

**Duties and Responsibilities
Cadet Command Liaison Officers (LNO)**

1. LNOs are the Command Representatives to the school or training course. Accordingly, they are responsible for all ROTC cadets attending the training.
2. The primary purpose for the LNO is to ensure cadet success. The list below is not all inclusive.
 - a. Coordinate with Cadet Command Training Directorate and or Region CPDT coordinator for initial guidance. Coordinate arrival and inprocessing of cadets with CC Training Directorate or Advanced Camp CPDT coordinator assigned to cadet personnel.
 - b. Verify that cadets meet all course prerequisites (e.g., APFT requirements). Take necessary action to overcome obstacles and get cadets into their scheduled class (e.g., administer the APFT or issue equipment).
 - c. Coordinate with schools for equipment issue when necessary.
 - d. Assist cadets as necessary. Provide for their health, morale and general welfare.
 - e. Review cadets' travel documents, ensuring proper departure times. Coordinate outprocessing requirements.
 - f. Ensure cadets maintain high standards of appearance and military bearing.
 - g. Provide Region opening, closing and after action reports (see next page). Keep Region informed of significant events involving cadets (e.g., accident, injury, and incidents). Region will forward to Cadet Command, Training Directorate.
3. The LNO will attend training and be readily available to assist cadets as required. The installation is the place of duty.
4. LNO prepares two reports; one for Cadet Command and one for Region. The CC report is for the Camps AAR scheduled in Sep and the Region report is to inform brigades and schools.
5. Report all incidents that qualify as serious in accordance with AR 190-40, Serious Incident Report, dated 14 August 1985. Submit report to Cadet Command Headquarters within 24 hours (telephonic notification) of the incident. All telephonic notification will be followed up with a hard copy report.