



## SENIOR "NCO" BASIC INSTRUCTIONS

### Platoon Sergeant:

#### Platoon Formation:

1. You call the formation for your Platoon, by saying as loud as possible “## Platoon FALL IN” unless it is called by the C.O., X.O., Platoon Leader or First Sergeant.
2. After calling the formation, place yourself centered in front of your Platoon, facing your Platoon and *command* “**Dress-Right Dress**” followed by “**Ready Front**” then Say “**Report**” each squad leader then answers “**all present or accounted for**” you then do an about face and either report to the First sergeant when he commands “**Report**” saying “**All present or accounted for**” (OR) you turn the Platoon over to the Platoon Leader or designated senior rank.
3. If turning it over to the Platoon Leader you would salute him saying “**Sir, All present or accounted for Sir**” *hold the salute until he drops his*. He will then tell you to “**POST**” at which time you will in a military fashion, post to the rear of your Platoon. When he commands “**Platoon Sergeant Post**” you return to your position in front of the Platoon, salute, wait for the Officer to leave, then you take command of the Platoon again.
4. If you want to address your Platoon, do it now, either with them still at ATTENTION or you can put them “At Ease” by *commanding* “**PARADE REST**” or “**STAND AT EASE**”, If you use either of these commands, you have to bring them back to position of ATTENTION before you can dismiss them, march them off or tell them to Fall out and Fall in at a specific place for training etc.

### COMPANY FORMATION:

#### Follow steps # 1, 2 (Platoon Formation)

1. After reporting to the First Sergeant or Senior Rank and at attention in front of your Platoon.
2. When the Commanding Officer, XO or Officer of the Day *commands* “**First Sergeant POST**” or “**Platoon Leaders Post**” you, *in a military fashion* post to the rear of the platoon (stand behind your platoon) and the Lieutenants or designated leader will take their positions in front of their Platoons.
3. When the *command* “**First Sergeant Post**” is given, the Platoon Sergeant’s and 1<sup>st</sup> Sergeant return to positions in front of the Platoon and Company formation.
4. When the 1<sup>st</sup> Sgt Commands “**Platoon Sgt’s take charge of your Platoon**” Platoon Sergeants or designee’s take charge of their respective Platoons and follow #4 above in Platoon Formation rules.

## COMPANY FORMATION "NO" OFFICERS:

Follow steps # 1, 2(Platoon Formation)

1. Repeat First Sergeant commands, If the First Sergeant or Designated Leader says "**Company**" the platoon Sergeant or Designee will say "**Platoon**", the First Sergeant will then issue commands for all to follow, *you do not* repeat these Commands "**Stand at Ease, Parade Rest, Dress Right Dress, Ready front, Right, Left or About Face, Shoulder Arms, Order Arms, Open Ranks March, Close Ranks March, Eyes Right, Present Arms, Dismissed**" etc.
2. **You repeat the first part** of the following commands if given by the 1<sup>st</sup> Sergeant, "**FORWARD-March**" Or any other marching command, especially if marching as a Company, **if it's just the Platoon** *you do not repeat* the first part of the command you are giving or the Platoon Leader is giving to the Platoon.
3. **Always begin** the command with "**Platoon**" - then the command, when you are giving the Commands. The Platoon Leader will follow the same procedure when he is commanding the Platoon.
4. You can also turn the Platoon over to your Squad Leaders by using the command "**Squad Leaders take charge of your squads**" You then step out of formation and watch your squad leader's work, teach & train their squads. When you want them back, you command "**## Platoon Fall in on Me**" Pick a spot, stand still at attention and the Platoon should line up on you in formation, make sure you are centered on the Platoon and take charge once again giving the commands to your Platoon.
5. Now you can continue to train, teach, turn the Platoon over to the Platoon Leader or critique what you saw, always end with a positive comment and then dismiss them.

## TO MAKE SURE YOU'RE PLATOON MEMBERS:

1. **Get Trained.**
2. Are informed of necessary information at an event.
3. Are Fed, get enough to eat and have something with them in the field at Tactical's.
4. Have Canteens full, extra socks (2 pair) etc. before they fall in to take the field.
5. Have a place to sleep.
6. Help set up the squad tent or their Shelter halves (Pup tents).
7. Have blank ammo if needed.
8. Wear the uniform & equipment properly.
9. Keep their weapons & gear clean before and after use.
10. Get First Aid if needed, they have been given an event safety briefing before taking the field.
11. They know who to report to if they have to leave the field or event so you and your Lieutenant know where they are at all times.
12. Lead by example, be calm & assertive when you need to be, WITHOUT yelling or use of vulgarity.
13. Address a problem individual one on one not in front of the whole Platoon.
14. Always use the K.I.S.S. (Keep It Simple, Stupid) method when dealing with members of your Platoon or Company.

15. DO NOT be condescending or judgmental, no one likes to be made to feel unimportant or lacking in knowledge, everyone has something to offer and self worth.
16. Always remember, **it's a HOBBY**, something to enjoy and have a good time with while educating the public, honoring those who served in WWII and other veterans, a learning process.
17. No one person knows everything there is to know about WWII, share what you know with others.
18. Also remember, as much as we pride ourselves on being professional at our hobby, **it is not the "Real ARMY"**.
19. It's not a life or death type situation and we are not training people to go into combat.
20. WWII ended in 1945, when our event is over, we go home to the real world, our jobs and families.

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