

Billet	Class for Billet	2017-2018 Billet Holder	Description
Brigade Commander	N/A for 2018-2019	MIDN Dopsch	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 BgCO is responsible for include: Brigade Athletics Day, Blood Drives, Tri-Service Ball, Joint Service Awards, and Commissioning. The BgCO works closely with the three Joint Service Representatives. This position helps to improve interpersonal and organizational skills. The BgCO is required to run all weekly JSR meetings and attend all battalion staff meetings.
Battalion Commander	1/C	MIDN 1/C Brown	The BnCO is the liaison between the Officer Staff and the Midshipmen. 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 Midshipmen, 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 unit 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	1/C	MIDN Siddiquee	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 CoCOs 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	1/C	MIDN Metz	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 NSO picnic, Dining-In, and the Commissioning picnic. Ops is responsible for creating a schedule of events, assigning midshipmen 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 Midshipmen 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 (4)	1/C	MIDN Goggins, Li, Haines, Quinn	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
Joint Service Representative	1/C	MIDN Stitzer	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. Duties include invitations, slideshows, advertising for blood drives, ensuring 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 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 BgCO is not a midshipman) and unit staff. The JSR reports to the BnCO and the BgCO and is required to attend the weekly battalion staff meetings as well as brigade JSR meetings as dictated by the BgCO.
Recruiting Officer	1/C	MIDN Fry	The battalion recruiting officer works closely with the Unit Recruiting Officer (active duty staff member) to increase awareness and presence on campus. This includes participation in career fairs, booths, brochures, North campus advertisements, and campus events such as relay for life. The battalion recruiting officer is responsible for ensuring battalion participation in these events through sign ups, etc., and, while they will not be required to be present at every event, should be an active participant in recruiting efforts. Also the battalion recruiting officer assists in Public Affairs of the unit, and acts as a liaison for prospective students interested in unit tours and meetings with active duty staff. This midshipman should have an active interest in increasing our presence and our unit size through outreach to existing Cornell students. The Recruiting Officer also reports to the BnXO and is recommended to attend the weekly battalion staff meetings.
CUIDC MIDN in Charge	1/C	MIDN Metz, Siddiquee	Responsible for working with the Ops Team to plan and coordinate CUIDC. He/she will be the liaison between the midshipmen and active duty staff to implement the event.
NSO MIDN in Charge	1/C	MIDN Brown, Siddiquee, Metz	Responsible for working with the Ops Team to plan and coordinate New Student Orientation. He/she will be the liaison between the midshipmen and active duty staff to implement the event.
Academic Officer	2/C	MIDN Weintraub	The battalion academic officer ensures an environment conducive to academic excellence by promoting on campus resources (Cornell writing lab, TA hours, tutor services) and unit specific requirements. He or she supervises the use of unit tutors provided by unit funds per the Regulations for Officer Development and Commanding Officer's intent. This midshipman must be well versed in the Grade Point Average Requirement for good standing with the unit and publishes opportunities within the academic sphere on campus and off.

Assistant Operations Officer (3)	2/C	MIDN McCormack, Stitzer	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 also responsible for helping plan and execute the weekly Naval Professional Lab. 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, as it must be regularly reviewed with the active duty UAF Coordinator. The AOps reports to BnOps and is required to attend all weekly battalion staff meetings
Battalion Adjutant	2/C	MIDN Scavella	The Adjutant is responsible for all supply/maintenance issues and administrative tasks. Adj is responsible for taking minutes at all staff meetings, maintaining the unit Blackboard website, and disseminating and monitoring the Topside Cleaning List. 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.
Physical Training Instructor	2/C	MIDN Kocsis	The Physical Training Instructor 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 PTI works very closely with the GySgt. The PTI reports to the BnCO and is required to attend the weekly battalion staff meetings.
Public Affairs Officer	3/C, 2/C	MIDN Barr, Putko	The unit PAO is responsible for promoting and documenting unit events. This includes quarter-carding 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.
Assistant Recruiting Officer	2/C	N/A	Responsible for working with the Battalion Recruiting Officer regarding the coordinates of events and communications with prospective students.
Assistant Physical Training Instructor (4)	3/C, 2/C	MIDN Beres, Depuy, Dellefave	The Assistant Physical Training Instructor is responsible for aiding the PTI in scheduling and implementing physical training.
Battalion Historian	3/C, 2/C	MIDN Scott	The battalion historian is responsible for increasing general knowledge of Cornell Naval ROTC unit history (starting in 1942 with the initial Naval military training on campus). The historian not only ensures the preservation of existing historical references (unit photo albums, alumni memorabilia, unit memorabilia), but is responsible for creating and maintaining a working history of the current battalion (create new albums, annual memory books, preserve memorabilia from unit events such as drill competitions, trips, etc.). The battalion historian works closely with the Unit Historian (active duty staff member) on ongoing efforts to preserve our rich and multi-faceted history. The battalion historian also assists as necessary with alumni network outreach.
Assistant Drill Instructor	3/C, 2/C	MIDN 2/C Brown	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. 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.
MWR Officer	3/C, 2/C	MIDN Ortwein	The MWR (Morale, Wellness and Recreation) officer is responsible for organizing and disbursing information on recreational Battalion, University, and local events that midshipmen may attend together. This includes developing a weekly list of events, developing and managing NROTC intramural teams, creating Battalion events such as movie nights and dinners, and informing midshipmen about university events and sports games. They are also responsible for providing diverse opportunities for midshipmen to build unit camaraderie through a multitude of events based on improving individual's' morale and wellness. MWR Officer reports directly to BnXO.
Squad Leader (6)	3/C, 2/C	MIDN Wong, Fry, Stickley	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. He/she reports directly to the Company Commander.
Supply Officer	3/C, 2/C	MIDN O'Brien	Responsible for ensuring Midshipman receive required insignia for use during the academic school year and summer cruise. Coordinates closely with the unit staff Supply Technician in order to provide the appropriate level of support for the Battalion. Duty includes overseeing the unit store, ribbons and awards, unit budget (UAF), fund raising efforts, and additional duties as the Bn Midshipman Commander and unit active duty staff require.
Technology Officer	3/C, 2/C	MIDN Wilkinson	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