

Spring 2024 POC Position Descriptions

CADET WING STAFF

Cadet Wing Commander – CW/CC

Reports to: Operations Officer

Function: Directs and is responsible for all actions within the Cadet Wing.

Duties: The CW/CC is responsible for:

- Accomplishment of all tasks as stated in the Commander's Intent.
- Enforcing all job descriptions within the Cadet Wing as stated within this document.
- Conducting staff meetings as required with all key cadet officer personnel.
- Maintaining the professional appearance, discipline, effectiveness, training, and conduct of the Cadet Wing in accordance with the standards of all AFROTC and Department of the Air Force regulations.
- The safety and morale of the Cadet Wing.
- Leading the POC and GMC in accomplishment of the detachment mission and greater AFROTC mission.
- Providing at a minimum initial, midterm, and final feedback to CW/CD, MSG/CC, OG/CC, MXG/CC, CW/IG, EW/CC, and CW/PA.
- Effectively delegating to and supervising the CW/CD, MSG/CC, OG/CC, MXG/CC, CW/IG, EW/CC, and CW/PA.
- Executing all other duties assigned.

Deliverables:

- As assigned by Cadre during expectations meeting.

Cadet Deputy Wing Commander – CW/CD

Reports to: Cadet Wing Commander

Function: Supports the Cadet Wing Commander in executing the vision for the Cadet Wing.

Duties: The CW/CD is responsible for:

- Assuming command in the event of the Wing Commander's absence.
- Working in conjunction with other group commanders and POC to carry out the orders of CW/CC.
- Organizing recall and accountability of CW in event of inclement weather or other evacuation.
- Participating in briefings to cadre members and addressing all concerns regarding the Wing.
- Executing all other duties assigned.

Deliverables:

- GMC flight assignments, weather/other recall trackers, performance evaluations, additional deliverables as assigned by CW/CC.

Eagle Wing Commander – EW/CC

Reports to: Cadet Wing Commander

Function: Directs and is responsible for all actions within Eagle Wing (EW).

Duties: The EW/CC is responsible for:

- Working with other POC cadets to execute tasks given by CW/CC.
- Maintaining accountability of Eagle Wing.
- Regularly updating CW/CC on the status of Eagle Wing.
- Executing all other duties assigned.

Deliverables:

- Cadet Wing Budget, additional deliverables as assigned by CW/CC.

Mission Support Group Commander – MSG/CC

Reports to: Cadet Wing Commander

Function: Directs and is responsible for all actions within Mission Support Group.

Duties: The MSG/CC is responsible for:

- Overseeing the timely execution of all tasks in Mission Support Group.
- Working in conjunction with other group commanders and POC to carry out the orders of CW/CC.
- Regularly updating CW/CD and CW/CC on the status of MSG.
- Providing at a minimum initial, midterm, and final feedback to MSG/CCE, MSG/QA, MSG/FSS, and MSG/SP.
- Participating in briefings to cadre members and addressing all concerns regarding the group.
- Executing all other duties assigned.

Deliverables:

- Performance evaluations, additional deliverables as assigned by CW/CC.

Operations Group Commander – OG/CC

Reports to: Cadet Wing Commander

Function: Directs and is responsible for all actions within Operations Group.

Duties: The OG/CC is responsible for:

- Overseeing the timely execution of all tasks in Operations Group.
- Working in conjunction with other group commanders and POC to carry out the orders of CW/CC.
- Regularly updating CW/CD and CW/CC on the status of OG.
- Providing at a minimum initial, midterm, and final feedback to OG/CCE, OG/OGV, OG/GLP, FTP/CC, and IMT/CC.
- Participating in briefings to cadre members and addressing all concerns regarding the group.
- Providing overarching concepts and tasks for IMT/CC and FTP/CC to construct training days from.
- Supervising training regimen and making necessary adjustments as required.
- Facilitating training that results in the growth of critical thinking skills for cadets at the FTP, IMT, ICL, and SCL levels.
- Establishing a plan to meet AFROTC training objectives.
- Establishing a professional military environment.
- Standardizing training to the maximum extent possible.
- Executing all other duties assigned.

Deliverables:

- Performance evaluations, additional deliverables as assigned by CW/CC.

Initial Military Training Commander – IMT/CC

Reports to: Operations Group Commander

Function: Directs and is responsible for all actions within Initial Military Training.

Duties: The IMT/CC is responsible for:

- Overseeing the timely execution of all tasks in Initial Military Training.
- Working in conjunction with other Wing Staff members and POC to carry out the orders of OG/CC.
- Regularly updating OG/CC on the status of IMT.
- Providing at a minimum initial, midterm, and final feedback to OG/CCE, IMT/OSS, and all SQ/CCs in IMT.
- Participating in briefings to cadre members and addressing all concerns regarding the group.
- Providing overarching concepts and tasks for IMT/OSS to construct training days from.
- Overseeing and monitoring staff intensity, operational tempo, and staff coordination.
- Supervising training regimen and making necessary adjustments as required.
- Maintaining communication with all SQ/CCs to keep proper vision and training of both POC and GMC cadets.
- Coordinating and communicating with FTP/CC for the execution of joint training days.
- Facilitating training that results in the growth of critical thinking skills for cadets at the IMT, ICL, and SCL levels.
- Establishing a plan to meet AFROTC training objectives.
- Establishing a professional military environment.
- Standardizing training to the maximum extent possible.
- Executing all other duties assigned.

Deliverables:

- Performance evaluations, additional deliverables as assigned by OG/CC.

Field Training Preparation Commander – FTP/CC

Reports to: Operations Group Commander

Function: Directs and is responsible for all actions within Field Training Preparation.

Duties: The FTP/CC is responsible for:

- Fostering an environment for learning and officer development.
- Enforcing and maintaining standards for Field Training Preparation cadets both in and out of Training.
- Providing at a minimum initial, midterm, and final feedback to FTP/CCE, FTP/DOV, FTP/DO, and all SQ/CCs in FTP.
- Overseeing and monitoring staff intensity, operational tempo, and staff coordination.
- Supervising training regimen and making necessary adjustments as required.
- Organizing and providing intent to FTP/DO for formulation of effective training.
- Providing Commanders Intent and Vision to provide unified training philosophy.
- Overseeing the timely execution of all tasks in FTP.
- Providing overarching concepts and tasks for the construction of training days and evaluations.

- Working in conjunction with other Wing Staff members and POC to carry out the orders of OG/CC.
- Providing regular updates to the OG/CC on the status of FTP.
- Providing periodic feedback to the FTP Staff.
- Participating in briefings to cadre members and addressing all concerns regarding the group.
- Executing all other duties assigned.

Deliverables:

- Performance evaluations, additional deliverables as assigned by OG/CC.

Maintenance Group Commander – MXG/CC

Reports to: Cadet Wing Commander

Function: Directs and is responsible for all actions within Maintenance Group.

Duties: The MXG/CC is responsible for:

- Overseeing the timely execution of all tasks in Maintenance Group.
- Accountability of all uniform and Detachment equipment.
- Working in conjunction with other group commanders and POC to carry out the orders of CW/CC.
- Following ERAU replica weapons policies.
- Regularly updating CW/CD and CW/CC on the status of MXG.
- Providing at a minimum initial, midterm, and final feedback to MXG/CCE, MXG/QA, MXG/MM, and MXG/CR.
- Participating in briefings to cadre members and addressing all concerns regarding the group.
- Executing all other duties assigned.

Deliverables:

- Performance evaluations, additional deliverables as assigned by CW/CC.

Cadet Wing Inspector General – CW/IG

Reports to: Cadet Wing Commander

Function: Directs and is responsible for all actions pertaining to Inspector Generals (IGs).

Duties: The CW/IG is responsible for:

- Overseeing the compliance of the Cadet Wing with the established policies and procedures, as dictated by the CW/CC and Cadre.
- Monitoring training objectives for each cadet at Detachment 157.
- Tracking progress on meeting objectives for all groups within the wing.
- Providing group staff with recommendations to meet their objectives in a timely and effective manner.
- Conducting regular Cadet Wing Status of Discipline meetings with the SQ/CCs.
- Revising, updating, and disseminating current Cadet Wing Instructions.
- Inspecting members of Wing Staff during training.
- Inputting attendance for all of Wing Staff after each training.
- Working in conjunction with other Wing Staff members and POC to carry out the orders of CW/CC.
- Regularly updating CW/CD and CW/CC on the status of IGs.
- Providing at a minimum initial, midterm, and final feedback to SP/IGs.

- Participating in briefings to cadre members and addressing all concerns regarding each group's objectives.
- Executing all other duties assigned.

Deliverables:

- Performance evaluations, additional deliverables as assigned by CW/CC.

EXECUTIVE OFFICERS

Cadet Wing Executive Officer – CW/CCE

Reports to: Cadet Wing Commander

Function: Assists CW/CC with responsibilities.

Duties: The CW/CCE is responsible for:

- Working in conjunction with other executive officers, group commanders, or POC cadets to carry out the orders of CW/CC.
- Support Operations Group as a trainer when the need arises.
- Acting as a liaison between Wing Staff and the AS300 class to foster a POC team.
- Managing class email groups and creating slides for weekly Wing Staff meetings and briefings.
- Leading all CCEs to plan and execute the Camp Tiger Bay training exercise.
- Implementing feedback given by CW/CC.
- Participating in briefings to cadre members.
- Executing all other duties assigned.

Deliverables:

- Assigned by CW/CC.

Mission Support Group Executive Officer – MSG/CCE

Reports to: Mission Support Group Commander

Function: Assists MSG/CC with responsibilities.

Duties: The MSG/CCE is responsible for:

- Working in conjunction with other executive officers, group commanders, or POC cadets to carry out the orders of MSG/CC.
- Acting as a liaison between Wing Staff and the AS300 class to foster a POC team.
- Implementing feedback given by MSG/CC.
- Participating in briefings to cadre members and addressing all concerns regarding the group.
- Executing all other duties assigned.

Deliverables:

- Assigned by MSG/CC.

Operations Group Executive Officer – OG/CCE

Reports to: Operations Group Commander

Function: Assists OG/CC with responsibilities.

Duties: The OG/CCE is responsible for:

- Working in conjunction with other executive officers and members of IMT to carry out the orders of OG/CC.
- Acting as a liaison between Wing Staff and the AS300 class to foster a POC team.
- Uploading orders to the detachment website
- Implementing feedback given by OG/CC.
- Participating in briefings to cadre members and addressing all concerns regarding the group.
- Executing all other duties assigned.

Deliverables:

- Assigned by OG/CC.

Initial Military Training Executive Officer – IMT/CCE

Reports to: Initial Military Training Commander

Function: Assists IMT/CC with responsibilities.

Duties: The IMT/CCE is responsible for:

- Working in conjunction with other executive officers, OSS team and SQ/CC's to carry out the orders of IMT/CC.
- Acting as a liaison between Wing Staff and the AS300 class to foster a POC team.
- Uploading orders to the detachment website
- Implementing feedback given by IMT/CC.
- Participating in briefings to cadre members and addressing all concerns regarding the group.
- Executing all other duties assigned.

Deliverables:

- Assigned by IMT/CC.

Field Training Preparation Executive Officer – FTP/CCE

Reports to: Field Training Preparation Commander

Function: Assist FTP/CC with responsibilities.

Duties: The FTP/CCE is responsible for:

- Plans and executes Field Training Exercises.
- Executes all assigned duties from FTP/CC.
- Responsible for effective flow of information within the group.
- Maintains all online platforms (including but not limited to: Microsoft Outlook, and GroupMe) as well as any hard copy files deemed necessary by FTP/CC.
- Organizes scheduling and staffing of FTP Office, ensuring it is maintained in a professional manner in order to be always serviceable.
- Creates flight roster for FTP.
- Recording and maintaining blacklist form.
- Works with other CCEs to maintain clear communication across the wing.
- Thinks creatively and takes risks.

Deliverables:

- Assigned by FTP/CC.

Maintenance Group Executive Officer – MXG/CCE

Reports to: Maintenance Group Commander

Function: Assists MXG/CC with responsibilities.

Duties: The MXG/CCE is responsible for:

- Working in conjunction with other executive officers, group commanders, or POC cadets to carry out the orders of MXG/CC.
- Acting as a liaison between Wing Staff and the AS300 class to foster a POC team.
- Implementing feedback given by MXG/CC.
- Participating in briefings to cadre members and addressing all concerns regarding the group.

- Executing all other duties assigned.

Deliverables:

- Assigned by MXG/CC.

PUBLIC AFFAIRS SQUADRON

Public Affairs Director – CW/PA

Reports to: Cadet Wing Commander

Function: Directs and is responsible for all actions related to Public Affairs.

Duties: The CW/PA is responsible for:

- Overseeing the timely execution of all tasks relating to Public Affairs.
- Ensuring adequate cybersecurity safeguards for Det 157 public accounts.
- Ensuring streaming capability is readily available for PMT activities when needed.
- Coordinating with POC in other groups to accomplish tasks assigned by CW/CC.
- Regularly updating CW/CC on the status of projects, tasks, and all other relative orders.
- Directing and delegating projects and other duties to POC within the Public Affairs Team.
- Providing at a minimum initial, midterm, and final feedback to PA/ECO and PA/ICO.
- Executing all other duties assigned.

Deliverables:

- Detachment decorations and adverts, social media content, performance evaluations, additional deliverables as assigned by CW/CC.

Public Affairs Quality Assurance – PA/QA

Reports to: Public Affairs Director

Function: Evaluate the discipline, readiness, and effectiveness of PA.

Duties: The PA/QA is responsible for:

- Assessing the effectiveness of PA during training and tracking corrections as needed.
- Maintaining standards and expectations outlined in Cadet Handbook, associated AFIs, and Wing policies.
- Streamlining inter squadron processes.
- Tracking past and current social media statistics to gauge social media effectiveness.
- Carry out program inspections of PA regularly.
- Originating new PA policies as necessary.
- Regularly inspecting all cadets in PA during training.
- Inputting attendance of PA after every training day and providing absence notifications.
- Providing regular updates to CW/IG regarding the state of PA performance.
- Providing regular informal feedback to the POC within PA.
- Executing all other duties assigned.

Deliverables:

- Group inspection forms and performance evaluations, scanned feedback forms for group, additional deliverables as assigned by CW/PA.

Internal Communications Manager – PA/ICM

Reports to: Public Affairs Director

Function: Supports the Public Affairs Director in executing the Public Affairs mission.

Duties: The PA/ICM is responsible for:

- All detachment photography and videography.

- Delegating tasks, deadlines, and due outs to the PA/ICOs.
- Creating content to be shared on the TV in the Detachment lobby.
- Ensuring the well-being of the Project Officers, mentoring when appropriate.
- Providing at a minimum initial, midterm, and final feedback to PA/ICOs.
- Executing all other duties assigned.

Deliverables:

- Cadet Photobook, performance evaluations, additional deliverables as assigned by CW/PA.

Internal Communications Officer - PA/ICO

Reports to: Internal Communications Manager

Function: Supports the Internal Communications Manager in executing the Public Affairs mission

Duties: The PA/ICO is responsible for:

- Supports projects assigned by the PA/ICM.
- Communicate frequently and openly with supervisors and regularly update status of projects.
- Executing all other duties assigned.

Deliverables:

- Assigned by PA/ICM.

External Communications Manager – PA/ECM

Reports to: Public Affairs Director

Function: Supports the Public Affairs Director in executing the Public Affairs mission.

Duties: The PA/ECM is responsible for:

- All detachment communication and promotions.
- Delegating tasks, deadlines, and due outs to the Project Officers.
- Maintaining a professional image of Detachment 157 on all public social media.
- Gaining appropriate approval for social media posts.
- Ensuring the well-being of the Project Officers, mentoring when appropriate.
- Providing at a minimum initial, midterm, and final feedback to PA/ECOs.
- Executing all other duties assigned.

Deliverables:

- Cadet bulletin board information, additional deliverables as assigned by CW/PA.

External Communications Officer - PA/ECO

Reports to: External Communications Manager

Function: Supports the External Communications Manager in executing the Public Affairs mission

Duties: The PA/ECO is responsible for:

- Supports projects assigned by the PA/ECM.
- Communicate frequently and openly with supervisors and regularly update status of projects.
- Executing all other duties assigned.

Deliverables:

- Assigned by PA/ECM.

MISSION SUPPORT GROUP

Mission Support Group Quality Assurance – MSG/QA

Reports to: Mission Support Group Commander

Function: Evaluate the discipline, readiness, and effectiveness of MSG.

Duties: The MSG/QA is responsible for:

- Assessing the effectiveness of MSG during training and tracking corrections as needed.
- Maintaining standards and expectations outlined in Cadet Handbook, associated AFIs, and MSG policies.
- Streamlining inter squadron processes.
- Carry out program inspections of MSG regularly.
- Originating new MSG policies as necessary.
- Regularly inspecting all cadets in MSG during training.
- Inputting attendance of MSG after every training day and providing appropriate absence notifications.
- Providing regular updates to CW/IG regarding the state of MSG performance.
- Providing regular informal feedback to the POC within assigned group.
- Executing all other duties assigned.

Deliverables:

- Group inspection forms and performance evaluations, scanned feedback forms for group, additional deliverables as assigned by MSG/CC.

Special Programs Director – MSG/SP

Reports to: Mission Support Group Commander

Function: Directs and is responsible for all actions related to Special Programs.

Duties: The MSG/SP is responsible for:

- Overseeing the timely execution of all events, PDTs, and other special programs.
- Coordinating with and overseeing the Honor Guard, Color Guard, and Drill Team.
- Coordinating with POC in other groups to accomplish tasks assigned by MSG/CC.
- Regularly updating MSG/CC on the status of projects, tasks, and all other relative orders.
- Directing and delegating projects and other duties to POC within the Special Programs Team.
- Providing at a minimum initial, midterm, and final feedback to SP/POs and HG/CG Liaison.
- Executing all other duties assigned.

Deliverables:

- Performance evaluations, additional deliverables as assigned by the MSG/CC.

Project Officer, Special Programs – SP/PO

Reports to: Special Programs Director

Function: Organizing and executing Special Programs held by the Cadet Wing.

Duties: The SP/PO is responsible for:

- Effectively communicating within the Chain of Command.
- Working with other POC and external organizations to plan and execute strategic events.
- Organizing and executing all tasks assigned by MSG/SP.

- Detailed updates and status of assigned projects and tasks to the Project Manager.
- Executing all other duties assigned.

Deliverables:

- Assigned by the MSG/SP.

Honor Guard Color Guard Project Officer, Special Programs – SP/HCG

Reports to: Special Programs Director

Function: Organizing and executing Special Programs held by the Cadet Wing and coordinating with Honor Guard and Color Guard to ensure their services for events inside and outside the Wing.

Duties: The SP/HCG is responsible for:

- Effectively communicating within the Chain of Command.
- Coordinating with the Commander of Honor Guard and Color Guard to ensure their preparedness and presence at all necessary events.
- Acting as the cadre point of contact for issues regarding HG/CG.
- Working with other POC and external organizations to plan and execute strategic events.
- Organizing and executing all tasks assigned by MSG/SP.
- Detailed updates and status of assigned projects and tasks to the Project Manager.
- Executing all other duties assigned.

Deliverables:

- Live Strategic Calander updates of all HG/CG events and tasks assigned by the MSG/SP.

Fitness Support Squadron, Director – MSG/FSS

Reports to: Mission Support Group Commander

Function: Directs and is responsible for all actions within Fitness Support Squadron.

Duties: The FSS/FD is responsible for:

- Overseeing the timely execution of all tasks assigned to FSS.
- Working in conjunction with other group commanders to carry out the orders of MSG/CC.
- Regularly updating MSG/CC on the status of FSS.
- Attend and lead meetings for the POC to discuss the upcoming training days.
- Providing at a minimum initial, midterm, and final feedback to FSS/FO, FSS/FTT, FSS/FSO, FSS/FAC.
- Executing all other duties assigned.

Deliverables:

- Performance evaluations, additional deliverables as assigned by MSG/CC.

Fitness Officer - FSS/FO

Reports to: Fitness Support Squadron Director

Function: Creates and directs orders for all actions for Physical Training.

Duties: The FSS/FO is responsible for:

- Write and edit orders for Physical Training (PT).
- Coordinate and work directly with MSG/FSS to align training plan with training objectives.
- Coordinate with MXG to ensure all equipment needs are met for the given training day

- Utilize FSS/FSO when assistance is needed.
- Promote a training culture that fosters healthy competition, boosts morale, elevates the Squadron Commanders involvement in training, develops critical thinkers, and emphasizes courage.
- Promote the development of GMC cadets in the AFROTC environment and teach them the essentials to build a foundation for the rest of their career.
- Providing consistent feedback and opportunities of growth to MSG/FSS.
- Executing all other duties assigned.

Deliverables:

- PT Orders, workout plans, additional deliverables as assigned by MSG/FSS.

Fitness To Train Officer - FSS/FTT

Reports to: Fitness Support Squadron Director

Function: Directs and creates orders and plans for all actions for Fit To Train Squadron.

Duties: The FSS/FTT is responsible for:

- Write and edit orders for Fit To Train (FTT).
- Coordinate and work directly with MSG/FSS to align training plan with training objectives.
- Coordinate with MXG to ensure all equipment needs are met for the given training day
- Utilize FSS/FSO when assistance is needed.
- Promote a training culture that fosters healthy competition, boosts morale, elevates the Squadron Commanders involvement in training, develops critical thinkers, and emphasizes courage.
- Promote the development of GMC cadets in the AFROTC environment and teach them the essentials to build a foundation for the rest of their career.
- Providing consistent feedback and opportunities of growth to MSG/FSS.
- Provide a means for those not passing FA to improve and pass
- Executing all other duties assigned.

Deliverables:

- FTT Orders, workout plans, diet plans, additional deliverables as assigned by MSG/FSS.

Fitness Support Officer - FSS/FSO

Reports to: Fitness Support Squadron Director

Function: Assists and aids all work being done by FSS.

Duties: The FSS/FO is responsible for:

- Providing versatile support for FSS.
- Using programs to schedule events and reserve locations.
- Promote the development of GMC cadets in the AFROTC environment and teach them the essentials to build a foundation for the rest of their career.
- Providing consistent feedback and opportunities of growth to MSG/FSS.
- Executing all other duties assigned.

Deliverables:

- PT Orders, workout plans, reserved location receipts, additional deliverables as assigned by MSG/FSS.

Fitness Assessment Coordinator - FSS/FAC

Reports to: Fitness Support Squadron Director

Function: Directs and creates orders for all actions of a Fitness Assessment.

Duties: The FSS/FO is responsible for:

- Write and edit orders for Fitness Assessments (FA).
- Score and Sort FA scores into ability groups.
- Run Statistical analysis of fitness progress and metrics.
- Coordinate and work directly with MSG/FSS to schedule FAs.
- Coordinate with MXG to ensure all equipment needs are met for the given training day.
- Utilize FSS/FSO when assistance is needed.
- Promote the development of GMC cadets in the AFROTC environment and teach them the essentials to build a foundation for the rest of their career.
- Providing consistent feedback and opportunities of growth to MSG/FSS.
- Executing all other duties assigned.

Deliverables:

- FA Orders, ability group changes, statistical analysis reports, additional deliverables as assigned by MSG/FSS.

OPERATIONS GROUP

Operations Group Standards and Evaluations Officer – OG/OGV

Reports to: Operations Group Commander

Function: Evaluate the discipline, readiness, and effectiveness of OG.

Duties: The OG/OGV is responsible for:

- Assessing the effectiveness of OG training and tracking corrections as needed.
- Maintaining standards and expectations outlined in Cadet Handbook, associated AFIs, and OG policies.
- Originating new OG policies as necessary.
- Regularly inspecting all POC within OSS and GLP during training.
- Inputting attendance of OSS, GLP, and SQ/DOVs after every training day and providing appropriate absence notifications.
- Ensuring SQ/DOVs are prepared to conduct ORIs.
- Ensuring SQ/DOVs are standardized in the effectiveness of their evaluation methods.
- Providing regular updates to CW/IG regarding the state of OG performance.
- Providing regular informal feedback to the POC within OSS and GLP.
- Executing all other duties assigned.

Deliverables:

- Group inspection forms and performance evaluations, scanned feedback forms for group, additional deliverables as assigned by OG/CC.

Group Leadership Projects Director – OG/GLP

Reports to: Operations Group Commander

Function: Directs and is responsible for all actions within the Group Leadership Projects Squadron.

Duties: The OG/GLP is responsible for:

- Overseeing the timely execution of all tasks assigned to GLP.
- Working in conjunction with other group commanders to carry out the orders of OG/CC.
- Regularly updating OG/CC on the status of GLP.
- Developing multiple small-scale and large-scale Group Leadership Projects according to the OG/CC's intent.
- Providing at a minimum initial, midterm, and final feedback to GLP/WC and GLP/POs.
- Executing all other duties assigned.

Deliverables:

- Performance evaluations, additional deliverables as assigned by OG/CC.

Wargame Coordinator – GLP/WC

Reports to: Group Leadership Projects Director

Function: Coordinates all actions necessary to facilitate end-of-semester wargame scenario.

Duties: The GLP/WC is responsible for:

- Collecting and appropriately distributing WAR-related content from Cadre.
- Preparing Final WAR scenario.

- Updating OG/GLP on the status of Final WAR scenario.
- Creating Roadmap of WAR scenario to further its understanding across the Wing.
- Working in tandem with GLP/PO to create WAR final scenario.
- Executing all other duties assigned.

Deliverables:

- Deliverables assigned by OG/GLP.

Group Leadership Projects Planner - GLP/PO

Reports to: Group Leadership Projects Director

Function: Work with all GLP Squadron to complete task and mission given from OG/GLP.

Duties: The GLP/PO is responsible for:

- Creating GLPs for the IMT side of the Wing, focusing on the highlighted training objectives.
- Working in tandem with GLP/WC to plan Final WAR scenario.
- Executing all other duties assigned.

Deliverables:

- Deliverables assigned by OG/GLP.

INITIAL MILITARY TRAINING

Operations Support Squadron Commander – IMT/OSS

Reports to: Initial Military Training Commander

Function: Directs and is responsible for all actions within Operations Support Squadron.

Duties: The OG/OSS is responsible for:

- Overseeing the timely execution of all tasks assigned to OSS.
- Working in conjunction with other Wing Staff members to carry out the orders of IMT/CC.
- Regularly updating IMT/CC on the status of OSS.
- Leading meetings for the IMT training staff to discuss upcoming training days.
- Providing at a minimum initial, midterm, and final feedback to OSS/LO, OSS/FO, OSS/EO, and OSS/SOs.
- Executing all other duties assigned.

Deliverables:

- Performance evaluations, additional deliverables as assigned by IMT/CC.

Leadership Officer - OSS/LO

Reports to: Operations Support Squadron Commander

Function: Creates orders for all actions for Leadership Laboratory.

Duties: The OSS/LO is responsible for:

- Write and edit orders for Leadership Laboratory (LLAB).
- Coordinate and work directly with IMT/OSS to align training plan with training objectives.
- Coordinate with MXG to ensure all equipment needs are met for the given training day
- Utilize OSS/SO when assistance is needed.
- Promote a training culture that fosters healthy competition, boosts morale, elevates the Squadron Commanders involvement in training, develops critical thinkers, and emphasizes courage.
- Promote the development of GMC cadets in the AFROTC environment and teach them the essentials to build a foundation for the rest of their career.
- Providing consistent feedback and opportunities of growth to IMT/OSS.
- Executing all other duties assigned.

Deliverables:

- LLAB Orders, additional deliverables as assigned by IMT/OSS.

Lesson Plan Officer - OSS/LPO

Reports to: Operations Support Squadron Commander

Function: Develop lesson plans for training in accordance with the OSS/LO and OSS/EO.

Duties: The OSS/LPO is responsible for:

- Make and write lesson plans that will serve as guidelines for Squadrons to instruct training.
- Include verbatim drill instructions in accordance with DAFI 36-2903 and provide guidelines from which SQ/CC can teach in a manner according to their style.
- Will coordinate with Cadre to receive advice and guidance on matters pertaining to training and necessary for cadet development.

Deliverables:

- Create lesson plans and complete any tasks assigned by IMT/OSS.

Education Officer - OSS/EO

Reports to: Operations Support Squadron Commander

Function: Create and enforce knowledge syllabus to supplement training objectives.

Duties: The OSS/EO is responsible for:

- Creation of the knowledge syllabus for the spring semester.
- Creation of additional resources for cadets to utilize (videos, Canvas resources, etc.)
- Ensuring the proper objectives are listed on the orders.
- Referencing proper documentation for each training day for use of both POC and GMC. For example, the Drill and Ceremonies Manual (AFMAN 36-2203).
- Utilize OSS/SO when assistance is needed.
- Promote a training culture that fosters healthy competition, boosts morale, and elevates the Squadron Commanders involvement in training through creating creative orders.
- Promote the development of GMC cadets in the AFROTC environment and teaching them the essentials to build a foundation for the rest of their AFROTC career.
- Providing consistent feedback and opportunities of growth to IMT/OSS.
- Executing all other duties assigned.

Deliverables:

- Knowledge syllabus, additional deliverables as assigned by IMT/OSS.

Operations Support Officer - OSS/SO

Reports to: Operations Support Squadron Commander

Function: Work with all OSS team to complete task and mission given from IMT/OSS.

Duties: The OSS/SO is responsible for:

- Work in conjunction with OSS/LO, OSS/FO, and OSS/EO in providing more creative thoughts for training ideas.
- Assisting when needed and serve as a check and balances when formulating ideas amongst the OSS Staff.
- Promote a training culture that fosters healthy competition, boosts morale, elevates the Squadron Commanders involvement in training, develops critical thinkers, and emphasizes courage.
- Promote the development of GMC cadets in the AFROTC environment and teaching them the essentials to build a foundation for the rest of their career.
- Providing consistent feedback and opportunities of growth to IMT/OSS.
- Executing all other duties assigned.

Deliverables:

- Assigned by IMT/OSS.

Squadron Commander – SQ/CC

Report to: Initial Military Training Commander

Function: Act as a mentor for all Squadron POC and assigned GMC cadets as well as fostering Squadron heritage.

Duties: SQ/CCs are responsible for:

- Upholding squadron heritage for GMC and POC cadets both inside and outside of Leadership Laboratory (LLAB) and Physical Training (PT).
- Developing Squadron organization utilizing assigned manpower to create the most effective training environment for the POC and GMC.
- Assessing General Military Course (GMC) cadets' training and growth both inside and outside of Leadership Laboratory (LLAB) and Physical Training (PT).
- Assisting with the teaching and evaluation of cadets in drill and ceremonies, dress and appearance, customs and courtesies, professionalism and basic military knowledge.
- Ensuring any necessary counseling's are being done per the IAW outline provided in Cadet Handbook.
- Giving their respective trainers constructive feedback to improve their growth in the program and hone their leadership skills.
- Receiving and implement feedback given by SQ/DOV
- Implementing feedback given by IMT/CC.
- Providing at a minimum initial, midterm, and final feedback to SQ/STs.
- Executing all other duties assigned.

Deliverables:

- Performance evaluations, additional deliverables as assigned by IMT/CC.

Squadron Standards and Evaluations Officer – SQ/DOV

Reports to: Squadron Commander

Function: Evaluate the training of IMT POC and cadets.

Duties: The SQ/DOV is responsible for:

- Assessing the effectiveness of POC instruction/mentorship to ensure successful development of GMC and making corrections as needed.
- Maintaining standards and expectations outlined by the OG/OGV, the Cadet Handbook and associated AFIs.
- Regularly inspecting all POC within their squadron during training.
- Inputting attendance of POC and GMC within their squadron after every training day and providing appropriate absence notifications.
- Conducting ORIs and tracking relevant information for OG/OGV.
- Providing regular updates to OG/OGV regarding the performance of Squadron Commanders, Flight Commanders, and Flight Line Officers.
- Providing regular informal feedback to the POC within assigned Squadron.
- Assisting in training role as necessary or when requested by SQ/CC.
- Executing all other duties assigned.

Deliverables:

- Squadron inspection forms, scanned feedback forms for squadron, additional deliverables as assigned by SQ/CC.

Flight Commander – FLT/CC

Report to: Squadron Commander

Function: Provide direct mentorship, correctional education and feedback to respective flight and flight deputy.

Duties: FLT/CC is responsible for:

- General Military Course (GMC) cadets' training and growth both inside and outside of Leadership Laboratory (LLAB) and Physical Training (PT).
- Teaching and evaluating cadets in drill and ceremonies, dress and appearance, customs and courtesies, professionalism and basic military knowledge.
- Giving their respective deputies constructive feedback and evaluations to improve their growth in the program and hone their leadership skills.
- Scheduling and conducting any necessary counseling's IAW outline provided in Cadet Handbook.
- Maintaining discipline and military decorum of their flight.
- Implementing feedback given by SQ/CC and SQ/DOV.
- Executing all other duties assigned.

Deliverables:

- Performance evaluations, additional deliverables as assigned by SQ/CC.

Flight Line Officer – FLT/LO

Report to: Flight Commander

Function: Provide direct mentorship, correctional education, and feedback for GMC cadets within the flight.

Duties: FLT/LO is responsible for:

- General Military Course (GMC) cadets' training and growth both inside and outside of Leadership Laboratory (LLAB) and Physical Training (PT).
- Teaching and evaluating cadets in drill and ceremonies, dress and appearance, customs and courtesies, professionalism and basic military knowledge.
- Assist FLT/CC in scheduling and conducting any necessary counseling's IAW outline provided in Cadet Handbook.
- Implementing feedback given by assigned FLT/CC.
- Executing all other duties assigned.

Deliverables:

- Assigned by FLT/CC.

FIELD TRAINING PREPARATION

Field Training Preparation Standards and Evaluation Officer – FTP/DOV

Report to: FTP/CC

Function: Ensure fair evaluations of FTP cadets.

Duties: The FTP/DOV is responsible for:

- Generating and maintaining all Trainee Performance Reports (TPRs).
- Maintaining accessibility and availability of updated trainee data to Cadre.
- Ensuring evaluations are recorded timely and correctly after each training day, as well as all notes, feedback, and other various information recorded by Training Staff.
- Tracking all scores and leadership positions held by each individual trainee.
- Ensuring equal division of leadership opportunities for trainees.
- Standardizing the parameters in which evaluators assess a trainee's ability to lead as well as their overall performance as a cadet.
- Evaluating trainee Group Staff.
- Creating the Evaluation Matrix and updating it to ensure all cadets will be evaluated properly.
- Thinking creatively and taking risks.

Deliverables:

- Deliverables as assigned by FTP/CC.

Field Training Preparation Director of Operations – FTP/DO

Report to: FTP/CC

Function: Directs the operations staff.

Duties: The FTP/DO is responsible for:

- Providing direct oversight of FTP/OGV, FTP/LO, FTP/FO, FTP/EO.
- Timely and effective preparation of Training Staff, resources, leadership development plans, evaluations, educational material, and information.
- Delegating tasks to FTP Operations Staff according to FTP/CC's intent.
- Providing oversight and guidance to FTP Operations Staff and ensures timely and effective organization of orders, training plans, and evaluations.
- Effective communication and flow of information throughout FTP Operations Staff and any external entities.
- Communicating often with IMT OSS to standardize training among the wing.
- Directing training standardization and objectives.
- Having the ops calendar updated.
- Organizing a rotation of staff for FTP trainee group positions.
- Organizing Mission Rehearsals (MR's) for preparation of Training Staff.
- Regularly updating FTP/CC on status of OSS.
- Thinking creatively and taking risks.

Deliverables:

- Deliverables as assigned by FTP/CC.

Field Training Preparation Leadership Officer – FTP/LO

Report to: FTP/DO

Function: Creates orders for LLAB and ensures leadership development of FTP cadets.

Duties: The FTP/LO is responsible for:

- Creating GLP's, mock LRC's, large operational scenarios.
- Ensuring that each leadership event is fully prepared and briefed well in advance of its operation
- Coordinating with MXG to handle equipment reservations, location scheduling, supply and resource preparation, safety, and anything/everything else logistically involved that is necessary for LLAB training days to run smoothly.
- Ensuring that input and feedback are adequately received from FTP Staff and Cadre on the effectiveness of each evaluation and leadership scenario performed.
- Evaluating trainee Group Staff.
- Creating and writing all LLAB orders with input from FTP/FO, FTP/EO, and FTP/OGV.
- Coordinating with FTP/FO, FTP/EO, and FTP/LO to ensure all necessary training objectives are achieved.
- Thinking creatively and taking risks.

Deliverables:

- Deliverables as assigned by FTP/DO.

Field Training Preparation Fitness Officer – FTP/FO

Report to: FTP/DO

Function: Create PT orders and ensure the highest physical qualities of FTP cadets and POC

Duties: The FTP/FO is responsible for:

- Creating and writing all PT orders with input from FTP/LO, FTP/EO, and FTP/OGV.
- Coordinating with MXG to handle equipment reservations, location scheduling, supply and resource preparation, and anything/everything else logistically involved that is necessary for PT training days to run smoothly.
- Providing physical exercises to the FTP/LO to be incorporated into LLAB/PT training days.
- Preparing and distributing the Winter Fitness Plan to the trainees.
- Ensuring that trainees and Training Staff are achieving both personal and dictated fitness goals outside of training — both mentally and physically.
- Evaluating trainee Group Staff.
- Giving cadets opportunities and resources to workout aside from training.
- Thinking creatively and taking risks.

Deliverables:

- Deliverables as assigned by FTP/DO.

Field Training Preparation Education Officer – FTP/EO

Report to: FTP/DO

Function: Implement methods for teaching knowledge to POC and FTP cadets and track/create objectives.

Duties: The FTP/EO is responsible for:

- Creating and administers FTM examinations.
- Managing the knowledge sign-off requirements and syllabus.
- Ensuring all objectives are met that are required from AFROTC HQ.
- Creating FTP specific objectives to hit throughout the semester.
- Hand-written memorandum assignments to the trainees.
- Creating class quizzes to be administered to the AS200s at the start of AS classes.
- Ensuring TOs meet knowledge goals.
- Creating lesson plans or guidelines for the TOs to create their own lesson plans.
- Ensuring that all trainers are well prepared to teach in training (utilizing AF manuals as guides).
- Thinking creatively and taking risks.

Deliverables:

- Deliverables as assigned by FTP/DO.

Field Training Preparation Squadron Commander – FTP SQ/CC

Report to: FTP/CC

Function: Train and develop POC flight staff as well as FTP cadets.

Duties: The FTP SQ/CC is responsible for:

- Creating and upholding squadron heritage for GMC and POC cadets both inside and outside of Leadership Laboratory (LLAB) and Physical Training (PT).
- Providing direct oversight of respective flight staff.
- Assisting, evaluating, and mentoring respective flight staff.
- Applying intensity, pressure, and corrections as appropriately necessary to respective squadrons, GMC Squadron Commander, and GMC Squadron Deputy Commander.
- Giving instantaneous feedback, correctional education, and direct mentorship to trainees.
- Acting as primary evaluators for trainees in squadron leadership positions.
- Effective movement of paperwork, records, and feedback to the Operations staff and FTP/CC and Operations Staff.
- Writing reports and feedback which are recorded and tracked in each trainee's FTP file.
- Enforcing and maintaining the Field Training Preparation standards across respective Squadrons.
- Scheduling and conducting any necessary counseling's IAW outline provided from IG.
- Giving feedback to FTP/CC and implements feedback given to them.
- Thinking creatively and taking risks.

Deliverables:

- Deliverables as assigned by FTP/CC.

Field Training Preparation Flight Commander – FTP FLT/CC

Report to: FTP SQ/CC

Function: Train and develop POC FLT/CD as well as FTP cadets in and out of training.

Duties: The FTP FLT/CC is responsible for:

- Training and growing FTP cadets both inside and outside of LLAB and PT.

- Teaching and evaluating cadets in drill and ceremonies, dress and appearance, customs and courtesies, professionalism and FT knowledge.
- Giving their respective deputies constructive feedback and evaluations to improve their growth in the program and hone their leadership skills.
- Scheduling and conducting any necessary counseling's IAW outline provided by IG.
- Maintaining discipline and military decorum of their flight.
- Implementing feedback given by SQ/CC.
- Applying intensity, pressure, and corrections as appropriately necessary to respective Flights.
- Effective movement of paperwork, records, and feedback up to respective SQ/CC and Operations Staff.
- Enforcing and maintaining the Field Training Preparation standards across respective Flights.
- Thinking creatively and taking risks.

Deliverables:

- Deliverables as assigned by FTP SQ/CC.

Field Training Preparation Flight Line Officer – FTP FLT/LO

Report to: FTP FLT/CC

Function: Train and develop FTP cadets in and out of training.

Duties: The FTP FLT/LO is responsible for:

- Training and growing FTP cadets both inside and outside of LLAB and PT.
- Teaching and evaluating cadets in drill and ceremonies, dress and appearance, customs and courtesies, professionalism and FT knowledge.
- Scheduling and conducting any necessary counseling's IAW outline provided by IG.
- Maintaining discipline and military decorum of their flight.
- Implementing feedback given by FLT/CC.
- Executing all other duties assigned.
- Applying intensity, pressure, and corrections as appropriately necessary to respective Flights.
- Effective movement of paperwork, records, and feedback up to respective FLT/CC and Operations Staff.
- Enforcing and maintaining Field Training Preparation standards across respective Flights.
- Thinking creatively and taking risks.

Deliverables:

- Deliverables as assigned by FTP FLT/CC.

MAINTENANCE GROUP

Maintenance Group Quality Assurance – MXG/QA

Reports to: Maintenance Group Commander

Function: Evaluate the discipline, readiness, and effectiveness of MXG.

Duties: The MXG/QA is responsible for:

- Assessing the effectiveness of MXG during training and tracking corrections as needed.
- Maintaining standards and expectations outlined in Cadet Handbook, associated AFIs, and MXG policies.
- Streamline inter squadron processes.
- Carry out program and room inspections of MXG regularly.
- Originating new MXG policies as necessary.
- Regularly inspecting all cadets in MXG during training.
- Inputting attendance of MXG after every training day and providing appropriate absence notifications.
- Providing regular updates to CW/IG regarding the state of MXG performance.
- Providing regular informal feedback to the POC within assigned group.
- Executing all other duties assigned.

Deliverables:

- Group inspection forms and performance evaluations, scanned feedback forms for group, additional deliverables as assigned by MXG/CC.

Material Management Director - MXG/MM

Reports to: Maintenance Group Commander

Function: Directs and is responsible for all actions related to Material Management.

Duties: The MXG/MM is responsible for:

- Effectively communicating with Cadre regarding the Uniform Room.
- Communicating with cadre and cadets about detachment resources.
- Ensuring the MM/SAO is actively and effectively keeping the cadets safe.
- Ensuring the MM/WO actively keeps up with the website and all other duties assigned to this position.
- Ensuring that LRO/CDs and RSO/CDs are being used effectively.
- Providing at a minimum initial, midterm, and final feedback to MM/LRO, MM/RSO, MM/SAO, and MM/WO.
- Executing all other duties assigned.

Deliverables:

- Inventory of all supplies, performance evaluations, additional deliverables as assigned by MXG/CC.

Logistics Readiness Officer – MM/LRO

Reports to: Director of Material Management

Function: Maintains and runs to the Uniform Room.

Duties: The MM/LRO is responsible for:

- Upkeep and manning of the logistics room.
- Distributing uniforms to cadets as directed by Cadre.
- Establishing a try-on process for cadets to be properly sized in uniforms.
- Ensuring that cadets in the Wing can address any uniform issues during open office hours.
- Providing at a minimum initial, midterm, and final feedback to LRO/CDs.
- Executing all other duties assigned.

Deliverables:

- Inventory and accountability of all uniform items, uniform room schedule, performance evaluations, additional deliverables as assigned by MXG/MM.

Logistics Readiness Deputy Officer – LRO/CD

Reports to: Logistics Readiness Officer

Function: To support and assist all functions of the Material Management Team.

Duties: The LRO/CD is responsible for:

- Effectively communicating within the Chain of Command.
- Working with other POC and external organizations to support the functions of MXG.
- Organizing and executing all tasks assigned by LRO/CD.
- Executing all other duties assigned.

Deliverables:

- Assigned by LRO/CD.

Resource and Supply Officer – MM/RSO

Reports to: Director of Material Management

Function: Maintains and tracks detachment equipment.

Duties: The MM/RSO is responsible for:

- Ensuring all detachment owned equipment is in working order.
- Keeping track of all equipment borrowed from the detachment and ensuring that it is returned in a timely manner.
- Ensuring all equipment requested on orders for certain training days is at the requested location on time including LLAB, PT, etc.
- Maintain the storage facilities where equipment is kept.
- Providing at a minimum initial, midterm, and final feedback to RSO/CDs.
- Executing all other duties assigned.

Deliverables:

- Inventory and accountability of all equipment items, performance evaluations, additional deliverables as assigned by MXG/MM.

Resource and Supply Deputy Officer – RSO/CD

Reports to: Resource and Supply Officer

Function: To support and assist all functions of the Material Management Team.

Duties: The RSO/CD is responsible for:

- Effectively communicating within the Chain of Command.
- Working with other POC and external organizations to support the functions of MXG.

- Organizing and executing all tasks assigned by RSO/CD.
- Executing all other duties assigned.

Deliverables:

- Assigned by RSO/CD.

Safety Officer – MM/SAO

Reports to: Director of Material Management

Function: Managing the safety of the Cadet Wing.

Duties: The MM/SAO is responsible for:

- Having a safety plan created for the upcoming week of training before that training week starts with the safety personnel notified and ensuring enough safety personnel are present.
- Creating a rotating schedule for safety personnel.
- Tracking all safety equipment and making sure the proper safety equipment is given to safety personnel.
- Tracking cadets falling out during PT and LLAB.
- Tracking medical profile cadets while updating and working with the Medical NCO.
- Making sure that safety personnel remain professional during training.
- Organizing CPR classes with ERT for POC and GMC cadets, as well as additional training where appropriate.
- Providing at a minimum initial, midterm, and final feedback to SAO/CD.
- Executing all other duties assigned.

Deliverables:

- Safety plan for every training day, report of medical profile cadets, performance evaluations, additional deliverables as assigned by MXG/MM.

Safety Deputy Officer – SAO/CD

Reports to: Safety Officer

Function: Managing the safety of the Cadet Wing.

Duties: The SAO/CD is responsible for:

- Having a safety plan created for the upcoming week of training before that training week starts with the safety personnel notified and ensuring enough safety personnel are present.
- Creating a rotating schedule for safety personnel.
- Tracking all safety equipment and making sure the proper safety equipment is given to safety personnel.
- Tracking cadets falling out during PT and LLAB.
- Tracking medical profile cadets while updating and working with the Medical NCO.
- Making sure that safety personnel remain professional during training.
- Organizing CPR classes with ERT for POC and GMC cadets, as well as additional training where appropriate.
- Effectively communicating within the Chain of Command.
- Working with other POC and external organizations to support the functions of MXG.
- Organizing and executing all tasks assigned by SAO/CD.
- Executing all other duties assigned.

Deliverables:

- Safety plan for every training day, report of medical profile cadets, additional deliverables as assigned by MM/SAO.

Website Officer – MM/WO

Reports to: Director of Material Management

Function: Maintains the cadet website to be efficient and a centralized location for information.

Duties: The MM/WO is responsible for:

- General upkeep of the Detachment 157 website.
- Adding and keeping current cadet profiles.
- Ensuring all cadets have access to Wing Wides.
- Executing all other duties assigned.

Deliverables:

- Operation and accessibility of the Det 157 website, additional deliverables as assigned by MXG/MM.

Cadet Resources Director – MXG/CR

Reports to: Maintenance Group Commander

Function: Directs and is responsible for all actions related to Cadet Resources.

Duties: The Dir/CC is responsible for:

- Ensuring CR/MOO hosts events and improves morale within the Cadet Wing.
- Ensuring CR/MEO hosts events and encourages mentorship within the Cadet Wing.
- Ensuring CR/RO hosts events, actively recruits for the Detachment, actively tracks the retention of the Wing, and acts as a mentor.
- Ensuring CR/CL actively communicates with cross branch students and cross branch colleges and makes being a cross-town cadet easier.
- Ensuring CR/CL actively gathers and processes accurate data on the mental health of the Wing and reports that data to the CW/CD and cadre as required. Ensures the CR/CL follows up to avoid mental health crisis and responds to them when they arise.
- Providing at a minimum initial, midterm, and final feedback to CR/MOO, CR/MEO, CR/RCO, CR/RTO, CR/CL, and CR/CO.
- Executing all other duties assigned.

Deliverables:

- Assigned by MXG/CC.

Morale Officer – CR/MOO

Reports to: Director of Cadet Resources

Function: Plans and organizes events that deal with Wing morale and mentorship.

Duties: The CR/MOO is responsible for:

- Ensuring Wing morale is maintained.
- Working with OSS team to plan, organize, and execute planned morale events.
- Ensuring all projects and tasks are completed in a timely and professional manner.
- Anticipating issues with planned events and creating proactive solutions.

- Working with CR/CL to anticipate and provide support for times when mental wellness trends downward.
- Executing all other duties assigned.

Deliverables:

- Additional deliverables as assigned by MXG/CR.

Mentorship Officer – CR/MEO

Reports to: Director of Cadet Resources

Function: Plans and organizes events that deal with Wing morale and mentorship.

Duties: The CR/MEO is responsible for:

- Working with OSS team to plan, organize, and execute planned mentorship events.
- Ensuring all projects and tasks are completed in a timely and professional manner.
- Anticipating issues with planned events and creating proactive solutions.
- Working with CR/CL to anticipate and provide support for times when cadets need mentorship.
- Matching all GMC to suitable POC mentors.
- Ensuring mentorship programs are effective (i.e. all GMC can contact their POC mentor if desired).
- Planning, organizing, and executing out-of-training GMC-POC mentorship events.
- Executing all other duties assigned.

Deliverables:

- Mentorship assignments, additional deliverables as assigned by MXG/CR.

Recruitment and Retention Officer – CR/RO

Reports to: Director of Cadet Resources

Function: Creates a recruitment program that helps attract potential cadet officers to AFROTC.

Duties: The CR/RO is responsible for:

- Assigning POC as recruiters to give daily family informational briefings.
- Responsible for overseeing recruiting events.
- Working with the Cadre Recruiting Officer to make sure all recruiting events are properly staffed and have the required materials.
- Tracking retention and communicating trends up the Chain of Command.
- Executing all other duties assigned.

Deliverables:

- Family informational briefing schedule, retention tracker, additional deliverables as assigned by MXG/CR and Cadre.

Cross Branch/Cross Town Officer – CR/CBO

Reports to: Director of Cadet Resources

Function: Coordinates joint events between AFROTC and the other ROTC branches and coordinates functions with crosstown cadets.

Duties: The CR/CL is responsible for:

- Coordinating transportation of cadets from crosstown universities to and from training and other PMT events.

- Creating a rotating schedule of drivers with an even distribution of the workload across the Wing; notifying drivers at least one week in advance of their driving duty day.
- Coordinating and planning joint events between the other ROTC branches.
- Deconflicting shared spaces (i.e. O-Course) with other ROTC branches and organizations on campus.
- Coordinate and plan joint PIR.
- Plan crosstown training events.
- Executing all other duties assigned.

Deliverables:

- Joint event schedule, cross town cadet tracker, cross town driver schedule, additional deliverables as assigned by MXG/CR.

Chaplain Liaison – CR/CL

Reports to: Cadet Resources Director

Function: Monitor, track, and develop the overall mental and spiritual welfare of the wing.

Duties: The CR/CL is responsible for:

- Be available and approachable to cadets so that they can better direct them to support if they need it.
- Inform cadets about the position, and its duties, as well as the services on campus available to them.
- Communicate cadets who report red, cadets who report potential for harm to themselves or others, and anything else you deem necessary to CW/CD and Cadre NLT 24 hours after they have been reported.
- Distributing and tracking Mental Wellness Checks (MWCs) to the cadet wing each week, and reporting a summary of information to the Cadet Deputy Wing Commander (CW/VC)
- Report cadet on cadet issues up the chain of command, as well as anything else deemed necessary
- Work with the necessary POC to anticipate and proactively engage trends in mental wellness based on past data.
- Develop and utilize a process to document meetings with cadets.
- Maintaining relationships with the counseling center and chapel so that when a need arises these resources can be directed to cadets
- Oversee and provide feedback to GMC Chaplain Liaison(s).
- Executing all other duties assigned.

Deliverables:

- Weekly Mental Wellness Checks, MWC graphics, additional deliverables as assigned.

Community Outreach Officer – CR/COO

Reports to: Cadet Resources Director

Function: Engage cadets in community service and

Duties: The CR/CL is responsible for:

- Planning and running Adopt a Highway cleanups.
- Supporting local charities and food pantries.

- Tracking community service throughout the wing.
- Working with the university and outside organizations to identify and support community needs.
- Executing all other duties assigned.

Deliverables:

- Additional deliverables as assigned by MXG/CR.

INSPECTOR GENERAL

Executive Support Inspector General – IG/ES

Reports to: Cadet Wing Inspector General

Function: Assists CW/IG with all responsibilities and necessary operations.

Duties: The SP/EIG is responsible for:

- Working in conjunction with executive officers, group commanders, or POC cadets to carry out the orders of CW/IG.
- Drafting of initial Cadet Handbook and making any revisions as necessary.
- Inspecting QAs and OGVs during training.
- Managing and safeguarding all cadet PIFs, including 3 audits per semester (initial, midterm, and final) to ensure all documentation is present and standardized.
- Participating in briefings to cadre members and addressing all concerns regarding the group.
- Providing inspection support as necessary to other groups.
- Providing regular updates and suggestions to CW/IG to ensure progress of cadets meets expectations.
- Executing all other duties assigned.

Deliverables:

Cadet Handbook, and additional deliverables as assigned by CW/IG.

Academic Support Inspector General – IG/AS

Reports to: Cadet Wing Inspector General

Function: Assists CW/IG with all responsibilities and necessary operations.

Duties: The SP/AIG is responsible for:

- Ensuring Wing objectives are verified, tracked, and evaluated.
- Tracking the completion of initial, midterm, and final feedback forms.
- Assisting in tracking attendance and objectives records of all cadets, consolidating scores for all evaluations and inspections, collecting feedback forms, and filing PIFs.
- Creating the midterm and final knowledge exams.
- Creating inspections to ensure LLAB objectives have been met.
- Providing inspection support as necessary to other groups.
- Providing regular updates and suggestions to CW/IG to ensure progress of cadets meets expectations.
- Executing all other duties assigned.

Deliverables:

- PIFs, filed feedback forms, ORI/FDE/knowledge exam scores, attendance and counseling trackers, filed performance evaluations, and additional deliverables as assigned by CW/IG.