

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
 - ✧ Files, Logistics, Cleaning, etc.
 - ✧ Keeps cadets involved with daily requirements needed
- ✧ Other duties assigned by SASI
- ✧ Compile and maintain a Continuity Binder for the position
- ✧ Rumor control

GROUP COMMANDER IS RESPONSIBLE FOR:

- ✪ Command & Control of Cadet Corps using:
 - ✪ Members of his/her staff and subordinate commanders
- ✪ Represent the Cadet Corps at all public functions
- ✪ Conducts Staff Meetings to discuss:
 - ✪ Activities within the unit, to include Annual Goals
 - ✪ Status of all Squadrons/Branches
- ✪ Chairs & Approves events for Annual Calendar
 - ✪ 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
- ✪ Reviews submitted **“After Action Reports”** within 48 hours of receipt
- ✪ 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
- ✪ Assists the SASI & ASI as necessary
- ✪ Other duties as assigned by SASI
- ✪ Rumor Control

DEPUTY GROUP COMMANDER IS RESPONSIBLE FOR:

- ✧ Command & Control of Cadet Corps using:
 - ✧ Members of his/her staff and subordinate commanders
- ✧ Represent the Cadet Corps at all public functions
- ✧ Plans & Programs, Finance Chief when position is Vacant
- ✧ Fills in as “Chair” for Group Commander when Absent
- ✧ 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
- ✧ Reviews submitted **“After Action Reports”** within 48 hours of receipt
- ✧ 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
- ✧ Assists the SASI & ASI as necessary
- ✧ Other duties as assigned by SASI
- ✧ Rumor Control

GROUP EXECUTIVE OFFICER IS RESPONSIBLE FOR:

- ✧ Responsible for daily function of unit
 - ✧ All SQ CCs, meet suspense's and responsibilities
 - ✧ Repeat Annual Events are planned/coordinated to:
 - ✧ Ensure Events stay on time and not forgotten

- ✧ Responsible for publishing "Meeting Meetings" from Staff Meeting
 - ✧ Typing & Publishing within 48 hours of meeting

- ✧ Represent Cadet Corps at all public functions

- ✧ Ensure all members of the Corps have the opportunity to:
 - ✧ Develop leadership commensurate with their abilities

- ✧ Assists all SQ CCs/Branch Chief to ensure all duties are accomplished

- ✧ Appearance, discipline, efficiency, training and conduct of the Corps

- ✧ Keeps Corps Commander informed of all activities

- ✧ Establishes committees for special projects to the extent of:
 - ✧ Assigning appropriate cadets
 - ✧ Outlining committee duties
 - ✧ Establishing committee suspense's (timeline)
 - ✧ Monitors committee progress at regular intervals

- ✧ Compile & maintain a Continuity Binder for position

- ✧ Trains cadets in Squadron/Branches positions (mentors NCOs)

- ✧ Other duties as assigned

- ✧ Rumor Control

GROUP COMMAND CHIEF IS RESPONSIBLE FOR:

- ✧ Highest ranking enlisted individual in Corps of Cadets
 - ✧ Represents enlisted force at Staff Meetings
 - ✧ Addresses “Unit Morale” at Staff Meetings

- ✧ Responsible for overall Morale of the entire unit
 - ✧ Recommends to CC when “Fun Activities” should be scheduled
 - ✧ Plans, Schedules, & Organizes monthly NCO staff meetings

- ✧ Plans, schedules, & organizes Commander’s Call
 - ✧ Held at least once a quarter

- ✧ Track one “Unit Goal” for the school year

- ✧ Trains cadets in Squadron/Branches positions (mentors NCOs)

- ✧ Compile & maintain a Continuity Binder for position

- ✧ Represents Cadet Corps at all public functions

- ✧ Performs other duties as assigned

- ✧ Rumor Control

GROUP FIRST SERGEANT IS RESPONSIBLE FOR:

- ✧ Holds monthly NCO (with Chief) staff meetings to ensure:
 - ✧ Ensures discipline of the Unit by:
 - ✧ Philosophy of SASI & ASI
 - ✧ Rules set forth to the cadet by KY-951 cadet guide
 - ✧ Management of the unit **“341”** system
 - ✧ Recommends Disciplinary Hearings (RDH) to leadership
- ✧ Manages the overall **“341 System”** to include:
 - ✧ Semester review of **“Merit/Demerit”** listing
 - ✧ Reviews all **“341s”** for validity
 - ✧ Processes all **“341s”** for SASI/ASI review
 - ✧ Trains all Group/SQ/Branch NCOs on proper **“341 Etiquette”**
 - ✧ Ensures unit **“Buy-In”** to 341 process and what it stands for
- ✧ Track one “Unit Goal” for the school year
- ✧ Trains cadets in Squadron/Branches positions (mentors NCOs)
- ✧ Represents Cadet Corps at all public functions
- ✧ Performs other duties as assigned
- ✧ Compile and maintain a Continuity Binder for the position
- ✧ Rumor Control

OPS SQUADRON CC/SUPER IS RESPONSIBLE FOR:

- ✧ Planning, organizing all daily operations of the unit
- ✧ Ensures correct appearance, discipline, efficiency, training, and conduct of the cadets within the Group
 - ✧ Ensuring communications within the corps
 - ✧ Posts **“OPORD”** by Friday evening of preceding week
 - ✧ This OPORD will outline **“all activities”** for the week
- ✧ Direct supervision of Flight Sergeants to include:
 - ✧ Proper classroom procedures
 - ✧ Constant communication with Flight Sergeants
 - ✧ Holds meetings when possible
- ✧ Ensures all cadets of the squadron have the opportunity to:
 - ✧ Develop leadership skills commensurate with their abilities
- ✧ Observes, evaluates, & rates cadets of the squadron
- ✧ Acts as liaison between flights and command staff
- ✧ Keeps Group Leadership informed of Squadron activities
- ✧ Trains cadets in Squadron/Branches positions (mentors NCOs)
- ✧ Compile and maintain a Continuity Binder for the position
- ✧ Performs other duties as assigned
- ✧ Rumor Control

COMPUTER/CYBER MGMT CHIEF IS RESPONSIBLE FOR:

- ✧ Care, 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
- ✧ Trains other cadets of unit to perform Cyber Mgmt. position
- ✧ Compiles & maintains a Continuity Binder for this position
- ✧ Other duties as assigned

FLIGHT SERGEANTS ARE RESPONSIBLE FOR:

- ✧ Direct supervision of their Flight
- ✧ Ensure proper appearance, discipline, and military training of their flight
- ✧ The conduct of their flight & conduct of all flight members
 - ✧ During leadership training and in academic classroom
 - ✧ Only Non-SNCO & Officer with “341” authority to control conduct
- ✧ Ensures all assigned administrative suspensions for flight are met
- ✧ 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
- ✧ Trains other cadets of flight to perform Flight Sgt. Duties
- ✧ Other duties as assigned
- ✧ Rumor Control

MISSION SUPPORT SQ (MSS) COMMANDER IS RESPONSIBLE FOR:

- ✧ Plans, organizes, all mission support activities
- ✧ Plans & coordinates information management functions
 - ✧ Ensure functions are accomplished
- ✧ Keeps Command Staff informed of all activities related to position
- ✧ Requests funds for all events & purchases of equipment/supplies
- ✧ Plan & coordinate personnel functions to include:
 - ✧ In/out processing of new cadets
- ✧ Assembles “Cadet Folder” to include:
 - ✧ Biography & Unit Letters
 - ✧ PT/Wellness Permission Form
 - ✧ Cadet Contract
 - ✧ Grades & Events
 - ✧ Discipline
 - ✧ Presidential Fitness Score Sheet (if applicable)
 - ✧ Logistics receipts
- ✧ Files all cadet paperwork for proper accountability
 - ✧ All grades & discipline paperwork (to include 341s)
 - ✧ All parent correspondence
 - ✧ All Event/Community Service transcripts
 - ✧ All Logistics’ receipts
- ✧ Trains other cadets of flight to perform Mission Support Duties
- ✧ Ensures unit forms are readily available & current at all times
- ✧ Compiles & maintains a Continuity Binder for this position
- ✧ Performs other duties as assigned
- ✧ Rumor control

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:
 - ✧ Posting 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
- ✧ Other duties as assigned

LOGISTICS SQ COMMANDER/NCOs IS RESPONSIBLE FOR:

- ✧ Assists Instructors with:
 - ✧ Receipt & Issue
 - ✧ Proper Accounting for items in Wings/Files
 - ✧ Maintaining all uniform/equipment/supply items
- ✧ Train cadets from each flight
 - ✧ On proper procedures for equipment hand receipts
- ✧ Ensure cleaning of AFJROTC facilities
- ✧ Proper storage of uniforms, supplies, & equipment
- ✧ Assist Commandant of Cadets with inventories
- ✧ Plan/coordinate logistical support for:
 - ✧ Issue of normal uniforms
 - ✧ Parades, Competitions, & Camps
- ✧ Keeping the Command Staff informed of all activities
 - ✧ Related to this position prior to staff meetings
- ✧ Providing guidance to the cadet staff on proper supply discipline
- ✧ Train cadets from each flight in duties and responsibilities
- ✧ Compiles & maintains a Continuity Binder for this position
- ✧ Other duties assigned
- ✧ Rumor control

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
- ✧ 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.
- ✧ Compile and maintain a Continuity Binder for position
- ✧ 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
- ✧ 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
- ✧ Compile and maintain a Continuity Binder for position
- ✧ Other duties as assigned

PHYSICAL TRAINING NCO IS RESPONSIBLE FOR:

- ✪ Tracks all cadet Health/Wellness & Warrior Club permission forms
- ✪ Provides **“OPORD”** (Weekly) for Group PT Sessions
 - ✪ 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
- ✪ Posts 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.)
- ✪ Conducts annual search for qualified candidates
- ✪ Conducts KHAS initiation
- ✪ Holds required periodic meetings (minimum quarterly)
- ✪ Assists 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
- ✪ Compiles & maintains a Continuity Binder for position
- ✪ Other duties as assigned

PUBLIC AFFAIRS CHIEF IS RESPONSIBLE FOR:

- ✪ Providing SASI and ASI, through the chain of command, with information on all matter of publicity related to Christian County High School JROTC so it may be forwarded to AFJROTC Headquarters, as required.
- ✪ 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 States 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.
- ✪ 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
- ✪ Other duties as assigned

RECRUITING CHIEF IS RESPONSIBLE FOR:

- ✪ Preparing presentations for recruiting visits to:
 - ✪ Middle schools
 - ✪ 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.**

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