

Section 9. Appendix 5. Reserve Officer Training Corps (ROTC) Director (effective 1/24/2023).

(a) Responsibilities

- 1) Maintains liaison with three area universities offering Reserve Officer Training Corps (ROTC) programs
- 2) Conducts orientation visits to new Detachment Commanders within their first 8 months to encourage collaboration between units
- 3) Coordinates all activities between MTC MOAA and the ROTC units
- 4) Maintains and updates the ROTC points of contact for the annual MOAA Cadet of the Year award
- 5) Creates the award certificates and coordinates with the units for presentation during the respective Spring semester ceremonies
- 6) Apprises the MTC MOAA Executive Board about leadership changes in the ROTC units

(b) Relevant Resources

- 1) MOAA National ROTC Award Program:
<https://www.moaa.org/content/chapters-and-councils/moaa-awards/moaa-rotcrotc-awards-program>
- 2) ROTC Units:
 - i. Tennessee State University – United States Air Force and United States Space Force, 3500 John A. Merritt Boulevard, Nashville TN 37209, Office Number: (615) 963-5931
 - ii. Vanderbilt University – United States Army, 1114 19th Avenue South, Nashville TN 37203-5701, Office Number: (615) 322-8550
 - iii. Vanderbilt University - United States Navy and United States Marine Corps, 1114 19th Avenue South, Suite 200, Nashville TN 37212, Office Number: (615) 270-9903

(c) Functions

- 1) Contact each ROTC Detachment Commander during the summer of his/her initial assignment to welcome them to the Nashville TN area. Schedule an orientation meeting with them during the first eight months of his/her assignment to discuss support from the chapter.
- 2) Provide unit contact information to the chapter Secretary for updating the chapter website.
- 3) Coordinate with board on unit requests for ROTC support (typically annual Fall flag football game).
- 4) Keep board updated on any changes to the supported detachments.
- 5) Request that the chapter secretary order MOAA ROTC Cadet of the Year medals and certificates for each ROTC unit supported early in January of each

year.

- 6) Contact each ROTC Detachment Commander or designated point of contact at the beginning of Spring Semester, update any contact information, and request name of awardee by mid-March and the expected dates for each unit's awards ceremony.
- 7) Prepare the official ROTC Leadership Award certificate for each unit's designated awardee. Be aware that these names can change so it is prudent to wait until about two weeks prior to the award ceremony to prepare the certificate.
- 8) Coordinate at least one chapter member to present the MOAA ROTC Cadet of the Year medal and certificate at each unit's awards ceremony, as appropriate.
- 9) Keep board updated on status of awards presented and any needs for additional support.