

Duties, Responsibility & Authority

- I. Duty Explained
 - a. Done by virtue of position
 - i. Example -- Supply SGT keeps records of supplies
 - ii. 1st SGT holds formations
 - b. Must be taken SERIOUSLY
 - i. If you say you're going to do it, DO IT
 - ii. Especially regarding TRAINING
 - c. Must obey LEGAL orders
 - i. NOT a privilege
 - ii. If in doubt, seek clarification
 - d. Types of Duties
 - i. Specified
 1. Related to job & position
 2. Often specified in manuals, DA Gen Orders, UCMJ, MOS
 - ii. Directed
 1. Given by superior (CO, SGT, Guard, Training NCO)
 - iii. Implied
 1. Improve quality of job
 2. Keep unit functioning at optimal level
 3. Depends on individual initiative such as holding impromptu/daily rank inspections
- II. Responsibility Explained
 - a. Being accountable for what you do/do not do
 - b. Accountable for PERSONAL conduct
 - c. NCO must ensure that soldiers understand this; accountable for THEIR conduct
 - d. Provide guidance, resources, assistance, supervision
 - i. COMMAND Responsibility
 1. Collective organizational
 2. Commander/NCOs take responsibility for what organizations does/does not do
 3. Duties do NOT tell you HOW to do your job
 4. MUST set EXAMPLE
 - ii. INDIVIDUAL Responsibility
 1. Accountable for PERSONAL CONDUCT
 2. CANNOT be delegated
- III. Authority Explained
 - a. Must know WHAT you have, and WHERE it comes from
 - b. RIGHT to direct soldiers to do certain things
 - i. COMMAND Authority

1. By virtue of rank assignment
 2. No authority over others not directly assigned
 - ii. GENERAL MILITARY Authority
 1. Extended to ALL soldiers
 2. Ability to take action IN ABSENCE of unit leader
 3. Broad-based (EX – breaking up brawl in a bar)
- IV. Delegation of Authority
 - a. Unless restricted by law, may delegate any/all authority to subordinates
 - b. Must fall within leader's scope of authority
- V. AUTHORITY OF NCO IS PART OF EQUATION IN MILITARY DISCIPLINE
 - a. Part of Chain of Command