

Guidance Concerning Selecting Duty Positions for SY 2020-21

- We are starting the leadership selection process in preparation for next school year. The paragraphs below outline how students will inform the instructors of the duty positions in which they are interested for School Year 2020-21.
- All returning cadets will complete the Cadet Leadership Application Form. The form is due to your primary Instructor electronically NLT 17 April (Friday).
- Cadets who are interested in the most senior positions in the battalion will also complete the Senior Leadership Position Application and sign up for a Leadership Board time. The senior leader packets will be sent to COL Kardos by 24 April. Leadership boards will be held during 30 Apr- May 5.
- Review what positions fall into each category on the third page of this document.
- The Battalion Command Group and Primary Staff Officers will be selected and announced following the senior leader boards. We will tentatively fill other positions and finalize those in the fall. Most will not be announced until then.
- Due to the lockdown, we will not be able to give volunteers the opportunity to serve as assistants in the staff sections before the end of the school year. However, we may be able to get cadets experience in this work during the summer, if the lockdown is lifted by then. Therefore, cadets should indicate if they are interested in helping on the staff by circling those positions on their application form. This could give you a better chance of getting one of those positions and moving up in rank.
- LET 1 Cadets. Generally, the positions open to you as a LET 2 are: team leader, squad leader, platoon sergeant, and staff NCO. You can apply for any position, but you need to be realistic based on your experience.
- LET 2 Cadets. You have the potential to serve in any position in the battalion. Generally, current LET 3s (rising LET 4s) will have the first opportunity to fill the most senior positions. However, it ultimately comes down to demonstrated performance, potential, dedication, motivation, and the ability to get the work done (including putting in the time). Current LET 2s (rising LET 3s) will fill some key positions next year. If you are interested, make sure you apply.
- LET 3 Cadets. You have the potential to serve in any position in the battalion. Generally, you will have the first opportunity to fill the most senior positions.

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- NCO Testing. For individuals who apply for NCO or Officer positions, you will also take a knowledge test when we return in the fall. The higher the positions, the more questions you will be required to answer correctly. You have already learned most of this information from your In-Ranks Cadet Knowledge study sheets. We will distribute to you NCO study packets at the start of the new school year. The test should not dissuade you from applying for the highest job in which you are interested and feel that you are qualified.

- Duty Descriptions. As you decide on positions for which you want to apply, look at the duty descriptions provided in the Information Packet which we gave you at the start of the year or on the JROTC website.

REMEMBER

- Leadership and staff positions provide cadets with the opportunity to contribute to the battalion.

- = As with any leadership position, it is first about service.

- = It is also a great chance for you to gain experience in leadership, planning, organizing, and more.

- = Doing well in these higher duty positions also looks good on resumes, letters of recommendation, etc.

- = The personal development and accomplishments will pay off for you for years to come.

- The better you are doing in JROTC (leadership, academics, conduct, physical training) and your academics over all, the better chance you have of getting a higher-ranking duty position. If you are already doing well; keep up the good work. If not, this is a good reminder of the benefits of doing well in these areas.

Provided below are the leadership and staff positions for this school year. The positions in **bold type** require you to participate in the senior leader boards. Where more than one rank is listed next to a duty position, the choice will be made by the instructors based on the individual's experience, expertise, and performance.

Position

Cadet Rank

BATTALION COMMAND GROUP

Battalion Commander	Lieutenant Colonel (C/LTC)
Battalion Executive Officer	Major (C/MAJ)
Battalion Command Sergeant Major	Command Sergeant Major (C/CSM)

BATTALION STAFF

Personnel Officer (S-1)	Captain (C/CPT)
S-1 NCOIC	Staff Sergeant (C/SSG) or Sergeant First Class (C/SFC)
Personnel Sergeant	Sergeant (C/SGT) or Staff Sergeant (C/SSG)
Security Officer (S-2)	Captain (C/CPT)
S-2 NCOIC	Staff Sergeant (C/SSG) or Sergeant First Class (C/SFC)
Security Sergeant	Sergeant (C/SGT) or Staff Sergeant (C/SSG)
Training Officer (S-3)	Captain (C/CPT) or Major (C/MAJ)
S-3 NCOIC	Staff Sergeant (C/SSG) or Sergeant First Class (C/SFC)
Training Sergeant	Sergeant (C/SGT) or Staff Sergeant (C/SSG)
Supply Officer (S-4)	Captain (C/CPT)
S-4 NCOIC	Staff Sergeant (C/SSG) or Sergeant First Class (C/SFC)
Supply Sergeant	Sergeant (C/SGT) or Staff Sergeant (C/SSG)
Public Affairs Officer (S-5)	Captain (C/CPT)
S-5 NCOIC	Staff Sergeant (C/SSG) or Sergeant First Class (C/SFC)
Public Affairs Sergeant	Sergeant (C/SGT) or Staff Sergeant (C/SSG)
Automations Officer (S-6)	Captain (C/CPT)
S-6 NCOIC	Staff Sergeant (C/SSG) or Sergeant First Class (C/SFC)
Automations Sergeant	Sergeant (C/SGT) or Staff Sergeant (C/SSG)

COMPANY COMMAND GROUP

Company Commander	Captain (C/CPT)
Company Executive Officer	First Lieutenant (C/1LT)
Company First Sergeant	First Sergeant (C/1SG)

PLATOONS

Platoon Leader (4)	Second Lieutenant (C/2LT)
Platoon Sergeant (4)	Staff Sergeant (C/SSG) or Sergeant First Class (C/SFC)
Squad Leader (12)	Sergeant or Staff Sergeant (C/SGT or C/SSG)
Team Leader (24)	Private First Class or Corporal (C/PFC or C/CPL)