

First Class Cadet Corps Description of Duties

Corps Commander: The Corps Commander commands the Corps of Cadets during all Corps functions. In the exercise of command functions, he/she shall carry out the policies of the President and endeavor to maintain the Corps in the highest possible state of efficiency. The Corps Commander is responsible for the organization, administration, and leadership of the Corps. The Corps Commander reports to the Commandant of Cadets. (This is not an assigned cruise position.)

Duties and Responsibilities: The duties and responsibilities of the Corps Commander include but are not limited to:

- Organize and supervise the Corps in all matters pertaining to discipline and the coordination of the daily routine, working directly with the Commandant of Cadets.
- Serve as the primary communications link between the Corps and the Commandant of Cadets.
- Direct and supervise formation, to include inspections and announcements.
- Assume responsibility for the administration, training, discipline and morale of the Corps and hold Company Commanders equally responsible.
- Review and act on Special Requests within the limits of the Corps Commander.
- Serve on the Cadet Mast and Conduct Review Board.
- Assume responsibility for administration and enforcement of all Academy rules and regulations, and for the supervision of cadet conduct.
- Review and provide regular recommendations to the Academy Regulations for cadet conduct and routine Corps business.
- Ensure all Corps Officers are responsive to the requirements of the Academy and the welfare and professional needs of each cadet.
- Responsible for the education and training of the Corps.
- Serve as an ex-officio member of the Associated Students of The California Maritime Academy. The Corps Commander or his/her designee will represent the Corps of Cadets at all meetings.
- Meet weekly with the Commandant of Cadet and his/her staff.
- Conduct weekly meetings with key Corps staff members.

Knowledge, Skills, and Abilities: The knowledge, skills, and abilities of the Corps Commander include but are not limited to:

- May be a senior cadet of any academic major at the Academy.
- Must have one full year of academic standing remaining prior to graduation.
- Complete one training cruise prior to selection.
- Complete all requirements for advancement within the Corps.
- Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
- Maintain confidentiality of sensitive information.
- Lead Corps staff in improving the Academy and solving problems.
- Ensure balance between organizational and personal/team requirements.
- Identify and adapt to change and lead in view of those changes.
- Work within a team to develop positive vision, direction, and results.
- Obtain the highest performance from every cadet.

- Coordinate efforts and achieve goals through others.
- Interface effectively with seniors, peers, and subordinates.
- Maintain a 2.5 or higher grade point average.

Corps Executive Officer: The Corps Executive Officer is responsible for the training, discipline and uniform and grooming standards of the Corps of Cadets. The Corps Executive Officer reports to the Corps Commander. (This is not an assigned cruise position.)

Duties and Responsibilities: The duties and responsibilities of the Corps Executive Officer include but are not limited to:

- Implement all duties of the Corps Commander in his/her absence.
- Provide access to the “staff” function of the Corps.
- Supervise the administration of the Corps system and the activities of the Corps staff.
- Review and act on Special Requests within the limits of the Corps Executive Officer.
- Supervise the Company Executive Officers in their leadership and training within their respective companies.
- Serve as a member of Cadet Mast and Conduct Review Board.
- Maintain Corps uniform, grooming, and disciplinary standards.
- Supervise all other Corps officers in the performance of their assigned duties and functions.
- Represent the Corps as a member of the Diversity Resource Council.
- Coordinate and oversee the work of the Company Executive Officers.
- Meet regularly with the Corp Commander and keep him/her informed of the normal day-to-day operations of the Corps.
- Attend weekly meetings with key Corps staff members.

Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Corps Executive Officer include but are not limited to:

- May be a senior cadet of any academic major at the Academy.
- Must have one full year of academic standing remaining prior to graduation.
- Complete one training cruise prior to selection.
- Complete all requirements for advancement within the Corps.
- Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
- Maintain confidentiality of sensitive information.
- Participate in improving the Academy and solving problems.
- Ensure balance between organizational and personal/team requirements.
- Identify and adapt to change and lead in view of those changes.
- Work within a team to develop positive vision, direction, and results.
- Interface effectively with seniors, peers, and subordinates.
- Maintain a 2.5 or higher grade point average.

Corps Training and Academic Officer: The Corps Training and Academic Officer is responsible for all aspects of training for the Corps including indoctrination, health, safety, ethics, core values, diversity awareness and harassment and all other leadership development training. The Training and Academic Officer will also work closely with the Dean’s Office on all Academic matters. The Training and Academic Officer reports to the Corps Executive Officer. (This is not an assigned cruise position.)

Duties and Responsibilities: The duties and responsibilities of the Corps Training and Academic Officer include but are not limited to:

- Coordinate with Company Training and Academic Officers to ensure the completion of all required training on schedule.
- Act as a liaison/representative between the Corps and the faculty.
- Attend all Executive Committee meetings of the Academic Senate as a non-voting member.
- Attend all meetings of the General Senate.
- Track the completion rate for the training program by Division.
- Ensure oversight of study halls and study habits of the freshmen.
- Establish and supervise the tutor program.
- Ensure cadet retention data is tracked by Division.
- Ensure academic average is tracked by Division.
- Oversee the Company and Division Training and Academic Officers.
- Plan and administer the Honor Division competition.
- Attend weekly meetings with key Corps staff members.

Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Corps Training and Academic Officer include but are not limited to:

- May be a senior cadet of any academic major at the Academy.
- Must have one full year of academic standing remaining prior to graduation.
- Complete one training cruise prior to selection.
- Complete all requirements for advancement within the Corps.
- Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
- Maintain confidentiality of sensitive information.
- Manage effectively the training programs for deck, engine, and campus skills.
- Participate in improving the Academy and solving problems.
- Ensure balance between organizational and personal/team requirements.
- Identify and adapt to change and lead in view of those changes.
- Work within a team to develop positive vision, direction, and results.
- Interface effectively with seniors, peers, and subordinates.
- Maintain a 2.5 or higher grade point average.

Corps Administrative Officer: The Corps Administrative Officer is responsible for the overall administrative management of the Corps. The Corps Administrative Officer reports to the Corps Executive Officer. (This is not an assigned cruise position.)

Duties and Responsibilities: The duties and responsibilities of the Corps Administrative Officer include but are not limited to:

- Coordinate with Company Administrative Officers to ensure all attendance and formation report sheets are completed in a timely fashion.
- Ensure regular reports of absentees during scheduled formations, inspections, and meetings are submitted by all divisions to the Student Conduct Coordinator. Advise the Company Administrative Officers of delinquencies in reporting.
- Supervise the Cadet Duty Officer watch, including log keeping.
- Ensure daily watch bills are promulgated in a timely manner.

- Oversee Corps watch organization to ensure the filling and equitable rotation of all watch stations.
- Oversee the administration of the watch tracking system for reporting purposes. Ensure each cadet stands the minimum required number of watches.
- Assist the Commandant of Cadets with Corps administrative matters.
- Promulgate all information as directed by the Corps Commander or Executive Officer.
- Attend weekly meetings with key Corps staff members.

Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Corps Administrative Officer include but are not limited to:

- May be a senior cadet of any academic major at the Academy.
- Must have one full year of academic standing remaining prior to graduation.
- Complete one training cruise prior to selection.
- Complete all requirements for advancement within the Corps.
- Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
- Maintain confidentiality of sensitive information.
- Participate in improving the Academy and solving problems.
- Ensure balance between organizational and personal/team requirements.
- Identify and adapt to change and lead in view of those changes.
- Work within a team to develop positive vision, direction, and results.
- Interface effectively with seniors, peers, and subordinates.
- Maintain a 2.5 or higher grade point average.

Associated Students Executive President: The President shall not serve more than two full terms. The President shall have or reasonably expect to have at least Junior Class standing at the conclusion of the semester when elected. . (This is not an assigned cruise position.)

Duties and Responsibilities: The duties and responsibilities of the Associated Students Executive President include but are not limited to:

- Carry out all of the duties and responsibilities as set forth in this Constitution, ASCMA By-Laws, or assigned by the A.S. Council. (27 February 2002).
- To serve as the chief representative of and spokesperson for the Association, and to monitor the health and well-being of the Association and the student body which it represents.
- Serve as a liaison between the Corps and the student body.
- To present the position of the ASCMA in matters involving other campuses, schools, and students outside The California Maritime Academy.
- To be the official ASCMA representative to the California State Student Association and such other student associations in which membership is held.

Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Associated Students Executive President include but are not limited to:

- May be a junior or senior cadet of any academic major at the Academy.
- Complete one training cruise prior to selection.
- Complete all requirements for advancement within the Corps.
- Maintain confidentiality of sensitive information.
- Participate in improving the Academy and solving problems.
- Work within a team to develop positive vision, direction, and results.

- Maintain a 2.0 or higher grade point average.

Company Commander: The Company Commander exercises the command function in the assigned company of the Corps. The Company Commander reports to the Corps Commander. The Company Commander or his/her designee shall act as an assistant to the Acting Commandant of Cadets while on the Training Ship.

Duties and Responsibilities: The duties and responsibilities of the Company Commander include but are not limited to:

- Responsible for the proper organization and administration of the company.
- Supervise the Company in all matters pertaining to discipline and the coordination of the daily routine.
- Responsible for the overall appearance of his/her company and shall ensure the standards established for the Corps are upheld.
- Ensure inspections of the platoons are carried out as directed.
- Ensure communication throughout the company by means of meetings, bulletin boards, etc.
- Report to the Corps Commander as to the status of the Company. While on cruise, report the company's status to the Acting Commandant of Cadets.
- Review and act on Special Requests within the limits of the Company Commander.
- Promulgate all information as directed by the Corps Commander or Executive Officer.
- Lead the Company at all Corps formations, inspections, and other events.
- Serve as a member of Conduct Review Board.
- While on cruise, ensure the cleanliness of all assigned company berthing and common areas by daily inspection.
- Ensure company and individual collateral functions are completed as assigned.
- Responsible for the accountability of all assigned cadets.
- Conduct Company staff meetings as necessary to appraise the status of their assigned work and offer any necessary assistance as needed.
- Attend weekly meetings with key Corps staff members.
- Carry out such other duties as may be assigned by the Corps Commander.

Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Company Commander include but are not limited to:

- May be a senior cadet of any academic major at the Academy.
- Must have one full year of academic standing remaining prior to graduation.
- Complete one training cruise prior to selection.
- Complete all requirements for advancement within the Corps.
- Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
- Maintain confidentiality of sensitive information.
- Participate in improving the Academy and solving problems.
- Ensure balance between organizational and personal/team requirements.
- Identify and adapt to change and lead in view of those changes.
- Work within a team to develop positive vision, direction, and results.
- Interface effectively with seniors, peers, and subordinates.
- Maintain a 2.5 or higher grade point average.

Company Executive Officer: The Company Executive Officer is responsible for the training, discipline and uniform and grooming standards of his/her assigned company. The Company Executive Officer is second in command of the company and is the assistant to the Company Commander. The Company Executive Officer or his/her designee shall act as an assistant to the Company Commander while on the Training Ship.

Duties and Responsibilities: The duties and responsibilities of the Company Executive Officer include but are not limited to:

- Implement all duties of the Company Commander in his/her absence.
- Provide access to the “staff” function of the Company.
- Supervise the administration of the Company system and the activities of the Company staff.
- Maintain company files including phone lists, special requests, and while of the Training Ship, liberty lists. On campus, company files will be retained in the Corps office.
- Review and post liberty lists by division, while on the Training Ship.
- Supervise the Division Executive Officers in their leadership and training within their respective divisions.
- Serve as a member of Conduct Review Board.
- Oversee the Company’s participation in the Honor Division competition.
- Maintain Corps uniform, grooming, and disciplinary standards.
- Supervise all other Company Officers in the performance of their assigned duties and functions.
- Coordinate and oversee the work of the Division Executive Officers.
- Meet regularly with the Company Commander and keep him/her informed of the normal day-to-day operations of the Corps.
- Attend Company meetings as directed by the Company Commander.

Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Company Executive Officer include but are not limited to:

- May be a senior cadet of any academic major at the Academy.
- Must have one full year of academic standing remaining prior to graduation.
- Complete one training cruise prior to selection.
- Complete all requirements for advancement within the Corps.
- Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
- Maintain confidentiality of sensitive information.
- Participate in improving the Academy and solving problems.
- Ensure balance between organizational and personal/team requirements.
- Identify and adapt to change and lead in view of those changes.
- Work within a team to develop positive vision, direction, and results.
- Interface effectively with seniors, peers, and subordinates.
- Maintain a 2.0 or higher grade point average.

Company Chief Mate: The Company Chief Mate is the highest ranking cadet aboard the Training Ship in the Deck Department. The Company Chief Mate reports to the Company Executive Officer. While on cruise, the Company Chief Mate reports to the Chief Mate for all operational matters.

Duties and Responsibilities: The duties and responsibilities of the Company Chief Mate include but are not limited to:

- Under the supervision of the Chief Mate, organizes and carries out routine and special maintenance projects on the Training Ship prior to and during cruise.
- During cruise:
 - Meet with the Chief Mate on a regular basis to review maintenance progress.
 - Design and maintain the Station Bill aboard the Training Ship.
 - Ensure all deck watch bills are completed and posted in a timely manner.
- Act as the staff technical advisor to the Company Commander for all Deck matters.
- Responsible for the Shipboard Orientation program for all Fourth Class Cadets.
- Responsible for the deck watch station training program for all cadets.
- Ensure all watch personnel are thoroughly indoctrinated in watch and log-keeping procedures.
- Oversee the administration of the Deck Skills Training Program. Working in conjunction with the Company Training and Academic Officer, ensure all divisions are completing the required modules in a timely manner.
- Oversee the performance of the academic year deck watches.
- Ensure Standing Orders are updated and available to all watch standers.
- Assist with all necessary preparations for all cruises during his/her one-year assignment.
- Supervise the Company Second and Third Mates.
- Serve as a liaison with the Chief Mate.
- Promulgate all information as directed by the Company Commander or Executive Officer.
- Attend weekly meetings with key Corps staff members.
- Attend Company meetings as directed by the Company Commander.

Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Company Chief Mate include but are not limited to:

- Must be a senior cadet in the Marine Transportation major at the Academy.
- Must have one full year of academic standing remaining prior to graduation.
- Complete two training cruises prior to selection.
- Complete all requirements for advancement within the Corps.
- Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
- Maintain confidentiality of sensitive information.
- Participate in improving the Academy and solving problems.
- Ensure balance between organizational and personal/team requirements.
- Identify and adapt to change and lead in view of those changes.
- Work within a team to develop positive vision, direction, and results.
- Interface effectively with seniors, peers, and subordinates.
- Maintain a 2.5 or higher grade point average.

Company Second Mate: The Company Second Mate is responsible for ensuring all charts and publications necessary for safe navigation are on board the Training Ship and in good order. The Company Second Mate reports to the Company Chief Mate. While on cruise, the Company Second Mate reports to the Second Mate for all operational matters.

Duties and Responsibilities: The duties and responsibilities of the Company Second Mate include but are not limited to:

- Under the supervision of the Second Mate, ensure all charts and publications are fully updated from the Notice to Mariners.
- Maintain an accurate and complete inventory of all charts and publications.
- Ensure the proper operation and maintenance of the navigation equipment.
- Meet regularly with the Second Mate to discuss the planned cruise passage, navigation routes, and waypoints to be used.
- Responsible for the maintenance and cleanliness of the bridge and Navigation office.
- Assist the Company Chief Mate with the implementation of the Deck Skills Training Program.
- Carry out such duties as may be prescribed by the Second Mate.
- Carry out additional duties as prescribed by the Company Chief Mate.
- Assist with all necessary preparations for all cruises during his/her one-year assignment.
- Attend Company meetings as directed by the Company Commander.

Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Corps Administrative Officer include but are not limited to:

- Must be a senior cadet in the Marine Transportation major at the Academy.
- Must have one full year of academic standing remaining prior to graduation.
- Complete two training cruises prior to selection.
- Complete all requirements for advancement within the Corps.
- Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
- Interface effectively with seniors, peers, and subordinates.
- Maintain a 2.0 or higher grade point average.

Company Chief Engineer: The Company Chief Engineer is the highest ranking cadet aboard the Training Ship in the Engine Department. The Company Chief Engineer reports to the Company Executive Officer. While on cruise, the Company Chief Engineer reports to the Chief Engineer for all operational matters.

Duties and Responsibilities: The duties and responsibilities of the Company Chief Engineer include but are not limited to:

- Under the supervision of the Chief Engineer, responsible for the proper operation of the ship's machinery spaces and provides the necessary hotel services when personnel are living aboard.
- During cruise:
 - Meet with the Chief Engineer on a regular basis to review maintenance progress.
 - Ensure all engine watch bills are completed and posted in a timely manner.
- Act as the staff technical advisor to the Company Commander for all engineering matters.
- Responsible for the Engineering Orientation program for all Fourth Class Cadets.
- Responsible for the engineering watch station training program for all cadets.
- Ensure all watch personnel are thoroughly indoctrinated in watch and log-keeping procedures.

- Oversee the administration of the Engineering Skills Training Program. Working in conjunction with the Company Training and Academic Officer, ensure all divisions are completing the required modules in a timely manner.
- Oversee the performance of the academic year engineering watches.
- Ensure Standing Orders are updated and available to all watch standers.
- Assist with all necessary preparations for all cruises during his/her one-year assignment.
- Supervise the Company First and Second Assistants.
- Act as an assistant to the Chief Engineer and First Assistant Engineer.
- Promulgate all information as directed by the Company Commander or Executive Officer.
- Attend weekly meetings with key Corps staff members.
- Attend Company meetings as directed by the Company Commander.

Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Company Chief Engineer include but are not limited to:

- Must be a senior cadet in one of the engineering licensed academic majors at the Academy.
- Must have one full year of academic standing remaining prior to graduation.
- Complete two training cruises prior to selection.
- Complete all requirements for advancement within the Corps.
- Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
- Maintain confidentiality of sensitive information.
- Participate in improving the Academy and solving problems.
- Ensure balance between organizational and personal/team requirements.
- Identify and adapt to change and lead in view of those changes.
- Work within a team to develop positive vision, direction, and results.
- Interface effectively with seniors, peers, and subordinates.
- Maintain a 2.5 or higher grade point average.

Company First Assistant Engineer: The Company First Assistant Engineer is the second highest ranking cadet aboard the Training Ship in the Engine Department. The Company First Assistant Engineer reports to the Company Chief Engineer. While on cruise, the Company First Assistant Engineer reports to the First Assistant Engineer for all operational matters.

Duties and Responsibilities: The duties and responsibilities of the Company First Assistant Engineer include but are not limited to:

- Carry out such duties as prescribed by the Chief Engineer and First Assistant Engineer.
- Coordinate and schedule watches, day work, and practical training during the cruise.
- Review all watch round sheets, watch summary reports, and practical training sheets daily.
- Assist the Company Chief Engineer with the Engineering Orientation program.
- Assist the Company Chief Engineer with the engineering watch station training program.
- Assist the Company Chief Engineer with ensuring all watch personnel are thoroughly indoctrinated in watch and log-keeping procedures.
- Assist the Company Chief Engineer in overseeing the administration of the Engineering Skills Training Program.
- Assist with all necessary preparations for all cruises during his/her one-year assignment.
- Attend Company meetings as directed by the Company Commander.

Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Corps Administrative Officer include but are not limited to:

- Must be a senior cadet in one of the engineering licensed academic majors at the Academy.
- Must have one full year of academic standing remaining prior to graduation.
- Complete two training cruises prior to selection.
- Complete all requirements for advancement within the Corps.
- Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
- Interface effectively with seniors, peers, and subordinates.
- Maintain a 2.0 or higher grade point average.

Company Training and Academic Officer: The Company Training and Academic Officer is responsible for all aspects of training for the Corps within the assigned company including indoctrination, health, safety, ethics, core values, diversity awareness and harassment and all other leadership development training. The Training and Academic Officer will ensure the highest level of training readiness for all cadets participating in upcoming Training Ship and commercial cruises and internships. The Training and Academic Officer reports to the Company Executive Officer. (This is not an assigned cruise position.)

Duties and Responsibilities: The duties and responsibilities of the Corps Training and Academic Officer include but are not limited to:

- Coordinate with Division Training and Academic Officers to ensure the completion of all required training on schedule.
- Attend all meetings of a specified academic department, as assigned by the Company Training and Academic Officer.
- Track the completion rate for the training program by Division.
- Ensure oversight of study halls and study habits of the freshmen.
- Ensure oversight of the tutor program.
- Track cadet retention data by Division.
- Track the academic average by Division.
- Oversee the Division Training and Academic Officers.
- Ensure all divisions are meeting the training expectations for the upcoming Training Ship and commercial cruises and internships.
- Meet periodically, as needed, with the Cadet Chief Mate and Cadet Chief Engineer to ensure progress and completion of all shipboard training programs. Ensure Division Training and Academic Officers are aware of any cadets within their assigned division not meeting the minimum training standards in a timely manner.
- Attend Company meetings as directed by the Company Commander.

Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Company Training and Academic Officer include but are not limited to:

- May be a senior cadet of any academic major at the Academy.
- Must have one full year of academic standing remaining prior to graduation.
- Complete one training cruise prior to selection.
- Complete all requirements for advancement within the Corps.
- Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.

- Maintain confidentiality of sensitive information.
- Effectively manage the training programs for deck, engine, and campus skills.
- Participate in improving the Academy and solving problems.
- Ensure balance between organizational and personal/team requirements.
- Identify and adapt to change and lead in view of those changes.
- Work within a team to develop positive vision, direction, and results.
- Interface effectively with seniors, peers, and subordinates.
- Maintain a 2.0 or higher grade point average.

Company Administrative Officer: The Company Administrative Officer is responsible for the overall administrative management of the assigned company. The Company Administrative Officer reports to the Company Executive Officer. (This is not an assigned cruise position.)

Duties and Responsibilities: The duties and responsibilities of the Company Administrative Officer include but are not limited to:

- Coordinate with Division Administrative Officers to ensure all attendance and formation report sheets are completed in a timely fashion.
- Ensure reports of absentees during scheduled formations, inspections, and meetings are submitted by the Division Administrative Officer to the Student Conduct Coordinator in a timely manner.
- Ensure the timely completion and posting of all divisional watch bills. Supervise the Divisional Administrative Officers in the ensuring an equitable rotation of all watch stations.
- Oversee the administration of the watch tracking system for the Company.
- Oversee watch tracking system administration for reporting purposes. Ensure each cadet stands the minimum required number of watches.
- Assist the Corps Executive Officer with Company administrative matters.
- Promulgate all information as directed by the Company Commander or Executive Officer.
- Attend Company meetings as directed by the Company Commander.

Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Company Administrative Officer include but are not limited to:

- May be a senior cadet of any academic major at the Academy.
- Must have one full year of academic standing remaining prior to graduation.
- Complete one training cruise prior to selection.
- Complete all requirements for advancement within the Corps.
- Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
- Maintain confidentiality of sensitive information.
- Participate in improving the Academy and solving problems.
- Ensure balance between organizational and personal/team requirements.
- Identify and adapt to change and lead in view of those changes.
- Work within a team to develop positive vision, direction, and results.
- Interface effectively with seniors, peers, and subordinates.
- Maintain a 2.0 or higher grade point average.

Associated Students Liaison Officer: The Associated Students Liaison Officer is a position assigned by the Associated Students, Inc. He/she is directly responsible for the general welfare of the student body within his/her company.

Duties and Responsibilities: The duties and responsibilities of the Associated Students Liaison Officer include but are not limited to:

- Act as the official voice of the student body within the company.
- Serve as a liaison between the Company and the student body.
- Prior to the training cruise:
 - Coordinate with the Associated Students, Inc. for funding for morale events throughout the cruise.
 - Research and promote alcohol-free alternatives during all port calls.
 - Coordinate all morale events during the cruise.
 - Assist with planning and implementation of shipboard bar-b-ques.
- Attend Company meetings as directed by the Company Commander.

Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Associated Students Liaison Officer include but are not limited to:

- Must be a senior cadet participating in the upcoming training cruise at the Academy.
- Complete two training cruises prior to selection.
- Complete all requirements for advancement within the Corps.
- Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
- Maintain confidentiality of sensitive information.
- Participate in improving the Academy and solving problems.
- Work within a team to develop positive vision, direction, and results.
- Maintain a 2.0 or higher grade point average.

Division Commander: The Division Commander exercises the command function in the assigned division of the Corps. The Division Commander reports to the Company Commander. While on cruise, the Division Commander or his/her designee reports to the Company Commander for all administrative matters.

Duties and Responsibilities: The duties and responsibilities of the Division Commander include but are not limited to:

- Responsible for the proper organization and administration of the division.
- Supervise the Division in all matters pertaining to discipline and the coordination of the daily routine.
- Responsible for the overall appearance of his/her division and shall ensure the standards established for the Corps are upheld.
- Instill a high level of morale and esprit-de-corps.
- Responsible for the timely posting of watch bills.
- Ensure every watch position is filled during their duty day. If need be the Division Commander will stand the watch him or herself if the watch cannot be filled.
- Ensure the continued indoctrination of underclass cadets.
- Ensure the good order and discipline and proper appearance of the division during formation at the Academy and TSGB.

- Ensure accurate reports of absentees, infractions of regulations, damage to public property, or any other discrepancies are made promptly.
- Ensure inspections of the sections are carried out as directed.
- Ensure communication throughout the division by means of meetings, bulletin boards, etc.
- Report to the Company Commander as to the status of the Division. While on cruise, report the division's status to the Company Commander.
- Promulgate all information as directed by the Company Commander or Executive Officer.
- Lead the Division at all Corps formations, inspections, and other events.
- While on cruise, ensure the cleanliness of all assigned division berthing and common areas by daily inspection.
- Ensure division and individual collateral functions are completed as assigned.
- Responsible for the accountability of all assigned cadets.
- Conduct division staff meetings as necessary to appraise the status of their assigned work and offer any necessary assistance as needed.
- Carry out such other duties as may be assigned by the Company Commander.
- Attend weekly meetings with key Corps staff members.
- Attend company meetings as directed by the Company Commander.

Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Division Commander include but are not limited to:

- May be a senior cadet of any academic major at the Academy.
- Must have one full year of academic standing remaining prior to graduation.
- Complete one training cruise prior to selection.
- Complete all requirements for advancement within the Corps.
- Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
- Maintain confidentiality of sensitive information.
- Participate in improving the Academy and solving problems.
- Ensure balance between organizational and personal/team requirements.
- Identify and adapt to change and lead in view of those changes.
- Work within a team to develop positive vision, direction, and results.
- Interface effectively with seniors, peers, and subordinates.
- Maintain a 2.5 or higher grade point average.

Division Executive Officer: The Division Executive Officer is responsible for the training, discipline and uniform and grooming standards of his/her assigned division. The Division Executive Officer is second in command of the division and is the assistant to the Division Commander. The Division Executive Officer or his/her designee shall act as an assistant to the Division Commander while on the Training Ship.

Duties and Responsibilities: The duties and responsibilities of the Division Executive Officer include but are not limited to:

- Implement all duties of the Division Commander in his/her absence.
- Provide access to the "staff" function of the Division.
- Supervise the administration of the Division system and the activities of the Division staff.
- Maintain division files including phone lists, special requests, and while of the Training Ship, liberty lists. On campus, division files will be retained in the Corps office.

- Review and post liberty lists by division, while on the Training Ship.
- Supervise the Section Leaders in their leadership and training within their respective sections.
- Maintain Corps uniform, grooming, and disciplinary standards.
- Assist the Company Executive Officer with Division administrative matters.
- Oversee the Division's participation in the Honor Division competition.
- Supervise all other Division Officers in the performance of their assigned duties and functions.
- Meet regularly with the Division Commander and keep him/her informed of the normal day-to-day operations of the Corps.
- Attend Division meetings as directed by the Division Commander.
- Carry out such other duties as may be prescribed by the Division Commander.

Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Division Executive Officer include but are not limited to:

- May be a senior cadet of any academic major at the Academy.
- Must have one full year of academic standing remaining prior to graduation.
- Complete one training cruise prior to selection.
- Complete all requirements for advancement within the Corps.
- Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
- Maintain confidentiality of sensitive information.
- Participate in improving the Academy and solving problems.
- Ensure balance between organizational and personal/team requirements.
- Identify and adapt to change and lead in view of those changes.
- Work within a team to develop positive vision, direction, and results.
- Interface effectively with seniors, peers, and subordinates.
- Maintain a 2.0 or higher grade point average.

Division Training and Academic Officer: The Division Training and Academic Officer is responsible for all aspects of training for all cadets within the assigned division including indoctrination, health, safety, ethics, core values, diversity awareness and harassment and all other leadership development training. The Training and Academic Officer will ensure the highest level of training readiness for all cadets participating in upcoming Training Ship and commercial cruises and internships. The Training and Academic Officer reports to the Division Executive Officer. (This is not an assigned cruise position.)

Duties and Responsibilities: The duties and responsibilities of the Division Training and Academic Officer include but are not limited to:

- Coordinate with Company Training and Academic Officer, Chief Mate, and Chief Engineer to ensure the completion of all required training on schedule.
- Attend all meetings of a specified academic department, as assigned by the Corps Training and Academic Officer.
- Track the completion rate for the division's training program.
- Oversee study halls and study habits of the freshmen.
- Oversee the tutor program.
- Track cadet retention data within the Division.

- Track the academic average within the Division.
- Oversee the Section Training and Academic Officers.
- Ensure all divisions are meeting the training expectations for the upcoming Training Ship and commercial cruises and internships.
- Attend Division meetings as directed by the Division Commander.

Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Corps Training Officer include but are not limited to:

- May be a senior cadet of any academic major at the Academy.
- Must have one full year of academic standing remaining prior to graduation.
- Complete one training cruise prior to selection.
- Complete all requirements for advancement within the Corps.
- Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
- Maintain confidentiality of sensitive information.
- Effectively manage the training programs for deck, engine, and campus skills.
- Participate in improving the Academy and solving problems.
- Ensure balance between organizational and personal/team requirements.
- Identify and adapt to change and lead in view of those changes.
- Work within a team to develop positive vision, direction, and results.
- Interface effectively with seniors, peers, and subordinates.
- Maintain a 2.0 or higher grade point average.

Division Administrative Officer: The Division Administrative Officer is responsible for the overall administrative management of the assigned division. The Division Administrative Officer reports to the Division Executive Officer. (This is not an assigned cruise position.)

Duties and Responsibilities: The duties and responsibilities of the Division Administrative Officer include but are not limited to:

- Ensure all attendance and formation report sheets are completed in a timely fashion.
- Submit reports of absentees during scheduled formations, inspections, and meetings to the Student Conduct Coordinator in a timely manner.
- Complete and post the divisional watch bill in a timely fashion.
- Ensure an equitable rotation of all watch stations.
- Ensure each cadet stands the minimum required number of watches.
- Promulgate all information as directed by the Division Commander or Executive Officer.
- Attend Division meetings as directed by the Division Commander.

Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Division Administrative Officer include but are not limited to:

- May be a senior cadet of any academic major at the Academy.
- Must have one full year of academic standing remaining prior to graduation.
- Complete one training cruise prior to selection.
- Complete all requirements for advancement within the Corps.
- Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
- Maintain confidentiality of sensitive information.
- Participate in improving the Academy and solving problems.

- Ensure balance between organizational and personal/team requirements.
- Identify and adapt to change and lead in view of those changes.
- Work within a team to develop positive vision, direction, and results.
- Interface effectively with seniors, peers, and subordinates.
- Maintain a 2.0 or higher grade point average.