

**DEPARTMENT OF THE AIR FORCE
DETACHMENT 025
ARIZONA STATE UNIVERSITY**



Annex C - Cadet Wing Job Descriptions

Purpose: This document outlines key responsibilities and tasks required of Cadets assigned to leadership positions in the 25th Cadet Wing. This document is subject to change.

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Wing Positions

Wing Commander: CW/CC

Responsibilities

- Responsible for the successful operation of the Cadet Wing. Primarily focuses on leading and people management.
- Focus on the leadership side of running the detachment
- Responsible for holding cadets accountable for the completion of checklists
- Team architect
- Promote and ensure strong communication, accountability, and teamwork exists
- Keep Wing focused on Leadership objectives outline in the T509
- Represent the CW at all events
- Assist the CW award selections
- Attend weekly meetings with the OFC and CW staff

- Effectively supervise the CW staff
- Perform Self-Inspection Checklist
- Determine the Honor and Warrior Flight criteria
- Responsible for awarding the flight streamers during the semester
- Perform other duties as assigned

Deliverables

- Weekly Action Reports (WARs) to Cadre
- OPORDs
- Any other important weekly reports

Vice Wing Commander: CW/VC

Responsibilities:

- Focus on the more managerial side of running the detachment
- Ensure processes, action execution, meetings, and the overall operations are executed and run smoothly
- Responsible for the successful operation of the CW
- Responsible for tracking the completion of the checklists
- Assume command of the CW in the CW/CC absence
- Execute and regulate policies of CW/CC and wing
- Attend weekly meetings with the OFC and CW staff
- Organize the Cadets Against Drunk Driving (CADD) Program
- Brief cadets on the proper procedures for a safe environment during Physical Training (PT) and Leadership Laboratory (LLAB)
- Brief cadets on high-risk activities and motorcycle operation certification
- Review all operation orders (OPORDs) and providing an inclement weather plan, Risk management plan, and Anti-Terrorism Force Protection measures to ensure all activities are safe for the CW participation
- Responsible for the manning of all fundraiser events for the CW in coordination with the Booster Club president
- Responsible for coordinating anti-terrorism/ force protection measures with OFC, AROTC/NROTC counterparts and informing the CW
- Perform other duties as assigned

Deliverables:

- Submit WAR to Cadre
- Project status reports
- Completion of weekly checklists

25th Cadet Wing Director of Staff: CW/DS

Responsibilities

- Ensure communication is consistent between wingstaff and Wing Commanders. Uphold wingstaff to suspenses.
- Preemptively organize wing staff meeting talking points, direct meeting discussions to comply with these points.
- Work with the Standards and Evaluation Officer to perform quality assurance evaluation for the wingstaff.

Deliverables

- A weekly productive and timely wing staff meeting.
- Quality assurance updates to Wing Commanders.

Booster President: Mr./Ms./Mrs.

Responsibilities

- Plan and execute wing fund-raising events
- Plan creative new ideas to increase wing income
- Act as head of the Cadet Wing bank account and finance
- Make executive decisions on spending and saving
- Attend weekly OFC and CW staff meetings
- Work as a liaison between booster club and ASU administration
- Disperse funds evenly to groups based on the needs of said group

Deliverables

- Semester budget plan
- Weekly Expense report to the CW/CC along with the end of the week budget
- Following week budget plan
- Any requests for fund disbursements in the wing
- Any Booster Club documents or critical information
- WAR

FTP Executive Officer: CW/XO

Responsibilities

- Provide administrative support to the CW/CC
- Monitor and respond properly to Detachment email traffic
- Monitor and manage the Cadet Information Portal
- Controls CW calendar
- Attend weekly CW staff meetings
- Send out important announcements/emails that have crucial information to mission effectiveness
- Perform all duties as assigned

Deliverables

- Must submit a Weekly Action Report to the CW/CC
- Wing communication when tasked by CW/CC or CW/VC

Standards & Evaluation Officer: CW/SEO

Responsibilities

- Conduct all inspections and ensure standardization of goals and objectives
- Appearance, cleanliness, safety, military image and conduct of the CW
- Standardization of operations within and among CW offices and all behavioral policies
- Conduct inspections IAW CWI 36-01 and other applicable guidance
- Conduct uniform inspections IAW AFI 36-2903

- Ensure continuity is uploaded at the end of the semester onto the CW external hard drive after review from the OFC
- Attend weekly OFC and CW staff meetings
- Perform inspections on all positions on the Org Chart at the Midterm and Final weeks of the semester
- Operate the evaluation/feedback program
- Process military discrimination complaints
- Enforce the CW counseling standards in place and communicating issues with the CW/CC and/or the CW/VC
- Perform other duties as assigned

Deliverables

- Counselings of cadets who do not follow protocol and AFIs
- Program expectations and standards
- Evaluations of the Wing and LLAB
- WAR
- Create new GMC ranking system with CW/PO & CW/XO

Personnel Officer: CW/PO

Responsibilities

- Ensure attendance is properly accounted for LLAB and PT
- Provide an overall number of present cadets to the CW/CC before each LLAB & PT
- Track attendance through the Cadet Wing Attendance Tracker (CWAT)
- Monitor the Personnel Information Folder and hold Flight Commanders responsible for updates
- Operate computer & manage slides during LLAB presentations/briefings
- Ensures that all cadets have access to Discord and other important technology
- Ensure that all POC FLT/CCs and deputies have administrative access two weeks prior to the start of the new semester(s)
- Removal of former cadets' access from the Discord and add new cadets
- Reinvigorate & conduct mentorship program within CW
- Mentor FTP Executive Officer where needed
- Conduct POC Quality Assurance program alongside Stan/Eval & Director of Staff
- Manage and ensure completion of WAR by all groups

Deliverables

- Attendance expectations and standards
- Cadet Wing mentorship program
- POC quality assurance evaluations & updates
- Evaluations of the Wing LLAB and PT attendance
- WAR

Inspector General: CW/IG

Responsibilities

- Assist the CW/CC and receives direct feedback from cadets
- Serve as an advisor to the CW/CC
- Assist with assessment on all positions on the Organizational Chart at Mid-term and Final points within the semester

- Receive any and all feedback regarding potential improvements to the wing
- Monitor the CW complaint system
- Aid in finding solutions to improving the wing
- Perform all duties assigned

Deliverables

- WAR
- Inform the CW/CC and/or the CW/VC about any cadet related issues or complaints
- Deliver a weekly report to the CW/CC about weekly survey results
- Any counselings, LOEs, or LORs that should arise

Physical Fitness Officer CW/PFO

Responsibilities

- Create and lead workouts that prepare the CW for the PFA and to promote overall wellbeing
- Create PT OPORDS at least two weeks in advance
- Organize baseline, midterm, and final PFAs
- All workouts should be planned and organized into annex L prior to the beginning of the semester
 - Keep in mind days off when planning the schedule(s)
- Prepare for FAs the week before
- Ensure cadets bring their own copy of the Form 4446 and FSQ to FAs
- Ensure that the timers are brought to the testing location
- Must read the sit up, pushup, and run exercise descriptions and rules at the PT just before the FA
- Ensure that cadets get weighed in on the same day as the FA
- Plan and execute PT activities IAW AFROTC directives and requirements, master operating plan, and OFC guidance
- Ensure that each OPORD has a complete ORM matrix associated with it
- Establish a wing-wide voluntary sports program, including management of CW participation in university and military interdepartmental activities
- Work with University officials to get the CW involved in intramural sports to include football, softball, basketball, volleyball, etc.
- Create LOE for cadets that participate in assisting with PT events throughout the semester to be provided to their FLT/CCs for feedback/counseling sessions
- Attend weekly meetings with the OFC and CW staff
- Assisting the CW/XO in documenting all cadet participation in activities
- Ensuring that the WAR is sent out each week

Deliverables

- WAR
- Weekly PT OPORDS
- List of cadets who are on PT staff
- Flight PT scores tracker
- PFA documentation; all scores recorded in PT score tracker and hard copies sorted by flight and given to a cadre member
- Any other important information or documentation

Mission Support Group

Mission Support Group Commander: MSG/CC

Responsibilities

- Oversee the planning, programming, execution, and allocation of all project processes and deliverables.
- Provide functional management and direct oversight of Detachment force development and projects.
- Accommodate SQ/CC's resource/personnel requests to best ensure operational success.
- Maintain discipline, effectiveness, and productivity of the cadet MSG.
- Meet all CW suspenses and objectives for all positions within the MSG as defined in Detachment Mission Directive and AFROTC/HQ instruction.
- Relay information from the CW/CC to the SQ/CCs and ensure a good flow of communication throughout the span of control.
- Promote opportunities for personal/professional growth among the Squadrons.
- Assist the CW/VC with midterm job inspections to gauge overall mission climate.
- Act as primary MSG figurehead while attending weekly OFC and CW staff meetings.
- Serve as liaison between MSG and Operations Group.
- Conduct SITREP meetings with SQ/CCs fortnightly.
- Ensure SQ/CCs are seeing to their project officers requests.
- Perform other pertinent duties as assigned by CW/CC and Cadre.

Deliverables

- WAR
- Tracker for Group suspenses, milestones, etc.
- Weekly SQ check-ins to gather information for Wingstaff meeting
- Fortnight Group meetings
- Project Strategic Outlook and Operation Outlines
- Checklist discussing events and pertinent information to prevent future project pitfalls

Mission Support Group Deputy Commander: MSG/CD

Responsibilities

- Assist in maintaining discipline, effectiveness, and productivity of the cadet MSG
- Meet all CW suspenses and objectives for all positions within the MSG
- Abet the planning, programming, execution, and allocation of all project processes and deliverables.
- Provide functional management and direct oversight of Detachment force development and projects.
- Relay information from the CW/CC to the SQ/CCs and ensure good flow of communication throughout the chain
- Attend SITREP meetings with SQ/CCs fortnightly.
- Ensure SQ/CCs are seeing to their project officers requests.
- Perform other pertinent duties as assigned by CW/CC and Cadre.

Deliverables

- WAR
- Fortnight SQ/CC meetings
- Project Strategic Outlook and Operation Outlines

- Checklist discussing events and pertinent information to prevent future project pitfalls

Force Support Squadron Commander: MSG FSS/CC

Responsibilities

- Carry out weekly, monthly, and semester tasks, objectives and events assigned by MSG/CC and leadership.
- Maintain the appearance, discipline, efficiency, and conduct of the FSS
- Ensure that Community Outreach events are ran smoothly and prepared beforehand
- Attend MSG/CCs fortnight SITREP meetings
- Archive information throughout the semester
- Perform other pertinent assignments and responsibilities assigned by leadership

Deliverables

- WAR
- After Action Report(s) (AAR)
- Checklist discussing events and pertinent information to prevent future project pitfalls

Activities Squadron Commander: MSG ASC/CC

Responsibilities

- Maintain the appearance, discipline, efficiency, and conduct of the Activities Squadron
- Ensure that Dining In/Out, AEF/Survival/GLP days, NSOP, Change of Command, Commissioning, LLIP, Career Day and Incentive Flight events run smoothly and that everything is set beforehand
- Attend MSG/CCs fortnight SITREP meetings
- Event progress and resources tracker
- Perform other pertinent assignments and responsibilities assigned by leadership

Deliverables

- WAR
- AAR
- LOEs, LORs, or counselings
- Checklist discussing events and pertinent information to prevent future project pitfalls

Logistics Readiness Squadron Commander: MSG LRS/CC

Responsibilities

- Maintain the appearance, discipline, efficiency, and conduct of the Logistics Readiness Squadron
- Ensure Public Affairs, Morale, Color Guard, Recruiting and Maintenance events run smoothly and that everything is set beforehand
- Ensure that new Chain of Command pictures are updated on the wall and that the Det Maintenance Officers is doing weekly inspections
- Archive information throughout the semester
- Perform other pertinent assignments and responsibilities assigned by leadership

Deliverables

- WAR
- AAR

- LOEs, LORs, or counselings
- All other important information and documentation

Dining-In Officer/Dining-Out Officer: MSG/DO

Responsibilities

- Plan, prepare, coordinate, and execute the AFROTC Det 025 Dining-Out
- Give briefings and important information to the CW/CC and to the CW
- Start planning the guest speaker and location immediately
- Communications will be sent to the CW commander, the Director of Operations, and the Detachment Commander
- Maintain a direct line of communication
- Find a location, guest speaker, a theme, entertainment during the event, food to eat, decorations, marketing/pamphlets, creating a script, staff creation, and position assignments
- Ensure that the Det 025 Color Guard is present and is briefed before hand
- Work with the Booster President and Vice President to secure funds for the event
- Location: The venue must be large enough to hold the entire wing and still be comfortable to move around. (The venue costs should include help with set-up and take-down)
- Guest speaker: There must be at least one guest speaker and no more than two. Guest speakers should speak for no more than 15-25 minutes and should be from a military or equivalent background.
- Create an After-Action report (AAR) after the event has been completed
- All other duties as assigned

Deliverables

- AAR
- Providing the venue for the event
- Booster club paperwork for funds
- Must keep receipts from purchases
- Guest speaker
- Checklist discussing events and pertinent information to prevent future project pitfalls

AEF/Survival/GLP Officer: MSG/AGO

Responsibilities

- AEF/Survival
 - o Establish a training and execution plan for AEF scenarios
 - o GMC cadets need to be instructed on pertinent AEF information such as small unit tactics, tactical movement, casualty care, 9-line MEDEVAC and UXO information, escalation of force and ECP procedures
 - o Establish locations, timelines, and UODs for LLAB sessions to incorporate both training and executing scenarios
 - o Procure training rifles from the Army ROTC Cadre
- GLP
 - o Plan, coordinate, and execute Group Leadership projects for the GMC cadets during a LLAB session
 - o Establish locations for each GLP and acquire any necessary equipment
 - o Establish time allotments and incorporate transition time for groups to move between locations
 - o Coordinate with OG/CC for OPORD UODs

- o Assign POC to each station and disseminate pertinent information such as overall objectives, ROEs, penalties, and safety concerns
- o Although you are the Activities Officer Lead on this event, have other POC cadets help with planning, coordinating, and executing both events
- All other duties and responsibilities

Deliverables

- After-Action Report (AAR) following AEF/GLP events
- OPORDS pertaining to AEF activity
- Job positions for POC
- Timelines and locations
- LOEs, LORs, and/or counselings
- GLP scenarios
- Checklist discussing events and pertinent information to prevent future project pitfalls

NSOP/CoC/Commissioning Officer: MSG/CCO

Responsibilities

- NSOP
 - o Plan and coordinate with Cadre for smooth in-processing of GMC cadets
 - o Ms. Vee is point of contact for reserving tables/rooms
 - o OFC is POC for overall plan and execution
 - o Create a staff which includes flight leadership, PA, and Personnel to be present
 - o Equally and randomly assign cadets to IMT flights
- Change of Command:
 - o Plan, practice, coordinate, and execute the change of command ceremony for Det 025
 - o Select key personnel and make sure that they are prepared for the ceremony
 - o Create a script; this will be adjusted based on the new key personnel for the semester
 - o Create a day in which key personnel will practice (usually done on a PT day)
 - o Provide a brief to DO and Det/CC on the ceremony and practices
 - o Provide an After-Action Report (AAR) up the chain of command
 - o All other duties assigned
- Commissioning:
 - o Contact the Office Ladies to get a checklist for commissioning
 - o Ms. Vee should be your direct line of communication
 - o Report your duties and updates through the WAR
 - o Report how the event went in the After-Action Report (AAR)
 - o Find a Master of Ceremonies (MC) to host the ceremony
 - o Find a singer to sing the National Anthem
 - o Get an IT to run the electronics during the ceremony
 - o Contact the Color Guard to be present
 - o Provided folded programs a week prior to the ceremony
 - o Contact commissioning cadets
 - o Be punctual and work with the cadre's schedule to complete all tasks
 - o Hold a practice prior to the actual event
 - o All other duties assigned
 - o Although you are the Activities Officer Lead on this event, have other POC cadets help with planning, coordinating, and executing both events

Deliverables

- AARs
- WARs
- Programs
- National Anthem Singer
- MC
- Color Guard
- Checklist discussing events and pertinent information to prevent future project pitfalls

Det Maintenance and Color Guard Officer: MSG/DMO

Maintenance Responsibilities

- Coordinate cadet/student area maintenance program, and is accountable for CW storage/supplies
- Ensure that the computer equipment/Flight Simulator is working properly
- Conduct a weekly check of all cadet computers
- Organize the weekly cleaning schedule of cadet/student areas
- Update all photographs on display in the Detachment
- Provide operating materials in the cadet computer laboratory
- Assist with the inventory of all Detachment supplies
- Responsible for the proper organization of the storage areas
- Responsible for any renovations to the cadet areas
- Provide logistical support for cadet training or events
- Update Detachment office door placards
- Perform other pertinent assignments and responsibilities assigned by leadership

Maintenance Deliverables

- Updated photos in the Detachment
- Updated Office Placards
- Weekly update on inventory
- WAR

Color Guard Responsibilities

- Identify, plan, and execute Color Guard events between the Detachment and the local community
- Maintain a flow of communication to the CW about Color Guard events
- Lead GMC project officers & oversee Color Guard event planning and execution
- Oversee training of new cadets in Color Guard Drill and Ceremony
- Ensure that Color Guard members are up to date on the Color Guard Manual
- Schedule all Color Guard Activities within the local area
- Organize at minimum one drill competition per academic year
- Ensure that Color Guard has functional equipment
- Perform at Det Change of Command, fall/spring commissioning, and Dining In/Out
- Perform other pertinent assignments and responsibilities assigned by leadership

Deliverables

- WAR
- AAR following competitions and local events
- Color Guard personnel contact information
- Color Guard attendance tracker
- List of Color Guard equipment
- Checklist regarding dates, events, contacts to support Color Guard continuity

Public Affairs Officer/Morale Officer: MSG/PA

Public Affairs Responsibilities

- Supervise and direct all CW Public Affairs actions
- Approve, schedule, and aid cadets in preparing and carrying out interviews, COM boards, and other prestigious events
- Provides training to prepare Airmen to be credible, intelligent, and articulate spokespersons for the Detachment and the Department of Defense
- Publicizing all cadet events through available hardcopy/electronic channels
- Providing all wing photographic services
- Publishing cadet yearbook and scrapbooks by the end of the semester
- Overseeing the publication of monthly Flying Devils Newsletters (FDN)
- Developing the end of semester video for display at the final LLAB
- Developing the commissioning seniors' videos for display at Dining In/Out and commissioning
- Maintaining all CW Social Media accounts and overall image of Det 025
- Coordinating and maintaining a relationship with Detachment Alumni
- Creating an LOE for cadets that assist throughout the semester that will be provided to their FLT/CCs for feedback/counseling sessions
- Documenting all cadet participation in activities under PA
- Perform other pertinent assignments and responsibilities assigned by leadership

Morale Responsibilities

- Construct and maintain a CW mentorship program
- Ensure that cadets sign up for the mentorship program
- Calendar of events for social activities
- Helps host a CW mentorship breakfast and seminar at least once per semester
- Discuss added benefits to mentorship to all GMC personnel
- Creating CW morale events
- Tracking CW morale flight points
- Perform other pertinent assignments and responsibilities assigned by leadership

Deliverables

- Photographs of wing activities
- Wing Scrapbooks and videos
- After-Action Report (AAR) after an event has been completed
- A minimum of 3 Flying Devils newsletters each semester
- Developing the end of semester video for display at the final LLAB
- Maintaining all Det 025 social media accounts
- Mentorship Tracker
- WAR
- LOEs
- Bulletin boards
- Checklist discussing events and pertinent information to prevent future project pitfalls

JROTC/Recruiting Officer: MXG/JRO

Responsibilities

- Plan, coordinate, and execute a Detachment sponsored event involved with the local education establishments

- Events include a self-created event where various Detachments come to ASU during a LLAB to do mock GLPs, marching, a Detachment tour, and a Q & A panel
- Plan and conduct all recruiting activities on and off campus
- Create and run campus related recruiting events
- Ensure that an adequate supply of recruiting literature is maintained and kept current
- Work with the Gold Bar Recruiter by attending recruiting events in a joint operation
- Keep accountability of recruiting logical items within the Detachment
- Perform other pertinent assignments and responsibilities assigned by leadership

Deliverables

- WAR
- AAR following a completed event
- Communication lines with JROTC detachments
- LOEs to cadets who help at Detachment Events
- Gold Bar Recruiter contact information
- Checklist discussing events and pertinent information to prevent future project pitfalls

Community Outreach Officer: MSG/COO

Responsibilities

- Act as the liaison to available community opportunities
- Coordinate all community service activities to better ensure detachment participation in local area
- Assist the Recruiting Officer in implementing the Detachment recruiting plan
- Create LOEs for cadets that assist in special events throughout the semester
- Organize extracurricular events such as base visits, Air Force air shows, to also include military meet-and-greets
- Record and collect lists of volunteers for community service events via Google Drive
- Perform other pertinent assignments and responsibilities assigned by leadership

Deliverables

- WAR
- AAR following major community events
- Other important information and documentation regarding this project
- Checklist of contacts to better assist continuous detachment participation in community events

Academics/PDT Officer: MSG/AO

Academics Responsibilities

- Maintaining the Academic Enhancement Programs (AEP) within the CW
 - Conduct periodic academic check-ups on cadets with academic concerns
 - Maintaining a roster of potential tutors and their majors
 - Organize tutor pairings for cadets requesting assistance
- Make sure Flt/CCs are conducting weekly checks on cadets

PDT Responsibilities

- Maintain the Professional Development Training (PDT) Tracker
- Ensure that the PDT tracker is up to date
- Ensure that cadets are made aware of PDT opportunities
- Maintain a direct line of communication with the Education Flight Commander Cadre member
- Collect all cadet material required to complete their PDT event(s)
- Perform all other duties as assigned

Academics Deliverables

- WAR
- AEP tracker
- Any other important information and documentation

PDT Deliverables

- WAR
- PDT Tracker
- Discord announcements to the Wing about PDT opportunities
- Any other important information and documentation

Operation Support Group

Operations Group Commander

Responsibilities

- Oversee operations group training and preparation.
- Facilitate tasks to IMT and FTP Group Commanders from Cadre and Cadet leadership.
- Ensure OPORDs and WARs are turned in each week to respective leadership.
- Ensure the cadet wing meets all required LLAB objectives
- Oversee IMT/FTP Liaisons

Deliverables

- OPORDs
- WAR

IMT Squadron Commander: IMT/CC

Responsibilities

- Maintain the appearance, discipline, efficiency, and conduct of the Squadron
- Provide mentorship and assistance to Flt/CCs
- Ensure all squadron attendance data for LLAB and other mandatory events are provided to the IMT/CD
- Plan, coordinate, and execute LLAB for the AS100s.
- Supervise and direct the IMT Squadron
- Plan and execute LLAB IAW AFROTC directives and requirements, master operating plan, and OFC guidance to ensure that IMT cadets are meeting all required LLAB objectives for the specified semester(s)

- Coordinate with FTP Squadron commander on setting and achieving LLAB objectives
- Develop a detailed schedule of each LLAB and ensuring that each LLAB activity proceeds according to the allotted time frame
- Ensure that dual-enrolled cadets receive proper training IAW operations orders
- Ensure that the 2-hour LLAB time limit for GMC is not exceeded
- Manage attendance/objective tracker for regular and alternate LLAB
- Ensure all trainers understand the Holms Center Training Manual (HCTM) and AFI 36-2011 and are providing appropriate training
- Maintain accountability of the CW during LLAB
- Send the CW/CC weekly operations orders at least two weeks in advance
- Coordinate with CAG members on special events taking place during or in place of LLAB
- Assist the CW/VC with midterm job inspections for POC in all positions
- Attend weekly OFC and CW staff meetings
- Ensure all ICL, SCL, and ECL LLAB objectives are met
- Holding a bi-monthly (every other week) meeting with FLT/CCs
- Ensure that flight commanders are filling out the ranking sheet correctly
- Ensure that temporary POC instructors understand their role in training
- Perform other duties assigned

Deliverables

- WAR
- Making sure that Ranking sheets are filled out correctly
- Counselings, LOEs, or LORs
- OPORDS two weeks in advance
- Any other important documents or information

IMT Flight Commander: IMT FLT/CC

Responsibilities

- Supervise and direct military training of IMT flights
- Execute weekly OPORDS
- Maintain the appearance, discipline, efficiency, and conduct of their flights
- Provide mentorship, feedback, and assistance to IMT cadets
- Ensure that all flight members are made aware of CW guidelines, policies, plans and orders
- Train IMT cadets on IMT objectives outlined in annex M (LLAB Schedule)
- Train IMT cadets on IMT objectives outlines in T-509
- Ensure IMT cadets have an opportunity to develop leadership and followership skills in various positions in the flight
- Feedback should be done at least twice a semester and more if cadets need to improve
- Evaluation should be done weekly to track progress of the flight and noted in the WAR
- Attendance should be documented every PMT hour and reported up the chain of command
- Train cadets to be critical in thinking, so they can continue their followership and leadership skills
- Encourage cadets to decide whether or not ROTC is a great fit for them
- Make sure to keep the IMT cadet ranking sheet up to date
- All flight commanders need to be on the same page when it comes to training in order to ensure an optimal training environment

Deliverables

- PIF

- OPLAN
- Cadet feedbacks
- Cadet Ranking sheet; must be completed by Saturday night unless otherwise specified
- Cadet semester evaluation
- WAR
- Any other important information or documentation

IMT Flight Deputy Commander: IMT FLT/DC

Responsibilities

- Helps with the managerial side of training on the flight level
- Aids the Flight commander
- Ensure IMT cadets are fully prepared for FTP year but done in accordance with the Holms Center Training Manual T-509 and AFI 36-2011
- Ensure that cadets are prepared for FT year
- Adapt to training goals of OFC and CW/CC
- Evaluate cadets on their weekly performance
- Weekly wellness checks in coordination with the IMT TA
- Counsel cadets appropriately
- Performing other duties as assigned

Deliverables

- Must complete the weekly ranking sheet by Saturday night of the given week unless otherwise specified
- Weekly Action Report (WAR)
- Cadet Feedbacks
- Any written counselings, LOEs, or LORs
- Wellness checks
- PIFs
- Any other pertinent documents or information

FTP Squadron Commander: FTP OG/CC

Responsibilities

- Plans, coordinates, and executes LLAB for the AS200s.
- Supervises and directs the FTP group
- Plan and execute LLAB IAW AFROTC directives and requirements, master operating plan, and OFC guidance to ensure that FTP cadets are meeting all required LLAB objectives for the specified semester(s)
- Coordinate with IMT group commander to achieve LLAB objectives
- Develop a detailed schedule of each LLAB and ensuring that each LLAB activity proceeds according to the allotted time frame
- Ensure that dual-enrolled cadets receive proper training IAW operations orders
- Ensure that the 2-hour LLAB time limit for GMC is not exceeded
- Manage attendance/objective tracker for regular and alternate LLAB
- Ensure all trainers understand the Holms Center Training Manual (HCTM) and AFI 36-2011 and are providing appropriate training
- Maintain accountability of the CW during LLAB
- Send the CW/CC weekly operations orders at least two weeks in advance
- Coordinate with CAG members on special events taking place during or in place of LLAB
- Assist the CW/VC with midterm job inspections for FTP in all groups

- Attend weekly OFC and CW staff meetings
- Hold bi-monthly (every other week) meetings with SQ/CCs
- Ensure that flight commanders are filling out the ranking sheet correctly
- Develop and execute FTP plans and ensure that they meet requirements of AFROTC 36-2011
- Ensure squadron PIFs are up to date
- Ensure temporary POC instructors understand their role in training
- Maintain appearance, discipline, efficiency, and conduct of the squadron
- Provide mentorship and assistance to Flt/CCs
- Perform other duties assigned

Deliverables

- WAR
- Making sure that Ranking sheets are filled out correctly
- Counselings, LOEs, or LORs
- OPORDS two weeks in advance
- Any other important documents or information

FTP Flight Commander: FTP FLT/CC

Responsibilities

- Execute weekly OPORDS
- Maintain the appearance, discipline, efficiency, and conduct of their flights
- Provide mentorship, feedback, and assistance of FTP cadets
- Ensure all flight members are made aware of the CW guidelines, policies, plans, and orders
- In charge of maintaining the weekly ranking sheet
- In charge of maintaining cadet PIFs
- Train FTP cadets on objectives outlined in Annex M (LLAB schedule)
- Ensure FTP cadets have an opportunity to develop leadership and followership skills in various positions in the flight
- Ensure FTP cadets are fully prepared for Field Training but done in accordance with the Holms Center Training Manual T-509 and AFI 36-2011
- Ensure that cadets are prepared for FT but done in accordance with the up-to-date Field Training Manual
- Adapt to training goals of OFC and CW/CC
- Evaluate cadets on their weekly performance
- Weekly wellness checks in coordination with the FTP TA
- Counsel cadets appropriately
- Perform other duties as assigned

Deliverables

- Must complete the weekly ranking sheet by Saturday night of the given week unless otherwise specified
- Weekly Action Report (WAR)
- Cadet Feedbacks
- Any written counselings, LOEs, or LORs
- Wellness checks
- PIFs
- Any other pertinent documents or information

FTP Flight Deputy Commander: FTP FLT/CD

Responsibilities

- Helps with the managerial side of training on the flight level
- Aids the Flight commander
- Ensure FTP cadets are fully prepared for Field Training but done in accordance with the Holms Center Training Manual T-509 and AFI 36-2011
- Ensure that cadets are prepared for FT but done in accordance with the up-to-date Field Training Manual
- Oversee the construction and presentation of the flight shield to the CW
- Adapt to training goals of OFC and CW/CC
- Evaluate cadets on their weekly performance
- Weekly wellness checks in coordination with the CW Personal Aid Liaison
- Counsel cadets appropriately
- Perform other duties as assigned

Deliverables

- Must complete the weekly ranking sheet by Saturday night of the given week unless otherwise specified
- Weekly Action Report (WAR)
- Cadet Feedbacks
- Any written counselings, LOEs, or LORs
- Wellness checks
- PIFs
- Any other pertinent documents or information

POC Group Commander: POC OG/CC

Responsibilities

- Develop and execute POC plans and ensure they meet requirements of AFROTC 36-2011
- Plan POC activities and events IAW AFROTC directives and requirements, master operating plan, and OFC guidance
- Ensure all POC LLAB objectives are met by POC cadets
- Develop a detailed schedule for each POC session and ensure that each POC actively proceeds according to allotted time
- Develop and execute weekly operations orders
- Maintain appearance, discipline, efficiency, and conduct of the POC squadron
- Ensure group accountability during PMT events is provided to the OG/CC
- Attend bi-monthly (every other week) meetings with the OG/CC to discuss POC Squadron progress
- Ensure all flight members are made aware of CW guidance, policies, plans, and orders
- Be accountable for squadron's professionalism, leadership by example, and consistency in training for GMC to emulate
- Ensure that all POC know the AFROTC and AF manuals
- In charge of distribution and collection of POC WK test
- Performing other duties assigned

Deliverables

- WAR
- WK test
- Counselings, LOEs, or LORs
- Any other important information or documents

IMT Liaison

Responsibilities

- Is a GMC representative to the POC
- Reports to the CW/IG
- Communicates issues from the GMC standpoint
- Ensures that fellow GMC cadets are getting the resources they need

Deliverables

- WAR given to the CW/IG

ETP Liaison

Responsibilities

- Is a GMC representative to the POC
- Reports to the CW/IG
- Communicates issues from the GMC standpoint
- Ensures that fellow GMC cadets are getting the resources they need

Deliverables

- WAR given to the CW/IG

Prior-Enlisted Liaison: MSG/PEL

Prior-Enlisted Liaison Responsibilities

- Work with prior-enlisted cadets to create a tranquil transition from enlisted into AFROTC
- Become point of contact for any prior-enlisted personnel
- Provide guidance and direction to prior-enlisted including local detachment customs and courtesies
- Oversee the needs of prior-enlisted cadets through the PTVc/local veteran organizations
- Host fortnightly meetings with individuals to discuss detachment improvements and overall prior-enlisted command climate
- Perform other pertinent assignments and responsibilities assigned by leadership

Prior-Enlisted Liaison Deliverables

- WAR
- After Action Report (AAR) for any wing sponsored event
- All important information or documentation not initially given during NSOP
- Checklist listing pertinent information to better prevent project pitfalls

Incentive Flights Coordinator: MSG/IFC

Incentive Flights Responsibilities

- Create/track incentive flight opportunities within the local area.
- Discuss flights for COM/COS winners

- Be in contact with the OFC to secure incentive flights through Civil Air Patrol (CAP)
- Create a spreadsheet of cadets who self-nominate for incentive flights
- Establish standards and requirements for incentive flight opportunities
- Ensure that cadets have read and completed all security measures/preparation documents prior to their flight
- Act as disseminator for all pertinent information for incentive flights
- Perform other pertinent assignments and responsibilities assigned by leadership

Incentive Flights Deliverables

- WAR
- List of cadets who are eligible for incentive flights and who you recommend should fill the spots
- Communication with the OFC
- Contact information to create incentive flight hub database
- After Action Report (AAR) following any major incentive flight outing
- All other important information and documentation regarding this project
- Checklist of contacts and opportunities to better prevent project pitfalls

Defunct and Consolidated Positions

Tech/Discord Officer: MSG/TO (Consolidated into CW/PO)

Responsibilities

- In charge of Wing technology planning and implementation
- In charge of maintaining the Wing Discord Server
- Ensures that all cadets have access to Discord
- Operates, maintains, and regulates the Wing Discord
- Ensure that all cadets have access to the Wing Discord
- Ensure that all POC FLT/CCs and deputies have administrative access two weeks prior to the start of the new semester(s)
- Upload all required documents from Wing Staff members to the Discord
- Removal of former cadets' access from the Discord and add new cadets once informed by the OFC within 24 hours
- Provide overall technical support for the Wing

Maintenance Support Group

Maintenance Group Commander: MGC/CC(NOT ON ORG CHART)

Responsibilities

- Supervise and direct the MXG of the CW. Ensure all plans and activities that fall under members of the MXG are carried out
- Maintain discipline, effectiveness, and productivity of MXG members
- Meet all CW suspenses and objectives for all positions in the MXG
- Relay information from the CW/CC to members of the MXG and ensuring a good flow of communication throughout the chain
- Promote a motivational/teamwork environment
- Assist the CW/VC with midterm job inspections for POC in all groups

- Attend weekly OFC and CW staff meetings
- Send the WAR to the CW/XO on time each week
- Hold weekly meetings with members of the MXG to oversee and assist in upcoming events members of which members are in charge
- Perform other duties as assigned

Deliverables

- WAR
- AAR
- Other important information and documentation

Maintenance Group Deputy Commander: MSG/CD(NOT ON ORG CHART)

Responsibilities

- Help supervise and directs the MXG of the CW. Ensure all plans and activities that fall under members of the MXG are carried out
- Assist in maintaining discipline, effectiveness, and productivity of MXG members
- Meet all CW suspenses and objectives for all positions in the MXG
- Relay information from the CW/CC to members of the MXG and ensuring a good flow of communication throughout the chain
- Promote a motivational/teamwork environment
- Assist the CW/VC with midterm job inspections for POC in all groups
- Attend weekly OFC and CW staff meetings
- Assist in sending the WAR to the CW/XO on time each week
- Assist in holding weekly meetings with members of the MXG to oversee and assist in upcoming events members are in charge of
- Perform other duties as assigned

Deliverables

- WAR
- All other important information and documentation

Joint Service ROTC Officer: MXG/JSR (JOB NOT ON ORG CHART)

Responsibilities

- Serves as the head Cadet Liaison to the Navy ROTC, Army ROTC, and Pat Tillman Veteran's Center
- Works closely with the Army, Navy, and Veterans center to plan events that incorporate all branches
- Submits an After-Action Report (AAR) following the completion of a joint event
- Ensure that ROTC information and communication lines are established between Detachment 025 and the Navy ROTC, Army ROTC, and the Pat Tillman Veteran's center
- Create LOEs for cadets who assisted in joint activities so that their FLT/CCs can bring it up in counseling/feedback sessions
- recruiting, JROTC, and CAP events with the Gold Bar Recruiter and CAG representative

Deliverables

- WAR

- AAR following a completed event
- Communication lines between NROTC, AROTC, PTV and the Detachment
- LOEs to cadets who help at Detachment Events
- Checklist of contacts and events to better amend ROTC joint operations

Joint Outreach Squadron Commander: MXG JOS/CC(JOB NOT IN ORG CHART)

Responsibilities

- Supervises and directs all events and activities related to joint outreach
- Oversees the organization of all joint service/JROTC/ detachment events
- Must ensure proper planning and coordination with squadron members
- Oversees all Joint Outreach Leads and their events
- Helps take the slack of any squadron member that has a lot of work on their plate
- Maintain clear communication with the CW/CC and cadre
- Promote cadets to build relations across all forms of joint outreach
- Allow cadets to lead and manage events to promote growth and development
- Performing all other events as assigned

Deliverables

- WAR
- AAR
- Other important information and documentation

IMT Training Assistant: IMT TA (JOB NOT IN ORG CHART)

Responsibilities

- Serves as an outside evaluator to help the Flight Commander and Flight Deputy Commander
- Aids the Flight commander
- Ensure IMT cadets are fully prepared for FTP year but done in accordance with the Holms Center Training Manual T-509 and AFI 36-2011
- Ensure that cadets are prepared for FTP year but done in accordance with the up-to-date Field Training Manual
- Adapt to training goals of OFC and CW/CC
- Weekly wellness checks on IMT flights
- Counsel cadets appropriately
- Perform other duties as assigned

Deliverables

- Any written counselings, LOEs, or LORs
- Wellness checks
- Any other pertinent documents or information

FTP Training Assistant: FTP TA (JOB NOT IN ORG CHART)

Responsibilities

- Serve as an outside evaluator to help the Flight Commander and Flight Deputy Commander
- Aid the Flight commander
- Ensure FTP cadets are fully prepared for Field Training but done in accordance with the Holms Center Training Manual T-509 and AFI 36-2011

- Ensure that cadets are prepared for FT but done in accordance with the up-to-date Field Training Manual
- Adapt to training goals of OFC and CW/CC
- Evaluate cadets on their weekly performance
- Weekly wellness checks on FTP flights
- Counsel cadets appropriately
- Performing other duties as assigned

Deliverables

- Any written counselings, LOEs, or LORs
- Wellness checks
- Any other pertinent documents or information

FTP Group Deputy Commander: FTP OG/CD (JOB NOT IN ORG CHART)

Responsibilities

- Assists the FTP/CC in planning, coordinating, and executing LLAB objectives
- Assuming command of the FTP Group in the absence of the FTP/CC
- Assist with the planning and execution of LLAB IAW AFROTC directives and requirements, master operating plan, and OFC guidance to ensure IMT cadets are meeting all required LLAB objectives within the T-509 for the specified semester(s)
- Assist with the development of a detailed schedule of each LLAB and ensuring that each LLAB activity proceeds according to the allotted timeframe
- Ensure all equipment and facilities needed for LLAB are available to conduct training
- Ensure an alternate location is reserved for LLAB as a backup and verifying the alternate location is accessible prior to the start of LLAB
- Plan ICL, SCL, and ECL activities and events IAW AFROTC directives and requirements, master operating plan, and OFC guidance
- Ensure all ICL, SCL, and ECL LLAB objectives are met
- Coordinate with the MSG/CC as well as IMT/CC to allocate POC trainers for LLAB at least one week in advance
- Assist with sending CW/CC weekly operations orders
- Ensure that the WAR is sent to the CW/XO on time each week
- Compile OG continuity and submit to CW/VC by established deadlines
- Assist with maintaining CW accountability during LLAB
- Attend bi-monthly (every other week) meetings with OG/CC and SQ/CCs
- Email excusal requests for ASU professors and cadets up the chain for approval by the OFC prior to the PMT event
- Perform other duties as assigned

Deliverables

- WAR
- Making sure that Ranking sheets are filled out correctly
- Counselings, LOEs, or LORs
- OPORDS two weeks in advance
- Any other important documents or information
- Any excusal requests for ASU professors
- Continuity

FTP Squadron Commander: FTP SQ/CC (BASED ON PREVIOUS GROUP AND SQUADRON LAYOUT)

Responsibilities

- Planning activities and events IAW AFROTC directives and requirements, masters operating plan, and OFC guidance
- Ensuring that all LLAB objectives are met by cadets
- Develop a detailed schedule of each LLAB session and ensuring that each LLAB activity proceeds according the allotted time
- Ensure that Flt/CCs are prepared for LLAB
- Ensure that temporary POC instructors understand their role in training
- Developing and executing weekly OPORDS
- Maintaining the appearance, discipline, efficiency, and conduct of the Squadron
- Providing mentorship and assistance to Flt/CCs
- Ensure all squadron attendance data for LLAB and other mandatory events are provided to the FTP/CD
- Attend bi-monthly (every other week) meetings with the FTP/CC to discuss the SQ progress
- Ensure that the SQ PIF is up to date
- Hold weekly meeting with the Flt/CCs to discuss individual flight progress
- Ensure the GMC ranking sheet is up to date and complete
- Perform other duties as assigned

Deliverables

- WAR
- Making sure that Ranking sheets are filled out correctly
- Counselings, LOEs, or LORs
- OPORDS two weeks in advance
- Any other important documents or information

IMT Squadron Director of Operations: IMT/CD

Responsibilities

- Assists the IMT/CC in planning, coordinating, and executing LLAB objectives
- Assume command of the IMT Squadron in the absence of the IMT/CC
- Assist with the planning and execution of LLAB IAW AFROTC directives and requirements, master operating plan, and OFC guidance to ensure IMT cadets are meeting all required LLAB objectives within the T-509 for the specified semester(s)
- Assist with the development of a detailed schedule of each LLAB and ensuring that each LLAB activity proceeds according to the allotted timeframe
- Ensure all equipment and facilities needed for LLAB are available to conduct training
- Ensure an alternate location is reserved for LLAB as a backup and verifying the alternate location is accessible prior to the start of LLAB
- Plan ICL, SCL, and ECL activities and events IAW AFROTC directives and requirements, master operating plan, and OFC guidance
- Ensure all ICL, SCL, and ECL LLAB objectives are met
- Assist with sending CW/CC weekly operations orders
- Ensure that the WAR is sent to the CW/XO on time
- Compile OG continuity and submit to CW/VC by established deadline
- Assist with maintaining CW accountability during LLAB

- Attend bi-monthly (every other week) meeting with OG/CC and SQ/CCs
- Email excusal requests for ASU professors and cadets up the chain for approval by the OFC prior to the PMT event
- Perform other duties as assigned
- Ensure that Flt/CCs are prepared for LLAB
- Ensure that temporary POC instructors understand their role in training

Deliverables

- WAR
- Making sure that Ranking sheets are filled out correctly
- Counselings, LOEs, or LORs
- OPODS two weeks in advance
- Any other important documents or information
- Any excusal requests for ASU professors
- Continuity

POC Group Deputy Commander: POC OG/CD (JOB NOT IN ORG CHART)

Responsibilities

- Assists the POC Group commander
- Develop and execute POC plans and ensure they meet requirements of AFROTC 36-2011
- Plan POC activities and events IAW AFROTC directives and requirements, master operating plan, and OFC guidance
- Ensure all POC LLAB objectives are met by POC cadets
- Develop a detailed schedule for each POC session and ensure that each POC actively proceeds according to allotted time
- Develop and execute weekly operations orders
- Maintain appearance, discipline, efficiency, and conduct of the POC squadron
- Ensure group accountability during PMT events is provided to the OG/CC
- Attend bi-monthly (every other week) meetings with the OG/CC to discuss POC Squadron progress
- Ensure all flight members are made aware of CW guidance, policies, plans, and orders
- Be accountable for squadron's professionalism, leadership by example, and consistency in training for GMC to emulate
- Ensure that all POC know the AFROTC and AF manuals
- In charge of distribution and collection of POC WK test
- Perform other duties assigned

Deliverables

- WAR
- WK tests
- Counselings, LOEs, or LORs
- Any other important information or documents