

Brigade Commander (BdeCDR)

MIDN CAPT/COL

The Brigade Commander is responsible for planning and implementing all joint service events. It is a rotating position among the three ROTC branches. Major events that the BdeCDR is responsible for include: Brigade Athletics Day, Blood Drives, Tri-Service Ball, Joint Service Awards, and Commissioning. The BdeCDR works closely with the three Joint Service Representatives. This position helps to improve interpersonal and organizational skills. The BdeCDR is required to run all weekly JSR meetings and attend all battalion staff meetings.

Battalion Commander (BnCO)

MIDN CDR/LTCOL

The BnCO is the liaison between the Officer Staff and the MIDN. He or she is responsible for creating the drill lab schedule each semester and working with the BnXO and battalion staff to make sure that everything is accomplished. As the highest ranking MIDN, the BnCO is ultimately responsible for completing the different unit events and everything else set forth in the drill lab schedule. The BnCO also communicates problems or issues within the unit that need to be addressed by the officers. Communication with BnXO and BnOps is very important so that the unit's/BnCO's expectations and standards are always met. Likewise, working closely with the officers and GySgt is very important to make sure that the Battalion is running appropriately. This position aids in communication and planning skills. The BnCO interacts with the staff daily and reports to the unit officers.

Battalion Executive Officer (BnXO)

MIDN LCDR/MAJ

The BnXO is responsible for the daily functioning of the Unit. He or she runs the staff meetings, reviews the POW, and ensures that all staff members are on schedule with their tasks. The BnXO also acts as the chief disciplinarian for the Unit. He or she communicates with the CoCO to ensure that all standards and expectations that the Unit Staff or the BnCO puts out are met. Communication with the BnCO is critical in making sure that operations within the unit are accomplished as planned and all of the MIDN are within regulations and behaving responsibly. The BnXO reports directly to the BnCO.

Battalion Operations Officer (BnOps)

MIDN LT/CAPT

The Operations Officer is in charge of the logistical planning, coordination and execution of all major unit events. Most major events occur in the fall, the three most important being Orientation Week, the Birthday Ball, and CUIDC. Ops is also responsible for the O-Week picnic, Dining-In, and the Commissioning picnic. Ops is responsible for creating a schedule of events, assigning staff members to specific functions, logistical planning (food, materials, building use etc.), coordinating with the GySgt and staff to maintain safety standards, and overseeing a balanced budget. Each event is unique in its specific range of responsibilities and tasks. He/she is also responsible for ensuring that the staff is briefed properly by a senior MIDN before every drill lab, and that everyone is prepared for the weekly drill lab activities. This position requires a high degree of organization and foresight. The BnOps reports directly to the BnCO, and is required to attend all weekly battalion staff meetings.

Company Commander (CoCO)

MIDN LTJG/1st LT

The Company Commanding Officer is the main communication link between the midshipmen staff and the midshipmen in a company. The CoCO needs to be aware of unit events well ahead of time in order to plan transportation logistics and reporting times. These events include the Tri-Service Ball and community service. The CoCO is responsible for designing their company's community service project, getting it approved by the CO, and implementing the plan. The CoCO is the first person held responsible for problems exhibited by midshipmen, to include issues with uniforms and tardiness. To handle these issues, the CoCO works with his/her squad leaders to remediate the problem. They also keep MIDN records to document good, marginal, and poor performances of all MIDN assigned to their company. Most importantly, the CoCO acts as a mentor to his or her squad leaders and company members. The CoCO reports to the BnCO and is required to attend the weekly battalion staff meetings.

Assistant Operations Officer (AOps)

MIDN LTJG/1st LT

The Assistant Operations Officer helps the BnOps in any tasks and assignments throughout the semester. This work revolves primarily around planning and executing Dining-In, O-Week, the Birthday Ball, and CUIDC. AOps is responsible for keeping records of the unit finances and the Unit Activities Fund (UAF). Operating the budget is one of the most time-consuming aspects of AOps. The AOps reports to BnOps and is required to attend all weekly battalion staff meetings.

Battalion Adjutant (BnAdj)

MIDN LTJG/1st LT

The Adjutant is responsible for all supply/maintenance issues and administrative tasks. Adj is responsible for distributing miscellaneous uniform items, taking minutes at all staff meetings, maintaining the unit Blackboard website, and monitoring TCL. The Adj is also responsible for formulating the Plan of the Week (POW). Additional assignments are given at the BnCO's/BnXO's discretion. This position will aid in organizational and interpersonal skills. The Adj reports to the BnCO and is required to attend the weekly battalion staff meetings.

Training Officer (TrainO)

MIDN ENS/2nd LT

The Training Officer is responsible for scheduling and implementing physical training. This involves creating and supervising the battalion physical training program. Other duties involve instructing MIDN in the correct form of the PFA exercises, ensuring medical safety at all physical training events, and signing up teams for any intramural sports. The Train-O works very closely with the GySgt. The TrainO reports to the BnCO and is required to attend the weekly battalion staff meetings.

**** All non-bar positions do not require a striper board. They will be designated by the Commanding Officer. MIDN are encouraged to email the BnCO if they desire one of these positions. ****

Joint Service Representative (JSR)

N/A

The Joint Service Representative is the liaison between the NROTC unit and the other ROTC branches at Cornell. He/she attends weekly meetings with the Brigade staff to help plan for Brigade events, such as Blood Drives, Athletics Days, and large events such as the Tri-Service Ball and Awards Ceremony. Some of the duties include making invitations, assembling slideshows, advertising for blood drives, making sure people sign up for various events, and performing a number of other miscellaneous duties in order to ensure each Brigade event's success. The JSR has two chains of command, and reports to both the unit staff and the Brigade Commander. Communication is essential to this position, especially between the Brigade Commander and the GySgt (especially important when the BdeCDR is not a midshipman) and unit staff. The JSR reports to the BnCO and the BdeCDR and is required to attend the weekly battalion staff meetings as well as brigade JSR meetings as dictated by the BdeCDR.

Public Affairs Officer (PAO)

N/A

The unit PAO is responsible for promoting and documenting unit events. This includes quartercarding for CUIDC, updating the photo board and the PAO board downstairs, taking pictures at unit events, and writing news articles/compiling the unit newsletter. All work regarding Alumni Relations falls under the PAO as well, which will include sending out newsletters. The PAO should be encouraged to be creative in the position (putting up pictures of events and updating bulletin boards, etc.) He/she should also work closely with the Tech-O in updating the website and unit Facebook page with current pictures. The PAO should try to publish pictures anyway they can (on bulletin boards, website, scrapbooks, etc.) so that people have easy access to them. The PAO must also be very organized and make sure that photos are easily available if slideshows are ever needed or if people request photos from specific events. The PAO reports to the BnCO and it required to attend the weekly battalion staff meetings.

Sailing Officer (Sail-O)

N/A

The Sailing Officer is responsible for instructing sailing classes during O-week and throughout the first semester for all 4/C and other new students who have not yet taken the sailing course. He/she should be comfortable in instructing sailing and implementing life-saving techniques. Sail-O is also responsible for organizing and providing safety briefs for any unit sailing events. The Sail-O reports to the Train-O and the BnCO.

Technology Officer (Tech-O)

N/A

The unit technology officer is responsible for maintaining the topside computer lab, unit website and unit Facebook . This includes installing new software, managing the printers & obtaining new ink and toner when needed, and updating the unit website and Facebook with articles and pictures. He/she is also responsible for troubleshooting any other technological issues that may arise outside of the computer lab. The Tech-O reports to AOPs.

Squad Leader (SqdLdr)

N/A

The squad leader is the first point of contact for midshipmen in the company (i.e. non-staff midshipmen). He/she is assigned with the duties of collecting and monitoring weekly chits, helping to prepare the company for inspections, taking accountability for their squad at all unit events, and setting the example for his/her squad. The squad leader must be prepared to answer any questions that the midshipmen in their squad may have and have an excellent understanding of the chain of command if they are not able to address a particular question or issue. The squad leader is responsible for informing the Company Commander of any changes in the status of midshipmen in his/her squad. Squad leaders must develop excellent communication skills. He/she reports directly to the Company Commander.

Assistant Drill Instructor (ADI)

N/A

The ADI assists the GySgt in the instruction of rifle manual drill to the incoming 4/C and other new students during the fall of each year. The ADI must demonstrate excellent proficiency in drill, be able to instruct patiently but firmly, and work well with the GySgt. Besides the SailO, the ADI has the most interaction time with the new class and thus plays an important role in shaping their impression of the unit and their first semester experience. ADI reports directly to the GySgt.