



A13.—CADET JOB DESCRIPTIONS

A13. In Air Force JROTC, duties and responsibilities increase with each promotion; either in rank and/or duty position. Each cadet is expected to be capable of performing the duties of their assigned duty position to which he/she is assigned. This section provides the major elements of each duty/staff position.

A13.1. This section outlines all "key and essential" positions of the NC-075th Cadet Corps. Each position includes individual duties, responsibilities and descriptions. *And it also includes:*

A13.1.1. The appropriate AEROSPACE SCIENCE (AS) level.

A13.1.2. A beginning temporary rank.

A13.1.3. And the highest attainable temporary rank.

A13.2. COMMAND AND STAFF: Authority to exercise command within the Air Force JROTC unit is vested in the cadet officers and noncommissioned officers and airmen. These cadets establish and uphold the standards of performance and conduct for the NC-075th Cadet Corps.

A13.3. CADET OFFICERS (Second Lieutenant to Colonel):

A13.3.1. Have shown their potential as Cadet Commissioned Officers.

A13.3.2. Serve as role models for ALL Cadets.

A13.3.3. Responsible for the appearance and discipline of cadets.

A13.3.4. Demonstrate consistent leadership and followership skills.

A13.3.5. Must remember that their authority and responsibilities are limited to corps activities.

A13.3.6. Will enforce the JROTC program regulations, policies, and rules and will not accept cadets blatantly violating them.

A13.3.7. Any problems not satisfactorily resolved through the cadet chain of command will be forwarded to the SASI or ASI.

A13.4. CADET NON-COMMISSIONED OFFICER (NCO-Staff Sergeant to Chief Master Sergeant):

A13.4.1. Have shown their potential as Cadet Non-Commissioned Officers.

A13.4.2. Serve as role models for ALL Cadets.

A13.4.3. Responsible for the appearance and discipline of cadets.

A13.4.4. Demonstrate consistent leadership and followership skills.

A13.4.5. Must remember that their authority and responsibilities are limited to corps activities.

A13.4.6. Will enforce the AFJROTC program regulations, policies, and rules and will not accept cadets blatantly violating them.

A13.4.7. Any problems not satisfactorily resolved through the cadet chain of command will be forwarded to the SASI/ASI.

A13.5. CADET AIRMEN (Airman Basic to Senior Airman):

A13.5.1. Serve as role models for ALL Cadets.

A13.5.2. Responsible for their appearance and discipline.



A13.6. SASI LEVEL

A13.6.1. INSPECTOR GENERAL (CADRE) (CC/IG). (# of positions determined by SASI/ASI).

- Responsible for the training and *morale* of the cadet corps.
- Aiding in maintain the appearance, discipline, efficiency, and training of the cadet corps.
- Acting as liaisons between the Cadet Corps and the Group Staff.
- Aiding in enforcing cadet conduct, military courtesy, classroom rules, and etiquette.
- Supervising the flight in absence of the SASI/ASI/Flight Commander.
- Maintaining knowledge on all Cadet Corps rules, regulations, policies, and activities.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the SASI/ASI.

AS Level: AS300 or AS400

Temporary Rank: C/Captain to C/Major

A13.6.2. Special Assistant(S) TO THE SASI/ASI (CC/SA). (# of positions determined by SASI/ASI). Special Assistants (SA) are supervised by the SASI/ASI; responsible for the following:

- Advise/assist the SASI/ASI concerning NC-075th activities, organization, & personnel matters.
- Attend all staff meetings as an advisor; assist NC-075th Cadet Corps Commander as requested.
- Duties/assignments consist of the assignments and special projects assigned by the SASI/ASI.
- Assist personnel, logistics, and health & wellness, and other program data into WINGS.
- Preparing and maintaining all administrative files for the Cadet Group.
- Preparing and maintaining special orders for all promotions and leadership position changes.
- Maintaining the internal distribution system (mailboxes) and ensuring that only official AFJROTC official materials are stored in these boxes.
- Maintaining an adequate supply of required forms.
- Preparing, maintaining, and updating an “Individual Personnel Record” and folder for all assigned cadets.
- Ensuring that the Organizational Charts and Chain of Command listings are posted and current in classroom and office portables.

AS Level: AS400 (Normally filled by a former GP/CC, GP/CD, or GP/CCC)

Temporary Rank: SA to the SASI: C/Lieutenant Colonel to C/Colonel

SA to the ASI: C/SMSGt to C/CMSGt

A13.6.3. Commanders Action Team Leader (CC/CAT). (# of positions determined by SASI/ASI). Special Assistants (SA) are supervised by the SASI/ASI; responsible for the following:

- Advise/assist the SASI/ASI concerning NC-075th activities, organization, & personnel matters.
- Attend all staff meetings as an advisor; assist NC-075th Cadet Corps Commander as requested.

AS Level: AS200 to AS400 (Normally filled by former Cadets who previously filled staff positions)

Temporary Rank: C/MSgt to Colonel



A13.7. GROUP LEVEL

A13.7.1. GROUP COMMANDER (GP/CC). (1 position authorized per Group).

GP/CC(s) are supervised by the SASI/ASI; responsible for the following:

- Supervises the Deputy Group Commander, Executive Officer, Standardization and Evaluation Officer, Mission Support Squadron Commander, Operations Squadron Commander, Flight Operations Commander, Logistics Squadron Commander, Command Chief, First Sergeant, and Presidential Fitness Program Commander.
- Assists the SASI and ASI in managing the AFJROTC program and other tasks assigned.
- Command and control of the unit, including the coordination and establishment of measurable goals and objectives, combines with milestones to evaluate progress and make appropriate adjustments.
- Responsible for the appearance, discipline, efficiency, training, and conduct of the Group and informs the SASI/ASI of problems and concerns.
- Leading all cadet corps activities; and attending majority of NC-075th Cadet Corps co-curricular activities to ensure a successful outcome. Personally commanding the NC-075th Cadet Corps during parades, reviews, etc.
- Command/control of the NC-075th Cadet Corps using staff officers/subordinate commanders.
- Ensures all officers maintain AFJROTC grades and academic eligibility. Officers not in compliance must be informed in writing of their probation status and placement on Red Flag Status.
- Ensures all performance report grades for officers and fourth-year cadets are submitted to the SASI/ASI in a timely manner.
- Conducting all NC-075th Cadet Corps Group Command Staff meetings; bi-monthly at a minimum.
- Reviewing each NC-075th Cadet Corps staff functions and group activities; discussing findings at staff meetings.
- Responsible for the grooming and appearance, discipline, efficiency, training, morale, esprit de corps, and conduct of the NC-075th Cadet Corps.
- Responsible for the planning and coordinating all NC-075th Cadet Corps activities: training, facilities, and resources, regardless if these functions are school related or not.
- Administering all NC-075th Cadet Corps activities according to all applicable regulations; Air Force JROTC, Haywood County School, Tuscola Student Handbook, and NC-075th Cadet Corps.
- Ensuring all cadets (students) of the NC-075th Cadet Corps have opportunities to develop their leadership commensurate with their individual grade and abilities.
- Establishing specific, measurable, attainable group goals and developing a plan of action to achieve those goals. Complete NC-075th Cadet Corps goals (6 total--2 cadet, 2 school, and 2 community) and submit to SASI/ASI by second week of school.
- Developing a NC-075th Cadet Corps Operations and Activities calendar.
- Submit recommendations for NC-075th Cadet Corps cadets; jobs, awards, promotions to the SASI/ASI for comments/final decision.
- Establishing committees by assigning cadets, outlining duties, establishing target dates, and monitoring progress at regular intervals.
- Complete feedback and performance evaluation forms for Group Deputy and Group Superintendent and all Cadet Squadron Commanders.
- Directs the cadet promotion system, publishing cadet policy and directing training as necessary to insure fair, equitable, and timely promotion consideration for each member of the cadet corps.
- Design NC-075th Cadet Corps unit logo for PT shirts and submit to SASI/ASI by 2nd week of school.
- Perform other duties as assigned by the SASI/ASI, CG/CA, and CG/SA.

AS Level: AS400

Temporary Rank: C/Major to C/Colonel



A13.7.2. DEPUTY GROUP COMMANDER (GP/CD). (1 position authorized per Group):

The GP/CD is supervised by the GP/CC and is responsible for the following:

- Assume command in the absence of the NC-075th Cadet Corps Group Commander.
- Assist NC-075th Cadet Corps Group Commander with events/activities as assigned.
- Supervising the NC-075th Cadet Corps Group Staff, and acting as the administrator of Group Headquarters.
- Coordinates commander's call and staff meeting agendas.
- Attending all NC-075th Cadet Corps Group Staff meetings as well as conducting Group Staff meetings in the absence of the Group Commander.
- Oversees the Community Service Log, Cadet Management System, and Calendar of Events.
- Completion of the NC-075th Cadet Corps unit self-inspection and preparing for Unit Evaluations.
- Annually updating the NC-075th Cadet Corps Cadet Handbook.
- Organize and conduct all NC-075th Cadet of the Quarter and Cadet Promotion Boards; ensuring the integrity of the process by presiding over all NC-075th Cadet Corps boards.
- Keeping the NC-075th Cadet Corps Group Commander informed of all activities related to the position.
- Coordinating with squadron commanders on cadet operations and staff functions and activities.
- Establishing goals for the position within two weeks of assuming the position.
- Supervising all NC-075th Cadet Corps activities (current and future); Drill Team, Color Guard, Cyber Patriot, Academic Challenge, Kitty Hawk Honor Society, Model Rocket, Model Airplane, Orienteering, Physical Fitness Program, Marksmanship, Raider Fitness, etc...
- Coordinate NC-075th Cadet Corps activities related to participation in parades and ceremonies.
- Chair the NC-075th Cadet Corps Accountability Boards (CAB) for cadet officers and enlisted.
- Complete feedbacks and performance evaluation forms for all after school activity commanders.
- Submit recommendations for promotion and leadership position changes to NC-075th Cadet Group Commander for all after school activity leaders.
- Prepare and publish (after approval by the Group Commander) the staff minutes from the Cadet Group staff meetings.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position and create a continuity folder to help the replacement with the job the following year.
- Actively participates on the Cadet Board and all other AFJROTC functions.
- Assists all Staff Officers on matters pertaining to their job tasks.
- Works with Squadron Commanders, Staff Advisors, and Project Officers to establish training programs that ensure all members of the staff possess the required knowledge to properly perform their assigned duties.
- Ensures that Continuity Folders contain all required information pertinent to their position.
- Performing other duties as assigned by the Group Commander and SASI/ASI.

AS Level: AS400

Temporary Rank: C/Major to C/Colonel



A13.7.3. EXECUTIVE OFFICER (GP/XO). (1 position authorized per Group):

The GP/XO is supervised by the GP/CC and is responsible for the following:

- Acting as the secretary of the NC-075th Cadet Corps Group Command Staff.
- Recording all meeting minutes for the NC-075th Cadet Corps Group Commander and SASI.
- Scheduling and coordinating activities of the NC-075th Cadet Group Commander.
- Attending all NC-075th Cadet Corps Group Staff meetings.
- Responsible for the upkeep of all NC-075th Cadet Corps calendars.
- Responsible for tracking and logging all NC-075th Cadet Corps community service hours.
- Responsible for managing the admission, upkeep, and meetings of the NC-075th Cadet Corps Kitty Hawk Air Society.
- Establishing goals for the position within two weeks of assuming the position.
- Create a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the NC-075th Cadet Corps Group Commander and SASI/ASI.

AS Level: AS300 or AS400

Temporary Rank: C/Captain to C/Major

A13.7.4. STANDARIZATIONS and EVALUATIONS OFFICER (GP/SE). (1 position authorized): The GP/SE is supervised by the GP/CC and is responsible for the following:

- Acting as administrator of the NC-075th Cadet Corps Group Staff.
- Managing and enforcing all Staff and Cadet Regulations in accordance with all applicable; Air Force JROTC, Haywood County School regulations, Tuscola Student Handbook, and NC-075th Cadet Guide.
- Responsible for assisting the NC-075th Cadet Corps Deputy Group Commander in conducting and/or executing all NC-075th Cadet Corps promotion and evaluations boards; attending these functions is mandatory.
- Responsible for tracking and recording all NC-075th Cadet Corps Inspections and Evaluations.
- Assisting the NC-075th Deputy Group Commander in the following; completion of the NC-075th Cadet Corps unit self-inspections, preparing for Unit Evaluations, updating the NC-075th Cadet Corps Cadet Handbook, all NC-075th Cadet of the Quarter and Cadet Promotion Boards.
- Responsible for notifying NC-075th Cadet Corps staff members of Evaluation Boards.
- Notifying NC-075th Cadet Corps staff members when they:
 - Are late completing NC-075th Cadet Corps Staff Productivity Activities (aka. PA's).
 - Are at or nearing their missed meeting limit.
 - When any other staff standards are not being met and disciplinary action is possible.
- Notifying NC-075th Cadet Corps staff of Board decisions and ensuring that disciplinary actions are carried out.
- Assisting the NC-075th Cadet Corps Deputy Group Commander in conducting an annual self-inspection of the Group that ensures standardization of goals and objectives, and compliance with all applicable AFJROTC regulations.
- Training squadron and flight leadership in evaluating the operation of flights, to include the flight's effectiveness in doing personal appearance inspections.
- Establishing goals for the position within two weeks of assuming the position.
- Working with SASI in tracking group goals and present updated progress to the cadet corps weekly by placing on the bulletin board.
- Training one or more cadets on the responsibilities of the position and create a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the NC-075th Cadet Corps Group Commander and SASI/ASI.

AS Level: AS300 or AS400

Temporary Rank: C/Captain to C/Major



A13.7.5. SPECIAL ASSISTANT(S) to the Deputy Group Commander (GP/SA).

(2 positions authorized per Group).

These Special Assistants (GP/SA) are supervised by the GP/CD; responsible for the following:

- Advise/assist the GP/CD concerning cadet corps activities, organization, & personnel matters.
- Attend all staff meetings as an advisor; assist the GP/CC and GP/CD as requested.
- Duties/assignments are assigned by the GP/CC, GP/CD, and/or SASI/ASI.
- Assist personnel, logistics, and health & wellness, and other program data into WINGS.
- Preparing and maintaining all administrative files for the Cadet Group.
- Preparing and maintaining special orders for all promotions and leadership position changes.
- Maintaining the internal distribution system (mailboxes) and ensuring that only official AFJROTC official materials are stored in these boxes.
- Maintaining an adequate supply of required forms.
- Preparing, maintaining, and updating an "Individual Personnel Record" and folder for all assigned cadets.
- Ensuring that the Organizational Charts and Chain of Command listings are posted and current in classroom and office portables.

AS Level: AS200 to AS400

Temporary Rank: SA to the GP/CD: C/SSgt to C/Captain

A13.7.6. COMMAND CHIEF MASTER SERGEANT (GP/CCC). (1 position authorized per

Group): The GP/CCC is supervised by their respective GP/CC; responsible for:

- Advising the Group Commander on all matters pertaining to all NC-075th Cadet Corps enlisted affairs; morale, concerns, problems, and attitudes of the enlisted force.
- Advising the Group Commander of problems/solutions within the NC-075th Cadet Corps.
- Conducting periodic Senior NCO meetings for inputs to give to commander.
- Keeping enlisted force informed of unit goals; how each member can contribute to achieving unit goals.
- Administration of the NC-075th Cadet Corps Disciplinary Activities Board.
- Managing the NC-075th Cadet Corps Merit/Demerit system.
- Providing Recommendations to the Group Commander based on inputs from cadets as well as acting as a liaison between the Corps and Group Staff.
- Attending all Group Staff meetings.
- Responsible to GP/CC for ensuring staff office spaces are clean at the end of the school day.
- Attending cadet extra-curricular activities; assist GP/CD with after school activities.
- Serving as member on CAB for any enlisted member.
- Overseeing the duties of the First Sergeant and Flight Sergeants.
- Assisting Public Affairs in determining proper protocol for special occasions.
- Forming parades and other co-curricular activities related to drill and ceremonies.
- Holding necessary cadet NCO meetings to insure that proper cadet personnel support is being given to the Commander and Deputy Commander.
- Coordinating with cadet staff officers to insure the timely completion of duties assigned to the staff by the Commander.
- Ensuring Uniform Inspection Sheet grades are kept up-to-date.
- Actively Participating on Cadet Promotion and Evaluation Boards.
- Working closely with Flight Operations Commander, Flight Commanders/Sergeants to ensure dress and appearance standards are met among enlisted cadets.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Group Commander and SASI/ASI.

AS Level: AS300 or AS400

Temporary Rank: C/Chief Master Sergeant



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A13.7.7. FIRST SERGEANT (GP/CCF): (1 position authorized per Group)

SASI may authorize 1 per position per squadron; i.e., Operations (OS/CCF) and Mission Support Squadron (MSS/CCF) and are supervised by their respective squadron commanders.

The Group First Sergeant (GP/CCF) is supervised by the GP/CC and is responsible for:

- Keeping the Cadet Group Commander and Command Chief Master Sergeant informed on all matters relating to the position.
- (When filled at the Squadron level) Keeping their respective squadron Commander and Command Chief Master Sergeant informed on all matters relating to the position.*
- Monitors the morale and overall attitude of the Group (*Squadron when filled*) and advises the Commander or SASI/ASI on all pertinent matters relating to the cadet corps.
- Coordinates with Director of Personnel to insure all administrative documentation for the Cadet Group (*Squadron when filled*) is accurate and properly posted and stored.
- Provides recommendations to Commanders based on inputs from enlisted cadets and acts as a liaison between the Squadron Commanders and enlisted members
- Advising Squadron Commanders on problems with the squadron and suggesting possible solutions.
- Work closely with the Flight Operations Commander, all Flight Commanders/Sergeants to ensure dress and appearance standards are met among enlisted cadets.
- Serve as member on CAB for any enlisted member within their squadron.
- Coordinates with the Chief of Public Affairs to ensure community-related civic or humanitarian activities occur each semester.
- Assists the Deputy Group Commander with; preparation and coordination of SASI/ASI Commander's Call; staff meeting agendas; and may conduct the staff meeting on behalf of the NC-075TH Cadet Corps Group Commander.
- Records and maintains minutes of Group staff meetings.
- Enforces AFJROTC regulations on uniform wear and care, and standards of conduct, customs, and courtesies.
- Ensuring flag details are formed for reveille and retreat.
- Checking flag status from Governor of North Carolina website.
- Ensuring weather conditions are acceptable prior to raising flags.
- Ensuring safety and security of unit weapons.
- Ensuring Cadet Corps Activities sign-up sheets are available and filed.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the GP/CC, GP/CCM, or SASI/ASI.

AS Level: AS300 or AS400

Temporary Rank: C/Master Sergeant to C/Chief Master Sergeant



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A13.7.8. Wellness & Presidential Fitness Program Manager (GP/WPF): (1 position authorized per group). The GP/WPF is supervised by their GP/CD; responsible for:

Managing the NC-075th Cadet Corps Fitness Program (FP) in accordance with both the Presidential Fitness Program (PFP) and Air Force JROTC requirements.

NOTE: AFJROTC requirements supersede all other standards.

Ensuring all cadets have completed the NC-075th Cadet Corps Physical Health Screening Questionnaire prior to any cadet participating in any physical activities in AFJROTC.

NOTE: Completion of entire form along w/both the 'parent' and 'student' signatures are required.

Making/maintaining a list of cadets who checked "yes" on the Physical Health Screening Questionnaire and attached the explanation for the "yes" is documented by a medical authority.

Providing each Physical Fitness Leader (Physical Fitness Leader) and Flight CC/SGT a list of cadets not allowed to do physical training (PT).

Managing, directing, and controlling all aspects of the Presidential Fitness Program (PFP).

Ensuring each FFM, Flight CC/SGT are conducting, monitoring, & executing wellness activities.

Conducting frequent on the spot inspections on class participation and ensures all cadet historical data is documented by their Flight Fitness Monitor, Flight Commander/Sergeant on the cadet wellness guide and in WINGS via their Flight Personnel Representative.

Establishing goals for the position within two weeks of assuming the position.

Training one or more cadets on the responsibilities of the position

Creating a continuity folder to help the replacement with the job the following year.

Performing other duties as assigned by the Group Commander or SASI/ASI.

AS Level: AS200, AS300, or AS400

Temporary Rank: C/Senior Airman to C/1st Lieutenant

A13.7.9. Flight Fitness Leader (OS/FFL) *Add Flight Designator (A/B/C); i.e., OS/FFMA

= AFIt: (1 position authorized per flight):

Flight Leaders are supervised by their Flight Commander/Sergeant. However, flight programs are managed by the GP/PFW and will meet NC-075th Fitness Standards; each flight responsible for:

Ensuring high level of physical fitness is maintained within their flight.

Planning, organizing, and conducting athletic activities for the weekly physical fitness day, usually each Friday, promote high morale & esprit-de-corps, and recreation within the cadet corps.

Coordinate w/GP/PWM and SASI/ASI in developing/publishing a quarterly listing of PT activities.

Posting current healthy awareness information provided by AFJROTC Head Quarters.

Calculating PT grades and tracking improvement as related to unit goals.

Keeping their Flight Commander/Sergeant informed on all matters relating to the position.

Training and assigning duties to additional Flight Physical Fitness Trainers (PTLs).

Maintaining an inventory of athletic equipment; recommends purchase of equipment as needed.

Working with Flight CC/SGT to ensure water is available to the cadets during PT activities.

Attending group staff meetings as required by GP/F.

Establishing goals for the position within two weeks of assuming the position.

Training one or more cadets on the responsibilities of the position

Creating a continuity folder to help the replacement with the job the following year.

Performing other duties as assigned by the Group Commander or SASI/ASI.

AS Level: AS200, AS300, or AS400

Temporary Rank: C/Senior Airman to C/Master Sergeant



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A13.7.10. DIRECTOR of SAFETY (GP/SE): (1 position authorized)

The GP/SE is supervised by the GC/CD is responsible for:

- Ensuring that those who plan and take part in all corps activities recognize that the safety and well-being of our cadets is our number one priority.
- Ensuring cadets receive safety awareness briefings when appropriate, i.e., prior to school holidays, field day competitions, highway cleanup, field trips, etc.
- Keeping the Group Commander, SASI/ASI informed on both the attitude toward and state of safety awareness within the cadet corps.
- Ensuring safety incidents are reported to the SASI/ASI.
- Conducting a monthly safety inspection of all cadet facilities.
- Placing safety tips on the corps bulletin board and in the monthly newsletter.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Group Commander or SASI/ASI.

AS Level: AS200, AS300, or AS400

Temporary Rank: C/Senior Airman to C/1st Lieutenant

A13.7.11. FINANCIAL MANAGEMENT/COMPTRROLLER (GP/FM): (1 position authorized)

The GP/FM is supervised by the GC/CD is responsible for:

- Ensuring that those who plan and take part in all corps activities recognize that the financial and well-being of our cadets corps is our number one priority.
- Ensuring cadets receive financial awareness briefings when appropriate, i.e., prior to school holidays, field day competitions, highway cleanup, field trips, etc.
- Keeping the Group Commander, SASI/ASI informed on both the attitude toward and state of financial activities within the cadet corps.
- Ensuring financial fund-raising events are available are reported to the SASI/ASI.
- Conducting a monthly financial inspection of all cadet finances.
- Placing financial tips on the corps bulletin board and in the monthly newsletter.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Group Commander or SASI/ASI.

AS Level: AS200, AS300, or AS400

Temporary Rank: C/Senior Airman to C/1st Lieutenant



A13.7.12. HISTORICAL COORDINATOR (GP/HC): (1 position authorized).

The GP/HC is supervised by the GP/CD and is responsible for:

- Gathering historical information/data pertaining to corps activities; working closely with PA.
- Maintaining the unit scrapbook, history, or other records reflecting the tradition, accomplishments, and activities of the unit.
- Ensure photo opportunities aren't lost.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the GP/CC, GP/CD, or SASI/ASI.

AS Level: AS100 thru AS400

Temporary Rank: C/Senior Airman to C/Master Sergeant

A13.7.13. CHIEF of CHAPLAINS (GP/CHP): (1 position authorized)

The GP/CHP is supervised by the GP/CD and is responsible for:

- Acting as both counselor and spiritual advisor of the cadet corps.
- Responsible for leading prayers at all events.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Group Commander or SASI/ASI.

AS Level: AS100 thru AS400

Temporary Rank: C/Senior Airman to C/Master Sergeant



A13.8. OPERATIONS SQUADRON LEVEL

A13.8.1. OPERATIONS SQUADRON COMMANDER (OS/CC): (1 position authorized):

The OS/CC is supervised by the GP/CC; responsible for:

- Ensuring squadron maintains standards of uniform and personal appearance and fulfills customs and courtesies required by AFJROTC.
- Ensuring grooming and appearance, discipline, efficiency, training and conduct of the cadets in the squadron.
- Conducting weekly uniform inspection in coordination with the SASI/ASI.
- Instructing individual, flight, and squadron drill.
- Assigning duties to subordinates and evaluating their work for compliance and quality.
- Ensuring all members of the squadron have the opportunity to develop their leadership skills according to their individual abilities.
- Briefing the Group Commander and instructors on squadron activities and personnel problems.
- Briefing the squadron to ensure they are informed and aware of all group and squadron activities.
- Conducting staff meetings as required to track progress of squadron projects and activities and informing members of group directives and activities.
- Responsible for all Flight Commanders, Sergeants, Guides, and element leaders and insuring all flight functions are accomplished in a timely manner.
- Responsible for all training aspects of flights in their squadron, to include flight drill and ceremonies, final review, mass formations, and parades (both military and downtown parades).
- Ensure cadets of each flight attend functions, activities, formations, and CIA trips.
- Nominate top cadets for awards and recognition.
- Submit Cadet of the Month nominations to Personnel Officer in a timely manner.
- Actively participate as a member of the Cadet Board.
- Responsible for appearance, discipline, effectiveness, training, and conduct of all Cadet Operations Squadron cadets; and that they are ready for Air Force and NC-075th Cadet Corps activities.
- Supervising and assisting with the planning and coordination of extracurricular activities such as Dining-in, Banquets, Military Balls, Drill Practices/Competitions, Color Guards, Color Guard practices, ceremonies, parades, community service activities, school activities, Curriculum in Action (CIA) Trips, and any other events in need of Operational assistance as deemed appropriate by the Group Commander.
- Ensure proper training/attendance policies are enforced within the Drill/Color Guard Teams.
- Ensuring that after-action reports are submitted on all Operation Squadron's functions as ordered by the Group Commander.
- Ensuring that all NC-075th Operations Squadron Policies and Procedures are enforced in accordance with Air Force JROTC and Haywood County School regulations to include both the Tuscola Student Handbook and this NC-075th Cadet Corps Guide.
- Plans and directs flight competition (Flight Fights).
- Provides documentation to the CG/CD of identified problems and accomplishments.
- Nominates top cadets for awards and recognition.
- Submits Cadet of the Month (CoM) nomination to the personnel officer in a timely manner.
- Submits to the GP/CD all performance grades for assigned officers in a timely manner.
- Ensures all officers and NCOs maintain AFJROTC and academic eligibility. Cadets not in compliance will be informed in writing of their probation status and placement on Red Flag Status (RFS).
- Attending group staff meetings.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year
- Performing other duties as assigned by the Group Commander, GP/CD, or SASI/ASI.

AS Level: AS300 or AS400

Temporary Rank: C/Captain to C/Lt Col



A13.8.2. DEPUTY OPERATIONS SQUADRON COMMANDER (OS/CD): (1 position authorized): The OS/CD is supervised by the OS/CC is responsible for:

- Assume command in the absence of the OS/CC.
- Ensuring squadron maintains standards of uniform and personal appearance and fulfills customs and courtesies required by AFJROTC.
- Conducting weekly uniform inspection in coordination with the SASI/ASI.
- Instructing individual, flight, and squadron drill.
- Assigning duties to subordinates and evaluating their work for compliance and quality.
- Ensuring all members of the squadron have the opportunity to develop their leadership skills according to their individual abilities.
- Briefing the Group Commander and instructors on squadron activities and personnel problems.
- Briefing the squadron to ensure they are informed and aware of all group and squadron activities.
- Conducting staff meetings as required to track progress of squadron projects and activities and informing members of group directives and activities.
- Responsible for all Flight Commanders, Sergeants, Guides, and element leaders and insuring all flight functions are accomplished in a timely manner.
- Responsible for all training aspects of flights in their squadron, to include flight drill and ceremonies, final review, mass formations, and parades (both military and downtown parades).
- Ensure cadets of each flight attend functions, activities, formations, and CIA trips.
- Nominate top cadets for awards and recognition.
- Submit Cadet of the Month nominations to Personnel Officer in a timely manner.
- Actively participate as a member of the Cadet Board.
- Responsible for appearance, discipline, effectiveness, training, and conduct of all Cadet Operations Squadron cadets; and that they are ready for Air Force and NC-075th Cadet Corps activities.
- Supervising and assisting with the planning and coordination of extracurricular activities such as Dining-in, Banquets, Military Balls, Drill Practices/Competitions, Color Guards, Color Guard practices, ceremonies, parades, community service activities, school activities, Curriculum in Action (CIA) Trips, and any other events in need of Operational assistance as deemed appropriate by the Group Commander.
- Ensuring that proper training and attendance policies are being enforced within the Drill/Color Guard Teams.
- Ensuring that after-action reports are submitted on all Operation Squadron's functions as ordered by the Group Commander.
- Ensuring that all NC-075th Operations Squadron Policies and Procedures are enforced in accordance with Air Force JROTC and Haywood County School regulations to include both the Tuscola Student Handbook and this NC-075th Cadet Corps Guide.
- Plans and directs flight competition (Flight Fights).
- Provides documentation to the CG/CD of identified problems and accomplishments.
- Nominates top cadets for awards and recognition.
- Submits Cadet of the Month (CoM) nomination to the personnel officer in a timely manner.
- Submits to the GP/CD all performance grades for assigned officers in a timely manner.
- Ensures all officers and NCOs maintain AFJROTC and academic eligibility. Cadets not in compliance will be informed in writing of their probation status and placement on Red Flag Status (RFS).
- Attending group staff meetings.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year
- Performing other duties as assigned by the OS/CC GP/CC, GP/CD, or SASI/ASI.

AS Level: AS300 or AS400

Temporary Rank: C/2nd Lieutenant to C/Major



A13.8.3. OPERATIONS SUPERINTENDENT (OS/CCC): (1 position authorized):

The OS/CCC is supervised by the OS/CC and is responsible for:

- Keeping the Cadet Group Commander and Command Chief Master Sergeant informed on all matters relating to the position.
- Monitors the morale and overall attitude of the Operations Squadron and advises the OS/CC or SASI/ASI on all pertinent matters relating to the cadet corps.
- Coordinates with Personnel Officer to insure all administrative documentation for the Operations Squadron is accurate and properly posted and stored.
- Providing recommendations to OS/CC based on inputs from enlisted cadets and acts as a liaison between the Squadron Commanders and enlisted members
- Advising OS/CC on problems with the squadron and suggesting possible solutions.
- Work closely with Flight Sergeant to ensure dress and appearance standards are met among enlisted cadets.
- Serve as member on CAB for any enlisted member within their squadron.
- Coordinates with the Activities/Community Service Officer to insure community-related civic or humanitarian activities occur each semester.
- Assists the Deputy Commander in preparation and coordination of SASI/ASI Commander's Call and staff meeting agendas.
- Records and maintains minutes of operations staff meetings.
- Enforces AFJROTC regulations on uniform wear and care, and standards of conduct, customs, and courtesies.
- Ensuring flag details are formed for reveille and retreat.
- Ensuring weather conditions are acceptable prior to raising flags.
- Ensuring safety and security of unit weapons.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the OS/CC, OS/CD, GP/CC, GP/CD, GP/CCM or SASI/ASI.

AS Level: AS200, AS300 or AS400

Temporary Rank: C/Master Sergeant to C/Chief Master Sergeant.

A13.8.4. FIRST SERGEANT (OS/CCF): (1 position authorized per Squadron)

The (OS/CCF) is supervised by the OS/CC and is responsible for:

- Keeping the Cadet Operations Squadron Commander and Command Chief Master Sergeant informed on all matters relating to the position.
- Monitors the morale and overall attitude of the *Squadron*; and advises the Commander or SASI/ASI on all pertinent matters relating to the cadet corps.
- Coordinates with Director of Personnel to insure all administrative documentation for the Cadet Group (*Squadron when filled*) is accurate and properly posted and stored.
- Provides recommendations to Commanders based on inputs from enlisted cadets and acts as a liaison between the Squadron Commanders and enlisted members
- Advises Squadron Commander on problems with the squadron and suggesting possible solutions.
- Work closely with the Flight Operations Commander, all Flight Commanders/Sergeants to ensure dress and appearance standards are met among enlisted cadets.
- Serve as member on CAB for any enlisted member within their squadron.
- Coordinates with the Chief of Public Affairs to ensure community-related civic or humanitarian activities occur each semester.
- Assists the Deputy Group Commander with; preparation and coordination of SASI/ASI Commander's Call; staff meeting agendas; and may conduct the staff meeting on behalf of the NC-075TH Cadet Corps Group Commander.
- Records and maintains minutes of Squadron staff meetings.



- Enforces AFJROTC regulations on uniform wear and care, and standards of conduct, customs, and courtesies.
- Ensuring flag details are formed for reveille and retreat.
- Checking flag status from Governor of North Carolina website.
- Ensuring weather conditions are acceptable prior to raising flags.
- Ensuring safety and security of unit weapons.
- Ensuring Cadet Corps Activities sign-up sheets are available and filed.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the GP/CC, GP/CCM, OS/CC, OS/CD or SASI/ASI.

AS Level: AS300 or AS400

Temporary Rank: C/Master Sergeant to C/Chief Master Sergeant

A13.8.5. SPECIAL TEAMS FLIGHT COMMANDER (STS/CC): (1 position authorized).

The STF/CC is supervised by the OPS/CC and is responsible for:

- Assisting SASI/ASI in managing and training members of the special teams.
- Planning and coordinating AFJROTC special teams' co-curricular activities.
- Assisting SASI/ASI in short and long range planning of all scheduled special teams activities/competitions.
- Submitting inputs for the unit calendar of all special team activities.
- Ensuring appropriate school policies are complied with during special teams activities.
- Attending Group staff meetings.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the OS/CC, OS/CD, GP/CC, GP/CD, or SASI/ASI.

AS Level: AS200, AS300 or AS400

Temporary Rank: C/Master Sergeant to C/Major.

A13.8.5.1. DRILL TEAM COMMANDER (DT/CC): (1 position authorized).

The DT/CC is supervised by the Special Teams Flight Commander; responsible for:

- Responsible for the appearance, discipline, effectiveness, training, and conduct of the NC-075 Drill Team.
- Maintaining and enforcing Drill Team policies and requirements as directed by the Operations Squadron Commander and Group Commander.
- Manage, direct, and oversee planning and coordination of all Drill Team practices, competitions, parades, ceremonies, and events.
- Conducting required drill team practices.
- Maintaining accurate attendance of performance records of drill team members.
- Training new drill team members on policies and procedures relating to drill team.
- Motivating drill team members towards excellence.
- Informing squadron commander on issues relating to drill team.
- Developing advanced drill routines for drill competitions.
- Publicizing team activities in corps, school, and community publications and news media.
- Attending group staff meetings.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the STF/CC, OS/CD, OS/CC, GP/CC, GP/CD, or SASI/ASI.

AS Level: AS200, AS300 or AS400

Temporary Rank: C/Technical Sergeant to C/Captain.



A13.8.5.2. DRILL TEAM NON-COMMISSIONED OFFICER IN-CHARGE (NCOIC) (DT/NCOIC):

(1 position authorized).

The DT/NCOIC is supervised by the DT/CC; responsible for:

- Assume command in the absence of the DT/CC.
- Responsible for assisting in the commanding and training of the NC-075 Drill Team.
- Maintaining attendance records for all Drill Team practices, competitions, and other events.
- Maintaining a Drill Team cadet roster.
- Ensuring that logistical support is coordinated for all Drill Team activities.
- Performing other duties as assigned by the Drill Team Commander.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the STF/CC, OS/CD, OS/CC, GP/CC, GP/CD, or SASI/ASI..

AS Level: AS200, AS300 or AS400

Temporary Rank: C/Staff Sergeant to C/Master Sergeant

A13.8.5.3. COLOR GUARD COMMANDER (CG/CC): (1 position authorized)

The CG/CC is supervised by the Special Teams Flight Commander; responsible for:

- Conducting required color guard team practices.
- Maintaining accurate attendance of performance records of color guard members.
- Training new drill team members on policies and procedures relating to color guard.
- Motivating drill team members towards excellence.
- Dress, appearance, and conduct of members while performing.
- Informing squadron commander on issues relating to color guard.
- Publicizing team activities in corps, school, and community publications and news media.
- Attending group staff meetings.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the STF/CC, OS/CC, OS/CD, GP/CC, GP/CD, or SASI/ASI.

AS Level: AS200, AS300 or AS400

Temporary Rank: C/Technical Sergeant to C/Captain.

A13.8.5.4. Flag Corps Commander (STS/FG): (1 position authorized)

The STS/FG is supervised by the Special Teams Flight Commander; responsible for:

- Trains and leads the Flag Corps.
- Works with the training officer to schedule practices.
- Ensures equipment is ready for and properly returned after practices and performances.
- Keeps practice and performance attendance records.

AS Level: AS300 or AS400

Temporary Rank: C/Staff Sergeant to C/Captain.

A13.8.5.5. Drum Corps Commander (STS/DC): (1 position authorized)



The STS/DC is supervised by the Special Teams Flight Commander; responsible for:

- Trains and leads the Drum Corps.
- Works with the training officer to schedule practices.
- Ensures equipment is ready for and properly returned after practices and performances.
- Keeps practice and performance attendance records.

AS Level: AS300 or AS400

Temporary Rank: C/Staff Sergeant to C/Captain.

A13.8.5.6. Ceremonies Officer (STS/CO): (1 position authorized)

The STS/CO is supervised by the Special Teams Flight Commander; responsible for:

- Assists the Deputy for Operations in accomplishing Corps goals by preparing cadets for special public appearances.
- Coordinates the Color Guard schedule with SASI/ASI; and recommends cadets for Color Guard duty.
- Ensures the Flag Corps and Drum Corps are properly trained.
- When necessary, works with instructors to ensure permission slips are distributed and returned on time.
- Plans and supervises rehearsals.

AS Level: AS300 or AS400

Temporary Rank: C/Staff Sergeant to C/Captain.

A13.8.5.7. COLOR GUARD NON-COMMISSIONED OFFICER IN-CHARGE (NCOIC

(CG/NCOIC):

(1 position authorized)

The CG/NCOIC is supervised by the CG/CC; responsible for:

- Assume command in the absence of the CG/CC.
- Responsible for the appearance, discipline, effectiveness, training, and conduct of the NC-075 Color Guard team.
- Maintaining and enforcing Color Guard policies and requirements as directed by the Operations Squadron Commander and Group Commander.
- Assisting in the planning and coordination of all Color Guard practices, competitions, parades, ceremonies, and events.
- Submitting after-action reports on Color Guard functions as ordered by the Operations Squadron Commander.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the STF/CC, OS/CD, OS/CC, CG/CC, GP/CC, GP/CD, or SASI/ASI.

AS Level: AS200, AS300 or AS400

Temporary Rank: C/Staff Sergeant to C/Master Sergeant



A13.8.5.8. Director of Academic Excellence (OS/AE): (1 position authorized).

The OS/AE is supervised by the STF/CC; responsible for:

- Sets academic goals for the corps and establishes improvement programs to meet those goals.**
- Motivates all cadets to strive for academic excellence.**
- Measures academic success in each flight.**
- Supervises the ROTC peer tutoring program.**
- Prepares the Awareness Presentation Team for public appearances.**
- Organizes the ROTC Honor Society to enhance corps academic achievement.**

AS Level: AS300 or AS400

Temporary Rank: C/Staff Sergeant to C/Major.

A13.8.5.9. Secretary of Academic Excellence (OS/SAE): (1 position authorized).

The OS/SAE is supervised by the OS/AE; responsible for:

- Assists the DAE in meeting NC-075 academic goals.**
- Helps motivate the cadet corps to strive for academic excellence.**
- Tracks flight academic scores.**
- Ensures qualified tutors are available.**

AS Level: AS200, AS300 or AS400

Temporary Rank: C/Senior Airman to C/Master Sergeant

A13.8.5.10. KITTY HAWK AIR SOCIETY President (KHAS/PZ): (1 position authorized).

The KHAS/PZ is supervised by the STF/CC; responsible for:

- Seeks ways in which the ROTC Honor Society can support the goal of corps academic excellence.**
- Provides cadets from the Society to serve as peer tutors.**

AS Level: AS300 or AS400

Temporary Rank: C/Staff Sergeant to C/Captain.

A13.8.5.11. KITTY HAWK AIR SOCIETY COORDINATOR (KHAS/CD): (1 position authorized). The KHAS/CD is supervised by the STF/PZ; responsible for:

- The effective leadership and operation of the Kitty Hawk Air Society.
- Identifying and inviting eligible cadets to become members.
- Conducting a meaningful KHAS induction ceremony.
- Managing the unit tutor program. Recruits tutors and pairs tutors with cadets requiring help.
- Helping cadets est. goals/plans to pass classes/improve academic performance when asked.
- Creating a school/community service program.
- Attending group staff meetings.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by: STF/CC, OS/CD, OPS/CC, GP/CC, GP/CD, GP/XO, or SASI/ASI.

AS Level: AS300 or AS400

Temporary Rank: C/Staff Sergeant to C/Captain.



A13.8.5.12. KITTY HAWK AIR SOCIETY Tutor Officers (KHAS/TO): (1 position authorized). The KHAS is supervised by the KHAS/CD; responsible for:

- Finds and matches cadets seeking academic help with upper class cadets willing to tutor.
- Arranges appropriate time and study areas for peer tutoring.
- Maintains written records of names, subject, and duration of tutoring sessions.

AS Level: AS100, AS200, AS300 or AS400

Temporary Rank: ANY

A13.8.5.13. RAIDER TEAM COMMANDER (STS/RR): (1 position authorized).

The STS/RR is supervised by the STF/CC; responsible for:

- The effective leadership and operation of the RAIDER TEAM.
- Identifying and inviting eligible cadets to become members.
- Conducting a meaningful RAIDER induction ceremony.
- Managing the RAIDER training program. Recruits and pairs cadets requiring help.
- Helping cadets est. goals/plans to pass fitness test/improve performance when asked.
- Creating a school/community service program.
- Attending group staff meetings.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by: STF/CC, OS/CD, OPS/CC, GP/CC, GP/CD, GP/XO, or SASI/ASI.

AS Level: AS300 or AS400

Temporary Rank: C/Staff Sergeant to C/Captain.

A13.8.5.14. AWARENESS PRESENTATION TEAM COORDINATOR (STS/APT): (1 position authorized). The STS/APT is supervised by the STF/CC; responsible for:

- Managing APT in educating and reducing substance abuse in the student body.
- Planning and directing monthly meetings.
- Developing plans of action for public awareness.
- Training and assigning duties to APT members.
- Selecting topics, conducting research, and writing material to be used during APT presentations.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Group Commander or SASI/ASI.

AS Level: AS300 or AS400

Temporary Rank: C/Staff Sergeant to C/Captain.

A13.8.5.15. Training and Education STF/TE: (1 position authorized)

The SFT/TE is supervised by the STF/CC.

- Assists in accomplishing Corps goals by preparing and posting written training schedules.
- Works with Group Chief on preparing training and education of cadets.
- Works with Staff members to plan and schedule guidon training, flight sergeant training, flight commander training, and other corps training events as needed.

AS Level: AS300 or AS400

Temporary Rank: C/Staff Sergeant to C/Captain.



A13.8.5.16. ORIENTEERING (STF/LN) (1 position authorized)

The STF/OR is supervised by the STF/CC.

Responsible for:

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AS Level: AS300 or AS400

Temporary Rank: C/Staff Sergeant to C/Captain.

A13.8.5.17. MARKSMANSHIP (STF/MK) (1 position authorized)

The STF/MK is supervised by the STF/CC.

Responsible for:

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AS Level: AS300 or AS400

Temporary Rank: C/Staff Sergeant to C/Captain.

A13.8.5.18. MODEL AIRPLANE AND ROCKET CLUB COORDINATOR (MARC/CD):

(1 position authorized)

The MARC/CD is supervised by the STF/CC; responsible for:

- Developing and conducting an effective program for those interested in model airplanes and model rockets.
- Facilitating club meetings.
- Maintaining equipment and supplies.
- Coordinating with SASI/ASI for rocketry demonstrations and launches.
- Following guidelines as spelled out in HQ AFJROTC guidance.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Group Commander or SASI/ASI.

AS Level: AS200, AS300 or AS400

Temporary Rank: C/Senior Airman to C/Master Sergeant

A13.8.6. FLIGHT OPERATIONS COMMANDER (OS/FO): (1 position authorized)

The OS/FO is supervised by the OS/CC and is responsible for:

- Maintaining the appearance, discipline, efficiency, training, and conduct of ALL Flights.
- Enforcing cadet conduct, military courtesy, classroom rules & etiquette.
- Supervising the Flight in absence of the Flight CC/SGT or SASI/ASI.
- Staying updated with Group bulletin boards.
- Taking report at the beginning of class and updating basic cadets on upcoming events, announcements, and policies.
- Planning and coordinating activities within ALL Flights.
- Ensuring that ALL cadet documentation is processed through flight personnel management.
- Recommending the top cadets within ALL Flight for awards and recognition to GP/CC.
- Ensuring that all Flight Policies and Procedures are enforced in accordance with AFJROTC and Haywood County School regulations, and the Tuscola Student Handbook.
- Performing other duties as assigned by the Group Commander/SASI/ASI.
- Grooming and appearance, discipline, effectiveness, and training of ALL Flight members.
- Planning, leading and directing flight activities and especially during corps functions.
- Advising flight members on performance standards; means of professional & personal



development.

- Informing ALL Flight as the primary communication link between the staff and ALL Flights.
- Supervising cadets and writing evaluations on their performance, conduct, leadership and promotion potential.
- Assigning flag details for ALL flight members.
- Attending group staff meetings.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the OS/CC, OS/CD, GP/CC, GP, CD, or SASI/ASI.

AS Level: AS300 or AS400

Temporary Rank: C/Staff Sergeant to C/Captain.

A13.8.6.1. FLIGHT COMMANDER (ex: A FLT/CC): (1 position authorized per class)

The FLT/CC (A/B/C/D) is supervised by the /CC and is responsible for:

- Maintaining the appearance, discipline, efficiency, training, and conduct of their flight.
- Enforcing cadet conduct, military courtesy, classroom rules & etiquette.
- Supervising the Flight in absence of the SASI/ASI.
- Staying updated with Group bulletin boards.
- Taking report at the beginning of class and updating basic cadets on upcoming events, announcements, and policies.
- Planning and coordinating activities within their Flight.
- Ensuring that cadet documentation is processed through personnel management.
- Recommending the top cadets within their flight for awards and recognition to GP/CC.
- Ensuring that all Flight Policies and Procedures are enforced in accordance with AFJROTC and Haywood County School regulations, and the Tuscola Student Handbook.
- Performing other duties as assigned by the Group Commander/SASI/ASI.
- Grooming and appearance, discipline, effectiveness, and training of flight members.
- Planning, leading and directing flight activities and especially during corps functions.
- Advising flight members on performance standards; means of professional & personal development.
- Informing the flight as the primary communication link between the staff and their flight.
- Supervising cadets and writing evaluations on their performance, conduct, leadership and promotion potential.
- Notifying flight members of flag details.
- Attending group staff meetings.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the OS/CC, OS/CD, GP/CC, GP, CD, or SASI/ASI.

AS Level: AS100 thru AS400

Temporary Rank: C/Staff Sergeant to C/1st Lieutenant



A13.8.6.2. FLIGHT SERGEANTS (ex: A/FS): (1 position authorized per class)

Flight Sergeants are supervised by their respective Flight Commander and are responsible for:

- Maintaining the appearance, discipline, efficiency, training, and conduct of the flight in the absence of the Flight Commander.
- Learning the drill and ceremonies manual; commanding their flight during drill.
- Taking report at the beginning of class.
- Keeping track of the Group bulletin boards and informing the Flight Commander on any upcoming events that were overlooked.
- Enforcing discipline in the classroom and on the drill field.
- Enforcing the appearance and uniform wear of their Flight.
- Ensuring that the classroom is organized and in proper order before Flight dismissal.
- Supervising the Element Leaders and assisting the Flight Commander in Flight activities.
- Performing other duties as assigned by the Flight Commander/SASI/ASI.
- Forming flight for activities as directed, to include preparing the flight for inspection.
- Assisting the Flight Commander in training cadets in drill and ceremonies.
- Assisting the Flight Commander in maintaining good order and discipline.
- Assisting the Flight Commander in training the flight guide in proper guidon techniques.
- Serving as Flight Logistics Representative when necessary.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Group Commander or SASI/ASI.

AS Level: AS100 thru AS400

Temporary Rank: C/Senior Airman to C/Master Sergeant

A13.8.6.3. FLIGHT ELEMENT LEADER (FLT/EL): (# of positions authorized as needed by SASI/ASI) Element Leader(s) are supervised by their Flight CC/SGT and are responsible for:

- Taking report of his/her element.
- Supervising their element and ensuring cadet standards are enforced.
- Assisting the Flight Commander/Flt Sergeant in conducting Flight activities.
- Performing other duties as assigned by the Flight Sergeant/Flight Commander/SASI/ASI.
- Assisting the Flight Commander/Flt Sgt in maintaining good order and discipline within the element.
- Reporting roll to the Flight Commander before the beginning of each class.
- Assisting the Flight Commander and Flight Sergeant with training element members in drill and ceremonies.
- Learning the drill and ceremonies manual; commanding their flight during drill.
- Maintaining cleanliness of area occupied by element in class.
- Assuming duties of flight sergeant in their absence.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Group Commander or SASI/ASI.

AS Level: AS100 thru AS400

Temporary Rank: C/Airman Basic to C/Senior Airman



TUSCOLA

AIRPOWER

A black arrow graphic pointing to the right, positioned to the right of the word "AIRPOWER".

A13.8.6.4. SQUADRON/FLIGHT GUIDON BEARERS (FLT/GB):

(1 position authorized per flight; 1 per squadron and 1 at the group level)

Guidon bearers are supervised by respective commander and are responsible for:

- Carrying their respective guidon (colors) during drill and ceremonies.
- Posting and retiring their guidon (colors) as directed in class and during formations.
- Learning the drill and ceremonies manual especially the guidon.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Flight Commander/Sergeant or SASI/ASI.

AS Level: AS100 thru AS400

Temporary Rank: C/Airman First Class to C/Master Sergeant



A13.9. MISSION SUPPORT SQUADRON LEVEL

A13.9.1. MISSION SUPPORT SQUADRON COMMANDER (MSS/CC): (1 position authorized)

The MSS/CC is supervised by the GP/CC and is responsible for:

- Responsible for the appearance, discipline, effectiveness, training, and conduct of the cadet Mission Support Squadron.
- Ensuring proper maintenance of administrative and personnel files and the Cadet Inventory Management System (CIMS).
- Learning and coordinating the responsibilities and procedures of each functional area of Mission Support.
- Ensuring that support is provided by the Mission Support Squadron to other areas of the Group Staff while coordinating Group procedures and special activities.
- Supervising the Group supply inventory and logistical operations.
- Ensuring that all Squadron Policies and Procedures are enforced in accordance with AFJROTC regulations, and the Tuscola Student Handbook.
- Attending all Group Staff meetings
- Maintaining and updating the personnel and Logistics data online (WINGS).
- Assuming command of the Group in the absence of the GP/CC, GP/CD/, and/or OS/CC.
- Coordinating and controlling staff functions.
- Ensuring adequate controls are established for accounting of all unit equipment, supplies, and monies.
- Ensuring proper maintenance of administrative and personnel files.
- Conducting support squadron meetings as necessary.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Group Commander or SASI/ASI.

AS Level: AS300 or AS400

Temporary Rank: C/Captain to C/Major

A13.9.2. DEPUTY MISSION SUPPORT SQUADRON COMMANDER (MSS/CD):

(1 position authorized) The Deputy MSS/CD is supervised by the MSS/CC and is responsible for:

- Assume command in the absence of the MSS/CC.
- Assisting the MSS/CC for the appearance, discipline, effectiveness, training, and conduct of the cadet Mission Support Squadron.
- Attending all Group Staff meetings
- Coordinating and controlling staff functions.
- Ensuring adequate controls are established for accounting of all unit equipment, supplies, and monies.
- Ensuring proper maintenance of administrative and personnel files.
- Conducting support squadron meetings as necessary.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Group Commander or SASI/ASI.

AS Level: AS300 or AS400

Temporary Rank: C/2nd Lieutenant to C/Captain



A13.9.3. MISSION SUPPORT SQUADRON SUPERINTENDENT (MSS/CCC):

(1 position authorized):

The MSS/CCC is supervised by the MSS/CC and is responsible for:

- Keeping the Cadet Group Commander and Command Chief Master Sergeant informed on all matters relating to the position.
- Monitors the morale and overall attitude of the Mission Support Squadron and advises the MSS/CC or SASI/ASI on all pertinent matters relating to the cadet corps.
- Coordinates with Personnel Officer to insure all administrative documentation for the Mission Support Squadron is accurate and properly posted and stored.
- Providing recommendations to MSS/CC based on inputs from enlisted cadets and acts as a liaison between the Squadron Commanders and enlisted members
- Advising MSS/CC on problems with the squadron and suggesting possible solutions.
- Work closely with Flight Sergeant to ensure dress and appearance standards are met among enlisted cadets.
- Serve as member on CAB for any enlisted member within their squadron.
- Coordinates with the Activities/Community Service Officer to insure community-related civic or humanitarian activities occur each semester.
- Assists the Deputy Commander in preparation and coordination of SASI/ASI Commander's Call and staff meeting agendas.
- Records and maintains minutes of operations staff meetings.
- Enforces AFJROTC regulations on uniform wear and care, and standards of conduct, customs, and courtesies.
- Ensuring flag details are formed for reveille and retreat.
- Ensuring weather conditions are acceptable prior to raising flags.
- Ensuring safety and security of unit weapons.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the MSS/CC, MSS/CD, GP/CC, GP/CD, GP/CCM or SASI/ASI.

AS Level: AS300 or AS400

Temporary Rank: C/Master Sergeant to C/Senior Master Sergeant

A13.9.4. FIRST SERGEANT (MSS/CCF): (1 position authorized per Squadron)

The (MSS/CCF) is supervised by the OS/CC and is responsible for:

- Keeping the Cadet Mission Support Squadron Commander and Command Chief Master Sergeant informed on all matters relating to the position.
- Monitors the morale and overall attitude of the *Squadron*; and advises the Commander or SASI/ASI on all pertinent matters relating to the cadet corps.
- Coordinates with Director of Personnel to insure all administrative documentation for the Cadet Group (*Squadron when filled*) is accurate and properly posted and stored.
- Provides recommendations to Commanders based on inputs from enlisted cadets and acts as a liaison between the Squadron Commanders and enlisted members
- Advising Squadron Commander on problems with the squadron and suggesting possible solutions.
- Work closely with the Flight Operations Commander, all Flight Commanders/Sergeants to ensure dress and appearance standards are met among enlisted cadets.
- Serve as member on CAB for any enlisted member within their squadron.
- Coordinates with the Chief of Public Affairs to ensure community-related civic or humanitarian activities occur each semester.
- Assists the Deputy Group Commander with; preparation and coordination of SASI/ASI



Commander's Call; staff meeting agendas; and may conduct the staff meeting on behalf of the NC-075TH Cadet Corps Group Commander.

- Records and maintains minutes of Squadron staff meetings.
- Enforces AFJROTC regulations on uniform wear and care, and standards of conduct, customs, and courtesies.
- Ensuring flag details are formed for reveille and retreat.
- Checking flag status from Governor of North Carolina website.
- Ensuring weather conditions are acceptable prior to raising flags.
- Ensuring Cadet Corps Activities sign-up sheets are available and filed.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the GP/CC, GP/CCM, MSS/CC, MSS/CD or SASI/ASI.

AS Level: AS300 or AS400

Temporary Rank: C/Master Sergeant to C/Chief Master Sergeant

A13.9.5. DIRECTOR of LOGISTICS (MSS/LG): (1 position authorized).

The MSS/LG is supervised by the MSS/CC and is responsible for:

- Responsible for managing an inventory of on-hand supplies for the Group.
- Responsible for logistical support; planning, coordinating, and execution of all Group activities.
- Responsible for distributing supplies to functional areas in the Group.
- Responsible for maintaining all supply records and inventory data.
- Coordinating with the Command Staff, Operations Squadron, and Flight Commanders concerning logistical requirements.
- Acting as the administrator of the Supply Department in Group Head Quarters.
- Performing other duties as assigned by the MSS/CC, GP/CC, or GP/CD.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Ensuring safety and security of unit weapons.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Group Commander or SASI/ASI.

AS Level: AS200 thru AS400

Temporary Rank: C/Staff Sergeant to C/Captain

A13.9.6. FLIGHT LOGISTICS STAFF (MSS/LG A/B/C/D): (2 positions authorized per flight).

The MSS/LG (A/B/C/D) is supervised by the MSS/LG and is responsible for:

- Assists in conducting an inventory of on-hand supplies for the Group.
- Assists in logistical support; planning, coordinating, and execution of all Group activities.
- Assists in distributing supplies to functional areas in the Group.
- Assists in maintaining all supply records and inventory data.
- Assists in coordinating with the Command Staff, Operations Squadron, and Flight Commanders concerning logistical requirements.
- Performing other duties as assigned by the MSS/CC, MSS/CD, GP/CC, or GP/CD.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Group Commander or SASI/ASI.
- Ensures supplies are properly logged in and stored. Works with instructors to send and receive uniform cleaning. Responsible for Supply Room order and cleanliness.
- Provides JROTC ribbons to cadets on a regular basis. Ensures cadets only receive a ribbon that has been earned and appears on an official NC-075 order.
- Provides accurate, courteous, and timely ribbon sales to the MSS/LG.



Ensures adequate supplies are on hand. Provides MSS/LG with supply orders at least two weeks in advance.

AS Level: AS200 thru AS400

Temporary Rank: C/Airman First Class to C/Master Sergeant

A13.9.7. DIRECTOR of PERSONNEL (MSS/PM): (1 position authorized).

The MSS/PM is supervised by the MSS/CC and is responsible for:

- Maintaining the cadet personnel records by following the guidelines established by the MSS/CC.
- Filing all documentation in cadet records or other internal information.
- Performing other duties as assigned by the MSS/CC.
- Assisting the ASI in the issue, receipt and accounting of all uniform, equipment, and supplies related to the operation of the NC-075th Cadet Corps.
- Assisting the ASI in maintaining supply and accounting records according to all applicable directives.
- Assisting the ASI in inventories of uniforms, equipment, and supplies.
- Assisting the ASI in the maintenance, repair, and cleaning of uniforms, equipment, and supplies.
- Keeping the supply rooms neat and orderly.
- Organizing and providing rank insignia and ribbons for promotion ceremonies.
- Providing guidance to Group members on proper supply discipline.
- Attending group staff meetings.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Group Commander or SASI/ASI.

AS Level: AS200 thru AS400

Temporary Rank: C/Staff Sergeant to C/Captain

A13.9.8. FLIGHT PERSONNEL STAFF (MSS/PMA/B/C/D): (1 position authorized per flight)

The Flight MSS/PM (A/B/C/D) personnel are supervised by the MSS/PM and are responsible for:

- Assisting in maintaining the cadet personnel records by following the guidelines set by the MSS/PM and MSS/CC.
- Responsible for maintaining/updating the personnel data promptly into WINGS.
- Assisting in maintaining an updated Ribbon Team Roster.
- Assisting the SASI/ASI in maintaining computer based and hard copy personnel management system on all cadets and insuring only authorized personnel have access to them.
- Preparing and coordinating the draft copy of all special orders to the Director of Information Management.
- Assisting in publishing the Cadet Corps Directory.
- Keeping the organizational and the unit manning document current.
- Posting the current group organizational chart.
- Recording awards, promotions, and decorations.
- Attending Group staff meetings.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the MSS/PM, MSS/CC, MSS/CD, GP/CC, GP/CD, or SASI/ASI.

AS Level: AS100 thru AS400

Temporary Rank: C/Airman First Class to C/Master Sergeant



TUSCOLA AIRPOWER

A13.9.9. CHIEF, PUBLIC AFFAIRS (MSS/PA): (1 position authorized).

The MSS/PA is supervised by the MSS/CC and is responsible for:

- Staying informed on all upcoming Group activities.
- Preparing and submitting news articles to school and local newspapers concerning cadet activities.
- Providing all Group photographic support.
- Assisting briefings with graphics support.
- Maintaining contact info on all people and organizations that have been involved with NC-075.
- Sending "thank-you cards" to people and organizations that have contributed to the Tuscola Air Force JROTC NC-075th Cadet Corps.
- Establishing and maintaining a cadet newsletter.
- Being involved with the cadet population, and using media tools to uplift the morale and productivity of the Cadet Corps.
- Assisting in maintaining positive relations with people and organizations that have been involved with NC-075.
- Establishing slideshows for various cadet events.
- Performing other duties as assigned by the Mission Support Squadron Commander.
- Maintain unit social media webpages.
- Drafting news releases for submission to applicable news publications relating to unit and personnel accomplishments.
- Ensuring news releases are cleared by the Senior Aerospace Science Instructor or the Aerospace Science Instructor before submission to any agency.
- Assisting the Unit Historian in maintaining unit scrapbook.
- Posting news stories on the Unit AFJROTC Bulletin Boards.
- Publishing a monthly group newsletter.
- Assembling pictures for submission to the school yearbook.
- Ensuring cadet corps announcements are properly submitted to the respective media well prior to event.
- Attending group staff meetings.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Group Commander or SASI/ASI.

AS Level: AS200, AS300 or AS400

Temporary Rank: C/Staff Sergeant to C/Captain

A13.9.10. PUBLIC AFFAIRS SUPPORT STAFF(MSS/PA (A/B/C/D): (1 position authorized per flight). The MSS/PA (A/B/C/D) is supervised by the MSS/PA and is responsible for:

- Assisting in authentication, publishing, and distribution of Group publications including special orders, regulations and other directives.
- Maintaining staff files.
- Updating the cadet classroom calendar.
- Assisting MSS/PA in maintaining the website.
- Keeping, publishing and posting minutes of the Group staff meetings as directed by MSS/PA.
- Assisting in maintaining official Group bulletin boards.
- Attending group staff meetings as directed by MSS/PA.
- Assisting in maintaining attendance records for squadron staff meetings, briefings, leadership training, extracurricular and co-curricular activities and special functions.
- Assisting MSS/WEB in maintaining and keeping current the NC-075 website.
- Advertising the website and encouraging cadets to visit the site on a regular basis.
- Taking pictures at corps events and activities as directed by MSS/PA.
- Coordinating photographic and video coverage of cadet activities.



- Assisting in updating the scrapbook and bulletin boards.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the MSS/PA, MSS/CC, MSS/CD, GP/CC, GP/CD, or SASI/ASI.

AS Level: AS100 thru AS400

Temporary Rank: C/Senior Airman to C/Master Sergeant

A13.9.11. DIRECTOR of RECRUITING SERVICES (MSS/RS): (1 position authorized)

The MSS/RS is supervised by the MSS/PA and is responsible for:

- Establishing an active recruiting campaign plan at Tuscola High School and Waynesville Middle, Junaluska and Central Elementary Schools for potential cadets.
- Developing a recruiting presentation for middle school and high school students before the end of the first semester. Presentation to be used for recruiting at Tuscola and Waynesville Middle schools throughout the year.
- Ensuring appropriate recruiting information is published and disseminated.
- Providing the Public Affairs Officer with articles for publication relating to the advantages of becoming an AFJROTC cadet.
- Keeping the Cadet Deputy Group Commander informed on all matters relating to the position.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Group Deputy Commander or SASI/ASI.

AS Level: AS200, S300, or AS400

Temporary Rank: C/Senior Airman to C/Captain

A13.9.12. DIRECTOR OF INFORMATION MANAGEMENT (MSS/IM): (1 position authorized).

The MSS/IM is supervised by the MSS/PA and is responsible for:

- Authentication, publishing, and distribution of Group publications including special orders, regulations and other directives.
- Maintaining staff files.
- Assisting with updating the cadet classroom calendar.
- Assisting MSS/PA in maintaining the website.
- Maintaining the internal distribution system of the Group, including posting of current directives, special orders, and notices on bulletin boards.
- Maintaining current recurring publications and disposing of outdated publications.
- Maintaining attendance records for squadron staff meetings, briefings, leadership training, extracurricular and co-curricular activities and special functions.
- Keeping, publishing and posting minutes of the Group staff meetings.
- Maintaining official Group bulletin boards.
- Attending group staff meetings.
- Other duties as assigned by the Mission Support Squadron Commander.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Group Commander or SASI/ASI.

AS Level: AS100 thru AS400

Temporary Rank: C/Senior Airman to C/Captain



A13.9.13. DIRECTOR of Audio / Visual Support (MSS/AV): (2 positions authorized).

The MSS/AV is supervised by the MSS/PA and are responsible for:

- Taking pictures at corps events and activities.
- Coordinating photographic and video coverage of cadet activities.
- Updating the scrapbook and bulletin boards.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the MSS/PA, MSS/CC, MSS/CD, GP/CC, GP/CD, or SASI/ASI.

AS Level: AS100 thru AS400

Temporary Rank: C/Senior Airman to C/Captain

A13.9.14. CYBER-WEB TECHNICIAN (MSS/WEB): (1 position authorized).

The MSS/WEB is supervised by the MSS/IM and is responsible for:

- Maintaining and keeping current the NC-075 website.
- Advertising the website and encouraging cadets to visit the site on a regular basis.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Group Commander or SASI/ASI.

AS Level: AS100 thru AS400

Temporary Rank: C/Senior Airman to C/Captain

A13.9.15. DIRECTOR OF SPECIAL PROJECTS (MSS/SP): (1 position authorized).

The MSS/SP is supervised by the Mission Support Squadron Commander and is responsible for:

- Coordinating all group special events with the instructor staff.
- Assigning jobs, developing and monitoring “to do” lists, and organizing set up and tear down of all events.
- Planning events for the year and coordinating schedule with group staff and instructors.
- Managing the cadet corps Community Service program.
- Submitting after-action reports on all special projects.
- Maintaining a master plan of scheduled Group activities especially CIA events.
- Posting a monthly schedule of upcoming cadet events.
- Maintaining a record of completed events to assist in the formulation of plans for the next academic year.
- Attending group staff meetings.
- Responsible for the planning, coordinating, and execution of all Group special activities.
- Securing all information and resources needed to execute all Group special activities.
- Coordinating with other staff personnel and organizations within the school and community.
- Submitting after-action reports on all special projects to Operations Squadron Commander.
- Head Military Ball Committee and designate cadets for certain positions within the Military Ball Committee.
- Performing other duties as assigned by the Operations Squadron Commander.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the Group Commander or SASI/ASI.

AS Level: AS300 or AS400

Temporary Rank: C/Technical Sergeant to C/Major



A13.9.16. SPECIAL PROJECTS ASSISTANTS (MSS/SPA): (# of positions are authorized by SASI/ASI). The MSS/SPA is supervised by the MSS/SP and is responsible for:

- Assume command in the absence of the MSS/SPA.
- Assisting Special Projects Commander in all special projects activities for the corps.
- Maintaining group pledge schedule for each month.
- Performing other duties as assigned by the MSS/SP.
- Assist in CIA Trip planning.
- Assist in Military Ball planning.
- Assisting in Cadet Corps Special activities planning.
- Establishing goals for the position within two weeks of assuming the position.
- Training one or more cadets on the responsibilities of the position.
- Creating a continuity folder to help the replacement with the job the following year.
- Performing other duties as assigned by the MSS/SP, GP/CC, GP/CD or SASI/ASI.

AS Level: AS100 thru AS400

Temporary Rank: C/Staff Sergeant to C/Technical Sergeant

A13.9.17. CHIEF, Awards and Decorations (MSS/AD). (# of positions determined by SASI/ASI). (MSS/AD is supervised by the SASI/ASI; responsible for the following:

- Advise/assist the SASI/ASI concerning NC-075th Awards, Decorations, & personnel matters.
- Attend all staff meetings as an advisor; assist NC-075th Cadet Corps Commander as requested.
- Duties/assignments consist of the assignments and special projects assigned by the SASI/ASI.
- Assist personnel, logistics, and health & wellness, and other program data into WINGS.
- Preparing and maintaining all administrative files for the Cadet Group.
- Preparing and maintaining special orders for all promotions and leadership position changes.
- Maintaining the internal distribution system (mailboxes) and ensuring that only official AFJROTC official materials are stored in these boxes.
- Maintaining an adequate supply of required forms; i.e., Certificates of Completion, etc..
- Preparing, maintaining, and updating an "Individual Personnel Record" and folder for all assigned cadets.
- Assist with completing Organizational Charts and Chain of Command listings are posted and current in classroom and office portables.

AS Level: AS100 to AS400

Temporary Rank: C/SrA to C/Captain