

# Duty Descriptions

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# Introduction

## Duty Description Pamphlet

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*by ArmyToolbag.com*

*The purpose of this pamphlet is to compile various duty descriptions for NCOERs and OERs. This is a work in progress. Please email additional duty descriptions to [armytool@armytoolbag.com](mailto:armytool@armytoolbag.com)*

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# 1 **Brigade Level**

## 1.1 **Brigade S1**

Brigade Adjutant of a Corps Military Police Brigade with a worldwide contingency focus. Responsible for all human resource management functions within the Brigade, to include personnel accounting, strength reporting, database management, strength management, casualty operations, unit administration and HQ management for over 1,200 officers and Soldiers. Provides guidance and supervision to the PAC and legal sections. Coordinates with the protocol office at III Corps. Serves as the Brigade Safety Officer, SRP Coordinator, Health Committee Representative, and Community Services Representative.

## 1.2 **Brigade Maintenance Officer**

Brigade Maintenance Officer for a world wide deployable Military Police Brigade in support of III (US) Corps and Fort Hood consisting of one Military Police Battalion, one Combat Engineer Battalion and three separate Military Police Companies. Responsible for maintenance management of 465 pieces of rolling stock and 24 sets of power generation equipment worth over \$3 million. Responsible for the enrollment and tracking of equipment enrolled in the reconstitution/national reset program. Coordinates with Direct Support, Corps Material Management Center and Installation and Army Material Command representatives to enhance unit readiness. Provides training to 40 maintenance personnel in a variety of maintenance occupational specialties.

# 2 **Battalion Level**

## 2.1 **Battalion Commander**

Command the 2nd Battalion, 321st Regiment, 1st Brigade (BCT), 108th Division (IT). Responsible for all aspects of leading, training, mobilizing and deploying a training Battalion in both peacetime and wartime conditions. Provide guidance and mentoring to a battalion-level staff and five subordinate companies. Recruit and retain motivated, qualified Drill Sergeants to meet mobilization and peacetime BCT mission requirements. Represent the Battalion at all conferences and military functions, as required. Support and execute all missions and tasking on order. Maintain control systems to prevent fraud, waste and abuse or mismanagement of Government resources. Maintain personal deployment readiness.

## **2.2 Battalion Executive Officer**

Executive Officer for a Military Police Battalion forward deployed in support of Operation Iraqi Freedom 04-06, Baghdad, Iraq, comprised of 10 company sized units with 1400 Soldiers. Responsible for the logistical, administrative, and fiscal management of a Combat Support Military Police Battalion with world-wide contingency missions. Responsible for developing and implementing a logistical support plan which ensures operational readiness for wartime, contingency, and peacetime missions. Ensures the best quality of life for Soldiers and their family members. Develops subordinate leaders through an active professional development program, emphasizing coaching, counseling, and mentoring. Responsible for maintenance and accountability

## **2.3 Battalion S-1**

Personnel and Administration Officer (S1) for a training battalion in the U.S. Army reserve. Principal staff assistant to the battalion commander. Exercise staff supervisor in matters pertaining to strength management, personnel qualifications and evaluations, personnel assignment, clearance, recruiting, retention, and battalion administration. Responsible for the overall supervision of the battalion Personnel Administration Center (PAC) and its activities. Serves as commander of Headquarters and Headquarters Detachment. Additional duties include; Battalion Safety Officer, Equal Opportunity Officer, Records Management Officer, and Retention Officer.

## **2.4 Battalion Land & Ammo NCO**

Responsible for managing and supervising the land and ammunitions accounts for a military police brigade, consisting of 9 companies; provides mission guidance to subordinate unit land and ammo NCOs; coordinates and shares information with wartrace units located at six separate installations; liaison with III (US) Corps staff as required; performs duties as Battle NCO in the Brigade TOC during all exercises and deployments; performs Military Police Duty Officer.

## **2.5 Battalion S-4**

Brigade S4 of a Corps Military Police Brigade that provides law enforcement and force protection support to III (US) Corps and Fort Hood and deploys worldwide on contingency operations. Responsible for coordinating the logistical support for the brigade consisting of one Military Police Battalion, one Engineer Battalion and three separate Military Police Companies. Responsible for oversight of the Brigade Property Book valued at over \$75 million and supervises the Brigade's Maintenance and Food Service Operations. Advises the Commander, Deputy Commander, Executive Officer and all subordinate unit commanders on budget, supply and maintenance related issues. Supervises two warrant officers, four senior noncommissioned officers and one enlisted soldier.

Battalion Supply Officer for an Army Reserve Drill Sergeant Battalion consisting of over 190 soldiers located throughout the State of Florida and Puerto Rico.

Responsible for accountability and maintenance of organizational and individual equipment assigned to Battalion. Coordinate supply requisition and turn in with Brigade S-1. Additional duties include UPL Coordinator, Physical Security Officer, and Food Service Officer.

## **2.6 Battalion S-6**

Advises the brigade commander on all communications and automations matters affecting the brigade and subordinate battalions. Plans, coordinates, manages and directs all aspects of communications activities with subordinate units. Coordinates with III Corps G6 and external agencies for all communications support.

Represents the brigade's interest as a board member of the III Corps Configuration Control Board. Responsible for the supervision and training of 6 NCOs and 3 Soldiers. Additional duties include Information Assurance Security and Telephone Control Officer, COMSEC Custodian and System Administrator/ Network Manager.

## **2.7 Battalion Chemo / 74D00**

Brigade Chemical Officer and Force Protection Officer of a Corps Military Police Brigade with a world-wide deployment posture comprised of two active duty battalions and three separate MP companies in support of III Corps and Forces Command. Primarily responsible for advising the commander and subordinate units on all aspects of NBC warfare including the employment of NBC assets as well as tactics, techniques and procedures for training, equipment readiness and logistics. As the Brigade Force Protection Officer performs all associated duties for unit Force Protection ensuring compliance to current threat levels and commander's guidance. Serves as liaison with III Corps for all individual and unit Force Protection requirements.

# **3 Company Level**

## **3.1 First Sergeant / 31B5M**

First Sergeant of a military police brigade headquarters company consisting of 89 Soldiers; advises the commander on all matters relating to enlisted Soldiers; overseas unit daily operations consisting of supply, maintenance, administrative, and training functions; responsible for unit discipline and standards enforcement; responsible for individual Soldier's training and deployability; develops and mentors junior Noncommissioned Officers within the unit.

## **3.2 First Sergeant / 42A5M**

Serves as the principal Non-Commissioned Officer in a Basic Combat Training (BCT) company located in \_\_\_\_\_, Florida; Responsible for discipline, training standards, and morale of all BCT soldiers and cadre; Trains and supervises drill sergeants, supply

personnel, and any other attached personnel; Ensures the administrative requirements for the unit are met; responsible for the professional development of the NCOs and enlisted cadres; Represents the Executive officer and Commander in their absence.

### **3.3 Operations NCO / 31B50**

Manages and supervises training plans for 9 military police companies; coordinates training requirements from higher headquarters down to the unit level; provides mission guidance to subordinate unit training officers; coordinates and shares information with war trace units located at six separate installations; liaison with III (US) Corps staff as required; performs duties as Battle NCO in the Brigade TOC during all exercises and deployments; performs Military Police Duty duties as needed.

### **3.4 Company Commander / 31A00**

Commands a TO&E military police guard company which provides internment/resettlement during no notice worldwide detainee operations missions. Provides garrison military police support to over 75,000 soldiers and family members of the Fort Hood community. Responsible for maintaining the combat readiness, health, welfare, morale and discipline of four officers and 159 enlisted soldiers. Prioritizes all resources of the unit including time, equipment, money, and facilities, to accomplish assigned missions. Ensures the combat readiness of 51 tactical vehicles, 388 individual and crew served weapons, 48 tactical communications systems and assorted supporting equipment valued at over \$5 million. Oversees the professional development of four officers and 74 non-commissioned officers.

Commands a 99 Soldier Military Police Battalion Headquarters and Headquarters Detachment organized for general combat support to MNC-I in support of OIF 04-06. Responsible for the training, operations, health, welfare, morale, and discipline of all assigned personnel; develops and executes detachment training and maintenance programs to ensure combat power needs are met; develops the detachment into a cohesive, motivated, and combat ready unit; ensures the best possible quality of life for detachment soldiers and family members; develops innovative Soldier support programs and maintains an active family readiness group. Provides a Protective Service Platoon responsible for the escort and security of the MNC-I CG.

Company Commander of a Brigade Headquarters and Headquarters Company that supports III Armor Corps during no-notice worldwide response missions. responsible for maintaining the combat readiness, health, welfare, morale and discipline of 89 Soldiers including all brigade staff sections. Responsible for the development and execution of training and maintenance programs ensuring operational readiness for wartime, contingency and peacetime operations. Prioritizes unit resources including time, equipment, money and facilities to accomplish assigned missions and necessary training. Responsible for the accountability and maintenance of over \$20 million worth of installation and organizational property.



## **4 31 Series**

### **4.1 Executive Officer DES**

Executive Officer of the Fort Hood Directorate of Emergency Services (DES) comprised of the Fire Department and Law Enforcement Services with over 900 Soldiers, Department of the Army Civilians and Security Contractors. Keeps the Deputy Director briefed and apprised on all issues impacting the DES operations. Responsible for the planning and coordination for the integration of the Department of the Army Civilian Police and Military Police Soldiers. Coordinates and synchronizes the efforts of the 5 DES Divisions in support of Fort Hood Garrison Fire and Law Enforcement Operations. Responsible for coordination and liaison with the Fort Hood Garrison leadership and the other Garrison Directorates on post-wide issues. Serves as the senior Military Police officer in the DES responsible for the oversight and professional development of DES Military Police.

### **4.2 Operations Officer DES**

Directorate of Emergency Services Operations Officer for Fort Hood. Responsible for coordinating all law enforcement support and activities for one of the largest installations in the US Army. Functions as a Battalion S3 in coordinating the five divisions of the Directorate of Emergency Services. Oversees over 80 Operations Division personnel consisting of Soldiers and civilians. Oversees a law enforcement requirement of over 120 law enforcement personnel each day. Responsible for all military and civilian police contingency operations on the installation. Serves as the Operations Division Chief. Responsible for the Special Reaction Team, Military Working Dog Branch, Military Police Investigations Branch, Confinement Branch, Training Section, and Criminal Investigations.

Provost Marshal Operations Division Chief and Operations Officer for Fort Hood Provost Marshal Office. Responsible for coordinating all law enforcement support and activities for the largest installation in the US Army. Functions like a Battalion S3 in coordinating four divisions of the Provost Marshal's Office. Oversees mission taskings and coordinates access control activities as well as law enforcement requirements of over 120 Military Police and 150 Department of the Army policemen daily. Responsible for all military police operations supporting the installation, including the Special Reaction Team, Military Police Investigations, Confinement Section, Personal Security Detachment, and the Civil Police Liaison office. Performs as the installation confinement officer of Fort Hood.

## **5 42 Series**

### **5.1 Senior Human Resource SGT /42A40**

Performs duties of and supervises Battalion S1 and personnel services support activity Advises Commander on soldiers and personnel readiness and strength levels of subordinate units. Reviews consolidated reports, statistics, applications, promotion, and drill sergeant candidate packets. Prepares recommendations on personnel actions to higher headquarters. Reviews and prepares reports and data on strength (gains and losses) or personnel and makes duty assignments of enlisted personnel. Advises commander, adjutant and other staff members on personnel administration activities. Set up and manages junior promotion boards.

### **5.2 Human Resource SGT / 42A30**

Supervises soldiers and specific personnel functions in the Battalion S1 administrative section/personnel action team. Reviews promotion packets for Senior and junior promotions boards, review Drill Sergeant Candidates packets, NCOERs, birth month audits. Monitor line of duties investigations. Review all correspondence and forms in draft and final copies. Update functional files per MARKS, Battalion policy letters, SOPs.

### **5.3 Human Resource NCO / 42A20**

Review soldier in-processing, out-processing, birth month audits, maintain military personnel files, medical and dental records. Types all correspondence and form in draft and final form.. Prepares and process evaluations, all personnel request for promotions, OCS, retirement awards and decorations. Post changes to Army regulations and other publications.

### **5.4 Training NCO / 42A40**

Training NCO for a USAR training Company; Responsible for the planning, resource management and unit administration of a program of instruction for basic training of initial entry soldiers as well as MOS qualification and sustainment training for permanent personnel; Maintains training records and ensures proper rehearsal and preparation for training occurs.

### **5.5 Senior Drill Sergeant / 42A4X**

Senior Drill Sergeant in a USAR training company. Responsible for the welfare, training and discipline of initial entry soldiers. Plans and conducts training in drill and ceremony, physical conditioning, hand-to-hand combat, bivouac, individual and small unit tactics, bayonet fighting and inspections. Responsible for producing physically fit, disciplined and technically proficient soldiers.

## 5.6 Drill Sergeant / 42A3X

Drill Sergeant in a USAR training company. Responsible for the welfare, training and discipline of IET soldiers. Plans and conducts training in drill and ceremony, physical conditioning, hand to hand combat, bivouac, individual and small unit tactics, bayonet fighting and inspections. Responsible for producing physically fit, disciplined and technically proficient soldiers.

## 6 92 Series

### 6.1 Supply Sergeant / 92Y40

Performs supervisory and management duties at preceding level of skill. Analyzes statistical data and reports to ascertain trends, conformance to standard and directives, and efficiency of operations. Coordinates logistical activities with other staff elements supply and service, and motor transport units. Conducts assistance visits to subordinate elements. Develops and executes training programs.

### 6.2 Supply Sergeant / 92Y30

Performs duties at preceding level of skill and provides guidance to lower grade personnel. Directs supply personnel in establishing supply and inventory control management functions. Maintains property under standard property book system (SPBS). Reviews daily and monthly records of issues of petroleum products and operating supplies. Provides technical assistance to equipment records and parts specialist. Assists and advises supply officer and commander.

### 6.3 Assistant Supply Sergeant / 92Y20

Performs duties at preceding level of skill and provides guidance to lower grade personnel. Inspects completed work for accuracy and compliance with established procedures. Coordinates supply activities. Reviews and annotates changes to unit material condition status report. Post transactions to organizational and installation property books and supporting transaction files. Determines method of obtaining relief from responsibility for lost, damaged and destroyed supply items.

### 6.4 Property Book Officer / 920A

Property Book Officer for a Corps Support Military Police Brigade consisting of one Military Police Battalion, one Combat Engineer Battalion and four separate companies with assets totaling over \$80 million. Accountable for all property transactions within the Brigade. Reviews and analyzes monthly hand receipts, cyclic and sensitive item inventories, due ins and Purchase Requests and Commitments. Manages internal and external lateral transfers. Ensures all MTOE equipment is on hand or on a valid requisition. Provides technical and administration assistance to all supported units on logistical matters. Advises commanders on most efficient ways

to manage their hand receipts. Coordinates with item managers to expedite shipment of critical unit equipment.