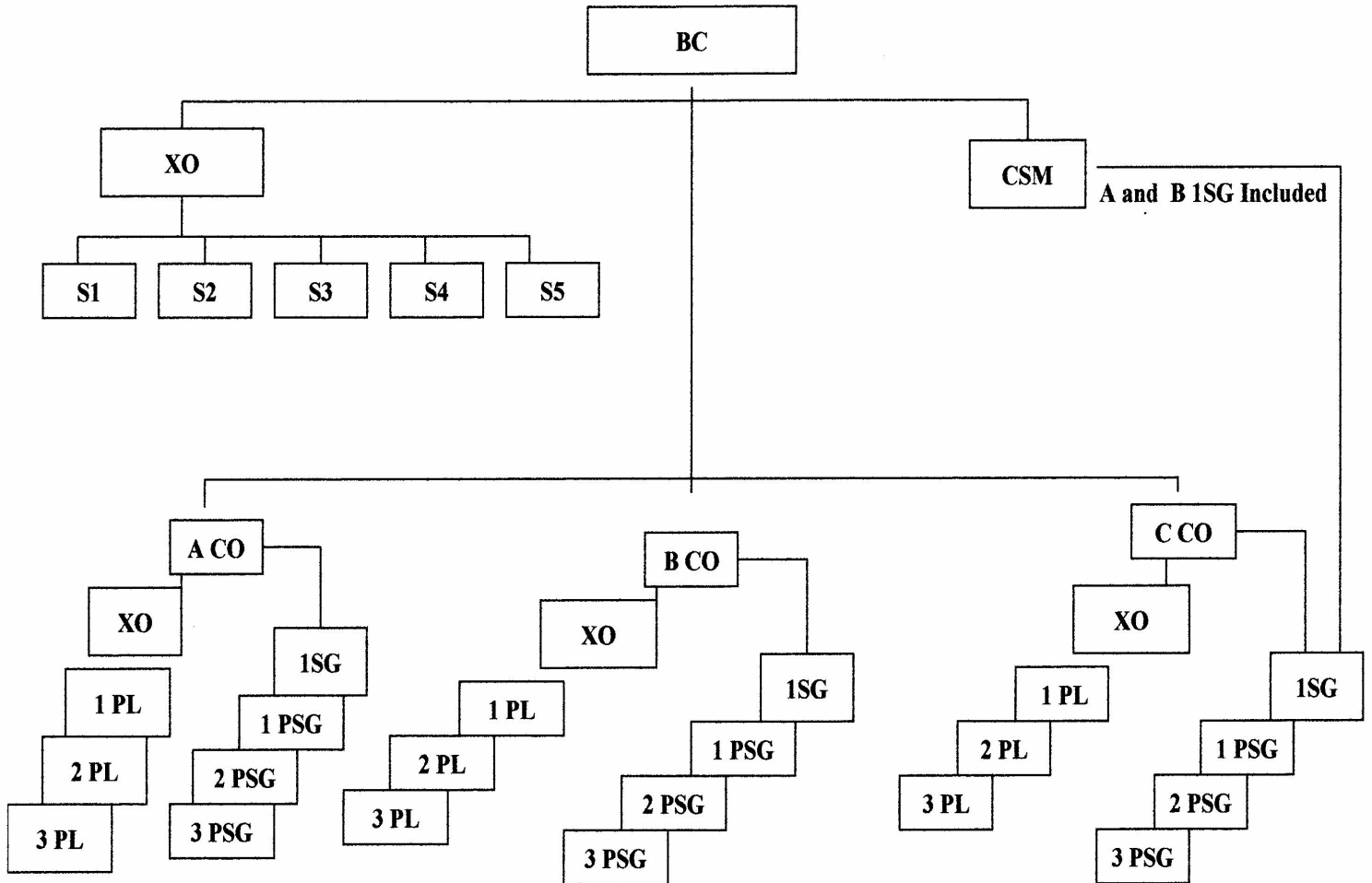


Organization of Cadet Battalion

The Pirate Battalion is composed of a Battalion Commander and his Staff, a Command Sergeant Major and 2-3 Companies. The organization structure is as follows:



Rank Structure

Cadet Officers and non-commissioned officers are appointed by the Professor of Military Science commensurate with the responsibility of the position they hold. The cadet rank for each position will generally follow the guideline below:

| <u>Position</u> | <u>Rank</u> |
|---|-------------|
| <u>Battalion Commander</u> | LTC |
| <u>Command Sergeant Major</u> | CSM |
| <u>Battalion Executive Officer (XO)</u> | MAJ |
| <u>S-1</u> | CPT |
| <u>S-2</u> | CPT |
| <u>S-3</u> | MAJ |
| <u>S-4</u> | CPT |
| <u>S-5</u> | CPT |
| <u>Company Commander</u> | CPT |
| <u>Company First Sergeant</u> | 1SG |
| Company XO | 1LT |
| <u>Platoon Leader</u> | 2LT |
| <u>Platoon Sergeant</u> | PSG |
| <u>Squad Leader</u> | SSG |
| <u>Team Leader</u> | SGT |

Duties and Responsibilities

Battalion and Company Commanders - The Battalion/Company Commander is the senior cadet in the unit and is responsible for anything the unit does or fails to do.

1. The Battalion Commander will keep the Professor of Military Science (PMS) informed of the status of all cadet activities and will keep the battalion informed of locations to, uniforms for, and changes in ROTC activities in a timely manner.
2. The Battalion Commander will represent cadets at various official and social events and will serve as cadet liaison with other ROTC units.
3. Both will command their unit and assume responsibility for the execution of instructions and guidance received from the cadre using the staff and the chain of command.
4. Both will establish the goals and objectives of the unit and provide planning guidance to subordinates, communicate policy and standards to the unit, and assign missions to subordinate commanders and staff.
5. The Company Commander will supervise the execution of those missions by platoon leaders and staff.

6. The Company Commander will provide attendance sheets to the S-1.

Command Sergeant Major (CSM) - As the senior NCO in the battalion, the CSM acts as the principle liaison between the commander, staff and Cadet NCOs. The CSM reports directly to the cadet battalion commander. The command sergeant major's counsel is expected to be calm, settled and unequivocally accurate, but with an energy and enthusiasm that never wanes, even in the worst of times. Some major duties of the CSM are the following:

1. The Command Sergeant Major carries out policies and standards of the performance, training, appearance, and conduct of cadet personnel. The command sergeant major advises and initiates recommendations to the commander and staff in matters pertaining to the Cadet NCO support channel.
2. Plan/coordinate cadet formations and ceremonies and monitor correct cadet appearance at all times.
3. Plan and implement actions to promote the professional development of cadet NCOs and assist the cadre NCO's in organized training.
4. Keep the battalion informed of locations to, uniforms for, and changes in ROTC activities in a timely manner and train the guidon bearers.

Executive Officer (XO) - The Battalion/Company Executive Officer is the primary link between the commander and the staff. Some major duties of the XO are the following:

1. Keep the commander informed.
2. Plan, coordinate, and supervise the actions of the staff.
3. Chair all staff meetings.
4. Serve as commander in the absence of the commander.
5. Establish liaison between W&M and CNU.
6. Additional duties as assigned by the Battalion/Company Commander.

Personnel Officer (S-1) - The S-1 has the responsibility for all personnel management matters pertaining to unit strength, morale, discipline, and administrative tasks. Some major duties of the S-1 are the following:

1. Handle unit/commander correspondence.
2. Compile and maintain personnel rosters of all cadets and their units of assignment, and assign cadets as needed to units.
3. Record cadet attendance at PT, leadership labs and other ROTC functions and provide by name lists to cadre advisors.
4. Consolidate promotion/demotion recommendations and establish personnel notification rosters.
5. Prepare and publish orders as directed and assign additional duties as directed by the Battalion Commander or XO.
8. Keep the cadre adjutant informed of all matters.

Intelligence Officer (S-2) - Some major duties of the S-2 are the following:

1. Prepare and distribute the cadet newsletter on a weekly basis.
2. Keep a record of all Battalion activities.
3. Supervise the S-2 staff section and coordinate staff activities with other sections.
4. Additional duties as assigned by the Battalion Commander or XO.

Operations Officer (S-3) - Responsible for the planning, coordination, and execution of all operations and training activities. These activities require close and frequent coordination with other staff sections and schools. Some major duties of the S-3 are the following:

1. Publish a semester training schedule for all cadets.
2. Plan, coordinate, and monitor all training activities.
3. Prepare operations orders in support of training.
4. Identify transportation needs for the cadet battalion.
5. Coordinate all physical training, including Airborne PT.
6. Coordinate joint operations.
7. Supervise the S-3 staff section.
8. Prepare and coordinate S-3 staff actions with other staff sections.
9. Coordinate with the cadre operations officer.

Supply Officer (S-4) - The S-4 supervises a section engaged in planning and logistic support for battalion and company operations. Some major duties of the S-4 are the following:

1. Coordinate equipment and uniform issue and turn-in with supply tech.
2. In conjunction with the S-3, request all special equipment for training two weeks prior to the event. Briefs the supply technician on the logistical support required for each FTX.
3. Request transportation from the cadre as required.
4. Obtain and maintain accountability for supplies, equipment, and messing for field exercises.
5. Assist in the operation of the supply room -- preparation for inspection and maintenance of the supply room.
6. Coordinate with cadre supply officer.
7. Supervise the S-4 staff section.
8. Prepare and coordinate S-4 staff actions with other staff sections.
9. Coordinates and supervises the Alumni Breakfast during homecoming weekend.
10. Prepares items on request for pick-up by the company commanders.
11. Additional duties as assigned by the Battalion Commander or XO.

Recruiting Officer (S-5) The S-5 is responsible for the planning, coordination, and execution of cadet recruiting and retention activities within the battalion. Some major duties of the S5 are the following:

1. Work closely with the cadre enrollment officer to implement Battalion Marketing Action Plan.
2. Supervise the S-5 section.
3. Prepare and coordinate S-5 staff actions with other staff sections.
4. Plan and conduct marketing and retention training. Plan and conduct cadet social activities related to recruiting.

Company Executive Officer - Acts as the Company Commander's liaison with the S-3 and coordinates and supervises all company training. Specific duties include:

1. Insure that all company training is planned, prepared, announced, and implemented.

2. Advise the Commander on training matters.
3. Insure that all required training items are available in advance.
4. Additional duties as assigned by the Company Commander or XO.

Company First Sergeant (1SG) - The 1SG serves as the principle liaison between the company commander and the underclass cadets of his/her company. The 1SG reports directly to the company commander. Some major duties of the 1SG are to:

1. Monitor and correct cadet appearance.
2. Maintain accountability of company personnel. Give attendance sheets to the company commander.
3. Coordinate with the CSM.
4. Keep company informed of locations to, uniforms for, and changes in ROTC activities in a timely manner.

Platoon Leaders - The platoon leaders are responsible for the operation and training of the individual platoons. They report directly to the company commander. Some major duties of the platoon leaders are the following:

1. Set and enforce standards of appearance, conduct, and discipline within the platoon.
2. Supervise and conduct platoon training.
3. Keep platoon informed of locations to, uniforms for, and changes in ROTC activities in a timely manner.

Platoon Sergeant - The PSG assists the platoon leader and functions as the senior member of the platoon in the absence of the platoon leader. Some major duties of the PSG are the following:

1. Collect leadership laboratory attendance reports and submit to the 1SG.
2. Insure the platoon functions, works and marches as a cohesive unit.
3. Maintain the standards of conduct, discipline and appearance within the platoon.
4. Supervise and develop squad leaders.
5. March the platoon.
6. Keep platoon informed of locations to, uniforms for, and changes in ROTC activities in a timely manner.

Squad Leader - The squad leader insures that all members of the squad are prepared and available for training. Some major duties of the squad leader are the following:

1. Maintain the standards of conduct and appearance within the squad.
2. Instruct and train the individual squad members in drill.
3. Provide attendance reports to the platoon sergeant.
4. Keep squad informed of locations to, uniforms for, and changes in ROTC activities in a timely manner.
5. Supervise and develop team leaders and squad members.

Team Leaders - Team leaders serve as leaders of their individual teams. Duties are similar to squad leaders; team leaders function as squad leader in the absence of the squad leader. Team leaders will keep their subordinates informed in a timely manner. Some major duties of the squad leader are the following:

1. Each member of their unit is trained to competency in their MOS as prescribed in the appropriate soldier's manual.
2. All government property issued to members of their unit is properly maintained and accounted for at all times and discrepancies are promptly reported.
3. While on duty status, they be ready at all times to report to the location and activity of all members of their unit.
4. Their unit is trained to function in its primary mission role.