

From: Senior Marine Instructor
 To: Tolleson Union High School, MCJROTC Cadets

SUBJECT: BILLET ASSIGNMENT/RESPONSIBILITIES FOR 2026-2027

1. The following is a snapshot of possible billets for the 2026-2027 school year:

BILLET	RANK	REPORTING SENIOR	DUTIES
Company Commander (CO)	C/Capt-C/LtCol (Note: A typical school year a commander will end the school year with the rank of Cadet Captain or Cadet Major. However, the SMI may promote exceptional cadets to the rank of Cadet Lieutenant Colonel.)	SMI/MI	The Company CO is the most senior cadet in the company. He/she is responsible to the SMI/MI for the overall function of the company and Corps of Cadets. The company commander is responsible for all aspects of the program as it relates to cadets.
Company Executive Officer (XO)	C/1stLt-C/Captain (Note: A typical school year a XO will end the school year with the rank of Cadet Captain or Cadet Major. However, the SMI may promote exceptional cadets to the rank of Cadet Lieutenant Colonel.)	Company Commander	The Company XO is the second most senior cadet in the company. He/she carries out assigned tasks at the discretion of Company CO via the SMI or MI. He/she will serve as the Chief of Staff to the CO, advise the CO on all matters pertaining to the Corps of Cadets.
Company Operations Officer (OpsO)	C/2ndLt-C/Capt (Note: A typical school year an OpsO will end the school year with the rank of Cadet 1 st Lieutenant or Cadet Capt. However, the SMI may promote exceptional cadets to the rank of Cadet Major.)	Company Commander	Responsible to the Company Commander for the operational and training functions for the MCJROTC program. The OpsO will carry out all tasks assigned to him/her by the company commander via the SMI or MI. The OpsO will receive directions from and work directly with the CO via the XO for all operational matters. The OpsO will receive directions from and work directly with the

			SMI/MI via the CO for all matters that involves fundraisers.
Company Adjutant (Adj)	C/2ndLt-C/Capt (Note: A typical school year an Admin Officer will end the school year with the rank of Cadet 1 st Lieutenant or Cadet Captain. However, the SMI may promote exceptional cadets to the rank of Cadet Major.)	SMI/MI/ Company Commander	The Adj is a part of the cadet staff responsible for administrative matters that involves the program. Although a part of the staff, the Adj will work directly with the SMI on a daily basis due to the urgency and sensitivity nature surrounding administration matters for the program. This position is usually a handpicked position by the SMI.
Company Supply Officer (SupO)	C/2ndLt-C/Capt (Note: A typical school year, a SupO will end the school year with the rank of Cadet 2 nd Lt or Cadet 1 st Lt. However, the SMI may promote exceptional cadets to the rank of Cadet Capt.)	Company Commander	The SupO is responsible to the commanding officer for all logistical matters for the unit. The SupO will oversee armory and supply operations. The SupO will be directly responsible for the armorer and supply custodian. The SupO will update the MI and Company CO daily on all matters surrounding the armory and supply.
Public Affairs Officer (PAO)	C/2 nd Lt -C/Capt (Note: A typical school year a PAO will end the school year with the rank of Cadet 2 nd Lt or Cadet 1 st Lt. However, the SMI may promote exceptional cadets to the rank of Cadet Capt.)	SMI/MI/ Company Commander	The PAO is a part of the cadet staff responsible for gathering and publishing information for the unit website. Although a part of the staff, the PAO will work directly with the SMI on a daily basis due to the urgency and sensitivity nature surrounding information that pertains to the program. This position is usually with IT knowledge, public speaking skills and knowledge of maintaining a website.
Company First Sergeant (Co1stSgt)	C/1stSgt-C/SgtMaj (Note: A typical school year a Co1stSgt will end the school year with the rank of Cadet 1stSgt. However, the	Company Commander	The Co1stSgt is the most senior enlisted position in the unit. He/she will advise the CO on all matters pertaining to the Enlisted Corps of Cadets. At the direction of the CO, he/she will conduct enlisted meetings and training regularly.

	SMI may promote exceptional cadets to the rank of Cadet SgtMaj.		
Company Gunnery Sergeant (CoGySgt)	C/SSgt - C/GySgt (Note: A typical school year a CoGySgt will end the school year with the rank of Cadet GySgt. However, the SMI may promote exceptional cadets to the rank of Cadet 1stSgt.	Company Commander	The CoGySgt is responsible for the day to day state of police for the unit. He/she will also assist with carrying out assigned training. The CoGySgt will be knowledgeable of the duties of the Co1stSgt and assume his/her duties in their absence. On a typical day the CoGySgt will receive directions from the MI on the state of police of the unit and appropriately assign Platoon Sergeants to carry out the task.
Armed Drill Team, Unarmed Drill Team, Raider Team, Color Guard Team, and Marksmanship Team Commander(s)		MI via CO/OpsO	
Platoon Commander	C/2ndLt. – C/Capt (Note: A typical school year a PltCmd will end the school year with the rank of Cadet 2 nd Lt or Cadet 1 st Lt. However, the SMI may promote exceptional cadets to the rank of Cadet Capt.)	Company Commander	The Platoon Commander is responsible for the day-to-day operation of his/her platoon. He/she is responsible for ensuring that their cadet is prepared for MCJROTC events. He/she must communicate daily with and know the cadets in his/her platoon.
Platoon Sergeant (PltSgt)	C/Sgt- C/GySgt (Note: A typical school year a PltSgt will end the school year with the rank of Cadet Sgt. However, the SMI may promote exceptional cadets to the rank of	Platoon Commander	The PltSgt will assist the Platoon Commander with the day-to-day operation of the platoon. The PltSgt will carry out all tasks assigned to him/her by the Platoon Commander. He/she will fill in for the platoon commander in his/her absence.

	Cadet SSgt.		
Admin Chief	C/Cpl – C/SSgt	Admin Officer	Due to the nature of importance and responsibilities for the duties of this position he/she will be handpicked by the SMI. He/she will have knowledge of MCJROTC admin and a good handwriting.
Supply Chief	C/Cpl – C/SSgt	Supply Officer	He/she will report directly to the SupO. Due to the nature of importance and responsibilities for the duties of this position he/she will be handpicked by the MI. He/she will have knowledge of MCJROTC armory procedures, weapons, supply procedures and uniform issue and retrieval.
Armory Chief	C/Cpl – C/SSgt	Supply Officer	He/she will report directly to the SupO. Due to the nature of importance and responsibilities for the duties of this position he/she will be handpicked by the MI. He/she will have knowledge of MCJROTC armory procedures, weapons, supply procedures and uniform issue and retrieval. The armorer will serve as a supply custodian.

Note

**** Subject to change****

NOT ALL POSITIONS WILL BE STAFFED.