



Headquarters 26th Infantry Division
Standard Operating Procedure
Executive Officer (XO) Platoon Leaders (PTLR)

Executive Officer (XO):

1. Assume Command of Company if and when the Company commander is unavailable or not at an event.
2. Act as liaison between the Company Commander, Company Platoon Leaders and Company First Sergeant.
3. Directly in Command of all Company Headquarters Personnel and coordinates with Company First Sergeant.
4. Directly in charge of and works with the Company First Sergeant To carry out administrative duties of the Company Headquarters Sections—Communications, Supply, Mess, Company Training and tasks directed by the Company Commander, (*pursuant to the Division Training Officer*)
5. Pass-on, monitor and if needed, follow up on the orders and directives issued by the Company Commander to the Platoon Leaders, making sure the orders and directives are being carried out and followed as issued. Accomplishing the assigned task in the specified time.
6. To ensure the Platoon Leaders and First Sergeant are kept informed and updated on any changes in training, training schedule or task given to the platoon's of the Company, So the Platoon Leader's can pass it on to their Platoon Sergeants, who can pass it on to the Squad and Section Leaders for implementation ASAP. The XO can then monitor the Company Platoon Leaders and the First Sergeant can monitor the NCO's for compliance.
7. Keeps and maintains all Company records, write up reports as needed and establish the company training plan, training schedule, training dates, assign instructors, monitor training based on directive-orders of the Commanding Officer, request from Platoon Leaders and needs of the Company.
8. Keep notes on events for use in writing up a critique of Company performance at an event to be sent to the Commanding Officer, Platoon Leaders, and HQ - Section Leaders and First Sergeant For their input and suggestions on how to improve what is done at events by the Company.
9. **At Tactical Events** – Maintain and update any combat Maps if issued for use during the event, positioned with HQ Commo (*Radio and/or field phone's*) keeping the Commanding Officer informed and updated as needed, With the 1st Sgt. Establish and set up the HQ Perimeter Defensive positions using HQ personnel.
At Display Events - Create and monitor Company training and schedule, make sure with the assistance of the First Sergeant, that the assigned training and duties are being carried out. Ensure that all Commanding officer orders and Directives for the display event are being carried out. Make any adjustments or corrections as necessary to Training or assigned duties as needed after consulting with The commanding Officer and First Sergeant.
10. Take immediate corrective action if during an event any Platoon Leader does or says anything considered conduct (Behavior) unbecoming an officer, or fails to carry out a direct order from the Commanding Officer. If it involves an NCO or enlisted men, let the First Sergeant or designee know about the incident. The First Sergeant will deal with it. If it is a blatant safety violation or in any way endangers any personnel or spectator at the event, the XO is to take immediate action.
11. Maintain a good working relationship with the Company Commanding Officer, Battalion Sergeant Major, 1st Sergeant, HQ Section Leaders, HQ personnel and Platoon Leaders. Be visible at events as much as possible. Common conversation between the XO and the 1st Sergeant, during the active part of the event should concern the event schedule, training updates and status, new orders or directives, observation made concerning what is taking place, company activity, troop welfare, Company morale and the need for any corrective action to be taken.

PLATOON LEADERS (PTLR):

1. Maintain the Officers Code of Behavior at all times (as found in the *Officers Guide*) during the active operational portion of a Tactical or Display event. Dress, look and act like an Officer and a Gentleman. Staying Calm (*No Yelling, No Vulgar Language*) delegate authority; use your Platoon Sergeant and Squad Leaders to take corrective actions.... ***“Remember you are portraying an Officer in the US Army, Not a Drill instructor at basic training, a Prison guard or an out of control Dictator”...”step back, take a breath, stay calm, relax learn to use your Platoon Sgt. and Squad Leaders, It’s not life and death! **it’s a hobby** whatever it is, it will get done”***. Don’t expect your Platoon members to do something you can’t or they haven’t been trained to do.
2. If there’s a problem, Get the Platoon Sergeant’s attention, call him aside, tell him what is wrong , let him deal with it...monitor his actions...if your not satisfied call him aside and let him know, make him understand how you want it done (***NO Yelling at him or anyone else in your Platoon***). **NEVER yell at or degrade any individual in front of the whole Platoon**... Once the Platoon is dismissed have the offending individual report to your tent, then, calmly express you point of concern, why it was a problem, why it should not happen again... **OR** let your Platoon Sergeant handle it. **ONLY EXCEPTION**: If you see a blatant safety violation, a danger to troops or spectators or an emergency.
3. **Command the Platoon assigned to you, no others**. You are responsible for training, well being, feeding, sheltering and safety of all NCO’s and enlisted personnel assigned to your Platoon. Make sure your Platoon Sergeant and Squad Leaders know what you expect from them in the performance of their duties during Tactical or Display events.
4. **Follow any and all orders and directives issued by the Commanding Officer (C.O.) or Executive Officer (X.O.)** Acting on behalf of the C.O. at an event, without modification of those orders or directives. Unless they are blatant Safety violation which could result in injury if carried out as issued.
5. **Utilize your Platoon Sergeant and Squad Leaders at events**, Let them do their jobs to help you get the training or combat tactics done. Don’t try to do everything yourself. If you see a problem work with your Platoon Sergeant to get it fixed. Give the Platoon Sergeant and squad leaders a chance to take care of it, before you jump in and take over. If you take over, remember NO YELLING, stay calm, it will get done.
6. **Make sure you and your platoon Sergeant know where your Platoon members are at all times in case there is an emergency** and we have to get in touch with one of them... Have a formation at the start of the day, after lunch and at the end of the active operational portion of the day/event. At the first formation of the event make sure they understand that if they decide to leave the combat area, the bivouac area or the event they need to let the Platoon Sergeant know, so he can tell you and the 1st Sgt. Who will advise the X.O. & C.O.
7. **TACTICAL EVENTS** Along with your Platoon Sergeant, check your Platoon for proper period gear, uniform, water and safety check their ammo. Issue any last minute instructions, passwords, any special commands to use if all action must stop in an emergency, special command to use for real medical aid during the tactical, restate that ***NO ONE LEAVES THE COMBAT AREA WITHOUT TELLING the Squad Leader and Platoon Sergeant***. Try to involve all of your squads/troops in the action; they all took time off, made the trip, spent money on WWII gear, gas, blanks and registration fees. When in the combat areas try to position yourself so you can use your Platoon Sergeant and Squad Leaders to help issue and carry out combat orders.
8. **DISPLAY EVENTS** Make sure all Platoon members know what the required uniform and gear is for the event. Get them involved in some type of training or duty while at the event. If nothing has been scheduled then marching, squad tactics drills, static formation command drills, open ranks, close ranks etc., setting tent, if Vehicles are available, teach how to mount and dismount. NEVER let troops sit Idle. Teach Teach Teach

DIVISION HEADQUARTERS