

CHAPTER 2

NROTC BATTALION ORGANIZATION

201. MISSION OF THE BATTALION (BN). The mission of the BN is to promote the development of a sound body, mind, and spirit through academic and physical effort and to develop each NROTC student into the finest leader possible so that they will be prepared to assume the duties and responsibilities of an officer in the USN or USMC.

202. NROTC BATTALION

a. NROTC students are organized into a BN for the purpose of indoctrinating and instructing them in military organization, command relationships, discipline, drill, ceremonies, and practice in the exercise of command. Individuals will be assigned defined positions of responsibility within the BN, and these positions will be changed periodically so that students may become familiar with various positions and become qualified for positions of leadership.

b. Student billet holders are selected on the basis of aptitude, leadership, scholastic standing, and overall interest in the NROTC. The selections are based on the advice and input from the BN staff and company advisors, and are approved by the PNS.

c. Billet holders shall have authority over underclassmen commensurate with their rank and assignment.

203. MILITARY ORGANIZATION

a. The BN organization shall ordinarily consist of a BN staff and three lettered companies (one during the Summer Semester). Depending upon the total strength of the BN, the PNS may alter the structure listed above.

b. Billet holders will be organized as delineated in Appendix A.

c. The battalion shall be guided by the battalion advisor, who shall be the senior ranking officer appointed by the PNS (normally the Marine Officer Instructor). The battalion advisor may attend BN staff meetings and keep the BN staff advised on the PNS's desires.

NROTCUAUINST 1533.2L
03 March 2009

d. Each company shall be assigned a unit staff member by the PNS to be the company advisor. The company advisors will instruct and guide their companies, as well as maintain performance records on every member. Further information is contained in paragraph 304.d.

204. DUTIES OF BILLET HOLDERS

a. BN Commander (BNCDR). The BNCDR is responsible for the training, morale, and discipline of the BN. The BNCDR is responsible to the battalion advisor in all matters pertaining to drill formations, training, and all other functions in which the BN is to participate. The BNCDR will represent the BN at all times in matters and policies pertaining to the BN. The BNCDR is the NROTC student representative at all boards, meetings, and functions of the Auburn University student body unless otherwise designated. The BNCDR reports to the battalion advisor for BN operation conferences. It is emphasized that the student officers, not the unit staff officers, are completely responsible for the administration and operation of the BN.

b. BN Executive Officer (BNXO). The BNXO carries out the policies of the organization and supervises the activities of the entire BN staff as directed by the BNCDR. The BNXO acts for the BNCDR on designated matters and assumes command in the BNCDR's absence.

c. N-3, BN Operations Officer (BNOPS). The BNOPS is responsible for all training matters within the BN. BNOPS works in conjunction with the Adjutant (N-1) in the preparation of all orders pertaining to training. The BNOPS is also responsible for the preparation of written plans for all training, parades, reviews, and ceremonies within the BN or any portion thereof.

d. BN Assistant Operations Officer. This staff officer aids BNOPS in duties pertaining to the overall operation of Unit activities. One primary duty is to prepare all published material required for the operation of the BN (e.g., POW). This officer coordinates with other officers to obtain resources that may be required for training of the BN. This officer also aids the BNOPS in activities related to training.

e. BN Operations Chief Petty Officer. The Operations Chief is responsible for carrying out the duties assigned to him/her by the Operations Officer.

NROTCUAUINST 1533.2L
03 March 2009

f. N-1, BN Adjutant (BNADJ). The BNADJ is the administrative officer of the BN and has the overall responsibility for rosters, duty lists, and publishing orders. The BNADJ supervises the completion of all administrative projects and duties delegated to him/her by the BNCDR. The BNADJ is responsible for obtaining an accurate and complete muster from all companies, reporting all tardy or absent students by name to the BNCDR at the conclusion of each Drill, and any other duties assigned by the BNCDR. The BNADJ is responsible for the proper maintenance of the BN Bulletin Boards, assuring that all orders, both permanent and temporary, are posted in a neat and orderly manner.

g. N-4, BN Logistics Officer (BNLOGS). The BNLOGS works in conjunction with BNOPS to facilitate any equipment issues. The BNLOGS is responsible for the logistical preparation for all BN functions. Consideration should be given to assigning either the BNLOGS or his/her assistant as an active duty student so that he/she can drive the government vehicles.

h. BN Assistant Logistics Officer. This officer coordinates activities between Operations and Supply and ensures the proper movement of supplies and equipment to the correct location on time.

i. BN Logistics Chief Petty Officer. The Logistics Chief is responsible for carrying out the duties assigned to him/her by the Logistics Officer.

j. BN Training Officer. The BN Training Officer is responsible the BN training plan. This will include developing the semester academic training, assigning instructors and supervising execution of the plan to include testing. The BN academic training plan generally centers around the required General Military Training (GMT) but is not limited to just the GMT. Marksmanship, uniform regulations, current events etc are all examples of valuable training to add to the training plan. Creativity is encouraged. The training plan will be routed through the BN chain of command and approved by the BN Advisor. The BN Training Officer is also responsible for the compellation and distribution of study hours data and the coordination of the unit tutors. The BN Training Officer reports to the N-3.

03 March 2009

k. BN Assistant Training Officer. This officer is responsible for ensuring that the Unit Study Hours are carried out and that the atmosphere in unit spaces is conducive to studying after normal working hours. This officer is also responsible for any additional duties assigned to him/her by the BN Training Officer.

l. BN Athletics Officer. The BN Athletics Officer is responsible the BN physical training plan and for organizing all student inter-unit and intramural sports. The BN Athletics Officer organizes and supervises the Fitness Enhancement Program (FEP) and Weight Control Program and is responsible for conducting the semiannual Physical Fitness Assessment (PFA). The BN Athletics Officer is also responsible for preparing any BN PT sessions from an operational standpoint. Additionally, this officer is responsible for the intramural sports program for the Battalion. These duties include gathering information in regard to the different sports, setting up teams, obtaining scores from games played by NROTC teams, and assisting in the conduct of any BN PT sessions. The BN Athletics Officer will supervise all FEP, PT, Weight Control, Swim, and Sail programs. The BN Athletics Officer reports to the N-3 but coordinates with the Unit Staff Command Fitness Leader (CFL).

m. BN Assistant Athletics/Swim Officer. This assistant is responsible to the Athletics Officer for the training and testing of MIDN and OCs for swim qualification. OCs are usually qualified before reporting to Auburn; however, this should not be assumed. This assistant coordinates the Semiannual Swim Tests and Remedial Swim Program. This assistant is also responsible for other duties the BN athletics officer may assign.

n. Sail Chief Petty Officer. The Sail Chief Petty Officer is responsible for the training and testing of MIDN and OCs for sail qualification. This assistant coordinates all sail activities with the Unit Sail Advisor. Other responsibilities include ensuring the safe operation and maintenance of the sailboats as well as the cleanliness and upkeep of the Sail Locker.

p. BN Master Chief Petty Officer/BN Sergeant Major. This billet holder is responsible to the BNCDR for the proper upkeep and policing of all unit spaces. He/she is responsible for ensuring that all orders and policies of the BNCDR are properly carried out and followed.

03 March 2009

q. BN Public Affairs Officer (PAO). The PAO is responsible for all public information matters within the BN. The PAO coordinates activities with the Staff Public Affairs Officer to include photographic and news release material pertaining to the activities of the BN. The PAO is responsible for the successful publication of The Helm, The Quarterdeck and the Unit phone book. Specific duties include assigning stories to assistants, reviewing photographs, coordinating with the printers, and maintain the unit website with the IT Officer. The PAO reports to the N-1.

r. BN Information Technology Officer (ITO). This officer is responsible for maintaining the Unit's computer lab. He/she is also responsible for coordinating with the unit IT officer to maintain and update the unit website. The ITO reports to the N-1.

s. BN Librarian. The BN Librarian is responsible for the maintenance of the Buddy Edwards Memorial Library and its content. He/she ensures that an accurate inventory is kept of all books and materials and that a proper checkout system is implemented and adhered to. The Librarian reports to the N-1.

t. Special Projects. Members assigned to Special Projects are at the disposal of the BNCDR for planning and executing any additional projects that do not fall under the responsibility of any of the other billet holders. The Special Projects members report to the N-3.

u. Company Commander. The Company Commander is responsible for all that his company does or fails to do. The Company Commander will exercise command of the company in all matters by his personal leadership and the use of his subordinates to accomplish all missions.

v. Company Executive Officer. The Company XO carries out the policies of the Company Commander and supervises the activities of the Company staff officers. The Company XO assumes command in the Company Commander's absence. The Company XO is also responsible for accurate muster of the company and for upkeep of the company log.

w. Platoon Commander. The Platoon CDR is responsible for the performance of the Unit assuring its comprehensive knowledge of drill, meeting requirements for bearing and dress, and assisting any members of the platoon with

03 March 2009

problems that may arise. The Platoon CDR is also responsible for evaluating the members of the Platoon as well as training them to assume leadership positions in the future.

x. Company Chief Petty Officer/Company First Sergeant. This member is responsible for ensuring that the proper muster is taken at every Battalion function. He/she is responsible for ensuring that the orders and policies of the company commander are carried out and followed.

y. Mustering Petty Officer/Platoon Sergeant. This member is responsible for providing an accurate account of all persons in the platoon to the Company Chief.

z. Squad Leader. The Squad Leader is responsible for the basic leadership and development of the squad, as well as disseminating all command information to its members. The Squad Leader coordinates with the Platoon Commander for training the squad, and is responsible for evaluating the members of the squad.

205. BATTALION ORDERS

a. Types of Orders. All orders issued by the BNCDR and the BN Staff are restricted to those necessary to carry out orders from higher authority and to administer the BN. Orders which may be issued by the BN Officers are as follows:

(1) BN Directives. These directives contain material of importance, directive in nature, general in application, of extended duration, and readily adaptable for incorporation into permanent organization regulations (Plan of the Week (POW), BN CO's Standing Orders, etc.)

(2) BN Memoranda. These directives contain material which is directive in nature, specific in application, or temporary in duration, (watch lists, clothing issue, etc.).

b. Signing and Posting Orders. The BNCDR, or in the absence of the BNCDR, the BN XO, shall sign all BN directives. Directives shall be in the proper format and include the date of issue. BN memoranda may be signed by the BN Staff Officer originating them but will be approved by the BNCDR prior to posting. Issue of any directive or memorandum shall consist of the preparation, signing, and

NROTCUAUINST 1533.2L
03 March 2009

posting of the order in the proper place on the BN Bulletin Board.

(1) The POW shall be published by COB each Friday on the unit website and distributed via e-mail.

(2) The BN Standing Orders shall be published by the first day of each month or more often, if required, on the unit website.

c. Unit Bulletin Boards. Every working day, each NROTC student is required to read all applicable sections of the Unit Bulletin Board. On these Boards there are two specific areas of operational importance, the BNCDR's Standing Orders and the POW. Both are used to pass operational information to each member of the BN. Each NROTC student is required to familiarize himself/herself with this information the day it is published.

d. Permissions and Chits. The correct procedure for requesting permission to miss an event, change a class, take leave, etc is to submit a chit. The routing depends on the type of chit. All chits except academic requests will be routed through the BN chain of command. Academic issue chits will start with the student's class advisor. For further detail, refer to appendix E.

206. FLAG DETAIL. The NROTC Unit along with the Army and Air Force ROTC Units are responsible for executing University colors on a semester rotation basis. The NROTC usually performs this duty during the Summer Semester. The BN Flag Detail Standard Operating Procedure will be followed in performing this duty.

207. DUTY COMPANY. To perform volunteer duties for unscheduled events, a monthly rotating Duty Company has been established. The duties of the company are the responsibility of the company commanders as prescribed by the BNCDR.

208. BUILDING SECURITY WATCH. The unit is kept open after normal working hours in order to provide a place where shipmates can study at night. The BN maintains a Building Security Watch. Routine security watch hours are posted in the Unit Security Log. Hours will vary during the Summer Semesters and during final examinations. The watch is responsible for the maintenance and security of unit spaces in the Nichols Center after hours. Watch standers will be

NROTCUAINST 1533.2L
03 March 2009

selected from the company assigned to perform watch standing duty for that month. Specific regulations can be found in the Watch Standing Orders which all watch standers are responsible for knowing and executing properly.