet Corporals & below
* Advise the Commander on the state of training of their platoon
* Conduct weekly inspections of their platoon
* Maintain Platoon accountability at all times
* Ensure adequate personnel are assigned from each platoon to support staff sections
* Maintain Cadet training records of personnel in their platoon
* Make recommendations for the direction of the Cadet training and events
* When assigned, ensures Duty Platoon performs and completes all tasks
* Maintains recall roster for platoon members
* Maintains a Platoon Commander Notebook
* May be tasked out to do things outside these listed duties by the Company Commander or Instructors

 ​Platoon Sergeant

* Assist Platoon Commander in the performance of their duties
* Conduct platoon training as directed by the Platoon Commander
* Supervise subordinate leaders in the performance of their duties (Guide, Squad leaders, Team leaders)
* Assist Cadet Platoon Commander in the maintenance of Cadet Discipline Program
* Recommends Performance Evaluations of platoon personnel
* Advise the Platoon Commander on the state of training of their platoon
* Conduct weekly inspections of their platoon
* Maintain Platoon accountability and recall roster for platoon members
* Ensure adequate personnel are assigned from each platoon to support staff sections
* Maintain Cadet training records of personnel in their platoon
* Looks out for the welfare of platoon members - Make recommendations for the direction of the Cadet training and events
* Maintains a Platoon Sergeant Notebook
* May be tasked out to do things outside these listed duties by senior cadets or Instructors

Platoon Guide

* Assist Platoon Sergeant in the performance of their duties
* Conduct platoon training as directed by the Platoon Sergeant
* Supervise subordinate leaders in the performance of their duties (Squad leaders, Team leaders)
* Assist Cadet Platoon Sergeant in the maintenance of Cadet Discipline Program
* Recommends Performance Evaluations of platoon personnel
* Advise the Platoon Commander on the state of training of their platoon
* Conduct weekly inspections of their platoon
* Maintain Platoon accountability at all times
* Ensure adequate personnel are assigned from each platoon to support staff sections
* Maintain Cadet training records of personnel in their platoon
* Looks out for the welfare of platoon members
* Make recommendations for the direction of the Cadet training and events
* Maintains recall roster for platoon members
* Maintains a Platoon Sergeant Notebook
* May be tasked out to do things outside these listed duties by senior cadets or Instructors

Squad Leaders

* Maintain Squad accountability at all times
* Conduct squad training as directed
* Supervise Team Leaders in the performance of their duties
* Recommends Proficiency/Conduct Marks
* Maintains training status of squad cadets for all required training
* Looks out for the welfare of squad members
* Maintains recall roster for squad members
* Maintains a Squad Leader Notebook
* May be tasked out to do things outside these listed duties by senior cadets or Instructors

Team Leaders

* Always Maintain Team accountability
* Conduct team training as directed
* Supervise team cadets in the performance of their duties
* Recommends Proficiency/Conduct Marks
* Maintains training status of team cadets for all required training
* Looks out for the welfare of team members
* Maintains recall roster for team members
* Maintains a Squad Leader Notebook

Team Members

* Follow directions of cadet chain of command.
* Provide sincere attempts to learn MCJROTC policies, procedures and techniques. - Give your best effort in all you do
* Become a team player, be a follower now – and strive to become a leader!

Co S-1 - Adjutant/Administration

* Coordinates all administrative requirements for the Commander
* Establishes procedures and maintains all Service Record Books (SRB)
* Publishes and maintains all Cadet directives, orders, forms, and handouts
* Assists MCJROTC Instructors in all correspondence, filing, and admin functions
* Maintains personnel records database on all cadets
* Maintains administrative archive files Assists Senior Marine Instructor with Cadet Awards Program
* Coordinates work assignments and training for each platoon S-1 clerk(s)
* Recommends Cadet Performance Evaluations/Proficiency/Conduct marks for S-4 assigned personnel
* Maintains Counseling/Disciplinary Records for all officer cadets
* Maintains Desktop Procedures & Turnover Folder for this section
* May be tasked out to do things outside these listed duties by senior cadets or Instructors

Co S-3 - Operations, Training and Academics

* The Commander’s ​Primary Advisor on the functioning, operations and events of the Cadet Battalion
* Assumes duties of Battalion Executive Officer to coordinate staff functioning and meetings
* Coordinates all MCJROTC events, training and operations
* Publishes Cadet PLAN OF THE WEEK / maintains Cadet Training Boards
* Establishes and Supervises the Cadet Tutoring Plan/ provides tutoring resources (SAT/ACT, sample proficiency tests, ASVAB guides)
* Prepares Cadet Weekly Academic Improvement Activities: WoW, Math Problem of the Week, This Week in History (US & USMC), etc.
* Provides Activity /Eligibility Lists as directed
* Promulgates Weekly Duty Platoon and special duty requirements
* Supervises/Inspects maintenance all Cadet ​Training​ Records
* Publishes Standard Operating Procedures or Letters of Instruction for all MCJROTC events
* Leads Confirmation Briefs for all events
* Maintains the MASTER Cadet Battalion Events Calendar - Provides Operational, Training & Academics Input for MCJROTC Web Page
* Recommends significant training events, field trips to the Commander
* Coordinates work assignments and training for each platoon S-3 NCOs & S-3 clerks - Recommends Cadet Performance Evaluations/Proficiency/Conduct marks for S-3 assigned personnel
* Maintains Desktop Procedures & Turnover Folder for this section
* May be tasked out to do things outside these listed duties by senior cadets or Instructors

Co S-4 - Logistics, Supply and Equipment

* Maintains all MCJROTC uniforms, equipment and supply records
* Maintains an electronic Consolidated Memorandum Report (CMR)
* Establishes, maintains and operates the MCJROTC “Cadet Store”
* Establishes procedures for uniform issue and recovery and inventory control - Recommends purchases of uniforms, equipment and supplies
* Maintains Cadet Battalion fiscal records
* Provides logistical support for all functions, events and ceremonies with estimates of supportability /costs
* Ensures cleanliness maintenance and proper state of police of all classrooms, storage areas, instructor and Cadet office spaces
* Provides Supply/Logistics Input for Web Page
* Coordinates work assignments and training for each platoon S-4 Supply NCO & S-4 clerks –
* Maintains recall roster for all assigned S-4 personnel, by class and platoon
* Recommends Cadet Performance Evaluations/Proficiency/Conduct marks for S-6 assigned personnel
* Maintains Desktop Procedures & Turnover Folder for this section
* May be tasked out to do things outside these listed duties by senior cadets or Instructors

Co S-4 – Armory/Ceremonial Equipment/Flags

* Maintains Armory accountability of all assigned weapons/equipment
* Follows established accountability and access procedures
* Conducts daily site counts of all weapons
* Establishes Inventory Control Plan
* Maintains all weapons/ceremonial equipment/flags
* Repairs, requisitions parts for this section
* Coordinates work assignments and training for each platoon S-2 NCOs & S-2 clerks
* Recommends Cadet Performance Evaluations/Proficiency/Conduct marks for S-2 assigned personnel
* Maintains Desktop Procedures & Turnover Folder for this section

Co S-5 - Public Relations/Historical

* Coordinates all public relations functions for the MCJROTC program
* Establishes liaison with Pasadena HS Student Leadership
* Receives requests from external agencies for support, color guards, drill team performances (forwards to S-3/SgtMaj for processing)
* Maintains Historical Files of the MCJROTC Program; maintains historical archive binders / establishes CD-ROM archive files
* Publishes a Quarterly MCJROTC Newsletter (as a minimum)
* Establishes and maintains relations with all Groups and Agencies which support MCJROTC - Establishes and maintains points of contact with all local newspapers, and 12th MCD Public Affairs Office (PAO); prepares press releases of significant events - - Provides Public Relations Input for Web Page
* Coordinates work assignments and training for each platoon S-5 clerk / photographer / reporter - Maintains recall roster for all assigned S-5 personnel, by class and platoon
* Prepares and Maintains Cadet Recruiting Materials and Recruiting visits to feeder schools. - Recommends Cadet Performance Evaluations/Proficiency/Conduct marks for S-5 assigned personnel
* Maintains Desktop Procedures & Turnover Folder for this section

Co S-6 – Information Systems and Technology

* Maintains all MCJROTC technology equipment’s and assets (TVs, VCRs, DVDs, computers, printers, scanners, copiers, cameras, telephones, radios, multimedia systems, public address system, etc.)
* Establishes and maintains (with input from staff sections) the MCJROTC Web Page. - Maintains inventory control of all MCJROTC technology assets
* Establishes and maintains MCJROTC computer usage logbooks
* Coordinates all technology functions, rosters, forms with Basic HS officials
* Establishes and maintains accountability procedures for all MCJROTC movies, DVDs, video tapes, and software
* Coordinates work assignments and training for each platoon S-6 NCOs & S-6 clerks - Maintains recall roster for all assigned S-6 personnel, by class and platoon
* Recommends Cadet Performance Evaluations/Proficiency/Conduct marks for S-6 assigned personnel