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# SeaWolves Virtual Navy



## Billet Manual

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### **Billet Descriptions and Responsibilities:**

During your career in the SeaWolves Virtual Navy you will have opportunities to volunteer your time to help support the organization. This support is recognized as taking on a billet. This manual is to help you understand what billets are available to you and what the requirements are for each particular billet. SVN awards duty points for members who hold billets. The awarding of duty points is covered in the SVN Promotions Manual.

### **Definitions/ Descriptions:**

#### **Battle Group Commander (BGC)-**

As the BGC your immediate supervisor in the chain of command (CoC) is the Deputy Chief of Naval Operations (DCNO). Your duties include but are not limited to the following:

1. Oversee the maritime operations of all fleets currently activated.
2. Issue training and combat orders to fleets to ensure the operational readiness of the fleet is met.
3. Ensure all promotions, awards and transfers are communicated to the DCNO.
4. Work in conjunction with the training group to develop new programs to enhance the simulation environment.
5. Preside on the promotion review board.
6. Prepare and submit a status report to the DCNO by the 3<sup>rd</sup> of each month on the previous month's accomplishments, workload and current tasks underway.

#### **Commander Training Group (CTG):**

As the Commander Training Group (CTG) your immediate supervisor in the CoC is the CWG. Your duties include but are not limited to the following:

1. Exercise staff responsibility and supervision over all matters pertaining to the divisions training programs, and keep division members informed of all developments in the program.
2. Maintain close liaison with the CWG in order to implement the member training programs established division wide.
3. Foster an interest in enrolling and completing advanced specialty courses.
4. Aggressively ensure new members receive the new member training course so they may complete the new member training course without unnecessary time delays. This course must be completed and results forwarded to the CWG.
5. Conduct and coordinate training sessions on instructor, boat crew, air crew and specialty training.
6. Maintain records of individual member qualification and encourage their participation in the various programs in order that they may retain their qualifications.
7. Report monthly to the CWG about the progress in the area of member training and on the status of the division training program.

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**Deputy Commander Training (DCT):**

As DCT you are a direct representative of the CTG. As such, you are authorized to assist others as may be required. Your duties are but not limited to the following:

1. To assist in the development of new Cadets in the simulations associated with flight simulations.
2. To ensure that the training programs are carried out correctly by appointed Training Officers (TO).
3. To assist in developing new training programs that stay current with new simulations added or modifications added to existing approved simulations.
4. To ensure that the current air training programs are in line with the mission objectives of the SVN.
5. To assist in the development of new Cadets in the simulations associated with the Fleet Forces Group.
6. To assist in developing new training programs that stay current with new simulations added or modifications added to existing approved simulations.
7. To ensure that the current fleet training programs are in line with the fleet operations.

**Research Officer (RO):**

As the Research Officer (RO) your immediate supervisor in the CoC is the VCNO. Your duties include but are not limited to the following:

1. To identify new simulations or modifications that can be added to the division of official play.
2. To test new simulations and file a findings/ recommendation report to the VCNO.
3. To provide information to the PAO and VCNO so that new simulations can get passed to the division in the newsletter.
4. Assist the VCNO in areas he/she so directs.

**Development Officer (DO):**

As the Development Officer (DO) your immediate supervisor in the CoC is the VCNO. Your duties include but are not limited to the following:

1. To develop new missions and maps in support of official simulations within the division.
2. To test submitted missions and maps by members and either correct or submit to VCNO to be included in the next mission/ map pack.
3. To provide information to the PAO and VCNO so that members can be notified of new mission/ map packs that have been released.
4. Assist the VCNO in areas he/she so directs.

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**Public Affairs Officer (PAO):**

As the Public Affairs Officer (PAO) your immediate supervisor in the CoC is the CWG. Your duties include but are not limited to the following:

1. Exercise staff responsibility and supervision over all SVN public affairs and public information matters within the division, and keep SVN members informed of all developments in the program.
2. Establish effective relationships with the other online groups, forums and blogs in a manner that will promote enlistments and combat relations for the division.
3. Originate, as appropriate, articles for division publications, clearing them with the VCNO for posting on the SVN website.
4. Be the editor of the SVN newsletter.
5. Encourage all SVN members to submit articles of interest for inclusion in the division newsletter.
6. Report monthly to the VCNO on activities and progress in carrying out these duties.
7. Mail to all members the SVN edition of the newsletter, containing a summary of the last SeaWolves general meeting and the division meeting. This mailing should include all retired members and all prospective members.
8. Assist the VCNO in areas he/she so directs.

**War Officer (WO):**

As the War Officer (WO) your immediate supervisor in the CoC is the DCNO. Your duties include but are not limited to the following:

1. When the division is preparing for war, you are to act as Liaison with external OPFOR groups in coordinating war efforts.
2. To help identify theaters of conflict and assist in storylines.
3. To work with the DO in arranging and creating appropriate missions/ maps for the conflict.
4. In time of war act as the set up officer for the division.
5. Assist the DCNO in areas he/she so directs.

As the CFG your immediate supervisor in the chain of command is the Deputy Chief of Naval Operations (DCNO). Your duties include but are not limited to the following:

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### **Task Force Commander (CTF):**

As the CTF your immediate supervisor in the chain of command is the Battle Group Commander (BGC). Your duties include but are not limited to the following:

1. Ensure that SVN members are equipped for, and are aware of the requirements and procedures for patrolling, reporting of patrols and meeting the SVN training and combat schedules.
2. You are to maintain the necessary records required by your job. These records, property and any associated job publications will be passed to your future successor. This is necessary to insure continuity in your area of responsibility.
3. Submit a monthly activity report to the GGC at the end of the month for the previous month's activities. This report will include:
  1. The number of active officers.
  2. The number of officers enrolled in training.
  3. All recommended awards for officers within your group.
4. When a member scheduled for a patrol cannot perform the patrol, attempt to have the patrol taken by some other member. Keep the BGC advised of any actual or potential vacancy in a previously scheduled patrol.
5. Attend all fleet meetings. If you are unable to attend notify the BGC in advance to coordinate your report to the members.

### **Task Force Executive Officer (TFX):**

As XO you are a direct representative of the CTF. As such, you are authorized to assist others as may be required. Your duties are but not limited to the following:

1. Exercise staff responsibility and supervision over all matters pertaining to squadron communications, and keep squadron members informed of all developments in the squadron.
2. Maintain close liaison with the CTF in planning, organizing and implementing the division operational activities.
3. In cooperation with the Commander Training Group (CTG), encourage increased member participation in training.
4. Encourage increased participation in training, combat patrols, and all other phases of authorized divisional operational programs.
5. Upon receipt of the newsletter, or other correspondence from the public affairs officer (PAO), provide copies or excerpts to personnel requiring such information in the performance of their duties.

### **Task Force Communications Officer (TFC):**

1. Exercise staff responsibility and supervision over electronic communication services for the squadron. Keep the squadron informed of all developments in these areas.
2. Unless otherwise directed, create and maintain a squadron website that is in full compliance with SeaWolves web policies.
3. Serve as squadron Webmaster. Monitor all squadron website information. Ensure that such information reaches the appropriate elected and staff officers and the general membership in a timely fashion.
4. Regularly attend divisional and general meetings and report on official information obtained from the meeting to members who could not participate in the meetings.
5. Maintain close liaison with the CTF and provide a monthly activity report.
6. Upon expiration of your term of office, or when so directed by the CTF transfer all property and records of the office as well as the squadron website to your successor.