

# Duties of the Executive Officer

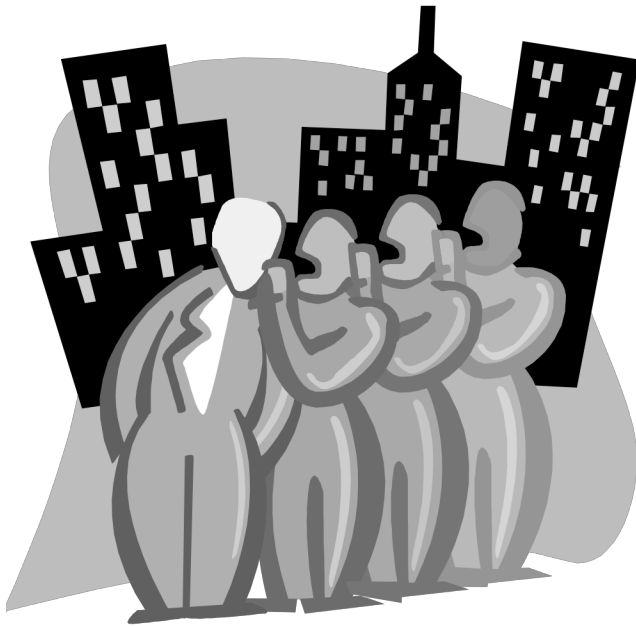
# The XO's job can be classified into three basic roles:

- Filling in for the commander in his/her absence
- Making sure the staff communicates with each other
- Coordinating the efforts of the staff to help the commander accomplish the mission

# Filling in for the Commander

- In Reviews, the XO often serves as the “Commander of Troops” while the actual commander plays a role in the reviewing party
- When the commander is absent, the XO assumes command
- When the commander is in another place, the XO takes the commander’s mission and makes decisions about the best course of action

# Communication



- Does the staff understand the commander's mission?
- Does each staff section talk to the other staff sections about their jobs?

# Coordination

The XO makes sure each staff section is doing their job and that they are asking appropriate questions of the other staff sections and getting straight answers from those staff sections.



# Other duties of the XO:

- Informs the commander about how well the staff is working to accomplish the mission
- Makes sure the staff briefs the commander as necessary
- Helps the staff make recommendations to the commander about how they can best accomplish the mission
- Makes recommendations to the commander about staff duty assignments

# Other duties of the XO:

- Works to make sure that hazards and risks are identified and managed so that they do not interfere with the mission
- Supervises the flow of information into and out of the staff
- Sets time lines for the staff and supervises their accomplishment
- Ensures the staff gets adequate rest
- Know who can make what decisions in the absence of the commander