Chapter 18

GROUP & SQUADRON JOB DESCRIPTIONS

The purpose of a job description is to outline the general duties and responsibilities of any particular leadership position in the Corps. Considering your goals in AFJROTC, refer to the job descriptions to find areas that interest you.

A note of Caution

Please do not set a goal you are not willing to work for!!

Remember – leadership positions have responsibilities and rank that will allow a cadet to carry out responsibilities. Your goal should not be to "be a cadet **Captain,"** but should be to fill a leadership position and become the best cadet you can.

All information, reports, orders, newsletters, etc. must be received and approved by their respective Cadet Squadron Commander and then signed off by designated Group personnel for publishing. Officers will be required to assign duties and responsibilities to their NCOIC's with specific due dates prior to the Corps Commander's suspense. Follow up requests and actions are the responsibility of the NCOIC. Use the appropriate chain of command to request assistance within a flight when necessary. Communication is important between the OIC and NCOIC on all tasks. Weekly "WAR" reports are required by all Group, SQ CCs, and Branch Chiefs prior to staff meeting.

SPECIAL ASST TO THE SASI IS RESPONSIBLE FOR:



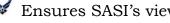
Represent Cadet Corps at all Public functions



₩ Attends Staff Meetings/Boards (Promotion, discipline, etc.)



Provides additional voice (outside opinion)



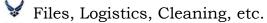
Ensures SASI's viewpoints flow through unit

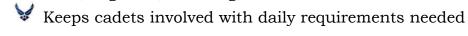


Assists SASI with completion of daily tasks



Ensures cadets stay involved with daily requirements of unit







Other duties assigned by SASI



Compile and maintain a Continuity Binder for the position



Rumor control

GROUP COMMANDER IS RESPONSIBLE FOR:



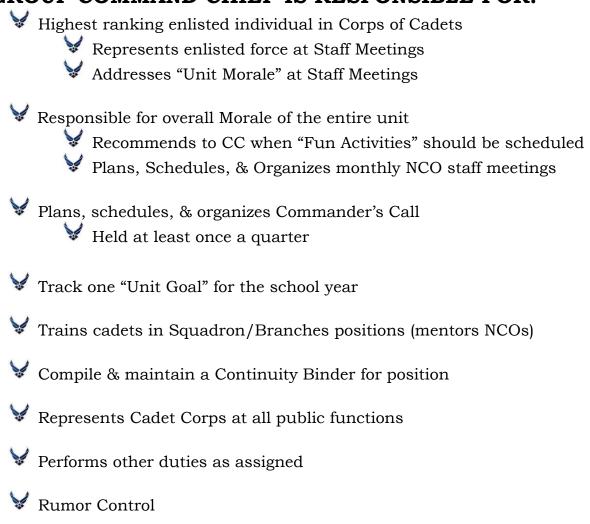
DEPUTY GROUP COMMANDER IS RESPONSIBLE FOR:

W	Command & Control of Cadet Corps using: Members of his/her staff and subordinate commanders
W	Represent the Cadet Corps at all public functions
W	Plans & Programs, Finance Chief when position is Vacant
W	Fills in as "Chair" for Group Commander when Absent
W	Reviews monthly with all members for accuracy
¥	Ensure all members of the Corps have the opportunity to: Develop leadership commensurate with their abilities
¥	Establish & posting the "finalized" goals for KY-951 Cadet Corps Assigns a goal to each of his/her Group/SQ CC's for tracking Provides monthly updates to SASI/ASI on status of Goals
¥	Works closely with Group Executive Officer, Squadron Commanders and other staff members to ensure the unit operates smoothly & efficiently Oversees all Cadet Corps activities
¥	Chair for Cadet of the Quarter, Semester, & Annual boards
W	Reviews submitted "After Action Reports" within 48 hours of receipt
W	Compile and maintain a Continuity Binder for the position
¥	Assists all SQ CCs/Branch Chief to ensure all duties are accomplished Appearance, discipline, efficiency, training and conduct of the Corps
W	Assists the SASI & ASI as necessary
W	Other duties as assigned by SASI
W	Rumor Control

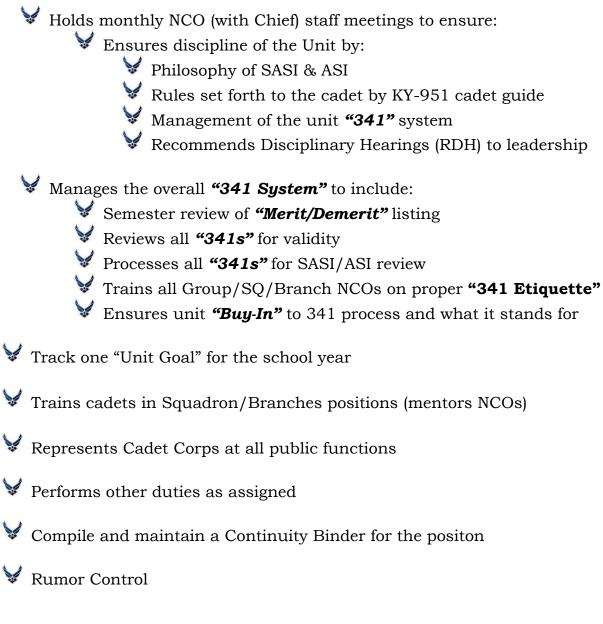
GROUP EXECUTIVE OFFICER IS RESPONSIBLE FOR:



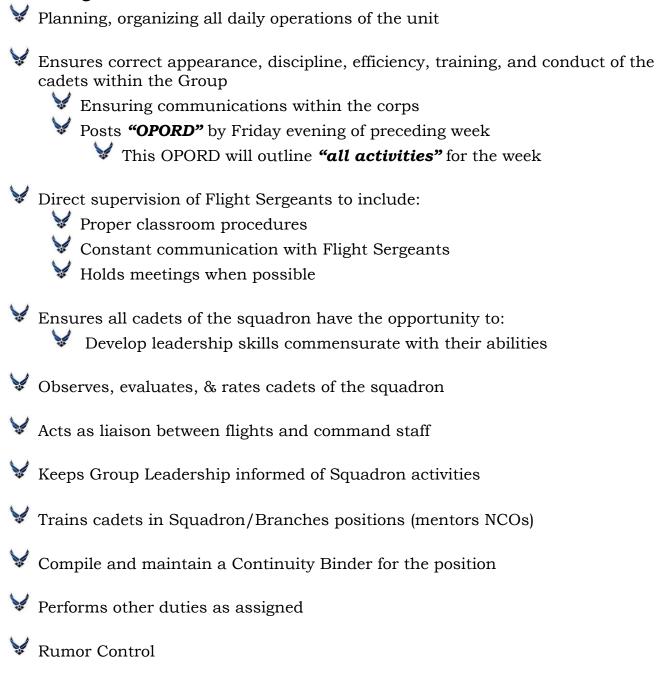
GROUP COMMAND CHIEF IS RESPONSIBLE FOR:



GROUP FIRST SERGEANT IS RESPONSIBLE FOR:



OPS SQUADRON CC/SUPER IS RESPONSIBLE FOR:



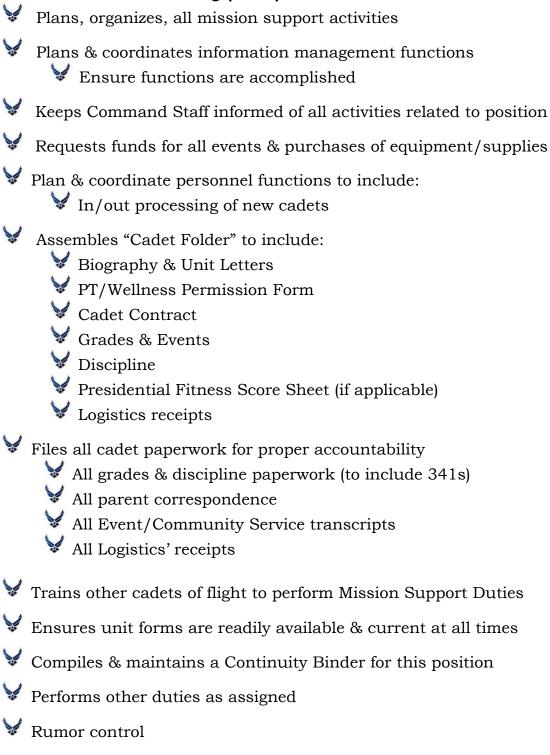
COMPUTER/CYBER MGMT CHIEF IS RESPONSIBLE FOR:

- Vare, efficient use, and management of all cadet computer equipment
- ₩ Maintain sign in/sign out sheets for AFJROTC of computer equipment
- ₩ Assists instructors with Annual "AIM" Inventory
- ₩ Assists cadet corps in production of computer generated products
- Yrains other cadets of unit to perform Cyber Mgmt. position
- Compiles & maintains a Continuity Binder for this position
- VOther duties as assigned

FLIGHT SERGEANTS ARE RESPONSIBLE FOR:

- ₩ Direct supervision of their Flight
- VEnsure proper appearance, discipline, and military training of their flight
- ¥ The conduct of their flight & conduct of all flight members
 - V During leadership training and in academic classroom
 - ₩ Only Non-SNCO & Officer with "341" authority to control conduct
- Y Ensures all assigned administrative suspense's for flight are met
- V Leads & directs cadet flight at all cadet formations
- ¥ Advises Group First Sergeant on discipline/other problems with flight
- Advises Instructors on matter pertaining to the flight
- Yrains other cadets of flight to perform Flight Sgt. Duties
- Vother duties as assigned
- ₩ Rumor Control

MISSION SUPPORT SQ (MSS) COMMANDER IS RESPONSIBLE FOR:



MSS PERSONNEL SUPERINTENDENT/CHIEF/NCOIC IS RESPONSIBLE FOR: Making cadet assignments as directed by Corps Commander Maintain Cadet Corps files Prepare/update Cadet information in "WINGS" as appropriate ¥ Authenticating, publishing, & distributing all publications of unit to include: Special orders, Regulations, Forms, and other directives Maintains internal distribution system of Cadet Corps, to include: Posting of current directives & Special orders Ensure all public orders are posted promptly and properly Into each cadet's personnel file Keep the organization chart current to include: Yesting changes in grade, rank, and other changes ¥ Keep Command Staff informed of all activities related to position Tracks and files all "After Action Reports" ¥ Trains other cadets of flight to perform Mission Support Duties Maintain a Continuity Binder for this position V Other duties as assigned

LOGISTICS SQ COMMANDER/NCOs IS RESPONSIBLE FOR:



AWARNESS PRESENTATION TEAM (APT) CHIEF IS RESPONSIBLE FOR: 😾 Reports to SASI and Group Leadership on all APT activities ₩ Recruits cadets to be members of Awareness Presentation Team Coordinates 5-15 minute speeches for feeder schools V Designates 2-5 cadet teams to perform presentations Sets goals for presentations Prepares annual After Action Report on Activities ¥ Trains at least two sophomores & juniors in position duties/responsibilities 😾 Trains all APT specialists on duties & responsibilities Keeps Group & Deputy CC informed of all activities related to position. V Compile and maintain a Continuity Binder for position V Other duties as assigned DRILL/COLORGUARD CHIEF IS RESPONSIBLE FOR: Reports directly to Group Leadership on: ¥ All duties related to Drill & Color Guard ¥ Recruits team members ¥ Issues & ensures return of all equipment from team members 😾 Trains team in drill maneuvers V Leads team in ceremonial functions Commands team in competitive drill meets (for competitions) ¥ Good ambassadors of local High School in conduct & appearance ¥ Ensures drill team members follow the Corps & Competition Team rules

During daily practices & drill meet competitions

V Compile and maintain a Continuity Binder for position

Vother duties as assigned

PHYSICAL TRAINING NCO IS RESPONSIBLE FOR:

Yracks all cadet Health/Wellness & Warrior Club permission forms

Y Provides "OPORD" (Weekly) for Group PT Sessions

Very Posted on Cadet Bulletin Board by "Tuesday Morning" each week

₩ Operating a voluntary cadet physical fitness program which includes:

Supervised stretching exercises prior to physical fitness

¥ Individualized assistance for improvement of cadet fitness level

Vosts health awareness information on cadet bulletin board

¥ Trains other cadets (from each flight) to lead weekly PT sessions

₩ Organizes & coordinates athletic competitions other groups

¥ Compiles & maintains a Continuity Binder for position

Performs other duties as assigned

KITTY HAWK AIR SOCIETY (KHAS) CHIEF IS RESPONSIBLE FOR:

Keeps SASI & Corp Commander advised on all activities with KHAS

Responsible for annual Group function (i.e. Dining-in, Military Ball, etc.)

Vonducts annual search for qualified candidates

V Conducts KHAS initiation

₩ Holds required periodic meetings (minimum quarterly)

Vassists cadets with securing "tutoring" for academically struggling students

Cadets quarterly campus clean-ups for school beautification

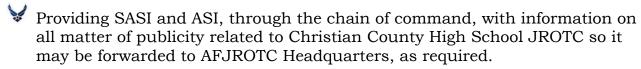
Ensures all team members stay academically eligible

₩ Trains other cadets on KHAS program

V Compiles & maintains a Continuity Binder for position

V Other duties as assigned

PUBLIC AFFAIRS CHIEF IS RESPONSIBLE FOR:



- Trains at least one cadet from each flight of Public Affairs procedures.
- ₩ Upon approval from SASI, through the chain of command, ensuring appropriate publicity of Christian County High School AFJROTC is directed to each of the following important public segments:
 - ₩ The local public (local news media-radio and TV)
 - ¥ The school public
 - The organization public (cadets)
 - ▼ The administration public (Principal, Vice-Principals, Superintendent, School Board and AFJROTC Headquarters)
 - ▼ The national public (United Sates Air Force, national magazines, and other AFJROTC units)
- Provides procedures for keeping all of the above informed on a recurring basis, a local Information board, radio, TV announcements, and ensuring that all releases are cleared by the SASI.
- Maintain the unit scrap book, history and other records, reflecting upon traditions, accomplishments and activities of the Cadet Corps. The unit scrapbook should be updated at the end of each semester.
- \forall Trains at least two juniors or sophomores in duties and responsibilities.
- ¥ Keep Senior Staff informed of all activities prior to all staff meetings
- Ensure space is reserved in Christian County HS Yearbook for the Cadet Corps
- Compiles and maintains a Continuity Binder for this position
- V Other duties as assigned

RECRUITING CHIEF IS RESPONSIBLE FOR:

Preparing presentations for recruiting visits to:Middle schools

V Other locations that present opportunities to recruit quality cadets

₩ Develops pamphlets, flyers, computer generated programs and ensures they stay current and relevant

✓ Preparing documents that verifies the recruitment of cadets into the Corps by current cadet members

₩ Recruits and trains cadets in proper recruiting techniques/philosophies

Provides recruiting information to Awards/Dec for issuance of Recruiting Ribbon.

¥ Compiles& maintains a Continuity Binder for position

AWARDS AND DECORATIONS NCO IS RESPONSIBLE FOR:

Assisting SASI to secure awards from national organizations supporting JROTC award programs

¥ Plans, develops, and coordinates award nomination process with SASI

Works with SASI to plan & execute annual Corps Award Ceremony

**This section gives a general guideline for the Cadet Corps to develop the way their unit should operate. The SASI is providing the requirements for each "Group/SQ CC/Branch Chief" positions. It is the responsibility of each SQ CC & Branch Chief to establish proper positions/responsibilities within each Squadron/Branch. Group Leadership should be a part of this process. This is how the SASI can ensure that cadets take ownership of their unit. How they continuously refine all the processes and ensure their unit is operating at maximum efficiency. As Leadership changes each semester, they should review these requirements and ensure their "Unit Manning Document" balances current need of this particular AFJROTC unit.

