**CHAPTER 5**

***Specific Duty Position Missions and Responsibilities***

**Regimental Commander-** The mission of the Regimental Commander is to create and sustain an organized climate based on The Citadel core values that optimizes the ability of each cadet in the corps to develop as a principled leader in the academic, military, moral-ethical, and physical effectiveness pillars.

Specific responsibilities include:

* Leading the whole corps (2500+ cadets) in every aspect of cadet life
* Administer the commander-level responsibilities to the regimental staff
* Receive and act on guidance given by the Commandant and of The Corps of Cadets, keeping both parties informed on changes and other Corps wide information

**Regimental Deputy Commander**- The mission of the Regimental Deputy Commander is to assist the Regimental Cmdr in the performance of his or her duties. The exact nature of their relationship and the Deputy’s priority of work will be articulated by the Regimental Commander.

Specific responsibilities include:

* Serve as second-in-command of the Corps and assume command in Regimental Commanders absence
* Directly supervise the Regimental Executive officer
* Follow up with Battalion Commanders on orders given by Regimental Commander to ensure compliance with commander’s intent

**Regimental Executive Officer-** The mission of the Regimental Executive Officer is to plan, coordinate, and execute the logistical and administrative support necessary to ensure all corps missions are properly resourced, synchronized, and managed to exercise control over all corps activities to ensure they are executed in accordance with the commander’s intent.

Specific responsibilities include:

* Directly supervise the staff officers on Regimental staff
* Coordinate with Battalion Executive Officers to facilitate mission accomplishment
* Receive and act on guidance from Assistant Commandant for Leadership programs and keep him or her informed about matters involving regimental staff and general logistical and administrative matters

**Regimental Academic Officer**- The mission of the Regimental Academic Officer is to assist the Regimental Cmdr in establishing, maintaining, and monitoring an organizational climate that optimizes the ability of each cadet in the corps to excel in the academic pillar.

Specific responsibilities include:

* Ensure all Academic Officers and NCOs are properly trained and coordinate with Battalion Academic Officers to facilitate mission completeness
* Establish and maintain collaboration with campus academic offices: Student Success Center, Career Center, Tutor classrooms, and the library
* Receive reports from BN and CO academic teams based on academic counseling to formulate data for the Associate Provost of Academics, TAC’s, and Regimental Staff to assess trends and specific issues

**Regimental Activities Officer-** The mission of the Regimental Activities Officer is to assist the Regimental Cmdr in establishing, maintaining, and monitoring the organizational climate that optimizes corps morale and school spirit, provides experiential learning opportunities that characterize “fun with a purpose”.

Specific responsibilities include:

* Establish and maintain liaison with campus support offices: Athletic Department, Band, Cheerleading squad, class/club officers, and Facilities & Engineering
* Work with the Director, Cadet Activities to plan and execute Pizza Night, Beach Day during Challenge Week, pep rallies, annual talent show, ring presentation ceremony, food truck vendors, Short Gray Line, blood drives and all other cadet activity events

**Regimental Adjutant-** The mission of the Regimental Adjutant is to assist the Regimental Cmdr by supervising and coordinating the unit’s personnel and administration systems.

Specific responsibilities include:

* Directly Supervise the Regimental Administrative Clerks ensuring they are trained properly and complete daily task such as Strength and Status (Cadet Accountability) reports to be relayed to the Sergeant Major of the Commandant Department
* Establish and maintain liaison with campus offices/official effecting personnel matters: Infirmary, Registrar, and the Commandant Department
* Assist Rank Boards Coordinator to facilitate cadet regimental boards and publication of Tables of Organization

**Regimental Athletic Officer-** The mission of the Regimental Athletic Officer is to assist the Regimental CO in establishing, maintaining, and monitoring an optimal environment that maximizes the ability of each cadet to excel in the physical fitness pillar.

Specific responsibilities include:

* Develop and disseminate the schedule, area of operations, climate considerations, and guidance for regimental PT
* Assist the Assistant Commandant for Operations and Training when conducting the CPFT, weigh-ins, Corps Competition, spirit PT, the Gauntlet, and other events
* Receive counseling and performance reports from BN and CO leadership to compile data informing TAC’s and Commandant Department of any trends or specific concerns

**Regimental Human Affairs Officer-** The mission of the Regimental HA Officer is to assist the Regimental Cmdr in establishing, maintaining, and monitoring an environment that provides all cadets individual care and support required by law, regulation, principled leadership to create equal treatment and mitigate personal crisis.

Specific responsibilities include:

* Establish and maintain contact with campus support offices: CARE, CCC, Chaplain, Ombudsperson
* Understand and comply with various laws and policies when reporting to maintain confidentiality and suitable procedures
* Supervise Regimental HA NCO and BN/CO teams to execute the mission of a positive mental and physical climate

**Regimental Operations Officer-** The mission of the Regimental Operations Officer is to assist the Regimental Cmdr in planning, executing, and assessing corps daily operations.

Specific responsibilities include:

* Coordinates with BN operations Officers to facilitate mission accomplishment. Ensure each cadet is trained on the contents of *How to Train at The Citadel*, to include the METL process
* Publish and disseminate orders as directed by Regimental Cmdr and XO
* Ensure the regiment meets the requirements based on the Weekly Training Schedule and published Operation Orders

**Regimental Provost Marshal-** The mission of the Regimental Provost Marshall is to assist the Regimental Cmdr in matters concerning safety, physical security and crime prevention, guard, traffic and parking, and maintenance of good order and discipline.

Specific responsibilities include:

* Establish and maintain liaison with campus support offices: Public Safety, Facilities & Engineering, and Sergeant Major of the Commandant Department
* Register cadet vehicles, assign parking spaces, issues decals, and regularly patrol cadet parking areas to ensure compliance with regulations
* Publish Schedule and supervise units fulfilling OD/JOD and guard duty at Lesesne and Hagood gate
* Serve and complete risk management assessments as the Regimental Safety Officer and Fire Marshall

**Regimental Public Affairs Officer-** The mission of the Regimental Public Affairs Officer is to assist the Regimental Cmdr in helping others understand the achievements, cadets, and mission of the SC Corps of Cadets and to heighten the image and enhance the reputation of SCCC.

Specific responsibilities include:

* Assist Regimental Cmdr with preparations for public appearances, speeches, and other strategic communications
* Serve as an auxiliary member of the Brigadier and Sphinx staffs and support both publications with a regular supply of articles, photographs and ideas
* As directed, organize, assign, and supervise presidential aides, usher details, media escorts for key events, and work with Regimental Recruiting Officer on public interactions

**Regimental Recruiting Officer-** The mission of the Regimental Recruiting Officer is to assist the Regimental Cmdr to support Office of Admission’s efforts to attract and inform potential applicants.

Specific responsibilities include:

* Establish and maintain relationship with campus offices: Vice President Communications and Marketing, the Office of Commandant, Citadel Success Institute, the Office of the President, and the Athletic Department
* Work with the Director of Admissions to plan and execute Pre-knob Overnight visit program, Matriculation Day in processing, and individual visits/campus tours

**Regimental Religious Officer-** The mission of the Regimental Religious Officer is to assist the Regimental Cmdr in establishing, maintaining, and monitoring an ideal environment where cadets can practice their religious “free exercise” rights according to their faith and further develop the moral-ethical pillar.

Specific responsibilities include:

* Work with campus ministries, Chaplain, and Krause Center to provide religious support to the regiment
* Inform the Regimental Cmdr and Operations Officer about key religious holidays, holy days, and events that require planning accordingly
* Be a resource to cadets seeking general counseling on religious, moral-ethical, and spiritual matters and refer them to more specific resources as required

**Regimental Supply Officer-** The mission of the Regimental Supply Officer is to assist the Regimental Cmdr in matters concerning supply, logistics, and maintenance and accountability of equipment.

Specific responsibilities include:

* Work with campus support offices: Aramark, Central Supply, Facilities & Engineering, the Cadet Store, and the Book Store
* Chair the mess council, supervise Coward Hall operations, and assign table areas to each battalion
* Supervise the initiation and processing of Over, Short, Damage Reports, and corps recycling program

**Battalion Commander-** The mission of the BN Commander is to create and sustain an organizational climate based on The Citadel core values that optimizes the ability of each cadet in battalion to develop as a principled leader in the Citadel’s four pillars.

Specific responsibilities include:

* Assume the holistic responsibility for desired performance, positive/negative actions, and accountability of 500+ cadets
* Plan, prepare, execute unit inspections, ESP, PT, drill/parades, and Challenge Week
* Receive and act on guidance from BN TAC involving cadet training, leadership development, discipline, morale, health/welfare, concerns, and suggestions
* Issue BN level operation order for key training events based on Regimental Cmdr intent

**Battalion Executive Officer-** The mission of the BN Executive Officer is to plan, coordinate, and execute the logistical and administrative support necessary to ensure all corps missions are properly resourced, synchronized, and executed as intended.

Specific responsibilities include:

* Fulfil the role of commander’s action officer for training meetings
* Coordinate with CO Executive Officers to facilitate mission set forth by the Regimental XO

**Battalion Academic Officer-** The mission of the Battalion Academic Officer is to assist the BN Cmdr in establishing, maintaining, and monitoring a suitable environment for all cadets to excel in academia

Specific responsibilities include:

* Work with Academic Support Center, Career Center, Library, and CO academic teams to achieve best academic plan
* Perform duties for members of BN staff such as: addressing class absence, counseling, and inform BN TAC of any issues

**Battalion Activities Officer-** The mission of the Battalion Activities Officer is to assist the BN Cmdr in establishing, maintaining, and monitoring environment promoting BN morale and school spirit, and provides experiential learning opportunities that characterize “fun with a purpose”.

Specific responsibilities include:

* Establish and maintain communication with campus offices and facilities by disseminating information from the Regimental Activities Officer
* Work with the Director and Cadet Activities to plan and execute corps wide character building through morality boosters and team bonding exercises or events

**Battalion Adjutant-** The mission of the Battalion Adjutant is to assist the BN Cmdr by supervising and coordinating the unit’s personnel and administration systems.

Specific responsibilities include:

* Receive and execute orders from the Regimental Adjutant and maintain communication about information in the BN with campus offices and officials
* Directly supervise the BN Clerks and compile information from them about the Strength and Status accountability reports and submit them through the Regimental Adjutant and the SGM of the Commandant Dept

**Battalion Athletic Officer-** The mission of the Battalion Athletic Officer is to assist the BN Cmdr in establishing, maintaining, and monitoring an organizational climate that optimizes the ability of each cadet in the BN to excel in the physical effectiveness pillar.

Specific responsibilities include:

* Ensure all Company Athletic Officers are properly trained and perform duties proficiently
* Disseminate the schedule, terrain management, and guidance for company PT based on the Regimental plan
* Assist the Assistant Commandant for Operations and Training when conducting the CPFT, weigh-ins, Corps Competition, spirit PT, the Gauntlet, and other events

**Battalion Human Affairs Officer-** The mission of the Battalion HA Officer is to assist the BN Cmdr in establishing, maintaining, and monitoring an environment that provides all cadets individual care and support required by law, regulation, principled leadership to create equal treatment and mitigate personal crisis.

Specific responsibilities include:

* Ensure all company HA teams are properly trained and maintain communication with campus support offices
* Understand and comply with laws concerning reporting and confidentiality
* Develop a means of continuously assessing the social, interpersonal, and relational aspects of cadets in the BN

**Battalion Operations Officer-** The mission of the Battalion Operations Officer is to assist the BN Cmdr in planning, preparation, executing, and assessing BN operations.

Specific responsibilities include:

* Coordinate with the Company XOs to facilitate mission accomplishment and act on guidance from Regimental Ops Officer and BN TAC about corps operations
* Ensure the BN meets the requirements on the Regimental Training Schedule

**Battalion Provost Marshal-**The mission of the Battalion Provost Marshal is to assist the BN Cmdr in matters concerning safety, physical security and crime prevention, guard, traffic and parking, and the maintenance of good order and discipline.

Specific responsibilities include:

* Ensure all BN XOs are properly trained on provost matters and coordinate with them to ensure mission accomplishment
* Establish and maintain communication with campus support offices such as Public Safety, Facilities & Engineering, and the SGM of the Commandant Dept
* Assist with planning and executing health and welfare inspections, registering vehicles, assigning parking spots, and patrolling parking areas
* Serve as BN safety Officer and Fire Marshall

**Battalion Religious Officer-** The mission of the Battalion Religious Officer is to assist the BN Cmdr in establishing, maintaining, and monitoring an ideal environment where cadets can practice their religious “free exercise” rights according to their faith and further develop the moral-ethical pillar.

Specific responsibilities include:

* Establish and maintain communication with the campus ministries and other religious and moral-ethical offices
* Be a resource to cadets seeking general counsel on religious, moral-ethical, and spiritual matters and refer them to more specific resources

**Battalion Supply Officer-** The mission of the Battalion Supply Officer is to assist the BN Cmdr in matters concerning supply, logistics, and maintenance and accountability of equipment.

Specific responsibilities include:

* Supervise the BN Supply NCO and ensure all Company Supply NCOs are properly trained and that all supply rooms follow regulations and policies
* Establish and maintain communication with campus support offices, such as Aramark, Central Supply, Facilities & Engineering, the Cadet Store, and the Book Store

**Company Commander-** The Mission of the Company Commander is to create and sustain an organizational climate based on The Citadel core values that optimizes the ability of each cadet in the company to develop as a principled leader in the academic, military, moral-ethical, and physical effectiveness pillars

Specific responsibilities include:

* Directly supervise the XO, platoon leaders, and 1SG, and other special officers as necessary
* Lead the process of developing, communicating, and implementing the unit vision while providing the commander’s intent for each mission
* Receive and act on guidance from the Company TAC and keep them informed about matters involving cadet training, discipline, concerns, and safety
* Plan, prepare, execute, and assess all training events

**Company Executive Officer-** The mission of the Company XO is to plan, coordinate, and execute the logistical and administrative support necessary to ensure all company missions are properly resourced, synchronized, managed, and executed in accordance to Cmdr’s intent

Specific responsibilities include:

* Assist the chain of command in maintaining the ESP environment while maintaining communication with the Company Academic Advisor and academic offices
* Perform prescribed duties relating to class absences, academic incentives, counseling and keeping the Company TAC informed of academic trends and issues
* Serve as the PL and supervise the staff platoon

**Company Academic Officer-** The mission of the Co Academic Officer is to assist the Company Cmdr in establishing, maintaining, and monitoring an organizational climate that optimizes the ability of each cadet in the company to excel in the academic pillar.

Specific responsibilities include:

* Perform prescribed duties relating to class absences, academic incentives, and academic counseling, and keep the CO TAC, CO Cmdr, and BN Academic Officer informed of trends and specific issues
* Assist the chain of command in maintaining the proper ESP environment
* Establish and maintain liaison with campus academic offices such as the Academic Support Center, Career Center, and Library

**Company Athletic Officer-** The mission of the Athletic Officer is to assist the Company Cmdr in establishing, maintaining, and monitoring an organizational climate that optimizes the ability of each cadet in the company to excel in the physical effectiveness pillar.

Specific responsibilities include:

* Establishing communication with campus athletic offices and receive guidance from the Company TAC, Company Cmdr, and BN Athletic Officer involving BN physical performance
* Develop and disseminate the company PT plan based on the Regimental guidance, and assess company execution of PT

**Company Human Affairs Officer-** The mission of the Human Affairs Officer is to assist the Company Cmdr in establishing, maintain, and monitoring an organizational climate that is based on The Citadel core values of respect and to – with the TAC, the chain of command, other members of the Human Affairs Team, CARE, and other campus resources – ensure each individual cadet receives the care and support required by applicable laws, regulations, and principled leadership in areas involving equal treatment and personal crisis.

Specific responsibilities include:

* Directly supervises the HA NCO and indirectly supervises the HA CPL and must be aware of and comply with various laws and policies about reporting, confidentiality, and regulatory procedures
* Ensure the Company HA team is properly trained and coordinate with the BN HA Officers to facilitate mission accomplishment

**Platoon Leader-** The mission of the PL is to create and sustain an organizational climate based on The Citadel core values that optimizes the ability of each cadet to individually succeed in all four pillars.

Specific responsibilities include:

* Directly supervise the Platoon Sergeant and indirectly supervise the Squad Leaders
* Develop platoon level plans and orders to execute all specified and implied missions, including those requiring individual platoon members to complete an action
* Assess unit training readiness using the METL process

**CHAPTER 6**

***Specific Duty Position Missions and Responsibilities***

**Regimental Sergeant Major-** The mission of the Regimental Sgt Major is to support the Regimental Cmdr in sustaining an organized climate based on and reflecting The Citadel core values. The Regimental Sgt Major’s focus is on matters relating to individual training and readiness; character; fitness; good order and discipline; accountability of personnel and maintenance of equipment; and the development of the NCO Corps within the Regiment.

Specific Responsibilities include:

* Liaison with key Commandant department offices to include the Department Sgt Major and Ops NCO. Meet with each IAW agreed upon schedule
* Serve as NCOIC of the regi staff, with responsibilities for formations, accountability, inspections, and other responsibilities
* Attend Monday’s CSM/1sgt meetings and prepare “Week at a Glance’ document

**Regimental Academic NCO-** The mission of the Regi Academic NCO is to support the Regi Academic Officer in establishing, maintaining, and monitoring an organizational climate that optimizes the ability of each cadet in the corps to excel academically.

Specific Responsibilities include:

* Supervise BN Tutor Roster and create incentives for tutors.
* Execute freshman ITS during challenge week, approve and monitor corps wide email usage
* Support the Regi Academic Officer, Advise BN academic NCOs, support academic engagement opportunities (Resume workshops, career fairs, service-learning opportunities, study abroad opportunities and undergraduate research)

**Regimental** **Activities** **NCO-** The mission of the Regi Activities NCO is to assist the Regi Activities Officer in establishing, maintaining, and monitoring the organizational climate that optimizes Corps morale and school spirit, provides experiential learning opportunities that characterize “fun with a purpose”

Specific Responsibilities include:

* Serve as NCOIC of Ring Ceremony, Talent Show
* Serve as member of Short Grey Line and yearbook staff
* Assist with the planning, preparation, execution, and assessment of Cadet Activities events: Beach Day, 4th class orientation, etc...

**Regimental** **Administrative NCO-** The mission of the Regi Admin NCO is to assist the Regi Adjustment in coordinating the unit’s personnel and administrative systems, supervise Regi Clerks, serves as Presidential Aide Liaison, and assist Office of Executive Events.

Specific responsibilities include:

* Assist the Regimental Adjutant during the Weekend Duty Brief, to include sorting punishment sheets
* Report to the Office of Executive Events for each parade practice to obtain instructions for upcoming operations
* Report to the Office of Executive Events at 1050 each day there is a parade practice to obtain instructions for upcoming parade operations. Schedule, brief, prepare, and supervise Presidential Aides according to instructions provided

**Regimental** **Athletic** **NCO-** The mission of the Regi Athletic NCO is to assist the Regi Athletic Officer in establishing, maintaining, and monitoring a climate that optimizes the ability of each cadet in the regiment to excel in the physical fitness pillar.

Specific responsibilities include:

* Manage the intramural program on behalf of the Regimental Athletics Officer and ICW the Office of Intramurals, Clubs, and Recreational Activities
* Develop Corps Competition/Field Day and Gauntlet activities under direction of the Regimental Athletics Officer
* Assess Regimental PT sessions and report findings to the Regimental Athletic Officer

**Regimental Human Affairs NCO-** The Mission of the Regi HA NCO is to assist Regi HA Officer in establishing, maintaining, and monitoring an environment that provides all cadets individual care and support required by law, regulation, principled leadership to create equal treatment and mitigate personal crisis.

Specific responsibilities include:

* Meet with the Director CARE every other day to exchange information, specifically providing the cadet-perspective of the campus social climate
* Plan, prepare, execute, and assess CARE training for sophomores

**Regimental** **Operations** **NCO-** The mission of the Regi Ops NCO is to assists Regi Ops Officer in planning, preparation, executing, and assessing corps operations.

Specific responsibilities include:

* Monitor the radio, pass commands, and otherwise facilitate mass corps movements. Specifically, during football game march-overs, move at the rear of the formation and report passage of key locations to the Commandant Department Operations NCO
* Supervise Ops Clerk in marking of Summerall Field for parade

**Regimental Provost NCO-** The mission of the Regimental Provost NCO is to assist the Regimental Provost Marshal in matters concerning safety, physical security and crime prevention, guard, traffic and parking, and the maintenance of good order and discipline.

Specific responsibilities include:

* Issue parking permits on behalf of the Regimental Provost Officer
* Coordinate with Regimental Operations for the placement and execution of cadet road guards, water points as needed
* Liaison with Commandant’s Sergeant Major and Department Operations NCO, and Public Safety to coordinate the execution of road closures as needed

**Regimental Public Affairs NCO-** The mission of the Regimental Public Affairs NCO is to assist the Regimental Public Affairs Officer in helping others to understand the achievements, cadets, and mission of the South Carolina Corps of Cadets and to heighten the image and enhance the reputation of the SCCC.

Specific responsibilities include:

* Liaison with the Office of Communications and Marketing and meet with designated POCs twice weekly IAW the agreed upon schedule
* Assist the Public Affairs Officer in conducting group and VIP tours and the recruiting and training of four additional tour guides
* Keep OCM informed of any corps issues of media interest, particularly those that would impact very positively or very negatively on The Citadel.

**Regimental Recruiting NCO-** The mission of the Regimental Recruiting NCO is to assist the Regimental Recruiting Officer in support of the Office of Admissions’ efforts to attract and inform applicants. 60

Specific responsibilities include:

* Conduct and support campus tours for potential applicants and their families, with special emphasis on recruiting and training tour guides and gathering spreadsheet information
* Assist Office of Admissions with sally port operations on Matriculation Day, pre-knob visits, activities, “Group Me” duties, and registration

**Regimental Supply NCO-** The mission of the Regimental Supply NCO is to assist the Regimental Supply Officer in matters concerning supply, logistics, and maintenance and accountability of equipment.

Specific responsibilities include:

* Assist the Commandant Department Supply Tech with all rifles draws and turn ins, and perform a biweekly rifle count in the Armory
* Hold the President’s flag and/or the provost’s flag for parade
* Oversee cooler setup for PT tests and in the football stadium for the corps for games

**Regimental Administrative Clerks-** Two Regimental Administrative Clerks perform specific administrative tasks under the direct supervision of the Regimental Administrative NCO.

Specific responsibilities include:

* Report accountability through Strength and Status on behalf of the Regimental Administrative NCO and provide courtesy copies to CSMs, 1SGs, and TACs
* Serve as Presidential Aides
* Collect and turn in battalion and company folders to Jenkins Hall POCs each day

**Regimental Operations Clerks-** Two Regimental Operations Clerks perform specific operations tasks under the direct supervision of the Regimental Operations NCO.

Specific responsibilities include:

* Provide radio and air horn commands and signals at designated transition points at events such as football game march-overs and Regimental PT
* Maintain the physical appearance of the jeep
* Mark the parade field

**Battalion Sergeant Major-** The mission of the Battalion Sergeant Major is to support the Battalion Cmdr in sustaining an organizational climate based on and reflecting the Citadel Core values to develop principled leaders. The BN SGT Major’s focus is on matters relating to individual training and readiness; character; fitness; good order and discipline; accountability and maintenance of personnel and equipment; and the development of the NCO Corps within the battalion.

Specific responsibilities include:

* Act as senior enlisted advisor to the BN Cmdr and the leader of the battalion’s NCO support channel
* Serve as NCOIC of the BN staff, with responsibility for formations, accountability, inspections, etc...
* Attend the Monday CSM/1SG meetings
* Responsible for the overall training and performance of the battalion Color Guard

**Battalion Academic NCO-** The mission of the Battalion Academic NCO is to support the BN Academic Officer in establishing, maintaining, and monitoring an organizational climate that optimizes the ability of each cadet in the battalion to excel the academic pillar.

Specific responsibilities include:

* Monitor sophomore and junior staff members’ academic performance and provide counseling as needed
* Support academic engagement opportunities (e. g., résumé workshops, career fairs, service-learning opportunities, study abroad opportunities and undergraduate research)
* Maintain battalion academic statistics and provide the Battalion Academic Officer with appropriate analysis and recommendations
* Ensure all freshman cadets are aware of the following Citadel policies during Challenge Week ITS training:

○ Memo 3-2 Computer and Networking Use Policy

○ Memo 3-3 Computing Resources Security Policy

○ Memo 3-4 Access to Electronic Mail Services

○ Memo 3-5 Appropriate Use of Mass Email

○ Memo 3-6 Electronic Information Security Policy

**Battalion Recruiting/PAO NCO-** The mission of the BN Recruiting/ PAO NCO is to assist the Regimental Recruiting Officer in support of the Office of Admissions’ efforts to attract and inform highly qualified applicants.

Specific responsibilities include:

* Liaison with the Regimental Recruiting staff and assist with recruiting events, including campus tours and Matriculation Day
* Plan, prepare, execute, and assess pre-knob visits at the BN level

**Battalion Supply NCO-** The mission of the Battalion Supply NCO is to assist the BN Supply Officer in matters concerning supply, logistics, and maintenance and accountability of equipment.

Specific responsibilities include:

* Provides battalion-level oversight of company supply rooms; O, S, & D reports; key control; and rifle issue, turn-in, and security
* Serves as a member of the Mess Council
* Consolidates company requests for cleaning supplies, trash cans, brooms, etc. on behalf of the Battalion Supply Officer

**Battalion Clerks-** Two Battalion Clerks assist the BN Adjutant and BN Ops Officer with administrative and operational responsibilities. They also receive guidance from the CSM via the NCO Support Channel.

Specific responsibilities include:

* Consolidating the Company Strength and Status Reports and forwarding then to the Regimental Admin Clerk
* Serving as Presidential Aides
* Ensuring that parade stakes are properly placed and removed before and after parade practices and parades

**Company First Sergeant-** The mission of the CO 1SG is to assist the CO Cmdr’s mission of creating a climate which promotes the Citadel Core values and optimizes the ability of each cadet in the company to develop as a principled leader by focusing on individual training and readiness; health, welfare, and morale; good order and discipline; accountability and maintenance of personnel and equipment; and the development of the NCOs within his or her company.

Specific responsibilities include:

* Supervise the Drillmaster, Co clerks, and recruiting NCO/CPL
* Prepare and maintain the hurricane roster
* Assign rooms and maintain an accurate roster
* Conduct company formations and control the company in the absence of all officers

**Company Academic NCO-** The mission of the Company Academic NCO is to support the CO Academic Officer in establishing, maintaining, and monitoring an organizational climate that optimizes the ability of each cadet in the company to excel in the academic pillar.

Specific responsibilities include:

* Observe freshman academic skills to identify improvable weaknesses
* Identify prospective tutors for Battalion Academic NCO and supervise tutoring sessions
* With the Company Academic Officer, provide the student-perspective to company decision-makers about events that impact cadet academic performance
* Maintain company academic statistics and provide the Company Academic Officer with appropriate analysis and recommendations

**Company Supply Sergeant-** The mission of the supply sergeant is to assist the Co Cmdr in matters concerning supply, logistics, and maintenance and accountability of equipment. He or she is directly supervised by the executive officer and receives guidance from the first sergeant through the NCO Support Channel

Specific responsibilities include:

* Supervises the Co armorer and maintains Co supply room
* Provides administrative management of company-level CAS requirements
* Issues keys IAW room assignments given him or her by the first sergeant and maintains key control
* Monitors Over, Short, and Damage (OSD) reports initiated by individual cadets for their rooms and initiates OSD reports and work orders for common areas

**Company Drillmaster-** The mission of the company drillmaster is to serve as the commander’s subject matter expert on all matters pertaining to drill and ceremonies, to include individual and collective training. He or she is directly supervised by the 1SG.

Specific responsibilities include:

* Conduct drill and ceremony train-the-trainer training for cadre and supervise drill and ceremony instruction during Challenge Week
* Using the prior week’s parade results, advise the TAC and company commander on emphasis areas for drill periods
* Assists with parade grading, parade practice, and drill periods when assigned

**Platoon Sergeant-** The mission of the platoon sergeant is to assist the platoon leader create and sustain an organizational climate based on The Citadel core values that optimizes the ability of each cadet to individually succeed in all four pillars.

Specific responsibilities include:

* Conduct platoon formations and take charge in absence of PL
* Responsible for the accountability, appearance, and actions of all cadets in the platoon (Formation, PAI, MRI, SMI, etc...)
* Supervise squad leaders through the NCO Support Channel.
* Disseminate higher orders to ensure ample time is allotted to fulfill the mission

**Company Human Affairs Sergeant-** The mission of the Human Affairs Sergeant is to assist the HA Officer in establishing, maintaining, and monitoring an environment seeking the value of respect and to—with the TAC, the chain of command, other members of the Human Affairs Team, CARE, and other campus resources—ensure each individual cadet receives the care and support required by applicable laws, regulations, and principled leadership in areas involving equal treatment and personal crisis.

Specific responsibilities include:

* Establish liaison with the Director of CARE and other campus support resources
* Monitor the climate of the unit and report any issues as required, with a particular emphasis on juniors and sophomores
* Escort, or supervise the HA CPL’s escort of, fourth class cadets being discharged through the out-processing procedure and the competition and submission of withdrawal paperwork

**Squad Leader-** The mission of the squad leader is to be holistically responsible for the members of his or her squad and to assist the platoon leader in achieving a climate that optimizes the ability of each cadet to individually succeed in all four pillars.

Specific responsibilities include:

* Responsible for the accountability, appearance, and actions of all cadets in the squad (Formation, PAI, MRI, SMI, etc...)
* Directly supervise squad corporal
* Assess individual and small team readiness within the squad and make recommendations to the platoon sergeant and platoon leader concerning training needs

**Squad Corporal-** The squad corporal is responsible for assisting the squad leader and his or her specific responsibilities will be assigned by the squad leader.

**Company Recruiting NCO/CPL-** The mission of the company recruiting NCO/CPL is to assist the BN Recruiting Officer in support of the Office of Admissions’ efforts to attract and inform highly qualified applicants and to advise the company commander on such matters.

Specific responsibilities include:

* Liaison with the battalion recruiting staff and assist with recruiting events, including campus tours and Matriculation Day activities
* Plan, prepare, execute, and assess pre-knob visits at the company level

**Company Human Affairs Corporal-** The mission of the Human Affairs Corporal is to assist the HA NCO/Officer in establishing, maintaining, and monitoring an environment seeking the value of respect and to—with the TAC, the chain of command, other members of the Human Affairs Team, CARE, and other campus resources—ensure each individual cadet receives the care and support required by applicable laws, regulations, and principled leadership in areas involving equal treatment and personal crisis.

Specific responsibilities include:

* Establish liaison with the Director of CARE and other campus support resources
* Monitor the climate of the unit and report any issues as required, with a particular emphasis on sophomores and freshmen
* Under the supervise of the HA NCO, escort fourth class cadets being discharged through the out-processing procedure and the competition and submission of withdrawal paperwork

**Company Clerk-** The mission of the company clerk is to assist the company 1SG in the administrative support of the company.

Specific responsibilities include:

* Submit nightly strength and status reports to battalion clerks, and validate the accuracy of these reports following morning formations
* Collect and file all cadet infirmary slips, prepare door cards, and create excel documents as requested from the CO 1SG
* Serve as the unit guidon bearer
* Scribe as required for inspections

**Company Armorer-** The mission of the armorer is to, under the supervision of the supply sergeant, maintain physical accountability of the company’s assigned weapons and cleaning kits.

Specific responsibilities include:

* Establish liaison with the Commandant’s Department Supply Technician and Arms Room
* Conduct weapons accountability reports as directed by the Supply Technician
* Assist with weapons draws and turn-ins, submit and track weapons repairs as necessary, and issue and maintain accountability of cleaning kits