# My Chain-of-Command

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## Notes:

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# Young Marine Billet Responsibilities

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This booklet 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.
Unit Corpsman Duties and Responsibilities

1. Assists the Company Corpsman / Medical Officer (MO) in the performance of their duties and tasks.
2. Initiates “Sick Call“ after morning/afternoon formations.
3. Works with Corpsman / MO to ensure medical issues are resolved when presented by any Young Marine.
4. Stays aware of injuries or illness of Young Marines or Staff while at any Young Marine event or activity.
5. Assists Corpsman / MO in maintaining Unit medical supplies and orderly operations of medical supplies in supply locker.
6. Assist in first aid and personal hygiene lectures and classes as required by unit staff.
7. Maintains a high level of personal growth, i.e. Young Marine physical fitness (>250 points) and knowledge advancement requirements.
8. Performs 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

CORPSMAN OBLIGATION

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 all 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.

Unit First Sergeant Duties and Responsibilities

1. Responsible to the Commanding Officer for the overall performance and discipline of the Young Marine unit.
2. Utilizes assigned Young Marine NCOs, to maintain good order and discipline within the Young Marine unit.
3. Ensures that the unit’s assigned missions and tasks are accomplished expeditiously and in accordance with the desires of the Commanding Officer.
4. Keeps the Commanding Officer and Executive Officer apprised of the morale and status of unit’s Young Marines.
5. Performs 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

Leadership is the sum of those qualities of intellect, human understanding and moral behavior that inspire a group of people to accomplish a common task.
Unit Gunnery Sergeant Duties and Responsibilities

1. Responsible for maintaining good order and discipline within the unit.

2. Assists the unit First Sergeant in the performance of his/her duties.

3. Maintains weekly contact with assigned platoon leadership.

4. Ensures that adequate resources are available to accomplish assigned unit missions and tasks.

5. Advises the unit First Sergeant on the morale and status of unit’s Young Marines.

6. Takes unit muster and attendance during drills and events and reports same to the unit Adjutant.

7. Performs 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.

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Unit Clerk Duties and Responsibilities

1. Assist unit Adjutant in the performance of his/her duties.

2. In conjunction with the unit Supply Sergeant inventories and maintains sufficient supplies of Young Marine and Registered Adult forms.

3. Maintains up-to-date address and phone lists on unit personnel.

4. Organizes and prepares material for awards and promotions.

5. Performs duties as unit photographer when required.

6. Develops and updates the unit scrapbook.

7. Assists in the development and publishing of unit newsletters, brochures, and promotional materials.

8. Performs 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.

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Every decision made by the Young Marine leader is a test of fairness which is observed by the Young Marines and the adult leaders. One careless mistake can destroy a reputation that took months to establish.

The qualities of leadership are intellect, human understanding, and moral behavior.
Unit Supply Sergeant Duties and Responsibilities

1. Responsible for maintaining accurate records on unit equipment and materials.

2. Receive and issue unit equipment and material to unit personnel as approved by the unit Executive Officer and/or Adjutant.

3. Assists unit personnel in locating sources and acquiring uniforms and uniform accessories.


5. Conducts quarterly and yearly inventories of unit equipment and material and reports results to the unit Paymaster and Adjutant.

6. Assists unit Gunnery Sergeant and unit Training NCO in developing logistic plans for unit missions and events.

7. Operates and maintains unit supply room.

8. Maintains adequate supply of Young Marine and Registered Adult forms on-hand and advises unit Adjutant when re-supply is needed.

9. Performs 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.

Unit Guide Duties and Responsibilities

1. Assist the unit Gunnery Sergeant in maintaining good order and discipline within the Young Marine unit.

2. Responsible for the care and security of the unit guideon, unit colors, and national ensign.

3. Assist in the training of Platoon Guides in the proper handling and ceremonial use of the unit guideon.

4. Carries the unit guideon at all unit functions and formations.

5. Forms the base for all unit close order drill, formations, and parades.

6. Performs the duties of the unit Gunnery Sergeant in the absence of the unit Gunnery Sergeant, when so instructed.

7. Performs 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.

The purpose of leadership is to allow a group of people to accomplish a common task.

A good Young Marine leader will give his or her best effort in attempting to accomplish the mission and achieving the highest standard of performance.
Platoon Sergeant Duties and Responsibilities

1. Responsible for the good order and discipline of assigned personnel. Provides leadership, training, and discipline to Young Marines assigned to his/her platoon.

2. Keeps the Unit Gunnery Sergeant apprised of the training and promotion status of all assigned platoon personnel.

3. Maintains weekly communication with all assigned squad members via assigned Squad Leaders, advising them of all unit events and activities.

4. Reviews and consolidates squad member training requirements as submitted by Squad Leaders and passes these requirements on to the Unit Training NCO.

5. Notifies Unit Clerk of all address, e-mail, and telephone changes for all assigned platoon members.

6. Reviews advancement testing recommendations submitted by Squad Leaders and confirms platoon members readiness for advancement testing. Submits requests for advancement testing for assigned platoon personnel to the Training NCO.

7. Conducts periodic personnel inspections of assigned platoon personnel, notes discrepancies, and takes corrective action.

8. Provides platoon level essential subject training to assigned personnel.

9. Recommends assigned personnel for qualification awards and honors as appropriate and in accordance with the Awards Manual via the Unit Gunnery Sergeant.

10. Performs 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.

Assistant Training NCO Duties and Responsibilities

1. Assists the unit Training Non-Commissioned Officer (NCO) in the performance of his/her duties.

2. Maintains weekly contact with unit Training NCO.

3. Performs 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.

We all have limits of endurance, Young Marines will continue to push these limits and will rely on the brotherhood, obligation, and creed of Young Marines to sustain them in their times of trial.
Training NCO Duties and Responsibilities

1. Assists the unit Training Officer in the performance of his/her duties and tasks.

2. Distributes the unit-training schedule.

3. Works with the Unit Gunnery Sergeant, to ensure that the unit training schedule is accomplished.

4. Advises the Unit First Sergeant on the training and readiness of the unit.

5. Assists the Unit Supply Sergeant in identifying and obtaining training equipment and materials.

6. Organizes and schedules unit’s quarterly physical fitness testing. Ensures that all necessary apparatuses are available to conduct the testing.

7. Assists unit Non-Commissioned Officers in developing individual physical fitness training regimens to assist unit personnel in meeting physical fitness standards.

8. Works with unit Non-Commissioned Officers in developing operational plans and training evolutions for unit events such as color guard details, parades, encampments, etc.

9. Performs 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.

Platoon Guide Duties and Responsibilities

1. Assists the Platoon Sergeant in the performance of his/her duties and responsibilities.

2. Performs the duties of Platoon Sergeant in the absence of the Platoon Sergeant and as directed by the Unit Gunnery Sergeant.

3. Acts as base for the alignment of the platoon during platoon formations and close order drill evolutions.

4. Performs duties as Unit Guide should the Unit Guide be unavailable and as directed by the Unit Gunnery Sergeant.

5. Assists Squad Leaders in essential subject training of platoon members.

6. Performs 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.

Loyalty reflects respect and confidence gained by a leader from a junior and a senior in the chain-of-command …the effect is immeasurable.

TACT is the ability to deal with others in a respectful manner. To demand courtesy and fail to return it shows a lack of respect. You must always respect the office or rank. Kind and courteous treatment of others encourages the same from others!
Squad Leader Duties and Responsibilities

1. Provides leadership, training, and discipline to Young Marines assigned to squad.

2. Maintains weekly communication with all assigned squad members advising them of all unit events and activities.

3. Identifies squad training requirements and passes these requirements on to the Platoon Sergeant.

4. Verifies mailing address, e-mail, and telephone number of each squad member at each drill. Notifies Platoon Sergeant of all address, e-mail, and telephone changes for all assigned squad members.

5. Monitors squad member training levels and recommends members to the Platoon Sergeant for advancement testing. Evaluates and approves requests for promotion exams for squad members.

6. Conducts periodic personnel inspections of assigned squad personnel. Reports discrepancies to the Platoon Sergeant for corrective action.

7. Provides squad level essential subject training to assigned personnel.

8. Recommends assigned personnel for qualification awards and honors via the Platoon Sergeant.

9. Performs 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.

A good Young Marine leader will be optimistic and cheerful. A Young Marine in a good frame of mind can always accomplish more than one in a depressed or questionable one.

Team Leader Duties and Responsibilities

1. Assist Squad Leader in the performance of his/her assigned duties.

2. Perform the duties of Squad Leader in the absence of the Squad Leader when so instructed by the Platoon Sergeant.

3. Maintains weekly contact with assigned team members.

4. Assists Squad Leader in preparing team members for promotion examinations.

5. Provide leadership to assigned team members in meeting assigned missions and tasks.

6. Responsible for maintaining good order and discipline of assigned Young Marine team members.

7. Ensures that assigned team members do not engage in any unsafe, hazardous, or dangerous acts.

8. Performs 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.

Your bearing has an effect on your subordinates, peers, and superiors. Exercising firm control over your voice and gestures will have a steadying influence on those around you.