

DUTIES, RESPONSIBILITIES, AND ACTIONS.

To complete all assigned tasks, every member in the platoon must do his job.

Each must accomplish his specific duties and responsibilities and be a part of the team.

PLATOON LEADER (PL)

- Is responsible for what the platoon does or fails to do. This includes tactical employment, training, administration, personnel management, and logistics. He does this by planning, making timely decisions, issuing orders, assigning tasks, and supervising platoon activities. He must know his members and how to employ the platoon's weapons. He is responsible for positioning and employing all assigned or attached crew-served weapons and employment of supporting weapons.
- Establishes time schedule using backwards planning. Considers time for execution, movement to the objective, and the planning and preparation phase of the operation.
- Takes the initiative to accomplish the mission in the absence of orders. Keeps higher informed by using periodic situation reports (SITREP).
- Plans with the help of the platoon sergeant (PSG), squad leaders, and other key personnel (team leaders, FO, attachment leaders).
- Stays abreast of the situation through coordination with adjacent platoons and higher HQ; supervises, issues FRAGOs, and accomplishes the mission.
- If needed to perform the mission, requests more support for his platoon from higher headquarters.
- Directs and assists the platoon sergeant in planning and coordinating the platoon's sustainment effort and casualty evacuation (CASEVAC) plan.
- During planning, receives on-hand status reports from the platoon sergeant and squad leaders.
- Reviews platoon requirements based on the tactical plan.
- Ensures that all-round security is maintained at all times.
- Supervises and spot-checks all assigned tasks, and corrects unsatisfactory actions.
- During execution, positions himself where he can influence the most critical task for mission accomplishment; usually with the main effort, to ensure that his platoon achieves its decisive point

- Is responsible for positioning and employing all assigned and attached crew-served weapons.
- Commands through his squad leaders IAW the intent of the two levels higher commanders.
- Conducts rehearsals.

PLATOON SERGEANT (PSG)

The PSG is the senior NCO in the platoon and second in succession of command. He helps and advises the platoon leader, and leads the platoon in the platoon leader's absence. He supervises the platoon's administration, logistics, and maintenance, and he prepares and issues paragraph 4 of the OPORD.

DUTIES

- Organizes and controls the platoon CP IAW the unit SOP, platoon leader's guidance, and METT-TC factors.
- Receives squad leader's requests for rations, water, and ammunition. Work with the company first sergeant or XO to request resupply. Directs the routing of supplies and mail.
- Supervises and directs the platoon medic and platoon aid-litter teams in moving casualties to the rear.
- Maintains platoon status of personnel, weapons, and equipment; consolidates and forwards the platoon's casualty reports (DA Forms 1155 and 1156); and receives and orients replacements.
- Monitors the morale, discipline, and health of platoon members.
- Supervises task-organized elements of platoon:
 - Quartering parties.
 - Security forces during withdrawals.
 - Support elements during raids or attacks.
 - Security platoons during night attacks.
- Coordinates and supervises platoon resupply operations.
- Ensures that supplies are distributed IAW the platoon leader's guidance and direction.
- Ensures that ammunition, supplies, and loads are properly and evenly distributed (a critical task during consolidation and reorganization).

- Ensures the casualty evacuation plan is complete and executed properly.
- Ensures that the platoon adheres to the platoon leader's time schedule.
- Assists the platoon leader in supervising and spot-checking all assigned tasks, and corrects unsatisfactory actions.

ACTIONS DURING MOVEMENT AND HALTS

- Takes actions necessary to facilitate movement.
- Supervises rear security during movement.
- Establishes, supervises, and maintains security during halts.
- Knows unit location.
- Performs additional tasks as required by the platoon leader and assists in every way possible. Focuses on security and control of platoon.

ACTIONS AT DANGER AREAS

- Directs positioning of near-side security (usually conducted by the trail squad or team).
- Maintains accountability of personnel.

ACTIONS ON THE OBJECTIVE AREA

- Assists with ORP occupation.
- Supervises, establishes, and maintains security at the ORP.
- Supervises the final preparation of men, weapons, and equipment in the ORP IAW the platoon leader's guidance.
- Assists the platoon leader in control and security.
- Supervises the consolidation and reorganization of ammunition and equipment.
- Establishes, marks, and supervises the planned CCP, and ensures that the personnel status (to include WIA/KIA) is accurately reported to higher.
- Performs additional tasks assigned by the platoon leader and reports status to platoon leader.

ACTIONS IN THE PLATOON BASE

- Assists in platoon base occupation.
- Assist in establishing and adjusting perimeter.
- Enforces security in the platoon base.
- Keeps movement and noise to a minimum.
- Supervises and enforces camouflage.
- Assigns sectors of fire.
- Ensures designated personnel remain alert and equipment is maintained to a high state of readiness.
- Requisitions supplies, water, and ammunition, and supervises their distribution.
- Supervises the priority of work and ensures its accomplishment.
 - Security plan.
 - › Ensures crew-served weapons have interlocking sectors of fire.
 - › Ensures Claymores are emplaced to cover dead space.
 - › Ensures range cards and sector sketch are complete.
 - Alert plan.
 - Evacuation plan.
 - Withdrawal plan.
 - Alternate platoon base.
 - Maintenance plan.
 - Hygiene plan.
 - Messing plan.
 - Water plan.
 - Rest plan.
- Performs additional tasks assigned by the platoon leader and assists him in every way possible.

SQUAD LEADER (SL)

Is responsible for what the squad does or fails to do. He is a tactical leader who leads by example.

DUTIES

- Completes casualty feeder reports and reviews the casualty reports completed by squad members.
- Directs the maintenance of the squad's weapons and equipment.
- Inspects the condition of member's weapons, clothing, and equipment.
- Keeps the PL and PSG informed on status of squad.
- Submits ACE report to PSG.

ACTIONS THROUGHOUT THE MISSION

- Obtains status report from team leaders and submits reports to the PL and PSG.
- Makes a recommendation to the PL/PSG when problems are observed.
- Delegates priority task to team leaders, and supervises their accomplishment IAW squad leader's guidance.
- Uses initiative in the absence of orders.
- Follows the PL's plan and makes recommendations.

ACTIONS DURING MOVEMENT AND HALTS

- Ensures heavy equipment is rotated among members and difficult duties are shared.
- Notifies PL of the status of the squad.
- Maintains proper movement techniques while monitoring route, pace, and azimuth.
- Ensures the squad maintains security throughout the movement and at halts.
- Prevents breaks in contact.
- Ensures subordinate leaders are disseminating information, assigning sectors of fire, and checking personnel.

ACTION IN THE OBJECTIVE AREA

- Ensures special equipment has been prepared for actions at the objective.

- Maintains positive control of squad during the execution of the mission.
- Positions key weapons systems during and after assault on the objective.
- Obtains status reports from team leaders and ensures ammunition is redistributed and reports status to PL.

ACTIONS IN THE PLATOON BASE

- Ensures platoon base is occupied according to the plan.
- Ensures that his sector of the platoon base is covered by interlocking fires; makes final adjustments, if necessary.
- Sends out LP or OPs in front of assigned sector. (METT-TC dependent).
- Ensures priorities of work are being accomplished, and reports accomplished priorities to the PL and PSG.
- Adheres to time schedule.
- Ensures personnel know the alert and evacuation plans, and the locations of key leaders, OPs, and the alternate platoon base.

WEAPONS SQUAD LEADER

Is responsible for all that the weapons squad does or fails to do. His duties are the same as those of the squad leader. Also, he controls the machine guns in support of the platoon's mission. He advises the PL on employment of his squad.

DUTIES

- Supervises machine gun teams to ensure they follow priorities of work.
- Inspects machine gun teams for correct range cards, fighting positions, and understanding of fire plan.
- Supervises maintenance of machine guns, that is, ensures that maintenance is performed correctly, that deficiencies are corrected and reported, and that the performance of maintenance does not violate the security plan.
- Assists PL in planning.
- Positions at halts and danger areas and according to the platoon SOP any machine guns not attached to squads.

- Rotates loads. Machine gunners normally get tired first.
- Submits ACE report to PSG.
- Designates sectors of fire, principal direction of fire (PDF), and secondary sectors of fire for all guns.
- Gives fire commands to achieve maximum effectiveness of firepower:
 - Shifts fires.
 - Corrects windage or elevation to increase accuracy.
 - Alternates firing guns.
 - Controls rates of fire and fire distribution.
- Knows locations of assault and security elements, and prevents fratricide.
- Reports to the PL.

TEAM LEADER (TL)

Controls the movement of his fire team and the rate and placement of fire. To do this, leads from the front and uses the proper commands and signals. Maintains accountability of his members, weapons, and equipment. Ensures his members maintain unit standards in all areas, and are knowledgeable of their tasks and the operation. The following checklist outlines specific duties and responsibilities of team leaders during mission planning and execution. The TL leads by example:

ACTIONS DURING PLANNING AND PREPARATION

- Warning Order.
 - Assists in control of the squad.
 - Monitors squad during issuance of the order.
- OPORD Preparation.
 - Posts changes to schedule.
 - Posts and updates team duties on warning order board.
 - Submits ammunition and supply requests.
 - Picks up ammunition and supplies.
 - Distributes ammunition and special equipment.
 - Performs all tasks given in the SL's special instructions paragraph.
- OPORD Issuance and Rehearsal.
 - Monitors squad during issuance of the order.
 - Assists SL during rehearsals.

- Takes actions necessary to facilitate movement.
- Enforces rear security.
- Establishes, supervises, and maintains security at all times.
- Performs additional tasks as required by the SL, and assists him in every way possible, particularly in control and security.

ACTION IN THE ORP

- Assists in the occupation of the ORP.
- Helps supervise, establish, and maintain security.
- Supervises the final preparation of members, weapons, and equipment in the ORP IAW the SL's guidance.
- Assists in control of personnel departing and entering the ORP.
- Reorganizes perimeter after the reconnaissance party departs.
- Maintains communication with higher headquarters.
- Upon return of reconnaissance party, helps reorganize personnel and redistribute ammunition and equipment; ensures accountability of all personnel and equipment is maintained.
- Disseminates PIR to his team.
- Performs additional tasks assigned by the SL.

ACTIONS IN THE PLATOON BASE

- Inspects the perimeter to ensure team has interlocking sectors of fire; prepares team sector sketch.
- Enforces the priority of work and ensures it is properly accomplished.
- Performs additional tasks assigned by the SL and assists him in every way possible.

MEDIC

Assists the PSG in directing aid and litter teams; monitors the health and hygiene of the platoon.

DUTIES

- Treats casualties, conducts triage, and assists in CASEVAC under the control of the PSG.
- Aids the PL or PSG in field hygiene matters. Personally checks the health and physical condition of platoon members.
- Requests Class VIII (medical) supplies through the PSG.
- Provides technical expertise to and supervision of combat lifesavers.
- Ensures casualty feeder reports are correct and attached to each evacuated casualty.
- Carries out other tasks assigned by the PL or PSG.

RADIO OPERATOR

Is responsible for establishing and maintaining communications with higher headquarters and within the platoon.

DUTIES DURING PLANNING

- Enters the net at the specified time.
- Ensures that all frequencies, COMSEC fills, and net IDs, are preset in squad/platoon radios.
- Informs SL and PL of changes to call signs, frequencies, challenge and password, and number combination based on the appropriate time in the ANCD.
- Ensures the proper function of all radios and troubleshoots and reports deficiencies to higher.
- Weatherproofs all communications equipment.

DUTIES DURING EXECUTION

- Serves as en route recorder during all phases of the mission.
- Records all enemy contact and reports it to higher in a SALUTE format.
- Reports all OPSKEDs to higher.

- Consolidates and records all PIR.

FORWARD OBSERVER (FO)

Works for the PL. Serves as the eyes of the FA and mortars. Is mainly responsible for locating targets, and for calling for and adjusting indirect fire support. Knows the terrain where the platoon is operating; knows the tactical situation. Knows the mission, the concept, and the unit's scheme of maneuver and priority of fires.

DUTIES DURING PLANNING

- Selects targets to support the platoon's mission based on the company OPORD, platoon leader's guidance, and analysis of METT-TC factors.
- Prepares and uses situation maps, overlays, and terrain sketches.

DUTIES DURING EXECUTION

- Informs the FIST headquarters of platoon activities and of the fire support situation
- Selects new targets to support the platoon's mission based on the company OPORD, the platoon leader's guidance, and an analysis of METT-TC factors.
- Calls for and adjusts fire support.
- Operates as a team with the radio operator.
- Selects OPs.
- Maintains communications as prescribed by the FSO.
- Maintains the current 8-digit coordinate of his location at all times.