

CADET ORGANIZATION

At the beginning of each school year, a cadet chain of command is appointed from the MS IV class. Criteria for appointment is based on ROTC and UT-Martin academics, performance at Advance Camp, and overall accomplishments in the ROTC department. The chain of command assists the PMS and other cadre personnel in the execution of detachment missions and responsibilities, and gains experience training and development of subordinates.

COMMAND AND STAFF RESPONSIBILITIES:

Battalion Commander: Responsible for commanding corps of cadets and coordinating with the Battalion Staff. Supervises the planning and execution of all leadership labs and special events to ensure training is safe, to standards and always motivating. Performs duties as Battalion Cadet Safety Officer. Conducts a weekly Battalion Command and Staff meeting to coordinate and confirm all training, logistical and administrative requirements. Provide instruction and evaluations as required. Attends weekly Cadre training meeting.

Battalion Executive Officer (XO): Responsible for supervising and coordinating all staff functions. Commands the battalion in the absence of the Battalion Commander. Assists the Battalion Commander in the performance of his/her duties. Attends the weekly Battalion Command and Staff meeting. Provide instruction and evaluations as required. Attends the weekly Cadre Training meeting.

Battalion Command Sergeant Major: Ensures that cadet accountability during training is maintained properly. Advises the Cadet Battalion Commander on Skyhawk Battalion matters. Checks NCOs for job knowledge, military appearance, and knowledge of their subordinates strengths and weaknesses. Conducts/supervises training to ensure compliance with directives by the cadet Battalion Commander. Attends both the weekly Battalion Command and Staff meeting and the Cadre Training meeting.

Battalion S1: Responsible for all cadet administration and accountability. Ensures cadet promotions and absences are documented and managed in an efficient/timely manner. Coordinate, publish and execute all cadet social functions and award ceremonies. Provide assistance to cadre for all cadet/cadre sponsorship programs. Provide cadet status reports at each weekly cadet training meeting and assist the ROTC Administrative Assistant (Mrs. Sims) in managing and organizing cadet records as required. Provide instruction and evaluations as required.

Battalion S3: Responsible for all operations and training in the Battalion. Responsible for preparing and conducting training IAW TSPs 66A, 67A and FM

25-2. Prepare weekly training meetings and publish weekly training schedules. Coordinate all training with the Cadre Operations Officer. Ensure all instructors conduct rehearsals, backbriefs and are properly prepared to execute training. Provide training status report at each weekly cadet training meeting. Coordinate with the cadre Operations Officer for all required MS IV evaluations of MS III IAW, the cadet Evaluation System. Supervise the publication of all OPORDs and MOIs pertaining to special projects, training events and Battalion activities. Provide instruction and evaluations as required.

Assistant Battalion S3: Primary assistant to the Battalion S3. Assist with ensuring quality instruction is provided for each lab, coordinate with other staff, lab instructors and cadre to ensure training standards are maintained. Assist in preparing the Unit Status Report for weekly training meetings. Assist in maintaining all training records, aids and references as required. Provide instruction and evaluation as required.

Battalion S4: Responsible for panning and coordinating all logistical requirements for special projects, training and Cadet Battalion activities. Coordinate with cadet BN S3, Cadre Operations Officer and Cadre Supply Officer to ensure all logistical requirements have been coordinated. Maintain close liaison with the Cadre Supply NCO to ensure 100% accountability of Battalion property. Prepare logistical portion of all OPORDs/MOIs.

Battalion Public Affairs Officer (PAO): Coordinates all PAO activities with Cadre Adjutant, University PAO, and community PAO. Responsible for coordinating advertising campaigns, news releases and feature articles designed to increase public awareness of ROTC. Assist in activities involving the ROTC Advisory Council, ROTC Alumni and the ROTC Hall of Fame.

Company Commander: Primarily responsible for the day to day operations of the company. Reports directly to the cadet battalion commander on all matters concerning the morale, welfare, accountability, training and discipline of the company. Plans, organizes and executes company training. Responsible for ensuring the MS I/II cadets are well prepared for their follow on year of ROTC.

Company Executive Officer (XO): Commands the company in the absence of the Company Commander. Assists the Company Commander in the performance of his/her duties.

First Sergeant: Holds company formations IAW FM 22-5 and receives an accurate report. Ensures that all cadet accountability during training is maintained properly. Checks NCOs for job knowledge, military appearance, and knowledge of their subordinates strengths and weaknesses. Conducts/supervises training to ensure compliance with directives by the cadet company commander.

Platoon Leader: Responsible for the day to day operations of the platoon. Directly responsible to the cadet Company Commander on all matters concerning the morale, welfare, accountability, training and discipline of the platoon. Plans, organizes and executes platoon training.

Platoon Sergeant: Assist the platoon leader and supervises and coordinates the actions of the squad leaders. Holds platoon formations IAW FM 22-5 and maintains an accurate accountability of personal at all times during military functions. Conducts and supervises training to insure compliance with directives. Works with the First Sergeant on the issue, receipt, and the accountability of all equipment and supplies for the platoon. During the platoon leader's absence acts on his behalf and in accordance with his policies.

Squad Leader: Responsible for everything the squad does or fails to do. Forms squad IAW FM 22-5. performing uniform and equipment checks. Knowledgeable of squad members performance, to include strengths and weaknesses. Conducts and supervises training to insure compliance with directives.