

NROTCUAINST 1601.14

5 June 2017

NROTC UNIT UNIVERSITY OF ARIZONA INSTRUCTION 1601.14

Subj: Billet Descriptions and Responsibilities

Ref: (a) NROTCUAINST 1601.9

Encl: (1) Battalion Structure  
(2) Billet Responsibilities Appendices  
(3) Fitness Report Matrix

1. Purpose. Billets are awarded to Students in order to provide them the opportunity to develop their leadership. The below billet descriptions and appendices **are meant to be used as a guide, not as checklist.** Students are expected to not only perform their daily, weekly, monthly, and semesterly tasks, **but to make the billet their own.** Students are encouraged to seek opportunities to improve their billets in order to affect long term positive change in the NROTC Unit, University of Arizona.
2. Battalion Structure. The Midshipman Battalion functions under the direction of the BNCO with a chain of command as indicated in Enclosure 1. The basic Battalion structure consists of a Battalion Staff and two Companies (ALPHA and BRAVO) with three platoons each (1st, 2nd and 3rd).
3. Generic Terms. The term, "Student" is generic and is used to refer to all members of the Battalion without regard to gender or commissioning program. STA-21 students are addressed, in-person, as "Officer Candidate" and MECEPs by their active duty rank even though they are integrated into the Midshipman Battalion.
4. Midshipman Officer and Non-commissioned Officer Selections. Students, usually upperclassmen, are screened and recommended for officer and non-commissioned officer ranks by members of the Unit staff with the advice of the Battalion/Company Commander. The Unit Commanding Officer makes the final determination in each case and appoints students to specific billets within the Battalion structure based upon prior academics/aptitude and performance in billets previously held.
5. Turnover. Billet holders are expected to learn the duties

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inherent in the next senior billet and to be prepared to assume the duties of that senior billet in the absence of the normally assigned billet holders. **A turnover binder is required to be kept and routinely updated by each billet holder, at a minimum of once per semester.** It will be referenced when the new billet holder initiates a turnover. It is the responsibility of the incoming billet holder to initiate the turnover process as soon as possible after the change of command.

6. Fitness Reports. All billet holders will continuously evaluate their subordinates in order to write fitness reports according to enclosure (3) and reference (a), at the end of the semester.
7. Battalion Staff. The Battalion Staff comprises those officers who assist the Battalion Commander (BNCO) in the exercise of command. Each of these staff members possesses only so much authority as may have been delegated by the BNCO. These staff officers shall have no direct authority over Battalion Company Commanders or their subordinates. Assistants to the Battalion staff positions will be assigned as deemed necessary.

a. Battalion Commander. The Midshipman BNCO is responsible to the Professor of Naval Science (PNS) for all Battalion functions. The BNCO:

(1) Issues orders, instructions, and guidance to Company Commanders (CoCO) and members of the Battalion Staff for the planning, conduct, and supervision of Battalion training, operations, and activities.

(2) Processes minor infractions of discipline, on the part of the reported midshipmen.

(3) Maintains close, cooperative liaison with cadet commanders of the Army and Air Force ROTC Units.

(4) With the advising unit staff officer, authorizes expenditures from the Wardroom Association Fund.

(5) Conduct weekly Battalion Staff meetings in order to maintain good order and discipline and ensure communication takes place within the NROTC unit.

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(6) Assumes military command and represents the Battalion at military and social functions.

(7) Performs tasks as set forth in Appendix A.

(8) Performs such other duties and responsibilities as may be assigned by the Unit Commanding Officer, Executive Officer, or Battalion Advisor.

b. Battalion Executive Officer. The Battalion Executive Officer acts (BNXO) as Chief of Staff, and:

(1) Directs, coordinates, and supervises the activities of the Battalion Staff, including weekly staff meetings.

(2) Informs the BNCO of current and developing situations.

(3) Receives the BNCO's decisions and issues staff instructions in furtherance of these decisions.

(4) Assigns and supervises the detailed work of preparing plans, instructions, and notices.

(5) Reviews and submits finished drafts of plans, instructions, and notices for the BNCO's approval.

(6) Promulgates approved plans, orders, and instructions.

(7) Recommends corrective or supplemental action when necessary.

(8) Maintains minor infraction reports in the BNXO binder.

(9) Assist the Battalion/Company Operations Officer in coordination, supervising and reporting of matters pertaining to Battalion/Company training (EMI) and operations.

(10) Provides a weekly memo to the Battalion Advisor of individuals who have missed Unit events.

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(11) Provides follow-up documentation to the BNCO as to the status of those UA/Late (i.e. excused, contacted, unexcused, denied).

(12) Represents the BNCO in the absence of that officer or when so authorized.

(13) Performs tasks as set forth in Appendix B.

(14) Performs such other duties as may be required by competent authority.

c. Battalion Sergeant Major. The Battalion Sergeant Major (BN Sgt Maj) is the senior enlisted member in the Battalion and is the voice of the marching members of the Battalion where deemed necessary and appropriate. He/she ensures the enlisted chain is represented. He/she functions under the BNCO to:

(1) Ensure excellence in drill and ceremony, including the colors detail.

(2) Prepares inspection grade sheets.

(3) Oversee all matters relating to extra military instruction (EMI).

(4) Facilitate, through the duty Company, the regular policing of the Battalion wardroom.

(5) Assist in planning and coordinating all social events involving the Battalion.

(6) Serves as color escort at parades and ceremonies. Maintain turnover binder for predecessors.

(7) Performs tasks as set forth in Appendix C.

(8) Regularly liaisons with the Assistant Marine Officer Instructor (AMOI) as the senior enlisted advisor.

(9) Perform other duties as assigned by the BNCO.

d. Battalion Admin Officer (S-1). The Battalion Admin Officer is supervised by the Battalion Executive Officer. The Battalion

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Admin will:

(1) Perform administrative matters pertaining to general Battalion administration and personnel.

(2) Coordinate the awards process, including nominations and citations with the Battalion Advisor.

(3) Manage the Student Mentorship Program by ensuring that all BN members understand and adhere to NROTCUAINST 1601.13.

(4) Performs tasks as set forth in Appendix D.

(5) Performs other duties as necessary or assigned.

(6) Supervises and is responsible for the Academics Officer, the Assistant Academics Officer, and the Training Officer, and their associated duties.

e. Battalion Operations Officer (S-3). The Battalion Operations Officer is supervised by the BN XO. The Battalion Operations Officer shall be next in seniority to the BN XO and principal staff assistant who:

(1) Coordinates, supervises and reports matters pertaining to Battalion training and operations.

(2) Prepares the Plan of the Week (POW); which will include weekly training schedules, inspection, parade and ceremony orders.

(3) Coordinates the execution of any selected Battalion event or activity as directed by BN CO or BN XO.

(4) Updates and coordinates Battalion after action reviews.

(5) Oversee the duties of Academics Officer, Training Officer, and Athletics Officer to include writing their primary evaluations.

(6) Performs tasks as set forth in Appendix E.

(7) Performs other duties as necessary or assigned.

(8) Supervises and is overall responsible for the Navy-Marine

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Corps Birthday Ball Officer, the Assistant Navy-Marine Corps Birthday Ball Officer, S3-A, and S3-T, and their associated duties.

f. Battalion Supply Officer (S-4). The Battalion Supply Officer is supervised by the Battalion Executive Officer. The Battalion Supply Officer will:

(1) Perform duties relating to supply and financial matters.

(2) Maintain accurate records of all income and expenses.

(3) Ensure an audit is conducted by the Unit Staff once a semester per Fund By-Laws. This will be done one week prior to the Change of Command. The results will be presented to the Professor of Naval Science (PNS) prior to the BNCO's relief.

(4) Serve in an advisory capacity to the BNCO in matters relating to fundraising and the spending of funds.

(5) With the approval of the BNCO authorize expenditures from the Wardroom Association Fund. Communicate expenditures to the Battalion Advisor, and ensure ethical usage of unit funds.

(6) Performs tasks as set forth in Appendix F.

(7) Perform other duties as necessary or assigned.

(8) Supervises and is overall responsible for the Safety Officer, Financial Officer, Parking Officer, and Assistant Parking Officer, and their associated duties.

G. Battalion Athletics Officer (S-5). The Battalion Athletics Officer is supervised by the Battalion Executive Officer and:

(1) Creates a monthly PT plan for Battalion PT.

(2) Coordinates the activities of Battalion physical fitness training, swim qualifications and intramural activities.

(a) PRT/PFT Coordination

(i) Coordinate physical fitness training and testing for all students.

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(ii) Administer make-up tests to students assigned as PFT monitors.

(iii) Prepare score sheets and other required aids.

(iv) Ensure that results are reported to the Battalion Commanding Officer and the Battalion Advisor within 48 hours after the tests have been conducted.

(v) Stimulate individual interest and competitiveness to improve the level of physical fitness in the Battalion.

(vi) Establish a remedial physical fitness program for midshipmen who fail the PRT/PFT in accordance with Article 902.

(vii) Supervise the Assistant Athletics Officer in the conduct of the Fitness Enhancement Program.

(a) Swimming Coordination

(i) Coordinate major swimming events with the Unit Staff Swimming Officer.

(ii) Schedule tests for those midshipmen who have not attained Second Class Swimmer qualifications. Provide a remedial swim program for all members not Second Class Swimmer qualified.

(ii) Record results of all swim tests.

(iii) Report the results of swim tests to the BNCO, and Unit Staff Swimming Officer within 24 hours after the tests have been conducted.

(3) Submit a semester physical fitness schedule to the Battalion advisor for approval.

(4) Attends all Battalion staff meetings.

(5) Supervises and is overall responsible for the Assistant Athletics Officer, and their associated duties.

(6) Performs tasks as set forth in Appendix G.

h. Battalion Communications Officer (S-6). The Battalion Communications Officer is supervised by the Battalion Executive

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Officer. The Battalion Communications Officer will:

- (1) Be knowledgeable about upcoming University and local events.
- (2) Ensure that the Battalion website is up to date including information about the different entry programs (college programmer, scholarship, STA-21, MCEP)-and Battalion photographs.
- (3) Attend all Battalion staff meetings
- (4) Supervises and is overall responsible for the APD Officer, the Public Affairs Officer, and the Assistant Public Affairs Officer, and their associated duties.
- (5) Edit and Publish the University of Arizona NROTC Newsletter, *Navigator*; and the Unit scrapbook.
- (5) Performs tasks as set forth in Appendix H.
- (6) Perform other duties as necessary or assigned.

#### 6. Company Staff

a. Company Commander. The Company Commander is directly responsible to the BNCO for everything the Company does or fails to do. In this capacity, the Company Commander:

- (1) Plans and supervises Company training including drill proficiency, sword manual competence, PFT and swimming qualifications within guidance promulgated by the Battalion.
- (2) Issues orders, instructions and guidance to subordinates through the chain of command.
- (3) Provides reports and information concerning the Company as required ensuring the smooth functioning of the Battalion.
- (4) Ensures that members of the Company are thoroughly familiar with the provisions of these regulations and other orders and instructions promulgated by the BNCO, Executive Staff and/or by members of the Unit Staff.
- (5) Is responsible for the discipline, appearance and conduct of all members of the Company including uniform inspections.



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(6) Is responsible for ensuring that the Duty Roster is filled out.

(7) Manage Mentee and Mentor pairings.

(8) Performs tasks as set forth in Appendix I.

(9) Performs other duties as assigned by the Midshipman Battalion/Company Commander.

b. Company Executive Officer. The Company Executive Officer is the principal assistant and advisor to the Company Commander, and is directly responsible to the Company Commander. In this capacity, the Company Executive Officer:

(1) Taking command of the company in the absence of the Company Commander.

(2) Is responsible for signing chits and ensuring chits are routed up the chain of command within 24 hours of receiving the chit.

(3) Is responsible for keeping the Company Commander and Company 1st Sgt informed of all Midshipmen that have active chits.

(4) Will perform other duties as assigned by the Company Commander.

(5) Will keep the Company commander informed of all unit functions.

(6) Serve as the Logistics and Supply Officer for the Company ensuring all logistical and supply issues are met for the Company.

(7) Track individual development of 4/C and 3/C, ensure that they are properly being mentored, advised, and trained.

(8) Work with the Company Commander to assign supplemental billets specifically for the Company as needed.

(9) Maintain Company cohesion through camaraderie and morale events throughout the semester.

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(10) Perform tasks as set forth in Appendix J.

c. Company First Sergeant

(1) The Company First Sergeant (Company 1st Sgt) is directly responsible to the Company Commander.

(2) Reports directly to the Company Commander and works with the Battalion Sergeant Major.

(3) Is responsible for ensuring and reporting accountability to the Company Commander and Battalion Sergeant Major at all battalion and company events.

(4) Is responsible for forming the company for unit activities such as drill, PT, and ceremonies.

(5) Is responsible to the Battalion Sergeant Major for enforcing military bearing, standards, and discipline at the company level.

(6) Will serve as a member of disciplinary review boards as required.

(7) Perform tasks as set forth in Appendix K.

d. Company Guide

(1) The Company Guide acts as an Administrative Assistant to the Company Commander, and is responsible to the Company Commander.

(2) Is accountable for all company guide-ons.

(3) Is responsible for instructing the platoon guide-ons in drill.

(4) Perform tasks as set forth in Appendix L.

e. Platoon Commander

(1) The Platoon Commander (Plt Commander) is responsible to the Company Commander for everything the Platoon does or fails to do. As the midshipman officer most able to demonstrate small unit leadership comparable to a Division Officer and nearest the

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individual midshipman in the midshipmen organization, the Plt Commander must, at all times, strive for personal excellence in attitude, leadership, integrity, concern for others and knowledge of Battalion/Company affairs. The Plt Commander is required to demonstrate through personal example those skills expected of all midshipmen including appearance, proper wearing of the uniform, drill proficiency, sword manual competence, physical fitness and swimming qualification.

(2) Plans and supervises the conduct of Platoon training, operations and activities within the guidance promulgated by the Battalion/Company.

(3) Ensures that Platoon members are thoroughly familiar with and carry out the provisions of these regulations as well as the orders, instructions and information promulgated by higher authority.

(4) Is personally responsible for the appearance, discipline and conduct of all Platoon members.

(5) Perform tasks as set forth in Appendix M.

(6) Performs other duties as may be assigned by the Company Commander.

f. Platoon Sergeant

(1) The Platoon Sergeant (Plt Sgt) serves as the principal assistant to the Plt Commander and acts in the capacity of Plt Commander in his/her absence.

(2) The Plt Sgt Maintains an accurate record of Musters, questions, and member absences.

(3) Ensures chits are initiated or followed-up and are properly recorded.

(4) Reconcile and record unit muster reports  
Provides training, direction, and guidance on matters of appropriate civilian attire, colors, drill, inspections, other issues as required.

(5) Is responsible to the Company 1st Sgt for maintaining military bearing, standards, and discipline at the platoon level.

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(6) Develops small unit leadership by displaying superior teamwork and by guiding and counseling the Squad Leaders and marching members as required.

(7) Performs tasks as set forth in Appendix N.

(8) Performs other duties as assigned by the Plt Commander.

g. Platoon Guide The Platoon Guide acts as an Administrative Assistant to the Plt Commander and the Plt Sgt and will perform all duties assigned by them. The Platoon Guide will be responsible for the platoon guide-on, and will perform tasks as set forth in Appendix O.

h. Squad Leaders

(1) The Squad Leader executes the orders issued to him/her by the Plt Commander.

(2) Is responsible for the discipline, appearance, training, control, conduct and welfare of his/her squad at all times.

(3) Ensures that uniforms of platoon members are serviceable and properly maintained at all times.

(4) Ensures accurate musters and reports personnel accountability to the Plt Sgt.

(5) Nominates Squad Members for appropriate awards.

(6) Performs tasks as set forth in Appendix P.

(7) Performs other duties as assigned by the Midshipman Plt Commander.

7. Executive Staff

a. Academics Officer

(1) The Academics Officer serves under the Battalion Admin Officer as an advisor on all academic matters.

(2) Serves as a point of referral for all midshipmen seeking academic assistance/tutoring.

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(3) Maintains a current list of midshipmen who are academically proficient and willing to serve as tutors by soliciting volunteers from the Battalion.

(4) Coordinates the assignment of midshipmen to the Study Enhancement Program.

(5) Works in conjunction with NROTC Unit Staff Academics Officer and Unit Supply Tech to ensure that both Calculus and Physics tutors are provided each semester and funded by the Navy.

(6) Assists midshipmen in finding tutors and conducts immediate follow-up to ensure that tutor and student have established contact and agreed to a schedule.

(7) Maintains study logs and submits a weekly report of delinquencies to the Staff Academics Office.

(8) Performs other duties as necessary or assigned.

b. Assistant Academics Officer

(1) The Assistant Academics Officer serves as the Academics Officer's primary midshipman advisor.

(2) Will support the Academics Officer in supervising the Study Enhancement Program.

(3) Will assist the Academics Officer in any other role that the Academics Officer deems necessary.

(4) If possible, will be a Pima Community College Student and will act as the POC for all Pima students' academic concerns.

c. Training Officer

(1) The Training Officer will report directly to the Battalion Admin Officer.

(2) The Training Officer supports the coordination, implementation, and supervision of training evolutions to further the military proficiency of Battalion members.

(3) Chooses presenters from all communities within the

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Battalion (Surface Warfare, Aviation, Submarine Warfare, Special Warfare, Marine Corps, and Nurse Corps) for periods of instruction during Battalion lab.

(4) Supervise the presenters' work-ups and follow-up with feedback

(5) Incorporate training evolutions as the need arises.

(7) Plan, organize, and direct all training activities.

(8) Perform other duties as necessary or assigned.

d. Navy-Marine Corps Birthday Ball Officer

(1) The Ball Officer billet is a 1-year billet. The term of the Ball Officer is from the Spring semester to the following Fall semester.

(2) The Ball Officer reports directly to the Battalion Operations Officer.

(3) The Ball Officer is responsible for the planning and coordination of the annual Birthday Ball.

(4) The Ball Officer will be responsible for coordinating with the AMOI and the Financial Officer in order to reserve the location, coordinate catering, music, and security for the celebration.

(5) Follow university and UAPD guidelines for the serving of alcohol.

e. Assistant Navy-Marine Corps Birthday Ball Officer. Will assist the Navy-Marine Corps Birthday Ball Officer in arranging the Birthday Ball.

f. S-3A.

(1) Reports directly to the Battalion Operations Officer.

(2) Is responsible for writing the Plan of the Week (POW) and routing to the Operations Officer for approval.

(3) Is responsible for the events that occur during the day,

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and will coordinate any last minute changes that have arisen.

g. S-3T.

(1) Reports directly to the Battalion Operations Officer.

(2) Track General Military Training (GMT) completion.

(3) Ensure all required GMT's are planned in the Unit's lab schedule and that presenters are assigned (and notified) for each GMT session at least a month in advance.

(4) Ensure rosters are completed and submitted to the Battalion S-3 immediately after each training event.

h. Safety Officer

(1) The Safety Officer will report directly to the Battalion Supply Officer.

(2) The Safety Officer will be responsible for the operational risk management (ORM) of every Unit event.

(3) He/She is required to coordinate with the Unit Staff Safety Officer and student in charge of the event in preparing the ORM.

(4) Coordinate with the S-3T to ensure required safety training is complete.

i. Financial Officer.

(1) The Financial Officer will report directly to the Battalion Supply Officer.

(2) Maintain accurate records of all income and expenses.

(3) Ensure an audit is conducted by the Unit Staff once a semester per Fund By-Laws. This will be done one week prior to the Change of Command. The results will be presented to the PNS prior to the BNCO's relief.

(4) With the approval of the Battalion Supply Officer authorize expenditures from the Wardroom Association Fund, **and communicate expenditures to the advising unit staff member.**

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(5) Coordinate with the Ball Officer to ensure financial requirements for the Birthday Ball are made on time.

(5) Perform other duties as necessary or assigned.

j. Parking Officer.

(1) The Parking Officer will report directly to the Battalion Supply Officer.

(1) The Parking Officer is responsible for coordinating the Battalion's primary fund-raiser, and is obligated to fulfill the staffing requirements set forth by the UA Parking and Transportation Service.

(2) Coordinate all Battalion fundraisers.

(3) Be the Wardroom Association liaison to the UA PTS.

(4) Maintain close communication with the Company/Plt Commanders regarding LOA's, DOR's, and U/A's from the parking assignments and other such activities that have potential to change individual parking requirements.

(5) Perform other duties as necessary.

k. Assistant Parking Officer.

(1) Take over the duties of Parking Officer when the Parking Officer is not present.

(2) Rotate parking shifts with the Parking Officer.

(3) Assists the Parking Officer as required by the Parking Officer.

l. Assistant Athletics Officer.

(1) Reports directly to the Battalion Athletics Officer.

(2) Is in charge of the Fitness Enhancement Program (FEP).

(3) Will assume the duties of the Athletics Officer in



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his/her absence.

(4) Assists the Athletics Officer as required by the Athletics Officer.

m. ADP Officer.

(1) The ADP Officer reports directly to the Battalion Communications Officer. The ADP Officer will:

(1) Maintain the unit web site and distribution lists.

(2) Operate ADP equipment during Battalion events, such as lab.

(3) Maintain the unit's Facebook page and other social media sites up-to-date **(Requires XO permission prior to posting pictures)**.

(4) Performs other duties as necessary or assigned.

n. Public Affairs Officer

(1) The Public Affairs Officer (PAO) reports directly to the Battalion Communications Officer. Public Affairs Officer (PAO), with assistance from Public Affairs staff, members of the NROTC Unit staff, and all members of the Battalion/Company, will provide maximum favorable publicity of midshipmen unit activities and individual achievements to local and hometown news agencies.

(2) Coordinate with the ADP Officer to ensure the unit Facebook page and other social media sites are current with unit events.

(3) The PAO shall coordinate the release of new articles that recognize:

(a) Individual academic/ military/physical excellence.

(b) Appointment to Battalion/Company leadership positions.

(c) Special individual accomplishments (rifle, pistol and/or drill team achievements; Battalion/Company ribbons/awards earned; scholarships, medals, plaques, etc., received).

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(d) Individual midshipmen cruises and any special achievements or recognition occurring on the cruises.

(d) Graduation, commissioning and first permanent duty assignment.

(4) Obtain brief background data on new midshipmen in the Battalion/Company.

(5) Prepare the University of Arizona NROTC newsletter "Navigator", each semester.

(6) Maintain file copies of all releases made available to news agencies and, wherever possible, obtain copies of the articles as appearing in the press.

(7) Ensure that significant Battalion/Company events are filed in the annual Battalion/Company history files.

(8) Display historical items in a suitable manner and safeguard against loss.

(9) At the end of each semester, submit to the PNS, via the Battalion/Company chain of command, a chronological report of significant events involving the Battalion/Company during the preceding semester.

(10) Maintain the Battalion/Company scrapbook.

(11) Coordinate with the NSTC PAO for unit events of interest to NSTC, and for PAO guidance for the unit.

o. Assistant Public Affairs Officer

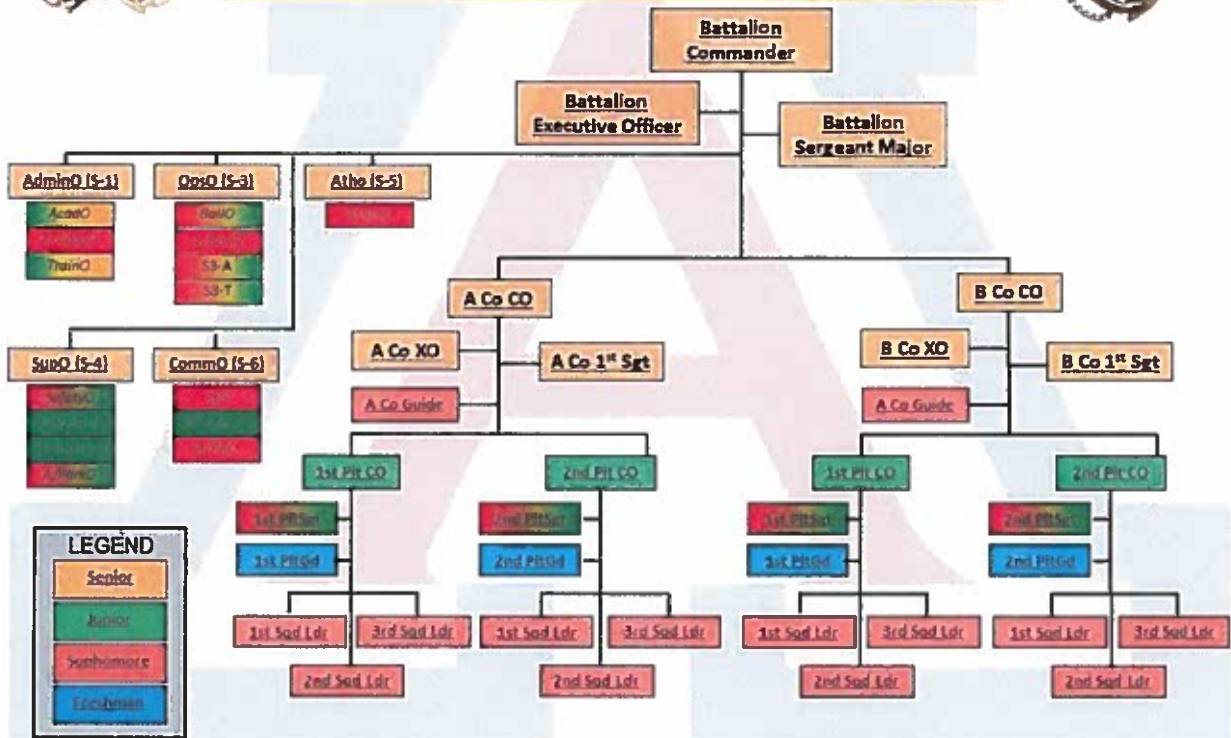
(1) Will attend events that the PAO is unable to attend.

(2) Is responsible for taking pictures at Unit events or when the PAO requests and passing them onto the PAO and the ADP Officer.

P.L. WALL



# Student Battalion





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**Appendix A: Battalion Commander Responsibilities**

**DAILY:**

- Ensure that all PNS and Unit Staff policies are being observed and adhered to.
- Get muster report from Battalion SgtMaj.
- Ensure, through the OPSO, that all events and action officers are on schedule with their respective events.
- Get constant admin updates from BN XO.
- Keep in close contact with all Unit Staff in order to pass on (and follow up on) all pertinent unit business.

**WEEKLY:**

- Give weekly briefing to PNS.
- Preside over all staff meetings.
- Coordinate, utilizing the calendar for upcoming events, and ensure the OPSO is receiving updates/In Progress Reviews (IPR) for each event that an action officer is assigned to.
- Check with Unit Staff about any impending PRB's.
- Ensure that your staff members are keeping both themselves and their people up to date with current and changing Battalion events.

**MONTHLY:**

- Liaise with BN XO on BMOM candidates and board results.
- Ensure the OPSO has action officers for every event in the upcoming month.
- Get monthly updates on upcoming events and PRT scores.
- Get updates from club presidents on past and future club events.

**SEMESTERLY:**

- Ensure the PNS and BN CO policies have been read by every individual of the battalion and are being adhered to.
- Ensure that award nominations and ceremony are on schedule and PNS has been briefed.
- Keep the Battalion Advisor and all Unit Staff constantly informed.
- Write fitness reports on the BN XO, BN Sgt Maj, S-3, and CoCO's.
- Update and maintain turnover binder for successors.
- Ensure that all Battalion Staff have updated their turn-over binders and given a proper turn-over to successors.

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## **Appendix B: Battalion Executive Officer Responsibilities**

### DAILY:

- Ensure that all Unit and Battalion Staff policies are observed and adhered to.
- Look at calendar and note any events in the near future.
- Ensure muster is taken properly at all events.
- Pass any pertinent information to Battalion Staff or LOAs.
- Receive and process all Student chits **in a timely fashion.**

### WEEKLY:

- Organize and run staff meetings.
- Ensure that all staff members are properly executing their duties.
- Maintain a log of all MIDN UA's and valid chits and brief the up to date information to the BNCO.
- Brief the Battalion SgtMaj on active chits.

### MONTHLY:

- Serve as the senior member of the Battalion Member of the Month Board.
- Ensure that all events for the following month have action officers who are currently working on planning the event.

### SEMESTERLY:

- Ensure that award nominations are submitted by Plt Commanders for midshipmen in their command.
- Serve as the senior member of the Battalion Member of the Semester Board.
- Expand Command Coin Collection by obtaining coins from all visiting Guests.
- Write fitness reports on the S-1, S-4, and S-6.
- Review all billet turnover binders two weeks before the end of the semester.
- Update and maintain turnover binder for successors.

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**Appendix C: Battalion Sergeant Major Responsibilities**

**DAILY:**

- Gather accurate accountability of the battalion.
- Report the accountability to the BNCO and BN XO.
- Inform the BNCO of any UA's or any MIDN that was late.
- Gather any minor infraction reports from the Company 1st Sgt's.
- Enforce the BNCO's policies on good order and discipline.

**WEEKLY:**

- Ensure color guard practices are running smoothly.
- Ensure regular policing, through the duty company, of the Battalion wardroom.
- Maintain a log of all infraction documents for the Unit.
- Enforce the BNCO's policies on good order and discipline.
- Receive a list of active chits from the BN XO.

**MONTHLY:**

- Review the discipline binder to tally infractions and determine if any Disciplinary Review Boards (DRB's) are warranted.
- Issue a major infraction report for repeated offenses when deemed necessary.
- Brief Company 1st Sgt's to ensure appropriate accountability of repeated infractions.
- Conduct awards ceremonies as necessary.

**SEMESTERLY:**

- Maintain the turnover binder with pertinent information.

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**Appendix D: Battalion Admin Officer (S-1) Responsibilities**

DAILY:

- File all chits and paperwork in battalion personnel folders.

WEEKLY:

- Ensure all awards are recorded in the Battalion Award Tracker excel spreadsheet.
- Liaison with Battalion Supply Officer to ensure ribbons are on hand for presentation at awards ceremonies.
- Make sure inbox has been cleared, all paperwork has been properly filed, and copies have been given out to the appropriate unit staff.
- Update all electronic copies for battalion members and battalion documents on the S-1 flash drive.

MONTHLY:

- Maintain all personnel folders. Reconcile expired leave and special purpose chits, etc.
- Ensure that all documents are updated and ready for upcoming events, i.e. make sure the online eval class is ready before evals are due.
- Compile a list of awardees for the month i.e. Battalion BMOM and PFT/PRT awards, in conjunction with BN XO.

SEMESTERLY:

- Create and maintain the battalion roster.
- Maintain accountability of the Turnover Binders.
- Maintain all "dead" files and clear expired ones older than two years IAW disposition references.
- File all semester evals and chits.
- It is especially important to file positive chits and not only adverse ones. **(This should be in turnover binder, not responsibilities)**
- Update all electronic documents as needed.
- Make sure all files have been backed up on the S-1 flash drive as well as the battalion computer.
- Compile and coordinate with Battalion S-3 to create all awards for the Award Ceremony.
- Update and maintain turnover binder for successors.
- Maintain and update an alpha roster of all mentee and mentor pairings in the battalion.



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**Appendix E: Battalion Operations Officer (S-3) Responsibilities**

DAILY:

- Check the calendar of the day to make sure everything that is scheduled for the day is on there.
- If any updates to the calendar need to be made, change them ASAP.
- Reconcile and coordinate to ensure facilities necessary for Battalion events for that day and the next are reserved.
- Brief the BNCO on the scheduled events for the day.

WEEKLY:

- Post Plan of the Week (POW) in prominent locations throughout South Hall.
- Reconcile and coordinate to ensure that all events are planned out and facilities are reserved at least two weeks in advance.
- Update the calendar as necessary.
- Ensure that the Battalion calendar is up-to-date.
- Attend staff meetings.

MONTHLY:

- Ensure that all action officers are scheduling In Progress Reviews (IPR) for their respective event.
- Make sure training is being performed as required for the Battalion.
- Update the calendar as necessary.

SEMESTERLY:

- Make sure the entire Battalion has access to the calendar both through outlook and on the web.
- Ensure that the calendar is set up for the next semester to help transition smoothly between semesters.
- Update the calendar as necessary.
- Update and maintain turnover binder for successors.

5 June 2017

**Appendix F: Battalion Supply Officer (S-4) Responsibilities**

DAILY:

- Ensure that at the end of the working day no more than \$15.00, to include coins, is left in the money box.
- Inspect the quantity of food items in the Wardroom.
- Plan a supply run if necessary.

WEEKLY:

- Deposit earnings from Wardroom into Wardroom Account.
- Properly maintain Checking and Money Market accounts.
- Report Wardroom earnings to BNCO.
- Advise BNCO of matters relating to allocation of outgoing funds.

BI-WEEKLY:

- Purchase food items from Costco if necessary.
- Liaison with Battalion Admin Officer to ensure proper ribbons are on hand for presentation at awards ceremonies.

MONTHLY:

- Submit monthly Reconciliation reports for both accounts to the BNCO.
- Inventory Wardroom.
- Seek out fundraisers IOT supplement Unit income.

SEMESTERLY:

- Ensure two internal audits of the records are performed. The second audit must be completed one week prior to the Change of Command to ensure proper turnover is conducted.
- Write primary evaluations for Safety Officer, Financial Officer, Parking officer, and Assistant Parking Officer.
- Update and maintain turnover binder for successors.

5 June 2017

**Appendix G: Battalion Athletics Officer (S-5) Responsibilities**

**DAILY:**

- Conduct Battalion physical fitness evolutions and ensure those evolutions correspond with the intended workout.
- Conduct a proper warm-up prior to the physical fitness evolution and follow the evolution with a proper cool-down.

**WEEKLY:**

- Ensure that the BNCO/BNXO and all Unit Staff are updated on the physical welfare of the Battalion.
- Progress reports for individuals on FEP are submitted to the BNCO.
- Meet with Assistant Athletics Officer to discuss the workouts and the plan for FEP.
- Submit Battalion PT plans to the Battalion Operations Officer (S-3) for approval, a minimum of one week prior.

**MONTHLY:**

- Submit Battalion PT plan and post in appropriate location.
- Coordinate with University Intramural Athletics to promote unit teams with scheduled events.
- Maintain an accurate roster for all Intramural team participants and a practice schedule for each team.
- Inventory Medical Kits and note discrepancies to Battalion Supply Officer for reconciliation.

**SEMESTERLY:**

- Coordinate PRT.
- Have Battalion members fill out and submit PARFQ's before they participate in a PRT.
- Ensure those scoring below a good medium in each category participate in a remedial physical training program.
- Coordinate the Battalion field meet ensuring safe, fun and effective execution.
- Coordinate with Commander's Cup action officer to ensure events are promoted, rules distributed, participants solicited, and accountability is maintained through event.
- Brief Active Duty Battalion members on their responsibilities as Duty Driver during PT.
- Coordinate with the Swim Qualification Coordinator ensuring safe and effective execution of Battalion swim qualifications.
- Update and maintain turnover binder for successors

Enclosure (2)

5 June 2017

**Appendix H: Battalion Communications Officer (S-6)**  
**Responsibilities**

DAILY:

- Review upcoming University and Local events and look for ways to promote the unit.

WEEKLY:

- Review the unit's webpage for accuracy.
- Review the unit's Facebook Page for accuracy. Ensure photos from recent unit events are posted to promote the unit.
- Liaise with *Daily Wildcat* IOT promote unit activities within the University and community relations off-campus.

MONTHLY:

- Check with battalion staff for any changes needed on the unit website or any suggestions.
- Make sure that the Battalion Newsletter is being updated.

SEMESTERLY:

- Ensure the ADPO briefs members on the computer policies.
- Inventory all computer and electronic equipment.
- Gather a list of emails from the battalion for the newsletter.
- Update and maintain turnover binder for successors.

5 June 2017

**APPENDIX I: COMPANY COMMANDER RESPONSIBILITIES**

DAILY:

- Ensure that all Company and Unit Staff policies are being observed and adhered to.
- Get muster report from Company 1st Sgt.
- Look at the calendar for upcoming company events and ensure there is an action officer heading up each event.
- Get constant admin updates from CoXO.
- Keep in close contact with all Battalion Staff in order to pass on (and follow up on) all pertinent unit business.
- Follow up on any UA's.

WEEKLY:

- Give weekly briefing to Company Staff.
- Attend all Battalion meetings.
- Ensure that all company events and action officers are on schedule with their respective events.
- Check with Battalion Staff about any impending PRB's.
- Ensure that your staff members are keeping both themselves and their people up to date with current and changing Battalion and company events.

MONTHLY:

- Nominate BMOM candidates and track board results with BN XO.
- Ensure the OPSO has action officers for every event in the upcoming month.
- Get monthly updates on upcoming events and PRT scores.
- Get updates from club presidents on past and future club events.
- Ensure that the Duty Roster is filled out before the 15th of the month prior to the duty month.

SEMESTERLY:

- Ensure the PNS and BNCO policies have been read by every individual of the company and are being adhered to.
- Ensure that award nominations have been routed up the chain of command.
- Keep the Company Advisor constantly informed.
- Ensure that all Company Staff update their turn-over binders and give a proper turn-over.
- Assign mentor/mentee pairs based on evaluations and submit the list to the S-1.
- Write fitness reports on the CoXO and Plt Commanders.

Enclosure (2)

5 June 2017

**APPENDIX J: COMPANY EXECUTIVE OFFICER RESPONSIBILITIES**

DAILY:

- Ensure that all Unit and Battalion Staff policies are observed and adhered to.
- Look at calendar and note any events in the near future.
- Ensure muster is taken properly at all events.
- Pass any pertinent information to Company Staff.
- Receive and process all Student chits **in a timely fashion.**

WEEKLY:

- Organize and run company staff meetings.
- Ensure that all staff members are properly executing their duties.
- Maintain a log of all MIDN UA's and valid chits and brief the up to date information to the CoCO.
- Brief the Company 1st Sgt on active chits.

MONTHLY:

- Ensure that all company events for the following month have action officers who are currently working on planning the event.

SEMESTERLY:

- Ensure that award nominations are submitted by Plt Commanders for their people.
- Update and maintain turnover binder for successors.
- Review all billet turnover binders before the end of the semester.
- Write a fitness report on the Company Guide.

5 June 2017

**APPENDIX K: COMPANY FIRST SERGEANT RESPONSIBILITIES**

**DAILY:**

- Gather accurate accountability of the company.
- Report the accountability to the CoCO and CoXO.
- Inform the CoCO of any UA's or any MIDN that was late.
- Gather any minor infraction reports from the Plt Sgt's.
- Enforce the BNCO's policies on good order and discipline at the company level.

**WEEKLY:**

- Check on color guards and cleanups to make sure they are running smoothly.
- Maintain a log of all infraction documents for the company.
- Receive a list of active chits from the CoXO.

**MONTHLY:**

- Review the discipline binder to tally infractions and determine if any Disciplinary Review Boards (DRB's) are warranted.
- Issue a major infraction report for repeated offenses when deemed necessary.
- Brief Plt Sgt's to ensure appropriate accountability of repeated infractions.
- Create company duty roster for JOOD/Colors.

**SEMESTERLY:**

- Update and maintain turnover binder for successors.

Enclosure (2)

5 June 2017

**APPENDIX L: COMPANY GUIDE RESPONSIBILITIES**

DAILY:

- Ensure platoon guides have guide-ons.
- Assume the role of Company 1st Sgt in his/her absence.

WEEKLY:

- Receive any tasks from the CoCO.

SEMESTERLY:

- Instruct the platoon guides on drill with the guide-on.
- Maintain a turnover binder for successors.



5 June 2017

**APPENDIX M: PLATOON COMMANDER RESPONSIBILITIES**

DAILY:

- Ensure that all Platoon and Unit Staff policies are being observed and adhered to.
- Get muster report from Plt Sgt.
- Look at the calendar for upcoming company events and ensure there is an action officer heading up each event.
- Keep in close contact with all Company Staff in order to pass on (and follow up on) all pertinent unit business.
- Follow up on any UA's.

WEEKLY:

- Give weekly briefing to Plt Sgt.
- Attend all Company meetings.
- Ensure that all platoon events and action officers are on schedule with their respective events.
- Check with Company Staff about any impending PRB's.
- Ensure that your squad leaders are keeping both themselves and their people up to date with current and changing Battalion and company events.

MONTHLY:

- Get monthly updates on upcoming events and PRT scores.

SEMESTERLY:

- Ensure the PNS and BNCO policies have been read by every individual of the company and are being adhered to.
- Ensure that award nominations have been routed up the chain of command.
- Ensure that all Platoon Staff update their turn-over binders and give a proper turn-over.
- Write a fitness report on the Plt Sgt.

Enclosure (2)

5 June 2017

**APPENDIX N: PLATOON SERGEANT RESPONSIBILITIES**

DAILY:

- Gather accurate accountability of the platoon.
- Report the accountability to the Company 1st Sgt and Plt Commander.
- Inform the Plt Commander of any UA's or any MIDN that was late.
- Maintain a log of late MIDN.
- Gather any minor infraction reports from the squad leaders.
- Enforce the BNCO's policies on good order and discipline at the company level.

WEEKLY:

- Check on color guards and cleanups to make sure they are running smoothly.
- Maintain a log of all infraction documents for the platoon.
- Receive a list of active chits from the CoXO.

MONTHLY:

- Review the discipline binder to tally infractions and determine if any Disciplinary Review Boards (DRB's) are warranted.
- Issue a major infraction report for repeated offenses when deemed necessary.
- Brief squad leaders to ensure appropriate accountability of repeated infractions.

SEMESTERLY:

- Update and maintain turnover binder for successors.
- Write fitness reports on the Plt. Guide, and Squad Leaders.

5 June 2017

**APPENDIX O: PLATOON GUIDE RESPONSIBILITIES**

**DAILY:**

- Bring guide-on to formation.
- Ensure the Plt Sgt's directives are being carried out.
- Take over the responsibilities of the Plt Sgt in his/her absence.

**WEEKLY:**

- Inspect guide-on for need of repair.

**SEMESTERLY:**

- Maintain a turnover binder for successors.

**Enclosure (2)**

5 June 2017

**APPENDIX P: SQUAD LEADER RESPONSIBILITIES**

DAILY:

- Ensure that all Platoon and Unit Staff policies are being observed and adhered to.
- Give muster report to Plt Sgt.
- Look at the calendar for upcoming company events and ensure there is an action officer heading up each event.
- Keep in close contact with all Platoon Staff in order to pass on (and follow up on) all pertinent unit business.
- Follow up on any UA's.

WEEKLY:

- Give weekly briefing to squad.
- Attend all platoon meetings.
- Ensure that your squad members are keeping themselves up to date with current and changing Battalion and company events.

MONTHLY:

- Get monthly updates on upcoming events and PRT scores.

SEMESTERLY:

- Ensure the PNS and BNCO policies have been read by every individual of the squad and are being adhered to.
- Ensure that award nominations have been routed up the chain of command.
- Maintain a turnover binder for your successor.
- Write fitness reports for Squad members.

5 June 2017

**FITREP MATRIX**

<b>Billet</b>	<b>Primary Evaluator</b>	<b>Secondary Evaluator</b>
SQUAD MEMBER	SQUAD LEADER	PLATOON SERGEANT
SQUAD LEADER	PLATOON SERGEANT	PLATOON CO
PLATOON GUIDE	PLATOON SERGEANT	PLATOON CO
PLATOON SERGEANT	PLATOON COMMANDER	COMPANY CO
PLATOON COMMANDER	COMPANY CO	BATALLION CO
COMPANY GUIDE	COMPANY XO	COMPANY CO
COMPANY XO	COMPANY CO	BNXO
COMPANY CO	BNCO	COMPANY ADVISOR
S-1	BNXO	BNCO
S-3	BNCO	BN ADVISOR
S-4	BNXO	BNCO
S-6	BNXO	BNCO
BN SGTMAJ	BNCO	AMOI
BNXO	BNCO	BN ADVISOR
BNCO	BN ADVISOR	PNS

