



## CAPITAL CITY YOUNG MARINES

Raleigh, North Carolina

Subj: YOUNG MARINE BILLET RESPONSIBILITIES

This document is intended to be a resource for the Young Marine unit. It is intended to be a general description of the duties and responsibilities associated with Young Marine leadership positions. If you are filling one of these billets or aspire to fill one of these leadership functions, you should become familiar with what is expected of you. It is also a good resource for those Young Marines that have not yet advanced to a leadership role.

### 1. UNIT FIRST SERGEANT DUTIES AND RESPONSIBILITIES

- a. The Unit First Sergeant is responsible to the Unit Commander for the overall performance and discipline of the Young Marine unit.
- b. He/she will utilize assigned Young Marine Non-Commissioned Officers (NCOs) to maintain good order and discipline within the Young Marine unit.
- c. He/she will ensure that the unit's assigned missions and tasks are accomplished expeditiously and in accordance with the desires of the Unit Commander.
- d. He/she will keep the Unit Commander and Executive Officer appraised of the morale and status of the Young Marine unit.
- e. He/she will perform duties and tasks as assigned by Young Marine superiors and Young Marine registered adult staff in accordance with the rules and regulations governing the operation of the Young Marines.

### 2. UNIT GUNNERY SERGEANT DUTIES AND RESPONSIBILITIES

- a. The Unit Gunnery Sergeant is responsible for maintaining good order and discipline within the Young Marine unit.
- b. He/she will assist the Unit First Sergeant in the performance of his/her duties.
- c. He/she will maintain weekly contact with assigned platoon leadership.

- d. He/she will ensure that adequate resources are available to accomplish assigned unit missions and tasks.
- e. He/she will advise the Unit First Sergeant on the morale and status of the Young Marine unit.
- f. He/she will take unit muster and attendance during drills and events and reports the same to the Unit Adjutant.
- g. He/she will perform duties and tasks as assigned by Young Marine superiors and Young Marine registered adult staff in accordance with the rules and regulations governing the operation of the Young Marines.

### 3. UNIT GUIDE DUTIES AND RESPONSIBILITIES

- a. The Unit Guide will assist the Unit Gunnery Sergeant in maintaining good order and discipline within the Young Marine unit.
- b. He/she is responsible for the care and security of the unit guideon, unit colors and national ensign.
- c. He/she will assist in the training of Platoon Guides in the proper handling and ceremonial use of the unit guideon.
- d. He/she will carry the unit guideon at all unit functions and formations.
- e. He/she will form the base for all unit close order drill, formations and parades.
- f. He/she will perform the duties of the Unit Gunnery Sergeant in the absence of the Unit Gunnery Sergeant, when so instructed.
- g. He/she will perform duties and tasks as assigned by Young Marine superiors and Young Marine registered adult staff in accordance with the rules and regulations governing the operation of the Young Marines.

### 4. PLATOON SERGEANT DUTIES AND RESPONSIBILITIES

- a. The Platoon Sergeant is responsible for the good order and discipline of assigned personnel. He/she will provide leadership, training and discipline to Young Marines assigned to his/her platoon.
- b. He/she will keep the Unit Gunnery Sergeant appraised of the training and promotion status of all assigned platoon personnel.
- c. He/she will maintain weekly communication with all assigned squad members via assigned Squad Leaders, advising them of all unit events and activities.

- d. He/she will review and consolidate squad member training requirements as submitted by Squad Leaders and pass these requirements on to the Unit Training NCO.
- e. He/she will notify the Unit Clerk of all address, email and telephone changes for all assigned platoon members.
- f. He/she will review advancement testing recommendations submitted by Squad Leaders and confirm platoon members are ready for advancement testing. He/she will submit requests for advancement testing for assigned platoon personnel to the Unit Training NCO.
- g. He/she will conduct periodic personnel inspections of assigned platoon personnel, note discrepancies and take corrective action.
- h. He/she will provide platoon level essential subject training to assigned personnel.
- i. He/she will recommend assigned personnel for qualification awards and honors as appropriate and in accordance with the Awards Manual via the Unit Gunnery Sergeant.
- j. He/she will perform duties and tasks as assigned by Young Marine superiors and Young Marine registered adult staff in accordance with the rules and regulations governing the operation of the Young Marines.

#### 5. PLATOON GUIDE DUTIES AND RESPONSIBILITIES

- a. The Platoon Guide will assist the Platoon Sergeant in performance of his/her duties and responsibilities.
- b. He/she will perform the duties of the Platoon Sergeant in the absence of the Platoon Sergeant and as directed by the Unit Gunnery Sergeant.
- c. He/she will act as a base for the alignment of the platoon during platoon formations and close order drill evolutions.
- d. He/she will perform duties as Unit Guide should the Unit Guide be unavailable and as directed by the Unit Gunnery Sergeant.
- e. He/she will assist Squad Leaders in essential subject training of platoon members.
- f. He/she will perform duties and tasks as assigned by Young Marine superiors and Young Marine registered adult staff in accordance with the rules and regulations governing the operation of the Young Marines.

## 6. SQUAD LEADER DUTIES AND RESPONSIBILITIES

- a. The Squad Leader will provide training and discipline to Young Marines assigned to their squad.
- b. He/she will maintain weekly communication with all assigned squad members advising them of all unit events and activities.
- c. He/she will identify squad training requirements and pass these requirements on to the Platoon Sergeant.
- d. He/she will verify mailing addresses, email and telephone numbers of each squad member at each drill. He/she will notify the Unit Platoon Sergeant of all contact information changes for all squad members.
- e. He/she will monitor squad member training levels and recommend members to the Unit Platoon Sergeant for advancement testing. He/she will evaluate and approve requests for promotion exams for squad members.
- f. He/she will provide squad level essential subject training to assigned personnel.
- g. He/she will recommend assigned personnel for qualification awards and honors via the Unit Platoon Sergeant.
- h. He/she will perform duties and tasks as assigned by Young Marine superiors and Young Marine registered adult staff in accordance with the rules and regulations governing the operation of the Young Marines.

## 7. TEAM LEADER DUTIES AND RESPONSIBILITIES

- a. The Team Leader will assist the Squad Leader in the performance of his/her duties.
- b. He/she will perform the duties of the Squad Leader in the absence of the Squad Leader when so instructed by the Platoon Sergeant.
- c. He/she will maintain weekly contact with assigned team members.
- d. He/she will assist Squad Leaders in meeting assigned missions and tasks.
- e. He/she will provide leadership to assigned team members in meeting assigned missions and tasks.
- f. He/she will be responsible for maintaining good order and discipline of assigned Young Marine team members.
- g. He/she will ensure that assigned team members do not engage in any unsafe, hazardous or dangerous acts.
- h. He/she will perform duties and tasks as assigned by Young Marine superiors and Young Marine registered adult staff in accordance with the rules and

regulations governing the operation of the Young Marines.

8. TRAINING NCO DUTIES AND RESPONSIBILITIES

- a. The Training NCO will assist the Training Officer in the performance of his/her duties and tasks.
- b. He/she will distribute the unit training schedule.
- c. He/she will work with the Unit Gunnery Sergeant to ensure that the unit training schedule is accomplished.
- d. He/she will advise the Unit First Sergeant in identifying and obtaining training equipment and materials.
- e. He/she will organize and schedule the unit's quarterly physical fitness testing. He/she will ensure that all necessary apparatuses are available to conduct the testing.
- f. He/she will assist the Non-Commissioned Officers in developing individual physical fitness training regimens to assist unit personnel in meeting physical fitness standards.
- g. He/she will work with the Non-Commissioned Officers in developing operational plans and training evolutions for unit events such as color guard details, parades, encampments, etc.
- h. He/she will perform duties and tasks as assigned by Young Marine superiors and Young Marine registered adult staff in accordance with the rules and regulations governing the operation of the Young Marines.

9. ASSISTANT TRAINING NCO DUTIES AND RESPONSIBILITIES

- a. The Assistant Training NCO will assist the Unit Training NCO in the performance of his/her duties.
- b. He/she will maintain weekly contact with the Training NCO.
- c. He/she will perform duties and tasks as assigned by Young Marine superiors and Young Marine registered adult staff in accordance with the rules and regulations governing the operation of the Young Marines.

10. UNIT SUPPLY SERGEANT DUTIES AND RESPONSIBILITIES

- a. The Unit Supply Sergeant will be responsible for maintaining accurate records on unit equipment and materials.

- b. He/she will receive and issue unit equipment and material to unit personnel as approved by the unit Executive Officer and/or Adjutant.
- c. He/she will assist unit personnel in locating sources and acquiring uniforms and uniform accessories.
- d. He/she will maintain and administrate unit Lost-and-Found Locker.
- e. He/she will conduct quarterly and yearly inventories of unit equipment and material and will report results to the Unit Paymaster and Adjutant.
- f. He/she will assist the Unit Gunnery Sergeant and Unit Training NCO in developing logistic plans for unit missions and events.
- g. He/she will operate and maintain the unit supply room.
- h. He/she will maintain an adequate supply of Young Marine and Registered Adult forms on-hand and will advise unit Adjutant when re-supply is needed.
- i. He/she will perform duties and tasks as assigned by Young Marine superiors and Young Marine registered adult staff in accordance with the rules and regulations governing the operation of the Young Marines.

11. UNIT CLERK DUTIES AND RESPONSIBILITIES

- a. The Unit Clerk will assist the unit Adjutant in the performance of his/her duties.
- b. He/she will assist the Unit Supply Sergeant with inventory and maintain sufficient supply of Young Marine and Registered Adult Forms.
- c. He/she will maintain up-to-date address and phone lists on unit personnel.
- d. He/she will organize and prepare material for awards and promotions.
- e. He/she will perform duties as Unit Photographer when required.
- f. He/she will develop and update the unit scrapbook.
- g. He/she will assist in the development and publishing of unit newsletters, brochures and promotional materials.
- h. He/she will perform duties and tasks as assigned by Young Marine superiors and Young Marine registered adult staff in accordance with the rules and regulations governing the operation of the Young Marines.

12. UNIT CORPSMAN DUTIES AND RESPONSIBILITIES

- a. The Unit Corpsman will assist the Medical Officer (MO) in the performance of their duties and tasks.
- b. He/she will initiate "Sick Call" after morning/afternoon formations.
- c. He/she will assist the Medical Officer to ensure medical issues are resolved when presented by any Young Marine.
- d. He/she will stay aware of any injuries or illnesses of Young Marines or Staff while at any Young Marine event or activity.
- e. He/she will assist the Medical Officer in maintaining unit medical supplies and orderly operations of medical supplies in supply locker.
- f. He/she will assist in first aid and personal hygiene lectures and classes as required by unit staff.
- g. He/she will maintain a high level of personal growth, i.e. Young Marine physical fitness (>250 points) and knowledge advancement requirements.
- h. He/she will learn and take the Corpsman Obligation:
  - i. I solemnly pledge to practice faithfully all my duties as a member of the Young Marine medical team.  
I hold the care of the sick and injured to be a sacred trust and will assist the Medical Officer with loyalty and honesty.  
I will not knowingly permit harm to come to any Young Marine.  
I will hold personal matters pertaining to the private lives of patients in strict confidence.  
I dedicate my heart, mind, and strength to the work before me.  
I shall do all within my power to show in myself an example of all that is honorable and good throughout my Young Marine career.
- i. He/she will perform duties and tasks as assigned by Young Marine superiors and Young Marine registered adult staff in accordance with the rules and regulations governing the operation of the Young Marines.

13. CHAIN OF COMMAND

- a. Adult Staff
  - i. Unit Commander \_\_\_\_\_
  - ii. Executive Officer \_\_\_\_\_
  - iii. Adjutant \_\_\_\_\_
  - iv. Paymaster \_\_\_\_\_
  - v. Medical Officer \_\_\_\_\_

- vi. NCO Training Off. \_\_\_\_\_
- vii. Training Officer \_\_\_\_\_
- b. Young Marine Staff
  - i. First Sergeant \_\_\_\_\_
  - ii. Gunnery Sergeant \_\_\_\_\_
  - iii. Unit Guide \_\_\_\_\_
  - iv. Platoon Sergeant \_\_\_\_\_
  - v. Platoon Guide \_\_\_\_\_
  - vi. 1<sup>st</sup> Squad Leader \_\_\_\_\_
    - 1. Team Leader \_\_\_\_\_
    - 2. Team Leader \_\_\_\_\_
    - 3. Team Leader \_\_\_\_\_
  - vii. 2<sup>nd</sup> Squad Leader \_\_\_\_\_
    - 1. Team Leader \_\_\_\_\_
    - 2. Team Leader \_\_\_\_\_
    - 3. Team Leader \_\_\_\_\_
  - viii. 3<sup>rd</sup> Squad Leader \_\_\_\_\_
    - 1. Team Leader \_\_\_\_\_
    - 2. Team Leader \_\_\_\_\_
    - 3. Team Leader \_\_\_\_\_
- c. Chain of Command
  - i. A TEAM shall consist of 4-5 Young Marines with an NCO as the typical Commander.
  - ii. A SQUAD shall consist of 8-13 Young Marines (2-3 Teams) with a Squad Leader as the typical Commander.
  - iii. A PLATOON shall consist of 26-64 Young Marines (2-5 Squads) with a Platoon Sergeant as the typical Commander.