

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



Annex C- Cadet Wing Job Descriptions

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

TABLE OF CONTENTS:

Other Wing Staff Positions

Wing Commander	09
<i>Responsibilities</i>	<i>09</i>
<i>Deliverables</i>	<i>09</i>
Vice Wing Commander	09
<i>Responsibilities</i>	<i>09</i>
<i>Deliverables</i>	<i>10</i>
Booster President	10
<i>Responsibilities</i>	<i>10</i>
<i>Deliverables</i>	<i>10</i>
Booster Staff	10
<i>Responsibilities</i>	<i>10</i>
<i>Deliverables</i>	<i>11</i>
Wing Commander Advisor	11
<i>Responsibilities</i>	<i>11</i>
<i>Deliverables</i>	<i>11</i>
Executive Officer	11
<i>Responsibilities</i>	<i>11</i>
<i>Deliverables</i>	<i>12</i>
Standards & Evaluation Officer	12
<i>Responsibilities</i>	<i>12</i>
<i>Deliverables</i>	<i>12</i>
Personnel Officer	12
<i>Responsibilities</i>	<i>12</i>
<i>Deliverables</i>	<i>13</i>
Inspector General	13
<i>Responsibilities</i>	<i>13</i>

<i>Deliverables</i>	13
Physical Fitness Officer	13
<i>Responsibilities</i>	13
<i>Deliverables</i>	14
Physical Fitness Officer Deputy	14
<i>Responsibilities</i>	14
<i>Deliverables</i>	15
<u>Mission Support Group</u>	
Mission Support Group Commander	15
<i>Responsibilities</i>	15
<i>Deliverables</i>	15
Mission Support Group Deputy Commander	15
<i>Responsibilities</i>	15
<i>Deliverables</i>	16
Technology Support Squadron Commander	16
<i>Responsibilities</i>	16
<i>Deliverables</i>	16
Wing Link Officer	16
<i>Responsibilities</i>	16
<i>Deliverables</i>	17
Repository Analyst Officer	17
<i>Responsibilities</i>	17
<i>Deliverables</i>	17
Discord Officer	17
<i>Responsibilities</i>	17
<i>Deliverables</i>	18
Data Analyst Officer	18
<i>Responsibilities</i>	18
<i>Deliverables</i>	18

Force Support Squadron Commander	18
<i>Responsibilities</i>	18
<i>Deliverables</i>	19
Morale/Mentoring Officer	19
<i>Responsibilities</i>	19
<i>Deliverables</i>	19
Morale/Mentoring Deputy	19
<i>Responsibilities</i>	19
<i>Deliverables</i>	19
Wing Academics Officer	19
<i>Responsibilities</i>	19
<i>Deliverables</i>	19
Wing Academics Officer Deputy	20
<i>Responsibilities</i>	20
<i>Deliverables</i>	20
PDT Officer	20
<i>Responsibilities</i>	20
<i>Deliverables</i>	20
Activities Squadron Commander	20
<i>Responsibilities</i>	20
<i>Deliverables</i>	21
AOL (LLIP/Career Day)	21
<i>Responsibilities</i>	21
<i>Deliverables</i>	21
AOL (Dining In)	21
<i>Responsibilities</i>	21
<i>Deliverables</i>	22
AOL (AEF/Survival/GLP)	22
<i>Responsibilities</i>	22
<i>Deliverables</i>	22

AOL (CoC/Commissioning)	23
<i>Responsibilities</i>	23
<i>Deliverables</i>	23
Personal Aid Liaison	23
<i>Responsibilities</i>	23
<i>Deliverables</i>	24
<u>Operations Support Group</u>	
IMT Group Commander	24
<i>Responsibilities</i>	24
<i>Deliverables</i>	24
IMT Group Deputy Commander	24
<i>Responsibilities</i>	24
<i>Deliverables</i>	25
IMT Squadron Commander	25
<i>Responsibilities</i>	25
<i>Deliverables</i>	25
IMT Flight Commander	26
<i>Responsibilities</i>	26
<i>Deliverables</i>	26
IMT Flight Deputy Commander	26
<i>Responsibilities</i>	26
<i>Deliverables</i>	27
IMT Training Assistant	27
<i>Responsibilities</i>	27
<i>Deliverables</i>	27
FTP Group Commander	27
<i>Responsibilities</i>	27
<i>Deliverables</i>	28
FTP Group Deputy Commander	28
<i>Responsibilities</i>	28

<i>Deliverables</i>	29
FTP Squadron Commander	29
<i>Responsibilities</i>	29
<i>Deliverables</i>	29
FTP Flight Commander	29
<i>Responsibilities</i>	29
<i>Deliverables</i>	30
FTP Flight Deputy Commander	30
<i>Responsibilities</i>	30
<i>Deliverables</i>	31
FTP Training Assistant	31
<i>Responsibilities</i>	31
<i>Deliverables</i>	31
POC Group Commander	31
<i>Responsibilities</i>	31
<i>Deliverables</i>	32
POC Group Deputy Commander	32
<i>Responsibilities</i>	32
<i>Deliverables</i>	32
IMT Liaison	32
<i>Responsibilities</i>	32
<i>Deliverables</i>	33
FTP Liaison	33
<i>Responsibilities</i>	33
<i>Deliverables</i>	33
<u>Maintenance Support Group</u>	
Maintenance Group Commander	34
<i>Responsibilities</i>	34
<i>Deliverables</i>	34
Maintenance Group Deputy Commander	34

<i>Responsibilities</i>	34
<i>Deliverables</i>	34
Logistics Readiness Squadron Commander	35
<i>Responsibilities</i>	35
<i>Deliverables</i>	35
Det Maintenance Officer	35
<i>Responsibilities</i>	35
<i>Deliverables</i>	35
Det Maintenance Deputy Officer	35
<i>Responsibilities</i>	35
<i>Deliverables</i>	36
Color Guard	36
<i>Responsibilities</i>	36
<i>Deliverables</i>	36
Public Affairs Officer	36
<i>Responsibilities</i>	36
<i>Deliverables</i>	37
Joint Service Branch Liaison Officer	37
<i>Responsibilities</i>	37
<i>Deliverables</i>	37
Joint Outreach Squadron Commander	37
<i>Responsibilities</i>	37
<i>Deliverables</i>	38
JOL (JROTC/CAP)	38
<i>Responsibilities</i>	38
<i>Deliverables</i>	38
JOL (Community Outreach)	38
<i>Responsibilities</i>	38
<i>Deliverables</i>	38
JOL (Detachment Events)	39

<i>Responsibilities</i>	39
<i>Deliverables</i>	39
JOL (Inventive Flights)	39
<i>Responsibilities</i>	39
<i>Deliverables</i>	39
Prior Enlisted Liaison	39
<i>Responsibilities</i>	39
<i>Deliverables</i>	39

Wing Positions

Wing Commander: CW/CC

Responsibilities

- Responsible for the successful operation of the Cadet Wing. Primarily focuses on leading and people management.
- Focuses on the leadership side of running the detachment
- Responsible for holding cadets accountable for the completion of checklists
- Team architect
- Promotes and ensures strong communication, accountability, and teamwork exists
- Keeps Wing focused on Leadership objectives outline in the T509
- Representing the CW at all events
- Assisting the CW award selections
- Attending weekly meetings with the OFC and CW staff
- Effectively supervising the CW staff
- Perform Self-inspection Checklist
- Determining the Honor and Warrior Flight criteria
- Responsible for awarding the flight streamers during the semester
- Performing other duties as assigned
- Running Suicide Prevention Program

Deliverables

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

Vice Wing Commander: CW/VC

Responsibilities:

- Focuses on the more managerial side of running the detachment
- Ensuring processes, action execution, meetings, and the overall operations are executed and run smoothly
- Responsible for the successful operation of the CW
- Responsible for tracking the completion of the checklists
- Assuming command of the CW in the CW/CC absence
- Executing and regulating policies of CW/CC and wing
- Attending weekly meetings with the OFC and CW staff
- Maintaining the Academic Enhancement Programs (AEP) within the CW
 - Conduct periodic academic check-ups on cadets with academic concerns
 - Maintaining a roster of potential tutors and their majors
 - Organize tutor pairings for cadets requesting assistance
- Organizing the Cadets Against Drunk Driving (CADD) Programme
- Briefing cadets on the proper procedures for a safe environment during Physical Training (PT) and Leadership Laboratory (LLAB)
- Briefing cadets on high-risk activities and motorcycle operation certification

- Reviewing all operation orders (OPORDs) and providing an inclement weather plan, Risk management plan, and Anti-Terrorism Force Protection measures to ensure all activities are safe for the CW participation
- Responsible for the manning of all fundraiser events for the CW in coordination with the Booster Club president
- Responsible for coordinating anti-terrorism/ force protection measures with OFC, AROTC/NROTC counterparts and informing the CW
- Serving as senior mentor to GMC Liaison position
- Setting up and maintaining updated detachment text services contact list and helping the technology support group commander run the remind 101 text service
- Performing other duties as assigned

Deliverables:

- Submit WAR to Cadre
- Controls CW calendar
- Attendance Reports- PT & LLAB
- Project status reports
- Calendar of events for social activities
- Completion of weekly checklists

Booster President: Mr./Ms./Mrs.

Responsibilities

- Planning and executing wing fund-raising events
- Planning and executing wing NASCAR fund-raising event
- Planning creative new ideas to increase wing income
- Acts as head of the Cadet Wing bank account and finance
- Makes executive decisions on spending and saving
- Attends weekly OFC and CW staff meetings
- Set meeting agendas
- Appoint project leaders as required
- Works as a liaison between booster club and ASU administration
- Disperse funds evenly to groups based on the needs of said group

Deliverables

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

Booster Staff: Mr./Ms./Mrs.

Responsibilities

- Assists the Booster Club President in day to day endeavours
- Planning and executing wing fund-raising events

- Planning and executing wing NASCAR fund-raising event
- Planning creative new ideas to increase wing income
- Makes decisions on spending and saving
- Set meeting agendas
- Search for events the wing can participate in
- Works as a liaison between booster club and ASU administration
- Disperse funds evenly to groups based on the needs of said group
- Completing an After-Action Report (AAR) following a CW service event

- Fills in when the Booster Club President is unavailable
- In charge of tracking all Booster Club Fundraising events

Deliverables

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

Wing Commander Advisor: WC/AO

Responsibilities

- Advises the CW/CC on day to day mission essential questions
- Helps CW/CC and CW/VC where needed
- Helps plan OPORDS based on previous wing experience
- Helps track the completion of checklists
- Helps the CW/VC track suspenses
- Ensures that the overall safety and protection of the wing is upheld
- Attends OFC and CW staff meetings

Deliverables

- WAR
- Any other important documents or information

Executive Officer: CW/CCE

Responsibilities

- Provide administrative support to the CW/CC
- Ensure full top to bottom communication/coordination with the MSG and OG Commanders
- Compiling the Weekly Activity Report (WAR) for the CW/CC and the OFC NLT Friday of each week
- Attending weekly OFC and CW staff meetings
- Instructing the CW on awards submission requirements
- Briefing CW on all awards, criteria, deadlines, etc.
- Coordinating with the OFC on award recipients for the Joint National Awards Ceremony

- Responsible for the management of CW suspenses
- Sending out important emails that have crucial information to mission effectiveness
- Performing all duties as assigned

Deliverables

- Must submit a Weekly Action Report to the CW/CC
- Work with the Technology Support Group Commander to manage discord account
- Make sure that discord is updated with important information
- Wing communication when tasked by CW/CC or CW/VC

Standards & Evaluation Officer: CW/SEO

Responsibilities

- Conduct all inspections and ensure standardization of goals and objectives
- Appearance, cleanliness, safety, military image and conduct of the CW
- Standardization of operations within and among CW offices and all behavioural policies
- Conducting inspections IAW CWI 36-01 and other applicable guidance
- Conducting uniform inspections IAW AFI 36-2903
- Ensuring continuity is uploaded at the end of the semester onto the CW external hard drive after review from the OFC
- Attending weekly OFC and CW staff meetings
- Perform inspections on all positions on the Org Chart at the Midterm and Final weeks of the semester
- Monitoring the CW complaint system
- Operating the equal opportunity and Treatment Programme
- Operating the evaluation/feedback programme
- Processing military discrimination complaints
- Enforcing the CW counseling standards in place and communicating issues with the CW/CC and/or the CW/VC
- Performing other duties as assigned

Deliverables

- Counselings of cadets who do not follow protocol and AFIs
- WAR
- Programme expectations and standards
- Evaluations of the Wing and LLAB

Personnel Officer: CW/PO

Responsibilities

- Ensures that all Detachment 025 Cadets are properly accounted for
- Ensuring Attendance is properly accounted for at every LLAB and PT session
- Providing an overall number of present cadets to the CW/CC before each LLAB & PT
- Track attendance through the Cadet Wing Attendance Tracker (CWAT)
- Ensure that the WAT is up to date with new additions or drops
- Assisting the CW/SEO and the CW/LO in any tasks assigned

- Monitor the Personnel Information Folder and hold Flight Commanders responsible for updating it
- Performing other duties assigned

Deliverables

- Attendance expectations and standards
- WAR
- Evaluations of the Wing LLAB and PT attendance

Inspector General: CW/IG

Responsibilities

- Assists the CW/CC and receives direct feedback from cadets
- Serves as an advisor to the CW/CC
- Assisting with assessment on all positions on the Organizational Chart at Mid-term and Final points within the semester
- Receiving any and all feedback regarding potential improvements to the wing
- Aid in finding solutions to improving the wing
- Works with the CW/SAO to check complaint box
- Manage the weekly wing survey and work with the wing PALs in case there are any issues
- Performing all duties assigned

Deliverables

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

Physical Fitness Officer CW/PFO

Responsibilities

- Planning and leading all workouts for the semester
- Creating PT OPORDS at least two weeks in advance
- Organizing baseline, midterm, and final PFAs
- All workout should be planned and organized into annex L prior to the beginning of the semester
- Keep in mind days off when planning the schedule(s)
- Prepare for FAs the week before
- AFROTC Form 30 and Fitness screening questionnaires should be printed in excess the week before the FA test
- Make sure that the timers are brought to the testing location
- Must read the sit up, pushup, and run exercise descriptions and rules at the PT just before the FA
- Ensure that cadets get weighed in on the same day as the FA
- Be comfortable in public speaking and organization
- Planning and executing PT activities IAW AFROTC directives and requirements, master operating plan, and OFC guidance; at least one Warrior Run per semester
- Ensuring that each OPORD has a complete ORM matrix associated with it

- Establishing a wing-wide voluntary sports programme, including management of CW participation in university and military interdepartmental activities
- Working with University officials to get the CW involved intramural sports to include football, softball, basketball, volleyball, etc.
- Creating LOE for cadets that participate in assisting with PT events throughout the semester to be provided to their FLT/CCs for feedback/counseling sessions
- Attending weekly meetings with the OFC and CW staff
- Assisting the CW/XO in documenting all cadet participation in activities
- Ensuring that the WAR is sent out each week
- Performing all other duties as assigned

Deliverables

- A good music playlist when available
- WAR
- Weekly PT OPORDS
- List of cadets who are on PT staff to be given to the CW Data analyst officer(s)
- Keeping track of flight PT scores
- PFA documentation; all scores given to the CW Data Analyst Officers and hard copies sorted by flight and given to a cadre member
- Fun tasks for cadets to participate in
- Any other important information or documentation

Physical Fitness Officer Deputy: CW/PFOD

Responsibilities

- Helping to plan and lead all workouts for the semester
- Creating PT OPORDS at least two weeks in advance
- Organizing baseline, midterm, and final PFAs
- All workout should be planned and organized into annex L prior to the beginning of the semester
- Keep in mind days off when planning the schedule(s)
- Prepare for FAs the week before
- AFROTC Form 30 and Fitness screening questionnaires should be printed in excess the week before the FA test
- Make sure that the timers are brought to the testing location
- Must read the sit up, pushup, and run exercise descriptions and rules at the PT just before the FA
- Ensure that cadets get weighed in on the same day as the FA
- Be comfortable in public speaking and organization
- Planning and executing PT activities IAW AFROTC directives and requirements, master operating plan, and OFC guidance; at least one Warrior Run per semester
- Ensuring that each OPORD has a complete ORM matrix associated with it
- Establishing a wing-wide voluntary sports programme, including management of CW participation in university and military interdepartmental activities
- Working with University officials to get the CW involved intramural sports to include football, softball, basketball, volleyball, etc.
- Creating LOE for cadets that participate in assisting with PT events throughout the semester to be provided to their FLT/CCs for feedback/counseling sessions
- Attending weekly meetings with the OFC and CW staff

- Assisting the CW/XO in documenting all cadet participation in activities
- Ensuring that the WAR is sent out each week
- Take command if the Personal Fitness Officer is absent
- Performing all other duties as assigned

Deliverables

- Helping with weekly PT OPORDS
- List of cadets who are on PT staff to be given to the CW Data analyst officer(s)
- Helping to keep track of flight PT scores
- PFA documentation; all scores given to the CW Data Analyst Officers and hard copies sorted by flight and given to a cadre member
- Fun tasks for cadets to participate in

Mission Support Group

Mission Support Group Commander: MSG/GC

Responsibilities

- The MSG/CC is responsible to the CW/CC
- Maintaining discipline, effectiveness, and productivity of the cadet MSG
- Meeting all CW suspenses and objectives for all positions within the MSG
- Relaying information from the CW/CC to the SQ/CCs and ensuring a good flow of communication throughout the chain
- Promote a motivational/teamwork environment
- Assisting the CW/VC with midterm job inspections for POC in all Groups
- Attending weekly OFC and CW staff meetings
- Sending the WAR to the CW/CCE each week
- Hold a bi-weekly meeting with SQ/CCs (every other week)
- Ensure SQ/CCs are taking care of their action officers
- Performing other duties as assigned

Deliverables

- Bi-weekly meetings (every other week)
- WAR
- Any other important information or documentation

Mission Support Group Deputy Commander: MSG/GD

Responsibilities

- The MSG/DC is responsible to the MSG/CC
- Helping to maintain discipline, effectiveness, and productivity of the cadet MSG
- Meeting all CW suspenses and objectives for all positions within the MSG
- Relaying information from the CW/CC to the SQ/CCs and ensuring a good flow of communication throughout the chain
- Promote a motivational/teamwork environment
- Assisting the CW/VC with midterm job inspections for POC in all Groups
- Sending the WAR to the MSG/CC each week

- Hold a bi-weekly meeting with SQ/CCs (every other week)
- Ensure SQ/CCs are taking care of their action officers
- Performing other duties as assigned

Deliverables

- Bi-weekly meetings (every other week)
- WAR
- Any other important information or documentation

Technology Support Squadron Commander: TSS/CC

Responsibilities

- In charge of Wing technology planning and implementation
- In charge of maintaining the Wing Discord Server
- Makes sure that the Wing Link Officer & Deputy are maintaining the CW link and that it is up to date
- Helps the Executive Officer in dispersing emails and other important information given by the CW/CC
- Oversees the Data analyst officers and makes sure that they are accomplishing designated tasks
- Sits in on weekly OFC and CW staff meetings
- Holds a bi-weekly meeting with Technology Support Group members (every other week)
- Ensures that all cadets have access to discord and other important technology
- Performing all other duties as assigned

Deliverables

- WAR sent to the MSG/CC
- Any emails that need to be sent to the TSG
- Maintaining the Wing Discord Server
- Maintaining Wing Technology Support

Wing Link Officer: MSG/LO

Responsibilities

- Operates, maintains, and regulates the Cadet Link
- Ensuring that all cadets always have access to the Cadet Link
- Ensure that all POC FLT/CCs and deputies have administrative access two weeks prior to the start of the new semester(s)
- Make sure that the attendance is updated on the CW Link
- Ensuring that all cadet profiles and link materials are recent with the most up to date information
- Managing the upload of attendance, counselings, and LOEs
- Seeking feedback from the CW to make any improvements to the Cadet Link if possible
- Upload all required documents from Wing Staff members to the Cadet Link
- Removing former cadets' access from the Link once informed by the OFC within 24 hours
- Performing other duties as assigned

Deliverables

- Must inform the TSS/CC of any issues that arise

- Administrative access to FLT/CC and FLT/DC
- All documents that need to be updated and uploaded to the CW Link
- Removing former cadets for the CW Link

Repository Analyst Officer: TSS/RAO

Deliverables

- Operates, maintains and regulates the google drive
- Ensuring all POC cadets have access to all info on the google drive two weeks prior to the start of the semester
- Transcribing all past information from the cadet PIFs into the new spring google drive
- Carrying over continuity from previous semesters
- Aiding any cadet who is having issues with any google documents
- Constant communication with the Technology support squadron commander

Deliverables:

- WAR
- Informing TSS/CC of any issues
- Administrative access to all POC cadets
- Constant communication and updates to TSS/CC

Discord Officer: MSG/DO

Responsibilities

- Operates, maintains, and regulates the Wing Discord
- Ensuring that all cadets always have access to the Wing Discord
- Ensure that all POC FLT/CCs and deputies have administrative access two weeks prior to the start of the new semester(s)
- Managing the upload of announcements, documents, etc.
- Seeking feedback from the CW to make any improvements to the Wing Discord if possible
- Upload all required documents from Wing Staff members to the Discord
- Removing former cadets' access from the Discord once informed by the OFC within 24 hours
- Performing other duties as assigned

Deliverables

- Must inform the TSS/CC of any issues that arise
- Administrative access to FLT/CC and FLT/DC
- All documents that need to be updated and uploaded to the CW Discord
- Removing former cadets for the CW Discord

Data Analyst Officer: MSG/DAO

Responsibilities

- Will help the TSG/CC and CW Link Officer with any technical support
- Works on inputting PFA scores, WK test scores, and any other important raw data points that are not the responsibility of the POC FLT/CCs or POC FLT/DC into the cadet ranking sheet and designated google documents

- Serves under the command of the TSG/CC and TSG/DC
- Helps with any and all wing technology issues and data entry points
- Helps ensure that the CW Discord server is up to date and functioning efficiently

Deliverables

- Any and all concerns with Wing Technology Support
- Inputting PFA scores, WK test scores, FDE scores, GLP scores, PT scores, etc.
- Managing the CW Discord Server
- Any other important information or documentation

Force Support Squadron Commander: FSS/CC

Responsibilities

- Responsible to the MSG/CC and the MSG/DC
- Carrying out weekly, monthly, and semester tasks, objectives and events assigned within the FSS
- Ensure that the Morale/Mentoring, Community Service Outreach, Physical Fitness Officer, and Wing Academic Officer do not falter in their duties assigned
- Maintaining the appearance, discipline, efficiency, and conduct of the FSS
- Ensure that the WAR is sent to the MSG/CD on time
- Attending MSG/CCs bi-weekly meetings (every other week)
- Archiving information throughout the semester
- Performing other duties as assigned

Deliverables

- WAR
- After Action Report(s) (AAR)
- All other important documentation

Morale/Mentoring Officer: FSS/MMO

Responsibilities

- Construct and maintain a CW mentorship programme
- Ensure that cadets sign up for the mentorship programme
- Helps host a CW mentorship breakfast and seminar at least once per semester
- Ensure that GMC know what mentorship is, when it is happening, and its purpose
- Creating CW morale events
- Tracking CW morale flight points
- Submitting a Weekly Action Report (WAR)
- Submitting an After-Action Report (AAR) after an event has been completed
- All other duties and responsibilities

Deliverables

- WAR
- AAR
- CW mentorship spreadsheet via google sheets
- Any other important information and documentation

Morale/Mentoring Deputy: FSS/MMOD

Responsibilities:

- Assisting morale and mentoring officer in primary and secondary duties
- Bringing up new ideas to ensure wing is involved in outside activities
- Aiding in set-up and tear down of any events
- Planning, coordinating and ensuring success of all events
- Constant communication with morale/mentoring officer

Deliverables:

- WAR
- AAR
- CW mentorship sheet
- LOEs, LORs, LOCs
- Any additional information and documentation listed by morale/mentoring CC

Wing Academics Officer: FSS/AO

Responsibilities

- Ensuring that all POC and GMC cadets are aware of new changes to the FTM, DNC, and/or T&Q
- Creating POC WK tests and ensuring that POC cadets are maintaining Wing Standards IAW AFROTC directives
- Make sure Flt/CCs are conducting weekly checks on cadets
- Creating and facilitating wing tutoring positions

Deliverables

- WAR
- Any other important information and documentation

Wing Academics Officer Deputy: FSS/AOD

Responsibilities

- Ensuring that all POC and GMC cadets are aware of new changes to the FTM, DNC, and/or T&Q
- Assisting in creating POC WK tests and ensuring that POC cadets are maintaining Wing Standards IAW AFROTC directives
- Ensuring Flt/CCs are conducting weekly checks on cadets
- Creating and facilitating wing tutoring positions
- Filling in for Academics officers when unavailable.
- Continuous communication with Academics officer and chain of command

Deliverables

- WAR
- Any other important information and documentation

PDT Officer: MSG/PDT

Responsibilities

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

Deliverables

- Cadet PDT material
- PDT tracker
- Emails to the Wing about PDT opportunities

Activities Squadron Commander: MSG/ASC

Responsibilities

- In charge of overseeing all AOL POC cadets
- Ensuring that Dining In/Out, AEF/Survival/GLP days, Change of Command, Commissioning, LLIP, Career day, and PDT events run smoothly and that everything is set beforehand
- Attending bi-weekly meetings hosted by the MSG/CC and MSG/DC (every other week)
- Submitting After Action Reports (AAR)
- Submitting weekly WARs
- Tracking event progress and resources
- All other duties assigned

Deliverables

- WAR
- AAR
- LOEs, LORs, or counselings
- Any other important information and documentation

AOL (LLIP/Career Day): MSG/AOL:

Responsibilities

- Find Active-Duty personnel to participate in Career Day
- Planning, and coordinating Career Day for Det 025
- Finding passable location and time for LLIP
- Planning and running successful LLIP
- Accurate and timely communication with chain of command and booster club
- Coordinating with booster club for monies
- Tracking event progress and resources
- All other duties assigned

Deliverables

- WAR
- AAR
- LOEs, LORs, or counselings
- Any other important information and documentation

AOL (Dining In): MSG/AOL

Responsibilities

- Planning, preparing, coordinating, and running the AFROTC Det 025 Dining In/Out
- Give briefings and important information to the CW/CC and to the CW
- Start planning the guest speaker and location immediately
- Communications will be sent to the CW commander, the director of operations Captain McClune, and the commander Lt. Col. Harral
- Maintain a direct line of communication
- Work with the other AOLs on this event (although you are the head of this event others can help complete tasks and objectives)
- Find a location, guest speaker, a theme, entertainment during the event, food to eat, decorations, marketing/pamphlets, creating a script, staff creation, and position assignments
- Ensure that the Det 025 Colour Guard is present and is briefed before hand
- Work with the Booster President and Vice President to secure funds for the event
- Location: The venue must be large enough to hold the entire wing and still be comfortable to move around. (The venue should cost no more than \$1500.00 total and should include help with set-up and take-down)
- Guest speaker: There must be at least one guest speaker and no more than two. Guest speakers should speak for no more than 15-25 minutes and should be from a military of equivalent background.
- Entertainment: Dining In is an informal and boisterous event
- Create an After-Action report (AAR) after the event has been completed
- All other duties as assigned

Deliverables

- AAR
- Providing the venue for the event
- Booster club paperwork for funds
- Must keep receipts from purchases
- Guest speaker
- All other important information or documentation

AOL (AEF/Survival/GLP): MSG/AOL

Responsibilities

- AEF/Survival/
 - Establish a training and execution plan for AEF scenarios
 - GMC cadets need to be instructed on pertinent AEF information such as small unit tactics, tactical movement, casualty care, 9-line MEDEVAC and UXO information, escalation of force and ECP procedures

- o Establish locations, timelines, and UODs for LLAB sessions to incorporate both training and executing scenarios
 - o Procure training rifles from the Army ROTC Cadre
- GLP
 - o Plan, coordinate, and execute Group Leadership projects for the GMC cadets during a LLAB session
 - o Establish locations for each GLP and acquire any necessary equipment
 - o Establish time allotments and incorporate transition time for groups to move between locations
 - o Coordinate with OG/CC for OPORD UODs
 - o Assign POC to each station and disseminate pertinent information such as overall objectives, ROEs, penalties, and safety concerns
- Although you are the Activities Officer Lead on this event, have other POC cadets help with planning, coordinating, and executing both events
- All other duties and responsibilities

Deliverables

- Submit and After-Action Report (AAR)
- OPORDS
- Job positions for POC
- Timelines and locations
- LOEs, LORs, and/or counselings
- GLP scenarios
- Any and all important information and documentation

AOL (CoC/Commissioning): MSG/AOL

Responsibilities

- Change of Command:
 - o Planning, practicing, coordinating, and executing the change of command ceremony for Det 025
 - o Select key personnel and make sure that they are prepared for the ceremony
 - o Create a script; this will be adjusted based on the new key personnel for the semester
 - o Create a day in which key personnel will practice (usually done on a PT day)
 - o Provide a brief to Captain McClune and Lieutenant Colonel Herral on the ceremony and practices
 - o Provide and After-Action Report (AAR) up the chain of command
 - o All other duties assigned
- Commissioning:
 - o Contact the Office Ladies to get a checklist for commissioning
 - o Ms. Vee should be your direct line of communication
 - o Report your duties and updates through the WAR
 - o Report how the event went in the After-Action Report (AAR)
 - o Find a Master of Ceremonies (MC) to host the ceremony
 - o Find a singer to sing the National Anthem
 - o Get an IT to run the electronics during the ceremony
 - o Contact the Colour Guard to be present

- o Provided folded programmes a week prior to the ceremony
- o Contact commissioning cadets
- o Be punctual and work with the cadre's schedule to complete all tasks
- o Hold a practice prior to the actual event
- o All other duties assigned
- Although you are the Activities Officer Lead on this event, have other POC cadets help with planning, coordinating, and executing both events

Deliverables

- AARs
- WARs
- Programmes
- National Anthem Singer
- MC
- Colour Guard
- Any other important information or documentation

Personal Aid Liaison: MSG/PAL

Responsibilities

- Conducting weekly wellness checks on cadets
- Maintaining the weekly wellness checks google sheet
- Guiding cadets on school and ROTC endeavours
- Maintaining a list of ASU resources for cadets
- Being in contact with ASU health services
- Submitting a WAR to CW/CC
- Directing critical information directly and immediately to cadre members

Deliverables

- WAR to the CW/CC
- Any extreme circumstance that needs to be reported to cadre immediately
- Weekly wellness check google sheet

Operation Support Group

IMT Group Commander: IMT OG/CC

Responsibilities

- Plans, coordinates, and executes LLAB for the AS100s.
- Supervises and directs the IMT group
- Planning and executing LLAB IAW AFROTC directives and requirements, master operating plan, and OFC guidance to ensure that IMT cadets are meeting all required LLAB objectives for the specified semester(s)
- Coordinating with FTP Group commander on setting and achieving LLAB objectives
- Developing a detailed schedule of each LLAB and ensuring that each LLAB activity proceeds according to the allotted time frame

- Ensuring that dual-enrolled cadets receive proper training IAW operations orders
- Ensuring that the 2-hour LLAB time limit for GMC is not exceeded
- Managing attendance/objective tracker for regular and alternate LLAB
- Ensuring all trainers understand the Holms Center Training Manual (HCTM) and AFI 36-2011 and are providing appropriate training
- Maintaining accountability of the CW during LLAB
- Sending the CW/CC weekly operations orders at least two weeks in advance
- Coordinating with CAG members on special events taking place during or in place of LLAB
- Assisting the CW/VC with Midterm job inspections for POC in all groups
- Attending weekly OFC and CW staff meetings
- Holding a bi-weekly meeting with SQ/CCs (every other week)
- Ensuring that flight commanders are filling out the ranking sheet correctly
- Performing other duties assigned

Deliverables

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

IMT Group Deputy Commander: IMT OG/CD

Responsibilities

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

Deliverables

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

IMT Squadron Commander: IMT SQ/CC

Responsibilities

- Develop and execute IMT plans and ensure that they meet requirements of AFROTC 36-2011
- Planning activities and events IAW AFROTC directives and requirements, masters operating plan, and OFC guidance
- Ensuring that all LLAB objectives are met by cadets
- Developing a detailed schedule of each LLAB session and ensuring that each LLAB activity proceeds according the allotted time
- Ensure that Flt/CCs are prepared for LLAB
- Ensure that temporary POC instructors understand their role in training
- Developing and executing weekly OPORDS
- Maintaining the appearance, discipline, efficiency, and conduct of the Squadron
- Providing mentorship and assistance to Flt/CCs
- Ensure all squadron attendance data for LLAB and other mandatory events are provided to the IMT/CD
- Attend bi-weekly meetings with the IMT/CC to discuss the SQ progress
- Ensure that the SQ PIF is up to date
- Holding weekly meeting with the Flt/CCs to discuss individual flight progress
- Properly utilizing, mentoring, and leading SQ/OFC
- Ensuring the GMC ranking sheet is up to date and complete
- Performing other duties as assigned

Deliverables

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

IMT Flight Commander: IMT FLT/CC

Responsibilities

- Supervising and directing military training of IMT flights
- Carrying out weekly OPORDS
- Maintaining the appearance, discipline, efficiency, and conduct of their flights
- Providing mentorship, feedback, and assistance to IMT cadets

- Ensuring that all flight members are made aware of CW guidelines, policies, plans and orders
- Training IMT cadets on IMT objectives outlined in annex M (LLAB Schedule)
- Training IMT cadets on IMT objectives outlines in T-509
- Ensuring IMT cadets have an opportunity to develop leadership and followership skills in various positions in the flight
- Oversees the construction and presentation of a flight shield to the CW
- Feedback should be done at least twice a semester or more if cadets need to improve
- Evaluation should be done weekly to track progress of the flight and noted in the WAR
Attendance should be documented every PMT hour and reported up the chain of command and input into the cadet link
- All flight commanders need to be on the same page when it comes to training in order to ensure an optimal training environment
- Train cadets to be critical in thinking, so they can continue their followership and leadership skills
- Encourage cadets to decide whether or not ROTC is a great fit for them
- Work with the PALs if cadets have issues or need to get access to resources
- Make sure to keep the IMT cadet ranking sheet up to date

Deliverables

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

IMT Flight Deputy Commander: IMT FLT/DC

Responsibilities

- Helps with the managerial side of training on the flight level
- Aids the Flight commander
- Ensuring IMT cadets are fully prepared for FTP year but done in accordance with the Holms Center Training Manual T-509 and AFI 36-2011
- Making sure that cadets are prepared for FT year
- Oversees the construction and presentation of the flight shield to the CW
- Adapting to training goals of OFC and CW/CC
- Will evaluate cadets on their weekly performance
- Weekly wellness checks in coordination with the CW Personal Aid Liaison
- Performing other duties as assigned
- Counsel cadets appropriately

Deliverables

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

- Wellness checks
- PIFs
- Any other pertinent documents or information

IMT Training Assistant: IMT TA

Responsibilities

- Serves as an outside evaluator to help the Flight Commander and Flight Deputy Commander
- Aids the Flight commander
- Ensuring IMT cadets are fully prepared for FTP year but done in accordance with the Holms Center Training Manual T-509 and AFI 36-2011
- Making sure that cadets are prepared for FTP year but done in accordance with the up-to-date Field Training Manual
- Adapting to training goals of OFC and CW/CC
- Will evaluate cadets on their weekly performance
- Switches between their two assigned flights bi-weekly
- Weekly wellness checks in coordination with the CW Personal Aid Liaison
- Performing other duties as assigned
- Counsel cadets appropriately

Deliverables

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

FTP Group Commander: FTP OG/CC

Responsibilities

- Plans, coordinates, and executes LLAB for the AS200s.
- Supervises and directs the FTP group
- Planning and executing LLAB IAW AFROTC directives and requirements, master operating plan, and OFC guidance to ensure that IMT cadets are meeting all required LLAB objectives for the specified semester(s)
- Coordinating with IMT group commander to achieve LLAB objectives
- Developing a detailed schedule of each LLAB and ensuring that each LLAB activity proceeds according to the allotted time frame
- Ensuring that dual-enrolled cadets receive proper training IAW operations orders
- Ensuring that the 2-hour LLAB time limit for GMC is not exceeded
- Managing attendance/objective tracker for regular and alternate LLAB
- Ensuring all trainers understand the Holms Center Training Manual (HCTM) and AFI 36-2011 and are providing appropriate training
- Maintaining accountability of the CW during LLAB
- Sending the CW/CC weekly operations orders at least two weeks in advance
- Coordinating with CAG members on special events taking place during or in place of LLAB
- Assisting the CW/VC with Midterm job inspections for FTP in all groups
- Attending weekly OFC and CW staff meetings
- Holding a bi-weekly meeting with SQ/CCs (every other week)

- Ensuring that flight commanders are filling out the ranking sheet correctly
- Performing other duties assigned

Deliverables

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

FTP Group Deputy Commander: FTP OG/DC

Responsibilities

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

Deliverables

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

FTP Squadron Commander: FTP SQ/CC

Responsibilities

- Develop and execute FTP plans and ensure that they meet requirements of AFROTC 36-2011
- Planning activities and events IAW AFROTC directives and requirements, masters operating plan, and OFC guidance
- Ensuring that all LLAB objectives are met by cadets
- Developing a detailed schedule of each LLAB session and ensuring that each LLAB activity proceeds according the allotted time
- Ensure that Flt/CCs are prepared for LLAB
- Ensure that temporary POC instructors understand their role in training
- Developing and executing weekly OPORDS
- Maintaining the appearance, discipline, efficiency, and conduct of the Squadron
- Providing mentorship and assistance to Flt/CCs
- Ensure all squadron attendance data for LLAB and other mandatory events are provided to the FTP/CD
- Attend bi-weekly meetings with the FTP/CC to discuss the SQ progress
- Ensure that the SQ PIF is up to date
- Holding weekly meeting with the Flt/CCs to discuss individual flight progress
- Properly utilizing, mentoring, and leading SQ/OFC
- Ensuring the GMC ranking sheet is up to date and complete
- Performing other duties as assigned

Deliverables

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

FTP Flight Commander: FTP FLT/CC

Responsibilities

- Carrying out weekly OPORDS
- Maintaining the appearance, discipline, efficiency, and conduct of their flights
- Providing mentorship, feedback, and assistance of FTP cadets
- Ensuring all flight members are made aware of the CW guidelines, policies, plans, and orders
- In charge of maintaining the weekly ranking sheet
- In charge of maintain cadet PIFs
- Training FTP cadets on objectives outlined in Annex M (LLAB schedule)
- Ensuring FTP cadets have an opportunity to develop leadership and followership skills in various positions in the flight
- Ensuring FTP cadets are fully prepared for Field Training but done in accordance with the Holms Center Training Manual T-509 and AFI 36-2011
- Making sure that cadets are prepared for FT but done in accordance with the up-to-date Field Training Manual
- Oversees the construction and presentation of the flight shield to the CW
- Adapting to training goals of OFC and CW/CC

- Will evaluate cadets on their weekly performance
- Weekly wellness checks in coordination with the CW Personal Aid Liaison
- Performing other duties as assigned
- Counsel cadets appropriately

Deliverables

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

FTP Flight Deputy Commander: FTP FLT/CD

Responsibilities

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

Deliverables

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

FTP Training Assistant: FTP TA

Responsibilities

- Serves as an outside evaluator to help the Flight Commander and Flight Deputy Commander
- Aids the Flight commander

- Ensuring FTP cadets are fully prepared for Field Training but done in accordance with the Holms Center Training Manual T-509 and AFI 36-2011
- Making sure that cadets are prepared for FT but done in accordance with the up-to-date Field Training Manual
- Adapting to training goals of OFC and CW/CC
- Will evaluate cadets on their weekly performance
- Switches between their two assigned flights bi-weekly
- Weekly wellness checks in coordination with the CW Personal Aid Liaison
- Performing other duties as assigned
- Counsel cadets appropriately

Deliverables

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

POC Group Commander: POC OG/CC

Responsibilities

- Develop and execute POC plans and ensure they meet requirements of AFROTC 36-2011
- Planning POC activities and events IAW AFROTC directives and requirements, master operating plan, and OFC guidance
- Ensuring all POC LLAB objectives are met by POC cadets
- Developing a detailed schedule for each POC session and ensuring that each POC actively proceeds according to allotted time
- Developing and executing weekly operations orders
- Maintaining appearance, discipline, efficiency, and conduct of the POC squadron
- Ensuring Squadron accountability during PMT events is provided to the OG/CC
- Attend bi-weekly meetings with the OG/CC to discuss POC Squadron progress
- Oversees the construction and presentation of a Flight shield to the CW
- Ensuring all flight members are made aware of CW guidance, policies, plans, and orders
- Being accountable for squadron's professionalism, leadership by example, and consistency in training for GMC to emulate
- Ensuring that all POC know the AFROTC and AF manuals
- In charge of distributing and collecting POC WK tests
- Performing other duties assigned

Deliverables

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

POC Group Deputy Commander: POC OG/CD

Responsibilities

- Assists the POC Group commander

- Develop and execute POC plans and ensure they meet requirements of AFROTC 36-2011
- Planning POC activities and events IAW AFROTC directives and requirements, master operating plan, and OFC guidance
- Ensuring all POC LLAB objectives are met by POC cadets
- Developing a detailed schedule for each POC session and ensuring that each POC actively proceeds according to allotted time
- Developing and executing weekly operations orders
- Maintaining appearance, discipline, efficiency, and conduct of the POC squadron
- Ensuring Squadron accountability during PMT events is provided to the OG/CC
- Attend bi-weekly meetings with the OG/CC to discuss POC Squadron progress
- Oversees the construction and presentation of a Flight shield to the CW
- Ensuring all flight members are made aware of CW guidance, policies, plans, and orders
- Being accountable for squadron's professionalism, leadership by example, and consistency in training for GMC to emulate
- Ensuring that all POC know the AFROTC and AF manuals
- In charge of distributing and collecting POC WK tests
- Performing other duties assigned

Deliverables

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

IMT Liaison

Responsibilities

- Is a GMC representative to the POC
- Reports to the IMT Group Commander
- Communicates issues from the GMC standpoint
- Ensures that fellow GMC cadets are getting the resources they need

Deliverables

- WAR given to the IMT Group Commander

FTP Liaison

Responsibilities

- Is a GMC representative to the POC
- Reports to the FTP Group Commander
- Communicates issues from the GMC standpoint
- Ensures that fellow GMC cadets are getting the resources they need

Deliverables

- WAR given to the FTP Group Commander

Maintenance Support Group

Maintenance Group Commander: MGC/CC

Responsibilities

- Supervises and directs the MXG of the CW. Ensures all plans and activities that fall under members of the MXG are carried out
- Maintaining discipline, effectiveness, and productivity of MXG members
- Meeting all CW suspenses and objectives for all positions in the MXG
- Relaying information from the CW/CC to members of the MXG and ensuring a good flow of communication throughout the chain
- Promote a motivational/teamwork environment
- Assisting the CW/VC with midterm job inspections for POC in all groups
- Attending weekly OFC and CW staff meetings
- Sending the WAR to the CW/CCE on time each week

- Hold weekly meetings with members of the MXG to oversee and assist in upcoming events members are in charge of
- Performing other duties as assigned

Deliverables

- WAR
- AAR
- Other important information and documentation

Maintenance Group Deputy Commander: MSG/CD

Responsibilities

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

Deliverables

- WAR
- All other important information and documentation

Logistics Readiness Squadron Commander: LRS/CC

Responsibilities

- Make sure that everyone under your chain of command is completing their objectives
- Make sure that they are not overwhelmed with work
- Ensure that new Chain of Command pictures are updated on the wall and that the Det Maintenance Officers is doing weekly inspections
- Help mentor those who are under you
- All other duties assigned

Deliverables

- WAR
- All other important information and documentation

Det Maintenance Officer: LRS/DMO

Responsibilities

- Coordinates cadet/student area maintenance programme, and is accountable for CW storage/supplies
- Ensuring that the computer equipment in the CW is working properly
- Conducting a monthly inventory of all cadet computers
- Organizing the cleaning of cadet/student areas
- Updating all photographs on display in the Detachment
- Providing operating materials in the cadet computer laboratory
- Assists with the inventory of all Detachment supplies
- Responsible for the proper organization of the storage areas
- Responsible for any renovations to the cadet areas
- Provide logistical support for cadet training or events
- Updating Detachment office door placards
- Performing other duties as assigned

Deliverables

- Updating all photos in the Detachment
- Updating Office Placards
- Weekly update on inventory
- WAR to MXG

Det Maintenance Deputy Officer: LRS/DMD

Responsibilities

- Assists the Detachment Maintenance Officer
- Coordinates cadet/student area maintenance programme, and is accountable for CW storage/supplies
- Ensuring that the computer equipment in the CW is working properly
- Conducting a monthly inventory of all cadet computers
- Organizing the cleaning of cadet/student areas
- Updating all photographs on display in the Detachment
- Providing operating materials in the cadet computer laboratory
- Assists with the inventory of all Detachment supplies
- Responsible for the proper organization of the storage areas
- Responsible for any renovations to the cadet areas
- Provide logistical support for cadet training or events
- Updating Detachment office door placards
- Performing other duties as assigned

Deliverables

- Updating all photos in the Detachment
- Updating Office Placards
- Weekly update on inventory

Color Guard Commander: CGC/CC

Responsibilities

- Identify, plan, and execute Colour Guard events between the Detachment and the local community
- Maintain a flow of communication to the CW about Colour Guard events
- Train new cadets in Colour Guard Drill and Ceremony
- Ensure that Colour Guard members are up to date on the Colour Guard Manual
- Schedules all Colour Guard Activities
- Ensures that Colour Guard has new equipment
- Is responsible for taking weekly Colour Guard inventory checks
- Perform at Det Change of Command, fall/spring commissioning, and Dining In/Out
- Performing other duties as assigned

Deliverables

- WAR
- List of Cadets who are in Colour Guard
- List of equipment
- Requests for new equipment

Public Affairs Officer: LRS/PAO

Responsibilities

- Supervise and direct all CW Public Affairs actions
- Publicizing all cadet events in the hallway and on the interior bulletin boards
- Providing all wing photographic services
- Publishing cadet yearbook and scrapbooks by the end of the semester
- Overseeing the publication of 3 Flying Devils Newsletters (FDN) a semester
- Developing the end of semester video for display at the final LLAB
- Developing the commissioning seniors' videos for display at Dining In/Out and commissioning
- Maintaining all CW Social Media accounts and image of Det 025
- Coordinating and maintaining a relationship with Detachment Alumni
- Creating an LOE for cadets that assist throughout the semester that will be provided to their FLT/CCs for feedback/counseling sessions
- Documenting all cadet participation in activities under PA
- Ensuring that the WAR is sent to the FSS/CC on time
- Performing other duties as assigned

Deliverables

- All photographs of wing activities
- Wing Scrapbooks and videos
- A minimum of 3 Flying Devils newsletters each semester
- Developing the end of semester video for display at the final LLAB
- Maintaining all Det 025 social media accounts
- WAR
- LOEs
- Bulletin boards

Joint Service Branch Liaison Officer

Responsibilities

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

Deliverables

- AAR following a completed event
- Communication lines between NROTC, AROTC, PTVC and the Detachment
- LOEs to cadets who help at Detachment Events

Joint Outreach Squadron Commander: JOS/CC

Responsibilities

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

Deliverables

- WAR
- AAR
- Other important information and documentation

JOL (JROTC/CAP): JOL/JC

Responsibilities

- Planning, coordinating, and executing a JROTC Detachment event that allows HS students to learn more about AFROTC and what it is like
- Events include career day and a self-created event where various Detachments come to ASU during a LLAB to do mock GLPs, marching, a Detachment tour, and a Q & A panel
- Work closely with the Gold Bar Recruiter and Cadet Recruitment Officer

- Submitting an After-Action Report (AAR)
- Submitting a Weekly Action Report (WAR)
- All other duties assigned

Deliverables

- WAR
- AAR
- Other important information and documentation

JOL (Community Outreach): JOL/CO

Responsibilities

- Acts as the CW's ambassador to the community
- Coordinating all community service, recruiting, JROTC, and CAP events with the Gold Bar Recruiter and CAG representative
- Assisting the RFC in implementing the Detachment recruiting plan
- Planning and conducting all recruiting activities on and off campus
- Ensuring that an adequate supply of recruiting literature is maintained and kept current
- Creating LOEs for cadets that assist in special events throughout the semester to be provided to their FLT/CCs for feedback/ counseling sessions
- Ensuring that the WAR is sent on time
- Coordinating with CAG and other cadets to organize base visits, career day, etc.
- Record and collect lists of volunteers for community service events via Google
- Create and run campus related recruiting events such as tabling and college fairs
- Performing other duties as assigned

Deliverables

- WAR
- AAR
- Other important information and documentation

JOL (Detachment Events): JOL/DE

Responsibilities

- Planning, coordinating, and executing a semester CW breakfast
- Working with the Morale/Mentorship Officer on CW events
- Securing proper seating, tabling, food and drinks for CW events
- Reaching out to ASU resources to secure
- Planning, coordinating, and executing the CW career day in conjunction with the JROTC/CAP officer
- All other duties assigned

Deliverables

- WAR
- After Action Report (AAR)

JOL (Incentive Flights): JOL/IF

Responsibilities

- Incentive Flights are offered to individuals who show exceptional performance in their responsibilities and in the CW
- Be in contact with the local fighter wing to secure incentive flights
- Create a spreadsheet of cadets who were nominated for incentive flights
- Ensure that cadets have completed all security measures prior to their flight
- All other duties assigned

Deliverables

- A list of cadets who are eligible for incentive flights and who you recommend should fill the spots
- Communication with the Fighter Wing
- After Action Report (AAR)
- All other important information and documentation

Prior Enlisted Liaison: JOL/PEL

Responsibilities

- Work with Prior enlisted cadets to make sure that they are transiting well into the programme
- Help with any important paperwork or documentation needed
- Oversee the needs of Prior enlisted Cadets
- Create a mentorship programme, in conjunction with the Morale/mentorship officer, with cadets who came directly from high school
- Any other duties assigned

Deliverables

- After Action Report (AAR) for any wing sponsored event(s)
- All important information or documentation