



Regulation 600-2

COMMAND POLICY AND PROCEDURE

Headquarters, Ohio Military Reserve
Office of the Assistant Chief of Staff,
Personnel and Administration, G1
Bldg. 863, Rickenbacker Airport
Columbus, Ohio
43215

01 October 2004

OHIO MILITARY RESERVE

Summary of Changes

The changes noted herein are only those changes of significance or which effect ongoing operations. Changes in terminology, organization or other routine matters are not reflected.

OHMR Regulation 600-2, Command Policy and Procedure, dated 01 Oct 04

Paragraph	Change
Figure 1	`Add the rank of Officer Candidate at pay grade E6 (OC/E6).
para 3-9f	Officer Candidates may not be assigned a command position. They are otherwise considered and treated as officers even though their pay grade is actually an enlisted grade and rate of pay. An OC may hold any staff officer position, regardless what rank that position is authorized.

Headquarters
Ohio Military Reserve
Bldg. 863, Rickenbacker Airport
Columbus, Ohio
01 October 2004

Command Policy and Procedure

By Order of the Governor:

GENE A. DALE
Colonel, Ohio Military Reserve
Chief of Staff

Official:



RICHARD B. IOTT
Colonel, Ohio Military Reserve
Assistant Chief of Staff

Supersedes. This regulation supersedes OHMR-R 600-2, 01 February 2001.

Applicability. This regulation applies to all personnel within the OHMR designated as having command responsibilities.

Supplementation. Supplementation of this regulation and establishment of command and local policies and forms are prohibited without prior written approval of HQOHMR.

Suggested Improvements. Suggested improvements which may be considered for this regulation should be forwarded in writing to the proponent agency of this regulation, the Office of the Assistant Chief of Staff, Personnel and Administration - G1, Bldg. 863, Rickenbacker Airport, Columbus, Ohio 43215.

Summary. This Regulation on OHMR Command Policy and Procedure contains specific information on policies which govern the command structure of the OHMR. It defines command structure, authority and responsibilities.

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Section 1

Introduction

1-1. Purpose

This regulation establishes policy and prescribes certain procedures relative to the basic aspects of command within the OHMR.

1-2. Elements of command

The key factors of command covered by this regulation are command authority and responsibility, rank and precedence, command and other channels and enlisted aspects of command.

1-3. Right to command

Command is exercise by virtue of office.

1-4. Assignment and command

Members of the OHMR are assigned to command where their services are required. Without orders from competent authority a member of

the OHMR can only assume command in accordance with this regulation.

1-5. Military rank

Military rank is the relative position or degree of precedence bestowed upon military personnel which marks their duty position and confers eligibility to exercise command or have authority in the OHMR. It is divided in classes and grade in accordance with 1-7 below.

1-6. How rank is held or conferred

a. Rank is generally held by virtue of office or grade in the OHMR.

b. Conferring honorary titles of military rank upon civilians is prohibited with the exception of staff positions.

1-7. Grades of rank

The following are grades of rank in the OHMR, in order of their precedence or relative rank in Figure 1.

Grades of Rank
(Figure 1)

Commissioned Officers

General Officers

<u>Rank</u>	<u>Pay Grade</u>	<u>Title of Address</u>
Major General	O8	General
Brigadier General	O7	General

Field Officers

<u>Rank</u>	<u>Pay Grade</u>	<u>Title of Address</u>
Colonel	O6	Colonel
Lieutenant Colonel	O5	Colonel
Major	O4	Major

Company Officers

<u>Rank</u>	<u>Pay Grade</u>	<u>Title of Address</u>
Captain	O3	Captain
First Lieutenant	O2	Lieutenant
Second Lieutenant	O1	Lieutenant

Warrant Officers

<u>Rank</u>	<u>Pay Grade</u>	<u>Title of Address</u>
Chief Warrant Officer W5	W5	Chief
Master Warrant Officer W4	W4	Master
Chief Warrant Officer W4	W4	Chief
Chief Warrant Officer W3	W3	Mister
Chief Warrant Officer W2	W2	Mister
Warrant Officer W1	W1	Mister

Officer Candidates

<u>Rank</u>	<u>Pay Grade</u>	<u>Title of Address</u>
Officer Candidate	E6	Candidate

Enlisted Personnel
Non-commissioned Officers

<u>Rank</u>	<u>Pay Grade</u>	<u>Title of Address</u>
Command Sergeant Major	E9	Sergeant Major
Sergeant Major	E9	Sergeant Major
First Sergeant	E8	First Sergeant
Master Sergeant	E8	Master Sergeant
Sergeant First Class	E7	Sergeant
Staff Sergeant	E6	Sergeant
Sergeant	E5	Sergeant
Corporal	E4	Corporal

Specialists

<u>Rank</u>	<u>Pay Grade</u>	<u>Title of Address</u>
Specialist	E4	Specialist

Privates

<u>Rank</u>	<u>Pay Grade</u>	<u>Title of Address</u>
Private First Class	E3	Private
Private	E2	Private
Private	E1	Private

1-8. Comparable rank among other services

Comparable ranks among the other services are shown in Figure 2 below.

Comparable Rank Among Other Services
(Figure 2)

Commissioned Officers

<u>Army, Air Force, Marine Corps</u>	<u>Navy</u>
Colonel	Captain
Lieutenant Colonel	Commander
Major	Lieutenant Commander
Captain	Lieutenant
First Lieutenant	Lieutenant Junior Grade
Second Lieutenant	Ensign

Warrant Officers

<u>Army, Air Force, Marine Corps</u>	<u>Navy</u>
Chief Warrant Officer W5	
Master Warrant Officer W4 (Army only)	
Chief Warrant Officer W4	Chief Warrant Officer W4
Chief Warrant Officer W3	Chief Warrant Officer W3
Chief Warrant Officer W2	Chief Warrant Officer W2

Warrant Officer W1	Enlisted Personnel		Warrant Officer W1
<u>Army</u>	<u>Marine Corps</u>	<u>Navy</u>	<u>Air Force</u>
Command Sergeant Major	Sergeant Major	Master Chief Petty Officer	Chief Master Sergeant
<u>Army</u>	<u>Marine Corps</u>	<u>Navy</u>	<u>Air Force</u>
Sergeant Major	Master Gunnery Sergeant		
First Sergeant	First Sergeant	Senior Chief Petty Officer	Senior Master Sergeant
Master Sergeant Sergeant First Class Staff Sergeant	Master Sergeant Gunnery Sergeant Staff Sergeant	Chief Petty Officer Petty Officer First Class	Master Sergeant Technical Sergeant
Sergeant	Sergeant	Petty Officer Second Class	Staff Sergeant
Corporal	Corporal	Petty Officer Third Class	Airman First Class
Private First Class	Lance Corporal	Seaman	Airman Second Class
Private (E2)	Private First Class	Seaman Apprentice	Airman Third Class
Private (E1)	Private	Seaman Recruit	Airman Basic

Section 2

Command and Other Channels

2-1. Chain of command

The chain of command is the most fundamental and important organizational technique used by the OHMR. It is the succession of commanders, superior to subordinate, through which command is exercised. The chain of command is also known as the command channel. It extends from the governor as Commander in Chief, down through the various grades of rank to the enlisted personnel leading the smallest element. Staff officers and administrative non-commissioned officers are not in the chain of command. A simple and direct command channel facilitates transmittal of orders from the highest to the lowest levels in a minimum of time and with the least chance of misinterpretation. As used in this regulation, no distinction is made between the terms commander and leader as the fundamental policies of command and leadership are applicable at all levels of the chain of command. The command channel extends upward in the same manner for matters requiring official communication from subordinate to superior. It is OHMR policy that each individual in the chain of command is delegated sufficient authority to accomplish assigned tasks and responsibilities. Every commander

has two basic responsibilities in the following priority:

- a. Accomplishing his mission.
- b. Care of his personnel and property.

Normally, efficient accomplishment of the mission will help to satisfy the responsibility for the welfare of his personnel. A superior in the chain of command holds subordinate commands responsible for everything their command does or does not do. Thus, in relation to his superior, a commander cannot delegate any of his responsibilities. However, in relation to his subordinates, he does subdivide his responsibility and authority and assigns portions of them to various commanders and staff members. IN this was an appropriate degree of responsibility becomes inherent in each command echelon. The necessity of a commander or staff officer observing proper channels in issuing instructions or orders to subordinates must be recognized. Constant and continuous utilization of the chain of command is vital to the effectiveness of any OHMR unit. Every effort must be made to acquaint all individuals with its existence and proper function.

2-2. Staff, technical, and non-commissioned officer channels

Another important OHMR organizational technique for communication is the staff, technical

and non-commissioned officer channels of communication. The terms staff and technical channels is used to describe the vertical or horizontal channel between a staff section at one headquarters and similar staff section at another echelon or a parallel headquarters. The non-commissioned officer channel originates with the commander of a major unit and extends downward from that commander's sergeant major to the first sergeant and on to other non-commissioned officers and enlisted personnel. These informal channels are used primarily for the exchange of information and do not supplant the normal chain of command. The staff or technical channel is sometimes used for routing reports and instructions. The non-commissioned officer channel is often used for the accomplishment of certain routine but important tasks and responsibilities. These include training in basic skills and attributes of a soldier, establishment and maintenance of NCO standards, proper wearing of the uniform, appearance, and military courtesy of enlisted personnel. Each commander defines his policy on the use of these channels to his staff and subordinates.

Section 3

Command Policies and Procedures

3-1. Command of Units

a. Responsibility. Command of a unit, company size or larger, is normally the responsibility of the senior assigned officer present, provided he is not ineligible under para. 3-8.

b. Announcement of assumption of command. Assumption of command will be announced in published orders citing this regulation as authority.

Example:

UNIT ORDERS 8-1

The undersigned assumes command of Company A, 41st IN Bn, 4th Bde, in accordance with paragraph 3-1 of OHMR Regulation 600-2.

NOTE: The date of the order is the effective date of assumption of command. Company commanders will utilize unit orders. Commanders of higher levels of command will announce their assumption of command in special orders.

3-2. Designation of Junior in Same Grade to Command

Refer to OHMR Regulation 614-1.

3-3. Death, Disability, or Absence of Commander.

a. In the event of death, disability or temporary absence of the commander of an OHMR unit, the following order of succession will apply:

- (1) Senior commissioned officer

- (2) Senior warrant officer

- (3) Senior non-commissioned officer

b. Upon assumption of command, the commander will remain in command until relieved by proper authority except as noted in c below. Assumption of command under these conditions will be announced as indicated in paragraph 3-1.

c. Orders will indicate "Acting Commander" unless proper authority has indicated that the command will be permanent.

d. The commander of a brigade may continue the function of commander while absent from his brigade provided such absence is for a short period of time, he has communications with his headquarters, and his absence is not caused by physical disability.

3-4. Absence or Disability of All Officers of a Unit

In the event of death, disability, or absence or all officers of an OHMR unit normally commanded by a commissioned officer, the appropriate commander will assign an officer to command that unit. Pending assignment and arrival of the new commander, the senior warrant officer or non-commissioned officer will assume command. Restrictions pertaining to assumption of command are detailed in paragraphs 3-8 and 3-9. Assumption of command will be in accordance with paragraph 3-3.

3-5. Emergency Command

In the event of an emergency, succession to command will apply as in 3-3a above. Restrictions in paragraph 3-8 and 3-9 apply. Assumption of command will be as indicated in paragraph 3-1b if practical.

3-6. Functions of Individual in temporary Command

A member in temporary command will not change the standing orders of the regular commander without authority from the next higher command. Temporary command is defined to include command assumed under conditions set forth in paragraphs 3-3, 3-4 and 3-5.

3-7. Responsibility of Successor

The successor will assume responsibility for all orders in force and all state property and funds of that command.

3-8. Ineligibility for Command

a. An individual will be considered ineligible for command of a unit if he is not permanently assigned to that unit.

b. An individual will be considered ineligible for command of a unit if he is suspended from rank, command or duty. A commissioned officer may be suspended from rank or command by sentence of a court-martial. Suspension from rank included suspension from command. Suspension from duty is comparable to suspension

from command but primarily used for those officers who do not hold command responsibilities. While suspended from rank, command or duty, an officer may not sit as a member of any military board and is deprived of privileges depending on rank in the selection of quarters.

c. A person under arrest is ineligible to exercise any type of command.

3-9. Restrictions.

a. Announcements of appointment. Commanders will not exercise their authority in the assignment of commanders without prior approval of HQOHMR.

b. General Staff officers. An officer assigned to duty with general staff will not assume command of troops other than personnel on duty with the OHMR general staff unless specifically directed by the AG of Ohio.

c. Medical Corps officers. Officers of the Medical Corps may exercise command in their branch only.

d. Judge Advocate General officers. Officers of the JAG Corps may exercise command only within their branch.

e. Chaplains. A chaplain has rank without command. Although a chaplain may not exercise command, he has authority for operational supervision and control.

f. Officer Candidates. Officer Candidates may not be assigned a command position. They are otherwise considered and treated as officers even though their pay grade is actually an enlisted grade and rate of pay. An OC may hold any staff officer position, regardless what rank that position is authorized.

Section 4

Enlisted Aspects of Command

4-1. General Policies.

Except as specifically indicated, all of the policies of this regulation apply equally to all classes of military personnel as listed in paragraph 1-7. This section is devoted to policies of command that are primarily related to enlisted personnel. Commanders and their staffs have the responsibility to insure delegation of authority and responsibility to non-commissioned officers.

4-2. Responsibilities of Non-commissioned Officers

a. Command Sergeant major and Sergeant Major. This is the position title that designates the senior enlisted position on the staff of various commanders. In keeping with the trust, confidence, responsibility, and authority delegated to him, the sergeant major is considered is considered a key staff member. As indicated in paragraph 2-2, the sergeant major is the source of NCO directives.

b. First Sergeant. This position title is second to the sergeant major in importance, responsibility and prestige. Due to the inherent contact with large numbers of enlisted personnel, this position requires outstanding leadership and professional competence. The first sergeant is the enlisted assistant to company commanders. Commanders normally use the NCO channel to conduct routine activities. The first sergeant position is an intermediary between company officers and enlisted personnel of that company. He has the following additional duties:

(1) Directs routine administration and company operations.

(2) Drafts correspondence for commander's signature.

(3) Confers with CSM or SGM on problems concerning enlisted personnel.

c. Platoon Sergeant. This position title is one of the key positions in the command structure of the OHMR as set forth in paragraph 3-4.

d. Section, Squad and Team leaders are responsible for:

(1) Personal appearance and cleanliness of their personnel.

(2) Proper maintenance of all state property issued to their personnel.

(3) Reporting all discrepancies in accountability of state property.

(4) Whereabouts of all personnel under his command.

(5) Operational readiness of his personnel.

e. Miscellaneous NCO responsibilities, prerogatives and privileges. Non-commissioned officers will:

(1) Execute orders on their own initiative and judgment under the authority delegated to them.

(2) Be utilized as training instructors as much as practical.

(3) Make recommendations concerning mission-success and troop welfare.

(4) Be utilized in supervisory roles for work parties.

(5) Be granted such privileges consider proper to enhance the prestige of his position.

4-3. Specialists.

a. This class of enlisted personnel are in accordance with paragraph 1-7 and provide personnel with a higher level of training and skill than privates which qualifies them to advance to pay grade E4.

b. Effective 01 February 2001, all E4 positions in the Table of Organization will be Specialist positions. If a specialist occupies a non-commissioned officer position (such as an E4 in a team leader position which calls for an E5) and the Specialist is not promotable to Sergeant, his rank shall be changed to Corporal/E4

and he shall be considered a non-commissioned officer. At such time as the Corporal/E4 moves back to an E4 position, his rank shall revert to Specialist. The change from Specialist to Corporal or vice versa shall be an administrative change. The commander making the change shall forward notice of the change to OHMR-G1 through administrative channels.

c. Persons who were assigned the rank of Corporal prior to 01 February 2001 shall be "grandfathered" and will remain at that rank until promoted, reduced for cause, or discharged, regardless of assignment.

4-4. Privates.

This class of enlisted personnel are in accordance with paragraph 1-7 and provide the basic manpower for the OHMR. While command functions do not normally pertain to these personnel, they must be indoctrinated in the responsibilities and the potential for command duties.