From: Commanding Officer, NROTC Unit Arizona State University  
To: NROTCU Battalion  
Subj: STUDENT HANDBOOK  

2-5 Billet Descriptions and Responsibilities. The following details responsibilities for billet holders in each position within the battalion. These lists are not inclusive of all individual’s responsibilities but should serve as a minimum baseline.  

1. Battalion Staff  
   a. Battalion Commanding Officer (BNCO)  
      (1) Responsible to the CO, through the Battalion Advisor for the proper conduct, training, administration, and operations of the battalion.  
      (2) Responsible for the smooth and efficient operation of the battalion in the performance of stated moral, mental and physical development missions.  
      (3) Responsible for generating battalion policy.  
      (4) Responsible for the establishment and implementation of a training schedule to achieve battalion training objectives.  
      (5) Review and approve all documents relative to the training of the Battalion.  
      (6) Review and approve all documents relative to Battalion ceremonies and special events.  
      (7) Tasked with ensuring that all members of the battalion complete their required Command and Leadership Training (CALT) hours according to reference (a) and this SOP.  
      (8) May delegate duties to subordinate students to assist in the performance of command functions. However, the BNCO retains full responsibility for the execution of such functions.  
      (9) Meet weekly with the Battalion Advisor and CO/XO to receive staff guidance and brief the staff on the week’s events.  
      (10) Recommend changes to this document via the Battalion Advisor no less than 30 days from his/her change of command.
(11) Responsible for the determination and implementation of activities to enhance mentorship and morale within the battalion.

(12) Supervise the administration of the Midshipman Enclosure (3)

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Evaluation Program. See section 4-1.

b. Battalion Executive Officer (BNXO)

(1) Serves as the principal assistant and advisor to the BNCO. During the BNCO’s temporary absence and when so authorized, the BNXO shall represent the BNCO and direct action in accordance with the BNCO’s guidance.

(2) Enforce policies dictated by the BNCO.

(3) Direct and coordinate daily operations of the Battalion Staff.

(4) Act as liaison between the Battalion Staff and BNCO as needed.

(5) Meet weekly with the Battalion Advisor and unit XO to receive staff guidance and brief the staff on the week’s events.

(6) Keep the BNCO informed of all of battalion functions.

(7) Supervise battalion conduct, ensuring all standards dictated by the ROD and this SOP are met.

(8) Supervise all officers-in-charge of events.

(9) Oversee the cleanliness and functionality of battalion spaces.

(10) Coordinate the activities of the Battalion Staff to provide for the smooth and efficient operation of the battalion.

(11) Collect and review MIDN Evaluation Sheets for the Battalion Staff Officers and Reserve Platoon Commander/Division Officer.

c. Battalion Sergeant Major (Bn SgtMaj)/Battalion Command Master Chief (BN CMC)

(1) Responsible to the BNCO for the inspection readiness and military discipline of the battalion.

(2) Uphold uniform regulations within the battalion.
(3) Oversee the battalion counseling and discipline program.

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(4) Responsible for assisting the BNCO and active duty staff in the administration of disciplinary matters.

(5) Serve as the chairperson on any disciplinary review boards. See section 4-3.

(6) Coordinate, publish, and distribute a monthly disciplinary review board summary. See section 4-3.

(7) Assist in the instruction and inspection of close order drill.

(8) Coordinate and assist in the conduct of Midshipman of the Month (MOTM) and Midshipman of the Semester (MOTS) boards.

(9) Support all battalion evolutions in the maintenance of basic order and discipline.

(10) Responsible for mustering of the battalion, including the gathering of muster reports from Company First Sergeants/Department Senior Chiefs.

(11) Continually monitor and promote the morale and welfare of the battalion.

(12) Meet weekly with the AMOI to discuss the discipline, accountability and morale of the battalion.

d. Administrative Officer (N-1)

(1) Serve as the Reserve Platoon Commander/Division Officer. Responsible to the BNXO and Battalion Advisor for the execution of alternate lab training.

(2) Provide administrative support to the battalion staff and unit staff.

(3) Maintain and prepare all battalion correspondence as directed and in accordance with the Navy Correspondence Manual.

(4) Prepare all orders and bulletins for the Battalion and ensure their proper distribution, less Operation Orders
(OPORD) or Letters of Instruction (LOI), which are generated by the Operations Officer.

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(5) Maintain an accurate and up to date battalion roster.

(6) Ensure compliance and incorporation of appropriate safe guards relative to Personally Identifiable Information.

(7) Serve as the primary record keeper during all battalion staff meetings ensuring minutes are being recorded and published soon after the conclusion of the meeting.

(8) Serve as the Reserve Platoon Commander/Division Officer. Responsible to the BNXO and Battalion Advisor for the execution of alternate lab training.

e. Academics Officer (N-1A)

(1) The Academics Officer is responsible to the BNCO for matters pertaining to battalion academics and the tutoring program.

(2) Ensure all MIDN are aware of academic resources within the unit and at Arizona State University.

(3) Implement and monitor the Battalion Study Hall Program, to include a current roster for tutoring by subject or academic major.

(4) Schedule and reserve rooms for battalion study hours.

(5) Coordinate with tutor and relay pertinent study hours information.

(6) Brief the battalion on study hours requirements. See section 5-4.

(7) Ensure tracking and logging of study hours attendees and tutoring requirements.

(8) Ensure all criteria for unit academic awards are met.

(9) Ensure all MIDN are well versed in proper study habits.

(10) Ensure proper battalion climate for academic effectiveness.
(11) Provide documentation on MIDN study hall program participation as requested by the MIDN Chain of Command or active duty staff advisors.

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f. Assistant Academics Officer (N-1B)

(1) Assist the Battalion Academics Officer in the execution of the battalion study hall program.

(2) Perform the duties of the Battalion Academics Officer in his/her absence.

g. Intelligence Officer (N-2)

(1) Provide a weekly briefing to the battalion on current events including items of national, naval service and state/local interest.

(2) Responsible for coordinating the processing of security clearances in conjunction with preparation for summer training.

(3) Assist the active duty Command Security Manager as directed in the performance of other duties assigned.

h. Operations Officer (N-3)

(1) Responsible to the BNCO for the planning, coordination and execution of all battalion training and operations.

(2) Prepare and submit the Battalion Plan of the Week (POW) to the Battalion Advisor via the BNXO and BNCO. Following approval, disseminate the POW to the battalion.

(3) Develop a training plan for the semester, review all lesson plans, and arrange for guest speakers at Naval Leadership Lab.

(4) Assign an Officer-In-Charge (OIC) for all events, ensuring required CALT hours are being met; priority shall be given to 1st Class and 2nd Class MIDN.

(5) Provide written direction, in the form of an OPORD or LOI, for the execution of all battalion evolutions, drills and ceremonies.
(6) Provide for the administration and execution of all special events and ceremonies including required personnel through the Company Commanders/Department Heads and Platoon Commanders/Division Officers.

(7) Maintain a file of past operations documents (OPORD, LOI or POW).

(8) Coordinate all functional areas within the Battalion to ensure a smooth and efficient battle rhythm/operational tempo.

   i. Logistics Officer (N-4)

   (1) Ensure the efficient handling of all matters relating to the material requirements of the battalion.

   (2) Provide and ensure the installation of all speakers, microphones, flags, field markers, etc. for battalion ceremonies.

   (3) Provide for the maintenance and incorporation of information systems within battalion spaces.

   (4) Prepare, as directed, MIDN inputs to unit funds-centric budget calls (vice Sea Devil Student Organization budget calls).

   (5) Coordinate the requesting of classrooms, facilities or transportation as needed for any battalion event.

   j. Supply Officer (N-4A)

   (1) The Supply Officer is responsible to the BNCO for all matters relating to supply.

   (2) Determines the needs of, and requisitions the necessary supplies and equipment for use by the Midshipmen Battalion.

   (3) Maintains regular supply issue hours to issue, exchange, or receive uniform components.
(4) Works as the liaison between the battalion and supply technician staff to ensure proper distribution of uniforms and correct assignments.

(5) Assist the Logistics Officer in the administration of the material requirements for the battalion.

(6) Perform the duties of the Logistics Officer in his/her absence.

k. Public Affairs Officer (N-5)

(1) Act as the principal liaison between the battalion and outside student organizations and the community.

(2) Coordinate the providing of required personnel for unit directed community service/volunteer efforts.

(3) Assist with the Officer Development mandated outreach program between the Unit and local NJROTC Units.

(4) Assist the active duty Command Historian as directed in the performance of duties assigned, focusing on the documenting of battalion activities and campus/local exposure efforts.

(5) Assist in the maintenance and updates to the battalion website and official Facebook page.

l. Fiscal Officer (N-5A)

(1) Act as the principal liaison between the battalion and any outside fundraising entities.

(2) Manage the unit’s Sea Devil Undergraduate Student Government (USG) budget and bank account.

(3) Provide supervision to the unit’s fiscal board and ensure compliance to all established procedures.

(4) Report regularly or as directed to the BNXO the status of battalion and Sea Devil Student Organization funds.
(5) Ensure any Battalion accounts are periodically audited and/or prior to turn over.

(6) Act as the main liaison between the students and active duty staff in the collection of monies and distribution of funds for battalion events.

m. Assistant Fiscal Officer (N-5B)

(1) Assist the Fiscal Officer in the administration of the fiscal operations for the battalion.

(2) Perform the duties of the Fiscal Officer in his/her absence.

(3) Assist in the coordination of fundraising events throughout the year to ensure the battalion has appropriate funds for any battalion events.

(4) Serve on the Battalion Fiscal Board and act as record keeper for any meetings conducted. Ensure meeting minutes are being recorded and published upon conclusion of the meeting.

n. Communications Officer (N-6)

(1) Ensure timely dissemination of all messages from BN staff to the entire BN, via Electronic Mail (E-Mail), or other mass communication method (BN Text Message).

(2) Update BN read board (Wardroom Television) weekly to ensure relevant dissemination of messages and updates from the BN staff in order to passively communicate updates to the BN, in addition to messages that are disseminated from BN staff through other mass communication methods.

(3) Supervise and monitor the Battalion Social Networking pages in accordance with applicable Department of Defense Social Media policies.

(4) Assist the active duty staff with the maintenance and upkeep of the battalion’s web site.

o. Training Officer (N-7)
Develop and disseminate training plans for applicable battalion evolutions.

(2) Work with the Battalion Advisor to design and implement physical and/or professional development training for all MIDN.

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(3) Foster an attitude throughout the battalion on the importance of physical fitness.

(4) Post dates for official Physical Fitness Assessments (PFA) as well as make-ups at the start of each semester.

(5) Assist in the conduct of official PFA(s) or swim qualifications as directed.

(6) Tabulate, maintain record of and publish PFA and swim qualification scores in a timely manner or as directed.

(7) Maintain an accurate list of all MIDN injuries affecting program participation.

p. Command Fitness Leader (N-7A)

(1) Schedule, plan, and coordinate all physical training sessions. Publish the weekly physical training plan to the Training Officer/Operations Officer for publication in the battalion POW.

(2) Compose an Operations Order for all physical training sessions to include the "5 W's" and "H" (who, what, where, when, why, and how). This task may be delegated to Platoon/Division Physical Training Instructors (PTIs). However, in the event this task is delegated, it is the responsibility of the CFL to review and publish each OPORD to the unit CFL/ACFL by the close of the work-week (generally Friday at 1200).

(3) Assist the Training Officer/Operations Officer with the scheduling and announcement of all PFAs/PFTs.

(4) Coordinate with the BN Logistics Officer for all university or outside facilities requests. Ensure any facilities needed are requested in advance to minimize effect on university and outside agency programs.
(5) Follow all testing and measuring requirements for the PFA/PFT, and ensure proper safety precautions are being implemented throughout the entire evolution.

(6) Ensure all students and staff are briefed on the conduct and proper training time-out procedures prior to the start of any physical training session.

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(7) Instruct PTIs to conduct at physical training and the conduct of all PFAs/PFTs, BCAs, and FEP.

(8) Report any injuries related to Physical Readiness Program to unit CFL and unit Safety Officer.

(9) Obtain and maintain updated physical readiness resources for use by command personnel.

(10) Ensure each member of the battalion completes Physical Activity Risk Factor Screening Questionnaire (PARFQ) and provides a signed copy for review and command records each year.

(11) Confer with unit active duty CFL/ACFL at least weekly to discuss current physical training plans, progress of personnel in FEP, and other items of mutual concern.

(12) Provide the unit active duty CFL/ACFL with results of each PFA and publish the results to the battalion when completed.

(13) As a collateral duty, serve as the Battalion Safety Officer to ensure the unit is in compliance of all safety procedures and directives. Ensure proper Operational Risk Management (ORM) is being conducted prior to the start of each battalion event. Act as the main liaison to the battalion for all CPR/AED qualifications and ensure there are enough CPR/AED qualified individuals to meet required the safety personnel at all evolutions.