

SUBJECT: Platoon Leadership Positions (Enclosure 2)

1. During BOLC B, you will be placed in platoon leadership positions. The list below describes the different positions and some of the duties associated with each.
  - a. Platoon Leader: The Platoon Leader is the class leader; he or she is responsible for everything the class does or fails to do. Duties include, but are not limited to:
    - (1) Collecting assignments and providing the SGI with lists for the Cultural Paper and the Battle Analysis Brief.
    - (2) Reviewing upcoming training requirements with the platoon and **conducting platoon training meetings**.
    - (3) Informing the SGI/PSG of all training and PLT training meetings.
    - (4) Briefing the SGI each Monday morning on up coming student conducted training events.
    - (5) Being familiar with the training plan, ensuring all resources for events outside the classroom are coordinated, and all students are informed of training activities.
    - (6) Knowing the location of all students during the normal work day and ensuring the ability to conduct PLT recalls as needed.
    - (7) Ensuring the entire platoon is **seated 10 minutes prior** for all lectures/briefing in or outside of our classroom.
    - (8) Briefing all visitors/guests, using the 5-line OPORD format, immediately upon entering the classroom/venue. This is to be provided to all visitors at every training session, including PT.
  - b. Platoon Sergeant: The (student) Platoon Sergeant maintains accountability of platoon personnel and assists the platoon leader in the accomplishment of the overall mission. In the absence of the Platoon Leader, the Platoon Sergeant will be in charge. This position will change weekly. The student PSG will:
    - (1) Assist the Platoon Leader as required.
    - (2) Maintain 100% accountability of all students during the normal work day and ensure the Platoon Leader is informed at all times.
    - (3) Ensure the classroom is neat at all times and clean at the end of the day, to include: windows closed, trash emptied, floors swept and buffed as required.
    - (4) Maintain the Platoon Recall Roster and execute as directed.
    - (5) Ensure weekly student conducted training meets standards.
  - c. S-4 (Logistics Officer): Maintains required supplies in supply closet. Issuing of books and maintain hand receipts etc. Advises Platoon Leader on logistical concerns. Operate PLT canteen.
  - d. S-1 (Admin Officer): Maintains all administrative requirements for the PLT. This will include, but is not limited to, maintaining student recall lists and other items required by the Battery Orderly Room. Close coordination will be required with the PSG. Complete pass matrix weekly and **Track all Platoon Pass/Leave requests**. This position will last for at least 5 weeks.
  - e. Safety Officer: Conducts a formal Risk Management assessment card for **EVERY** event after receiving the risk management class. Be prepared to brief the platoon cadre or visitors on the risk assessment for all events including morning PT events and training activities. Responsible for weekly safety briefs and POV inspections prior to long weekends, passes and leaves. Advises the Platoon Leader on safety issues. This position will change weekly.
  - f. Social Officer: Coordinate PLT social activities. This person will be picked by the PLT at the end of week 2 and will continue as social officer until the end of the core phase.
2. The SGI and Cadre Platoon Sergeant will designate the Platoon Leader, Platoon Sergeant, S-4 and S-1. They may designate additional positions as desired (i.e. Squad Leaders).