

Duties of Cadet Administration Officer, S-1

1. Reports to and receives orders from the SMI, MI, and cadet Battalion Executive officer.
2. Takes post in the battalion staff at all formations as prescribed in drill and ceremonies.
3. Assumes only the administrative duties for which the battalion staff is responsible.
4. Supervises the S-1 assistant in the performance of his duties, if one is appointed.
5. Assist in the scoring and judging at all competitive events related to intra-battalion competition. Maintains records of such competitions, and of company standings, and documents the standings.
6. Ensures the timely receipt of duly signed Rosters from Company commanders for submission to the battalion Executive Officer.
7. Strictly adheres to all Marine Corps Traits and principles.
8. Carries out any additional responsibilities/duties that may be assigned from the SMI or MI.