



Westview High School NJROTC

WOLVERINE

Organization Reference Manual

(WORM)

Mod 5 (01 August 2018)

BILLETS (Jobs) and RESPONSIBILITIES

This document provides billet duties and responsibilities for assigned cadets. Each cadet should seek and pursue those things that make his/her billet (job function) more effective. The responsibility for each cadet officer, chief petty officer and petty officer is to set the highest standards for performance possible in everything that he/she does.

Cadet Officers and Petty Officers: The Senior Naval Science Instructor (SNSI) / Naval Science Instructor (NSI) promotes and selects cadets for unit assignments based on demonstrated performance, academics, leadership, team activities and participation in unit activities. Continued enthusiasm, active participation, a positive attitude and leadership by example are required of a cadet in order to advance and **remain** in unit leadership positions. Cadet Officers and Petty Officers must set the example for junior cadets in every aspect of the NJROTC program. The SNSI will demote Officers / Petty Officers whose performance is not up to the highest standards.

All Cadets: Each WHS NJROTC cadet is responsible for conducting him/herself in an exemplary manner reflecting credit upon him/herself, our Wolverine Navy unit, the school, the community and the United States Navy. Since all cadets wear a genuine US Navy uniform, your actions do reflect directly on the Navy. Your actions have a direct bearing on our community's perception of the US Navy. With this in mind, all cadets are responsible for maintaining the highest standards of conduct and appearance; for following the rules and regulations of both the school and unit; and for carrying out the instructions and orders of their superiors (both cadet officers and instructors) to the best of their ability.

A. Leadership Cadets

1. **Commanding Officer (CO):** The CO is the senior-ranking cadet, directly responsible to the SNSI / NSI for:
 - Supervising the training of cadet staff and insuring cadet staff members understand and fulfill their areas of responsibility
 - Ensuring compliance with the chain of command at all levels
 - Carrying out all orders and directives of the SNSI / NSI
 - Maintaining high morale, enthusiasm, and team spirit within the unit
 - Setting the highest standards of performance, conduct, appearance, military bearing and courtesy as an example for all unit cadets
2. **Executive Officer (XO):** The XO supports the CO in all respects, and will always be prepared to take charge of the unit in the absence of the CO. The XO is also responsible for:
 - Disciplinary matters within the unit
 - Executing the policies of the CO as defined by the SNSI / NSI
 - Supervision of the cadet staff as directed by the CO and SNSI / NSI
 - Ensuring staff officers perform their assigned tasks properly and promptly
 - Coordinating and scheduling Cadet of the Month (COM) and the Cadet of the Year (COY) Board
 - Overseeing and coordinating the Peer Review Board (PRB) process whenever required
 - Tracking and reporting number of COM, PRB and cadets handled during the year

3. **Command Master Chief (CMC)**: The CMC is the senior enlisted advisor for unit. The CMC is responsible for:

- Coordinating disciplinary matters for all enlisted cadets
- Serving as the key link in the chain of command for junior cadets
- Tracking, monitoring and reporting on status of cadet advancements throughout the year due to passing advancement exams and/or being selected for Cadet of the Month

B. Upper Staff

4. **Operations Officer / Assistant Operations Officer (OPS / AOPS)**: The OPS and AOPS Officers are responsible for:

- Coordinating all unit activities, ensuring that everything is occurring smoothly and advising the XO of any conflicts or difficulties
- Supervising and work closely with the Drill Captain, Public Affairs/IT, Ordnance and Fundraising
- Coordinating with the Drill Captain for all events (competitions, color guards, community support, school support, etc.)
- Preparing Event Sign Ups and coordination for all unit, community and/or school service events
- Maintaining the Plan of the Week (POW)
- Maintaining CDMIS

5. **Supply Officer (SUPPLY)**: The SUPPLY is responsible for:

- Maintaining all supplies the unit requires
- Designating, training and supervising supply representatives for each platoon to coordinate uniform or award replacement issues throughout the year
- Maintaining the supply room in a neat, orderly and secure manner
- Assisting the SNSI / NSI with ordering, receipt, storage, issuance, inventory / accounting of uniform items. Report number of cadets outfitted, supply details conducted, etc.
- Assisting with the storage, inventory and accounting of all other unit equipment. Report all supply details (number and purpose)
- Maintaining CDMIS

6. **Administration Officer (ADMIN)**: The ADMIN Officer is responsible for all administrative matters for the unit, ADMIN will:

- Be knowledgeable of the unit's organization and activities
- Assist the SNSI / NSI with preparation of unit notices, instructions, reports, personnel lists and other paperwork as required
- Supervise and work closely with the XO, OPS and Morale
- Prepare and maintain the unit's personnel files and keep the organization board professional
- Track, catalog and issue individual cadet awards. Report total number of awards issued and number of cadets receiving them (ex. 132 of 150 cadets received awards)
- Maintaining CDMIS

7. **ORM / Intervention Officer (ORM / INT)**: The Operational Risk Management / Intervention Officer is responsible for all maintaining a safe physical and other fitness environment and conditions. Working closely with cadets to ensure all cadets are safe and secure. ORM / INT will:

- Educating and ensuring safe evolutions occur throughout the year
- Informing unit about Bystander Intervention/Anti-hazing/Suicide Prevention, and assisting cadets with any of the above issues
 - Keeping the SNSI / NSI informed about the above efforts and seeking assistance with any/all that occur

8. **Drill Captain (DC):** The Drill Captain is the lead for training and preparing cadets for competitions for the unit. The DC is responsible for:

- Serving as the main coordinator for all competition, exhibition and school support teams
 - Ensuring team captains create, maintain and provide rosters of their team members
- Establishing team practice schedules based on targeted short/long term events

C. Lower Staff

9. **A / B Company Commander (A / B CO CDR):** The A / B Company Commander is responsible for:

- Training platoon commanders to track progress of cadets
- Working closely with platoon commanders to motivate and assist cadets who have failed to advance during the four advancement cycles per year
- Conducting drill evaluations for Platoon Commander and Chiefs
- Ensuring compliance with the chain of command at all levels
- Carrying out all orders and directives of the CO / XO
- Maintaining high morale, enthusiasm, and team spirit within the company
- Setting the highest standards of performance, conduct, appearance, military bearing and courtesy as an example for all company cadets

10. **Community Service (CS):** The Community Service cadet is a high visibility position in the unit. CS responsibilities include:

- Working closely with SNSI / NSI / CO / XO / OPS
- Tracking, monitoring and reporting the following:
 - Total Community Service Hours for the unit
 - Events and organizations supported throughout the year
 - Individual cadet community service hours
- Participating at community service events to assist in providing professional support and leadership

11. **Fundraising:** The Fundraising Officer duties include:

- Working closely with CO, XO and OPS to plan and brief the SNSI / NSI on proposed fundraising events
- Preparing fundraising event musters and coordinating ticket sales (as required)
- Tracking type and number of fundraising events, amount of funds generated (reporting data as required)
- Serving as liaison with external fraternal organizations (ex. Monthly Fleet Reserve Association briefs)

12. **Morale:** The Morale duties include:

- Maintaining high unit morale and high moral standards
- Planning and coordinating morale events
- Delivering appropriate inspirational messages at key unit events and activities

13. **Armory:** The Ordnance Officer is responsible for all matters relating to unit drill rifles, air rifles, swords and related equipment. These include:

- Maintaining drill / air rifles in good condition; initiating repairs as required
- Notifying the SNSI / NSI of the need to order drill rifle repair parts or obtain new repair tools
- Securing and accounting for all ordnance-related equipment
- Keeping the armory space and marksmanship spaces secure, neat and orderly
- Reporting number of drill / air rifles repairs conducted, apprentices trained during the year

14. **Public Affairs (PA) / Info Technology (IT):** The PAO / IT is a high visibility position in the unit. PAO / IT responsibilities include:

- Taking photographs or making video recordings of unit activities or community support
- Maintaining a file containing unit photographs and videos
- Assisting the SNSI/NSI in publicizing unit activities to the school and the community by:
 - Ensuring unit activities are published in school or local publications
 - Preparing draft news releases or writing articles about unit activities for distribution to local papers, radio and television stations. **Must receive approval** of SNSI / NSI before sending them
- Tracking and reporting number of school or newspaper articles generated during the year
- IT responsibilities include:
 - Accessing and uploading photographs onto the unit website to keep the home page current and timely
 - Providing assistance to cadets who are unfamiliar with the various helpful materials and functions on the unit website

15. **Recruiting:** The Recruiting duties include:

- Outreach to Westview students to promote and increase participation in our Navy JROTC unit
- Outreach to “feeder” middle schools to obtain opportunities to “show the flag”
- Coordination with “feeder” middle schools to arrange recruiting visits to maintain unit viability

D. Adjunct Leadership

16. **Supply Representatives:** These individuals:

- Serve as their platoon’s “go-to” individual to coordinate uniform or award replacement issues throughout the year
 - Assist in tracking, monitoring and conducting issuance of uniforms to new cadets
 - Provide status reports to Supply Officer on completion of uniform issuance to all cadets in their platoon
 - Notify the Supply Officer of any cadets requiring uniform or award replacement items
- Participate in supply details for supply room organization, inventory of uniforms, uniform accessories and organizational equipment

17. **Platoon Commanders (PC):** The most visible leaders for new cadets. Responsibilities include:

- Getting to know the names, strengths and weaknesses of every cadet in their platoon
- Assisting with new cadet orientation and core knowledge development
- Being knowledgeable and proficient in military drill

- Providing proper instruction in military drill to their platoon
- Ensuring platoon students' classroom conduct is up to Westview NJROTC standards
- Leading and motivating their platoon during PT sessions

18. **Platoon Chiefs (PCH):** These cadets are also highly visible to new cadets. PCs recommend their PCHs for approval and selection by the SNSI / NSI. Responsibilities include:

- Taking charge of the platoon whenever the Platoon Commander is absent
- taking accurate musters, note tardiness, absences, and dinks for “not dressed out” cadets (uniform days and PT days)
- Maintaining order and discipline as directed by the PC
- Other duties as assigned by the PC

19. **Squad Leaders:** Another early opportunity for leadership. Squad Leaders are responsible for:

- Forming the squad during platoon and unit formations
- Reporting accurate musters for their squad to the PCH
- Knowing the names, strengths and weaknesses of every member of their squad

E. Team Captains: All Team Captains are responsible for:

- Overall coordination and training of their team members
- Preparation of their teams for events, competitions and exhibitions
- Keeping and maintaining an accurate written team muster; reporting same to SNSI / NSI
- Ensuring they remain or become the “expert” in their team’s area of expertise

Armed Basic (AB) Drill: Highly dedicated cadets interested in sharpness and precision developed by the Manual of Arms. The team represents WHS NJROTC in competitions with other JROTC units. They maintain the highest standards of grooming, discipline and uniform appearance.

Armed Exhibition (AE): Disciplined but creative cadets who are interested in modifying standard Manual of Arms movements and actions into precise, coordinated routines. The team represents WHS NJROTC at competitions with other Navy JROTC units, and during school or community events. They maintain the highest standards of grooming, discipline and uniform appearance.

Unarmed Basic (UB) Drill: Highly dedicated cadets interested in sharpness and precision developed by close order drill and the Manual of Arms. The team represents WHS NJROTC at competitions with other JROTC units, parades and during school events. They maintain the highest standards of grooming, discipline and uniform appearance.

Unarmed Exhibition (UE): Highly dedicated cadets interested in modifying standard close order drill movements into precise, coordinated routines. The team represents WHS NJROTC at competitions with other Navy JROTC units, and during school events. They maintain the highest standards of grooming, discipline and uniform appearance.

Color Guard (CG): Most visible and recognizable cadets in the unit. They compete at Navy JROTC local area and national field meet competitions. Members set and exemplify the highest standards in uniform and conduct.

Honor Guard (HG): These cadets are responsible for raising and lowering the flag every morning before school, and lowering it after school. They sometimes perform this service at community events. They present the Colors at ceremonies, sporting events at the school, community service events and corporate functions. They should be highly motivated cadets with excellent military bearing. Cadets earn the Color Guard ribbon for every 25 times they do Honor Guard evolutions.

Physical Training (PT) Team: Highly motivated cadets who train physically for local and national Navy JROTC competitions involving push-ups, sit-ups and running.

Academic Team (AT): These cadets are particularly interested in academic achievement, computer science and underwater robotics. They are usually high achievers in NJROTC. They compete in NJROTC and national competitions (Brain Brawls / Field Meets / Cyber Patriot / Sea Perch / Stellar X) and are willing to put in the extra study time required.

Marksmanship Team (MT): These cadets are particularly interested in learning about weapons safety, how to accurately use a weapon, becoming aware of and controlling their non-autonomic bodily functions. These are usually high achievers in school and NJROTC. They compete in Navy JROTC and national competitions, and are willing to put in the extra practice time required.

Orienteering Team (OT): These cadets are particularly interested in land navigation in tricky terrain via only the use of a compass. They are usually high achievers in other NJROTC competition areas. They compete in Navy JROTC and national competitions, and are willing to put in the extra time required.

F. Advancement Process: All Cadets must learn, retain and demonstrate knowledge and drill proficiency at increased levels in order to advance their pay grade / status in the unit.

- To advance through enlisted paygrades (E2-E7) the following must be successfully completed:

E2: Advancement Exam or BLT + In Place Drill Eval	E5: Advancement Exam + Color Guard (CG) Evaluation
E3: Advancement Exam + Squad Drill Evaluation	E6: Advancement Exam + Armed Basic (AB) Evaluation
E4: Advancement Exam + Platoon Drill Evaluation	E7: Advancement Exam

- Each individual cadet's merit (rate of advancement, community service, team participation, etc.)

determine promotions to officer paygrades (O1-O5)

- Note: Commanding Officer (CO) Selection Boards determine which cadet is selected as CO

G. Classroom Rules: All Cadets will comply with all rules guiding conduct in NJROTC spaces as listed:

- All WHS rules apply while in NJROTC spaces
- No food and beverage items (including gum and candy) can be brought into the classroom
 - Only exception: during in-classroom lunch privilege times
 - Be seated when consuming food or water
- Upon entering the classroom, remove all headgear and ear buds. Males must remove all ear, nose and/or lip piercings. Females must remove all nose or lip piercings
- All PDAs, laptops, tablets and mobile phones must be stowed away (not visible or on desks)
- You must be inside the classroom, standing by your desk at the position of parade rest (no talking) when the tardy bell sounds
- “Attention on Deck” will be called anytime the SNSI enters the classroom
- At the end of every class period, cadets will police the area around their desk for trash and deposit it in the trashcan, and cadets will align desks in their row.
- Personal items (ex. coats, books, uniform items, clothing, etc.) shall not be left in the classroom
- No writing or erasing of information on classroom dry erase boards is permitted unless specific authorization is granted by the SNSI / NSI or Cadet Leadership staff
- Do not enter the SNSI / NSI office unless granted permission by the SNSI / NSI
- Do not enter the Supply Area without specific authorization of the SNSI / NSI or CO / XO / Supply