**2-1. Battalion Commander**

Duties and responsibilities include, but are not limited to the following:

a. Perform as the primary liaison between the JROTC instructors and the JROTC cadets for all operations beyond the normal classroom instruction.

b. Coordinate with the JROTC instructors and provide guidance to the JROTC staff and leadership for the planning and execution of all JROTC events.

c. Command the Battalion, by taking responsibility for everything the Battalion accomplishes or fails to accomplish and making use of the subordinate chain of command to conduct all operations.

d. Develop goals for the Battalion, and oversee the progress towards those goals.

e. Lead by example; the primary role model for appearance, behavior, and attitude for the entire Battalion.

f. Coordinate with the JROTC instructors to be the final decision authority for JROTC staff actions, promotion boards, and JROTC cadet issues.

g. Be prepared to be the primary briefing officer for all JROTC briefings.

h. Ensure orders and actions are in compliance with JROTC regulations, policies, and directives and with local school regulations and policies.

**2-2. Battalion Command Sergeant Major**

Duties and responsibilities include, but are not limited to the following:

a. Be the Battalion expert on Drill and Ceremony.

b. Advise the Battalion Commander on issues pertaining to enlisted cadets.

c. Attend JROTC staff meetings and provide input as necessary to insure that the interests of enlisted cadets are represented.

d. Plan, establish, and maintain the Battalion’s merit / demerit system. Inform the S1 whenever a cadet has earned enough merits for a distinction or enough demerits for a demotion.

e. Schedule and provide oversight of the daily flag detail.

f. Be prepared to brief and escort VIP’s to the JROTC program.

**2-3. Battalion Executive Officer**

Duties and responsibilities include, but are not limited to the following:

a. Take command of the Battalion in the Battalion Commander’s absence.

b. Supervise the JROTC staff.

c. Coordinate with the JROTC instructors and the Battalion Commander to prioritize staff actions.

d. Coordinate with the S3 to insure the JROTC instructors’ and Battalion Commander’s JROTC calendar of upcoming events is current at all times.

e. Be prepared to brief and escort VIP’s to the JROTC program.

f. Lead the Command and Staff meetings.

**2-4. Battalion Inspector General**

Duties and responsibilities include, but are not limited to the following:

a. Handle any/all personal cadet issues that relate to cadets within the battalion.

b. Monitor the command climate, camaraderie, and morale of all cadets in the battalion

c. Report the instances that may cause problems related to esprit de corps and camaraderie to the Battalion Commander and the instructors.

d. Coordinate and organize all promotion boards.

e. Take command of the staff in absence of the Battalion Executive Officer.

f. Take command of the battalion in absence of the Battalion Commander and Executive Officer.

**2-**5. **Battalion S1**

Duties and responsibilities include, but are not limited to the following:

a. Ensure that all requirements on the S1 section of the Cadet JPA checklist are met at all times.

b. Maintain active cadet records in the JUMS program.

c. Maintain inactive cadet records in JUMS for cadets not entered in JUMS as required.

d. Produce JUMS generated orders for all promotions and cadet awards.

e. Maintain cadet administrative records, and ensure they contain all required documents.

f. Coordinate with the Company Commanders to ensure cadet portfolios are being checked against the current Cadet Command standards.

g. Maintain copies of the Battalion’s Assistance Visits and inspection checklists for the past three years.

h. Be prepared to brief VIP’s on the S1 functions, current status, historical data, and how JROTC has impacted your high school experience.

i. Attend cadet staff meetings, and be prepared to discuss any JROTC issues from the S1 perspective.

**2-6. Battalion S2**

Duties and responsibilities include, but are not limited to the following:

a. Ensure that all requirements on the S2 section of the Cadet JPA checklist are met at all times.

b. Conduct and maintain school and government property inventories IAW Cadet command regulations

c. Manage key box and locker combinations

d. Be prepared to brief VIP’s on the S2 functions, current status, historical data, and how JROTC has impacted your high school experience.

e. Attend cadet staff meetings, and be prepared to discuss any JROTC issues from the S2 perspective.

**2-7. Battalion S3**

Duties and responsibilities include, but are not limited to the following:

a. Ensure that all requirements on the S3 section of the Cadet JPA checklist are met at all times.

b. Produce and maintain the JROTC upcoming events calendar.

c. Produce and publish the weekly training schedules.

d. Produce and publish planning documents for all JROTC activities, not later than two weeks prior to the activity.

e. Maintain file copies of all coordination with the school and community for any support requested by the Punahou Battalion.

f. Coordinate with the JROTC instructors to process, prioritize, and plan all requests for JROTC cadet color guards, competitions, community support, and service learning projects.

g. Update the Unit Report in the JUMS program after every Unit Report event executed by the Punahou Battalion.

h. Be prepared to brief VIP’s on the S3 functions, upcoming events, completed events, and how JROTC has impacted your high school experience.

i. Attend cadet staff meetings, and be prepared to discuss any JROTC issues from the S3 perspective.

j. Update and maintain Cadet Challenge information in the JUMS program.

**2-8. Battalion S4**

Duties and responsibilities include, but are not limited to the following:

a. Ensure that all requirements on the S4 section of the Cadet JPA checklist are met at all times.

b. Coordinate with the JROTC instructors to input all JROTC equipment and uniform information into the JUMS program.

c. Produce and maintain a signed, JUMS generated, clothing record for every active cadet.

d. Maintain an accurate inventory (shelf) of all JROTC uniform items. Primary system is the JUMS program; secondary system is a manual inventory maintained in the Supply Room.

e. Coordinate with the JROTC instructors to ensure that the Property Book matches the number and serial numbers of the items on hand.

f. Organize and maintain the Supply Room in an efficient manner; and ensure the area is free from safety or fire hazards.

g. Tag all government equipment to distinguish it from school property.

h. Be prepared to brief VIP’s on the S4 functions, equipment status, supply issues, and how JROTC has impacted your high school experience.

i. Attend cadet staff meetings, and be prepared to discuss any JROTC issues from the S4 perspective.

j. Coordinate with the S1 for orders to document promotions and awards issue.

k. Maintain documentation demonstrating coordination with the cadet leadership and staff for all supply matters.

l. Coordinate with the JROTC instructors to conduct monthly sensitive item inventories.

**2-9. Battalion S5**

Duties and responsibilities include, but are not limited to the following:

a. Ensure that all requirements on the S5 section of the Cadet JPA checklist are met at all times.

b. Coordinate with the JROTC instructors establish and maintain a Battalion web site.

c. Produce and publish quarterly JROTC newsletters that inform cadets, students, parents, and school administrators of past, current, and future JROTC activities and accomplishments.

d. Coordinate to have JROTC information published in the school and local newspapers. Maintain documentation of all requests for articles and published articles.

e. Maintain the JROTC bulletin board in the primary hall way to advertise JROTC activities and promote higher enrollment.

f. Coordinate with the Year Book Staff to have the JROTC pages published in the Year Book.

g. Coordinate with the JROTC instructors, S3 and elementary schools to conduct Feeder School visits to each Feeder School at least twice a year.

h. Be prepared to brief VIP’s on the S5 functions, web site, Feeder Schools, and how JROTC has impacted your high school experience.

i. Attend cadet staff meetings, and be prepared to discuss any JROTC issues from the S5 perspective.

**2-10. Company Commanders**

Duties and responsibilities include, but are not limited to the following:

a. Command the Company, by taking responsibility for everything the Company accomplishes or fails to accomplish and making use of the subordinate chain of command to conduct all operations.

b. Coordinate with the Battalion Commander and the Battalion Staff to organize and direct Company personnel to accomplish all required activities.

c. Lead by example; the primary role model for appearance, behavior, and attitude for the Company.

d. Ensure that all cadets in the Company are maintaining JROTC cadet portfolios, and they contain the minimum requirements as stated in CCR 145-2, Chapter 2.

e. Inspect cadets in the Company to insure they meet appearance standards.

f. Coordinate with the Punahou School cadet CSM and S1 for cadets in your Company for merits and demerit updates.

g. Recommend cadets for the promotion board.

**2-11. Company First Sergeants**

Duties and responsibilities include, but are not limited to the following:

a. Assist the Company Commander to oversee Company activities and taskings.

b. Perform as the primary drill and ceremony instructor for the Company.

c. Lead by example; the primary role model for appearance, behavior, and attitude for the Company.

d. Assist the Company Commander to ensure that all cadets in the Company are maintaining JROTC cadet portfolios, and they contain the minimum requirements as stated in CCR 145-2, Chapter 2.

e. Inspect cadets in the Company to insure they meet appearance standards.

f. Coordinate with the Punahou CSM and S1 for cadets in your Company for merits and demerit updates.

g. Recommend cadets for the promotion board.

**2-12. All Punahou Cadets**

Duties and responsibilities include, but are not limited to the following:

a. Follow the instructions of the JROTC instructors and cadet chain of command.

b. Strive to improve as a student and a citizen by fully participating in, and applying the lessons learned in JROTC.

c. Wear the JROTC uniform on all uniform days and for designated JROTC activities; in accordance with the standards in the Cadet Reference Guide.

d. Maintain a current JROTC cadet portfolio.

e. Do your best to live by the JROTC Creed and Core Abilities.

f. Remember that the Punahou Battalion is a team and that your actions reflect on the entire Battalion.