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	Office of Administration and Operations	Rev: 2	

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:

Director of Training and Education (DTE):

As the DTE your immediate supervisor in the Chief of Administration and Operations (CAO). 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 TFC's in order to implement the member training programs established division wide.
3. 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 CAO.
4. To ensure that the training programs are carried out correctly by appointed Training Instructors (TI).
5. Maintain records of individual member qualification and encourage their participation in the various programs in order that they may retain their qualifications.
6. Report monthly to the CAO about the progress in the area of member training and on the status of the division training program.

Task Force Commander (TFC):

As the TFC 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. Ensure all promotions, awards and transfers are communicated to the DCNO.
2. Work in conjunction with the training group to develop new programs to enhance the simulation environment.
3. 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.
4. 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.
5. Submit a monthly activity report to the DCNO at the end of the month for the previous month's activities. This report will include:
 - a. The number of active officers.
 - b. The number of officers enrolled in training.
 - c. All recommended awards for officers within your group.
6. When a member scheduled for a patrol cannot perform the patrol, attempt to have the patrol taken by some other member. Keep the DCNO advised of any actual or potential vacancy in a previously scheduled patrol.
7. Attend all fleet meetings. If you are unable to attend notify the DCNO in advance to coordinate your report to the members.
8. Prepare and submit a status report to the DCNO by the 3rd of each month on the previous month's accomplishments, workload and current tasks underway.

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Task Force Executive Officer (TXO):

As TFX you are a direct representative of the TFC. 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 TFC in planning, organizing and implementing the division operational activities.
3. In cooperation with the DTE, 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 (TCO):

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 TFC and provide a monthly activity report.
6. Upon expiration of your term of office, or when so directed by the TFC transfer all property and records of the office as well as the squadron website to your successor.

Training Instructor (TI):

As TI you are a direct representative of the DTE and CAO. 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 assist in developing new training programs that stay current with new simulations added or modifications added to existing approved simulations.
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 fleet training programs are in line with the fleet operations.

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Public Affairs Officer (PAO):

As the Public Affairs Officer (PAO) your immediate supervisor in the CoC is the DAO. 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 DAO 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 DAO 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 DAO in areas he/she so directs.

Warfare 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 Chief War Officer SeaWolves Military Command (CWO-SW)
2. To help identify theaters of conflict and assist in storylines.
3. To work with the DAO 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. To develop new missions and maps in support of official simulations within the division.
6. To test submitted missions and maps by members and either correct or submit to DAO to be included in the next mission/ map pack.
7. To provide information to the PAO and DAO so that members can be notified of new mission/ map packs that have been released.
8. To identify new simulations or modifications that can be added to the division of official play.
9. To test new simulations and file a findings/ recommendation report to the DAO.
10. To provide information to the PAO and DAO so that new simulations can get passed to the division in the newsletter.
11. Assist the DAO in areas he/she so directs