



# The Role of the NCO



## **AR 600-20 Army Command Policy**

- ❖ Planning and Conducting the Day-to-day Unit Operations Within Prescribed Policies and Directives
- ❖ Training of Enlisted Soldiers in Their MOS as Well as in the Basic Skills and Attributes of a Soldier
- ❖ Commanders Will Define Responsibilities and Authority of Their NCOs
- ❖ Transmitting, Instilling, and Ensuring the Efficacy of the Professional Army Ethic

## **ADP 7-0 Training Unit's And Developing Leaders**

- ❖ Primary Trainers of Enlisted Soldiers, Crews, And Small Teams
- ❖ NCOs Help Officers Train Units
- ❖ Develop and Conduct Training that Supports Unit's Mission
- ❖ Coaches Other NCOs, Advises Senior Leader and Develops Junior



## **DA Pam 600-25 U.S. Army Noncommissioned Officer Professional Development Guide**

- Responsibility to Train Soldiers, Crews, and Small Teams
- Conducting Standards-based, Performance-oriented, Battle-focused Training

## **Tc 7-22.7 Noncommissioned Officer Guide**

- NCOs Conduct Daily Business of the Army
- Relied on to Conduct Complex Tactical Operations
- Maintain and Enforce Standards
- Maintain High Degree of Discipline
- Trainers, Mentors, Advisors, and Communicators



# The Role of the NCO

- ❖ **Sergeants (SGT/E5) Lead by Example (Lead, Train, Inspect)**
- ❖ **Staff Sergeants (SSG/E6) (Plan, Track, and Execute)**
- ❖ **Sergeants First Class (SFC/E7) (Supervise, Integrate, and Coordinate)**
- ❖ **First Sergeants 1SG/E8 (Manage, Mentor/Develop, Forecast)**
- ❖ **Operations Sergeants Major SGM/E9 (Plan, Synchronize, and Resource)**
- ❖ **Command Sergeant Major (Shape, Influence, and Drive)**



## ❖ Sergeants (SGT/E5) Lead by Example (Lead, Train, Inspect)

- Personnel
  - Financial
  - Family
  - Medical
- Equipment
  - Accountability
  - Serviceability
  - Place Systems into Operation
- Training
  - Fitness
  - Warrior Task & Battle Drills
  - MOS Skills & Field Craft
  - Fundamentals
  - Special Skills
  - PME Compliant (SSD, BLC/ALC)



## ❖ Staff Sergeants (SSG/E6) (Plan, Track, and Execute)

- Personnel
  - Know your Soldiers
    - Hobbies
    - Families
    - Professional and Personal Goals
  - Counsel, Mentor, and Develop Talent at the Skill Level 1 and 2
  - Supervise Teams and Individuals Readiness
  - Promotions, Awards, and Finance
- Equipment
  - Know Authorizations
  - Maintenance Status: PMCS, Service Schedules, Shortage Annexes
  - PCC/PCI
    - Packing List Inspections
    - Load Plans
    - Marking and Tie-down SOP
- Training
  - Develop Training Plans for Individuals, Teams, and Crews
  - Understand Training Resource Processes
    - TADS-S
    - STRAC
    - RIFMIS
  - Track Training Statuses of Subordinates to include Attachments and Augmentees
  - Train Squad/Section on Unit SOP's and the Squad's Mission



## ❖ Sergeants First Class (SFC/E7) (Supervise, Integrate, and Coordinate)

- Personnel
  - Understand Army Programs
    - Family
    - Finances
    - Medical
  - Integrate Soldiers/Families into Units
    - Sponsorship
    - Reception and Integration
  - Make Recommendations to the Commander
    - Promotions
    - Awards
    - Administrative/Punitive Actions
  - Build Operational Teams that Support the Unit's Mission
- Equipment
  - Supervise Subordinate Equipment/Maintenance Status
  - Understand Maintenance System Beyond 10/20 Level
  - Resource/Report all Classes of Supplies for Operations
  - Direct and Supervise the Recovery of NMC-Equipment (Hasty/Deliberate)
- Training
  - Licensing/Training of Foundational and Special Skill to support Unit's Mission (Drivers, Master Gunners, CPOF, JCR, UMO, Field Sanitation, etc..)
  - Medical Operations
  - Marksmanship Training/Program
  - Physical Fitness Program/Special Population
  - Trains advisees, Platoon Leaders on collective Training Certification



## ❖ **First Sergeants (1SG/E8) (Manage, Mentor/Develop, Forecast)**

- Personnel
  - Manage: HR Matrix (PAI; AAA095, 162, 117, 294; UCFR)
  - Medical Readiness
  - Manage/Forecast Special Skill/Additional Duty Positions (Armorer, CBRN, UPL, DTMS)
  - Crew/Leader Manning and Certification Status
  - Monitor/Forecast 30/60/90 Day Loss (Awards, NCOER, SFL)
  - Drive Administrative Action (Legal Actions, Chapters, Separations)
  - Fill/Manage Borrowed Military Manpower/Taskings
  - Execute Sponsorship Program
  - Retention Program
  - Commanders Incentive Program
- Equipment
  - Manage Facilities (Barracks, Renovations and Utilities NCO)
  - Supervise Motor Pool Operations/Maintenance
  - Commodity Shop/Area Manage/Development (Supply, Arms Room, Commo, Orderly Room)
  - Track/Forecast/Request all Classes of Supplies
  - Conduct Resupply Operations (Chow, Mail, Replacements, Leave PAX)
- Training
  - Execute Reception/Integration Training
  - Manage Professional and Troop Schools (PME, SSD, Foundational, Special Skills)
  - Validate/Track Individual Requirements (APFT, Marksmanship, Warrior Tasks and Battle Drills)
  - Execute NCOPD Program
  - Train/Execute Casualty Operations
  - Train/Execute Force Protection
  - Validate Drivers Training Program and Leaders Certification
  - Train Company, Battery, Troop Command Post Operations
  - Manage/Train Special Teams (Rail Load, UMO, ALPS, Aid and Litter Teams)
  - Run/Supervise Special Population/Recovery PRT/P3T PRT Program





## ❖ Operations Sergeants Major (SGM/E9) (Plan, Synchronize, and Resource)

- Personnel
  - Ensure TOC Manning
  - Manage Taskings both Internal, External, and Subordinate
  - Influence/Develop Other Staff Leaders and Subordinate Leaders
  - Mentor Develop other Staff Leaders
  - Execute Talent Management
  - Ceremonies (Promotion, NCO Induction, Retirement, Awards, Reenlistment, Recognition)
- Equipment
  - Maintain and Account for Equipment both in Garrison and Field
  - Track All classes of Supplies for Required Resources
  - Drive Unit Compliance Through Inspection
  - Develop, Coordinate , and Capture Inspections Program both Internal and Subordinate (CIP, SAV, OMA, ORA, ORS, COMET, IG)
  - Enforce Soldier Standards/Uniform/and Load Management
- Training
  - Train Individuals and Teams on Specialty Skills Tasks (RTO, Battle NCO, CPOF, JCR, AFATDS)
  - Collective Battle Drill Training and Execution
  - Manage LNOs at Appropriate Echelons/WIAS
  - Develop, Maintain, and Manage a Schools Program (PME, Function, Troop School, Mission Command Systems, Drivers Training, Battle Staff NCO, Master Gunner's Course)
  - Establish and Operate the Mission Command Post
  - Maintain Force Protection
  - Develop the Safety Program
  - Battalion Schools Program (PME, SSD, OMLs, ATTRS)
  - Validate Certification Programs
  - Develop/Review/Update SOPs, TACSOPs, TOCSOPs



# ❖ Command Sergeants Major (Shape, Influence, and Drive)

## ➤ Personnel

- Lead a Disciplined Unit
- Establish and Maintain Esprit de Corps (Unit History, Appearance)
- Manage Units Awards Program
- Manage Units Counseling/Evaluations Program
- Establish and Run Promotion/Soldier and NCO of Month/Quarter Boards
- Ceremonies (Promotion, NCO Induction, Retirement, Awards, Reenlistment, Spouses Recognition)
- Battalion's Retention Program and BARs
- Soldier Readiness Packets (DD93, SGLI, MR3A/3B)
- MAR2 and IDES Process
- Basic Aid Station/Sick Call Operations (Hours, Cleanliness, Care Given, Staffing)
- Review Legal Actions
- Track Administrative Action
- Manage Battalion Programs (EO, SHARP, MRT, ASIST, BOSS)
- Manage the MOSI and Loss/Gains Reports
- QMP/QSP Notifications and Rebuttals

## ➤ Equipment

- Manage Facilities (Barracks, Renovations and Utilities NCO, DPW, First Sergeant's Barracks Program)
- Supervise Motor Pool Operations/Maintenance
- Develop PCC/PCI Checklist for Soldiers and Special Equipment
- Develop Packing List for Training, Deployment, and Combat Missions
- Institute a Maintenance and Recovery SOP
- Enforce Soldier Standards/Uniform/and Load Management

## ➤ Training

- Execute Reception/Integration Training
- Battalion Schools Program (PME, SSD, OMLs, ATTRS)
- Focus Training at Team Level (Crews/Gun Teams, Aid and Litter Teams, SSE, EPW handling, C/B/T CP Operations)
- Validate Certification Programs
- Validate Unit SOPs, TACSOPs, TOCSOPs
- Prepare for and Execute EIB, EFMB, and Battle Drills
- Develop/Validate and Inspect Patrol Briefs
- Recovery and Special Population PRT (APFT Failures, Overweight, Profiles)
- Develop Battalion NCOPD/Leader Development
- Establish Competitions (Best Section/Top Gun/High BRM/APFT)
- Sergeant Audie Murphy

