

# **Duties of the S-5 and S-6**

# S-5 (Public and Governmental Affairs Officer)

- Media Relations
- Civic (local government and organization) Relations
- Military Relations
- Parent, guest, and VIP management
- Recruiting of new cadets
- Assist with parent “booster” organization activities
- State and Federal Government Relations
- Web Site
- Newsletters (promoting communication within the organization and to external “stakeholders”)
- Historian
- Photography/ videography

# S-6 (Communications and Technology Officer)

- Radio communications at Brigade events
- Computer operations (set up, troubleshooting, training, etc)
- Technical support for computer users (software, peripherals and hardware)
- At discretion of the commander, may be assigned some of the S-5 tasks such as the web site and photography



# Specific tasks of the S-5

- Publish newsletter
- Put in school announcements
- Distribute press releases and media advisories
- Communicate and coordinate with city and state offices (mayor, assembly, senate)
- Take photos/videos of training and operations
- Maintain scrapbook for historical purposes
- Serve as “host” to parents, guests, and VIPs
- Assist with military dignitaries and coordination with military installations
- Maintain the content of the unit web site
- Assist with recruiting
- Parent “booster” activities

# Specific tasks of the S-6

- Authorized only at regimental or brigade levels
- Distribute, maintain, collect, and establish and enforce SOPs on radio communications at events
- Provide technical support to computer users
- Set up, maintain, and troubleshoot computer hardware, software, and peripherals
- Takes web site content from S-5 and serves as web administrator
- May perform other support functions for S-5, such as list-serv management, sending bulk emails, database and spreadsheet management, etc.