

## POSITION DESCRIPTIONS

### ➤ **Special Assistant**

1. Performs any duties that have been directed to do by the SASI.
2. The following position will receive a Navy Blue/Silver rope.

\*\*\* (They are not above Top 3 in terms of influence or instruction. They are still required to carry out tasks and orders given by Top 3, Squadron Commanders etc.)\*\*\*

## — **TOP THREE** —

### ➤ **Group Commander (CC)**

1. Responsible to the SASI.
2. Responsible for the appearance and discipline of the Cadet Group.
3. Ensure that all members of the Cadet Group have the opportunity to develop leadership skills equal to their individual abilities.
4. Organize and conduct the weekly Group Staff Meetings.
5. Coordinate with the SASI and ASI.
6. Coordinate with the AFJROTC Booster Club and ensure that the group staff is represented at all board and general meetings.
7. Responsible for maintaining the discipline and the morale of all cadet officers.
8. The following position will receive a Navy Blue/Silver rope.

### ➤ **Deputy Group Commander (CV)**

1. Responsible to the Group Commander.
2. Assume command of the Group in the absence of the Group Commander.
3. Organize, schedule, and operate all Group boards.
4. Ensure that the Group activities are conducted in accordance with current regulations and policies.
5. Responsible for all of his/her staff officers.
6. Ensure the mission of the cadet group is applied.
7. Responsible for all promotions and presides over all promotion boards.
8. The following position will receive a Navy Blue/Silver rope.

### ➤ **Director of Operations (DO)**

1. Responsible to the Group Commander.
2. Oversee the Corps training, standardization, and drill within the squadron.
3. Supervise all enlisted staff officers.
4. Recommend OIC's to ASI in a timely manner, and keep current progress of all events.

5. Upload and update events on the corps web site.
6. Take minutes of each weekly staff meeting, and post them the following Monday in the Squadron classroom.
7. The following position will receive a Navy Blue/Silver rope.

➤ **Mission Support**

1. Responsible to Top 3.
2. In charge of creating weekly checklists for all positions
3. Keeps corps on track for yearly goals
4. In charge of organizing Senior Trip and Senior PT and other events.
5. Keeps teams on track for competition and scouts new competition venues.
6. Organizing projects/leadership workshops (e.g. position fair).
7. The following position will receive a Blue/Black rope.

➤ **Squadron Commander**

1. Responsible to Top 3.
2. Oversees his or her assigned Flight or Team commanders.
3. Take daily attendance and record any missing uniform wear in the transgressing cadet's personnel file.  
Document cadets who don't participate in PT.
4. Ensure that the ROTC classroom is clean and orderly each day before dismissal.
5. Act as a liaison between Flights or Teams and Command Staff.
6. The following position will receive a Blue/Black rope.

➤ **Command Chief**

1. Responsible to Top 3.
2. Act as a liaison between 1st Squad and 2nd Squad and ensure that the morality and discipline within the Cadet Corps is enforced.
3. Act as a liaison between Officers and Enlisted Personnel as well as provide input to solve any problems that occur.
4. Provide a dedicated point for all readiness, health, morale, welfare, and quality-of-life issues within his or her organization.
5. Ensure that the SNCO Boards are impartial and have equal representation for First and Second Squad
6. The following position will receive a Black/White rope.

➤ **Flight Commander**

1. Responsible for their particular Squadron Commander.

2. Manage and conduct the training and activities of the Flight/Team in support of the Mission and Objectives of the Squadron.
3. Take daily attendance, and record each cadet's missing uniform wear in their personnel file. Document cadets who don't participate in PT.
4. Ensure that the JROTC classroom is clean and orderly each day before dismissal.
5. Ensure the proper recognition of members of their Flight by recommending promotion, commendations and merits, "outstanding" nominations, and enforcement of discipline (in and out of the classroom) as required. Assumes responsibility for the flight.
6. The following position will receive a Blue/White rope.

➤ **Flight NCOs**

1. Responsible to their assigned Flight Commander.
2. Assume command of the unit in the commander's absence.
3. Form the flight for inspection.
4. Assist in training unit members in such areas as Drill and Ceremonies, Customs and Courtesies, and wear of the uniform.
5. Flight NCOs are encouraged to provide the Flight Commanders with feedback used in preparing Quarterly Evaluations.
6. Responsible for their Flight's Cadet Personnel Files.
  - A. Issue Cadet Personnel Files
  - B. Alphabetizes Files
  - C. Returns Files to Personnel Cabinet
7. The following position will receive a Blue rope.

— **TEAMS** —

➤ **Color Guard Team Commander**

1. Responsible for his/her 2nd Squadron Commander.
2. Manage and conduct the training and activities so that multiple Color Guard teams are available, and the Color Guard members are proficient in proper drill and ceremonies and flag etiquette.
3. Ensure proper recognition of the members by recommending promotion, commendations and merits, "outstanding" nominations, and enforcement of discipline (in and out of the classroom) as required.
4. Ultimately held responsible for the perfection of Color Guard presentations at community events and competitions.
5. Coordinate with the ASI on color guards as they come up throughout the year.
6. Assume the responsibility for all that occurs in the Team.

7. Ensures school flags are properly displayed and secured at the end of the school-day.
8. Will provide DO with a practice schedule for the upcoming week at Staff Meeting.
9. The following position will receive a Blue/White rope.

➤ **Rifle Team Commander**

1. Responsible for his/her 2nd Squadron Commander.
2. Manage and conduct training and activities of the Team in order to promote proper drill and ceremonies and care and responsibilities of the rifle.
3. Ensure proper recognition of the members by recommending promotion, commendations and merits, “outstanding” nominations, and enforcement of discipline (in and out of the classroom) as required.
4. Ultimately held responsible for perfection of at least a 10-man-woman drill routine to be used for competitions in which the rifles are to be used.
5. Assume the responsibility for all that occurs in their Team.
6. Will provide DO with a practice schedule for the upcoming week at Staff Meeting.
7. The following position will receive a Blue/White rope.

➤ **Sword Team Commander**

1. Responsible for his/her 2nd Squadron Commander.
2. Manage and conduct training and activities of the Team in ways of and care of the sword/saber.
3. Ensure proper recognition of the members by recommending promotion, commendations and merits, “outstanding” nominations, and enforcement of discipline (in and out of the classroom) as required.
4. Ultimately held responsible for perfection of at least a 10-man-woman drill routine to be used for competitions in which the swords are to be used.
5. Assume the responsibility for all that occurs in their Team.
6. Will provide DO with a practice schedule for the upcoming week at Staff Meeting.
7. The following position will receive a Blue/White rope.

➤ **Drill Team Commander**

1. Responsible for his/her 2nd Squadron Commander.
2. Manage and conduct the training and activities of the Team in order to promote proper drill and ceremonies of the JROTC.
3. Ensure proper recognition of the members of the team by recommending promotion, commendations and merits, “outstanding” nominations, and enforcement of discipline (in and out of the classroom) as required.
4. Ultimately held responsible for perfection of at least a 10-man/-woman drill routine to be used for competitions.

5. Assume responsibility for all that occurs in their Team.
6. Will provide DO with a practice schedule for the upcoming week at Staff Meeting.
7. The following position will receive a Blue/White rope.

\*\*\*All special exhibition and development teams are subordinate to the 10-man teams, and will schedule their practice around the 10-man teams. 10-man teams have priority for all weapons.\*\*\*

➤ **Team NCOs**

1. Responsible to their assigned Team Commander.
2. Assume command of the unit in the commander's absence.
3. Form the team for inspection.
4. Assist in training unit members in such areas as Drill and Ceremonies, Customs and Courtesies, and wear of the uniform.
5. Team NCOs are encouraged to provide the Team Commanders with feedback used in preparing Quarterly Evaluations.
6. Responsible for their Team's Cadet Personnel Files.
  - A. Issue Cadet Personnel Files
  - B. Alphabetizes Files
  - C. Returns Files to Personnel Cabinet
7. The following position will receive a Blue rope.

➤ **Golf Flight Commander**

1. Responsible to the Squadron Commanders.
2. Review grades and submit a list of those eligible for promotion.
3. Organize a comprehensive, active, accessible tutoring program for cadets.
4. Ensure that tutors are assigned in a timely manner.
5. Coordinate with other staff members.
6. Keep staff informed weekly about cadets' academic progress.
7. The following position will receive a Blue/White rope.

— **OFFICERS** —

➤ **PT Officer**

1. Responsible to the Director of Operations

2. Ensure that the Cadet Corps maintains a good physical well-being within regulation.
3. Ensure that PT Points and Grades are accurate for Promotion and Assessments.
4. Come up with a PT Plan with the other PT Officer that corresponds with both squadrons.
5. The following position will receive a Navy Blue/Red rope.

➤ **Facilities Director**

1. Responsible to the Deputy Group Commander.
2. Responsible for the maintenance and upkeep of the AFJROTC classroom.
3. Ensure the following are complied with:
  - A. Responsible for preparing and maintaining the Officer of the Day program
  - B. Chair and desk configuration for the next school day and all chairs placed on top of desk with legs facing up
  - C. Classroom computers turned off at the end of the day
  - D. Flight classroom whiteboards cleaned
  - E. Refrigerator stocked with water
  - F. Water cooler bottles on cooler are filled
  - G. Spare water bottles are cleaned and filled
  - H. Trash removed from all offices and classrooms
  - I. All textbooks removed from desks
  - J. All trash around and outside the classroom picked up
  - K. All blinds closed and shut
  - L. Ensure that there are no backpacks or AFJROTC clothing left outside of the classroom
  - M. Ensure that the outside of the classroom is cleaned at least once a week (windows, window frames, doors, and handicap ramp)
  - N. Responsible for setting up classroom for staff meeting every Friday
  - O. Will ensure that the classroom is cleaned each day
4. The following position will receive a Navy Blue/Red rope.

➤ **Personnel Officer**

1. Responsible to the Deputy Group Commander.
2. Maintain the individual personnel records on all cadets enrolled in the Group.
3. Ensure that personnel records on cadets no longer in the corps are properly stored.
4. Serve on boards as required. Provide the boards with personnel information pertaining to the individual(s) under review/consideration to assist the board in accomplishing their duties.
5. Ensure the Physical and Online Rank board is updated and accurate and update WINGS
6. File paperwork in a timely manner.
7. Maintain proper stock/regulation of personnel paperwork.
8. The following position will receive a Navy Blue/Red rope.

➤ **Technologies Officer**

1. Responsible to the Deputy Group Commander.
2. Responsible for the maintenance of the corps website functionality as well as other technology problems.
3. Updates website moderators and posted events.
4. The following position will receive a Navy Blue/Red rope.

➤ **Finance Officer**

1. Responsible to the Deputy Group Commander.
2. Monitors cash control procedures, completion of purchase orders.
3. Maintains financial records and reports.
4. Complete all paperwork in conjunction with SASI or ASI.
5. The following position will receive a Navy Blue/Red rope.

➤ **Group Historian**

1. Responsible to the Deputy Group Commander.
2. Coordinate with cadet staff to maintain and compile pictures and video of Group activities.
3. Attend or ensure representation at all Group events.
4. Organize and maintain an up-to-date scrapbook/board of corps activities.
5. The following position will receive a Navy Blue/Red rope.

➤ **Public Affairs Officer**

1. Responsible to the Deputy Group Commander
2. Ensure that they are daily posts on SNS and that the media of the corps is controlled to present the corps in a favorable image.
3. Organize and maintain an up-to-date drive of the corps events and news.
4. Write articles of notable achievements or cadets and report it to the local news station(s).
5. The following position will receive a Navy Blue/Red rope.

➤ **Logistics Officer**

1. Responsible to the Aerospace Science Instructor and the Director of Operations.
2. Ensure that all logistics supplies are available and in order, within funding limitations, to accomplish the Group Mission.
3. In coordination with the ASI:
  - A. In coordination with the appropriate staff agencies, ensure adequate stock and proper ordering of supplies and non-Air Force items such as special equipment for teams, etc.
  - B. Ensure that special logistics are available for completion of special projects such as car washes, Military Ball, Dining Out, etc.
  - C. Responsible for issuing and collecting equipment needed for teams.

- D. Responsible for the remote Logistics Storage and Supply rooms. Ensure that all cadets sign in and out of either room and state their purpose to promote security and accountability.
4. Organize and maintain an accurate and detailed continuity binder of daily activities and protocol for recurrent tasks as the Logistics Officer. Update WINGS as well.
  5. Responsible for cleanup of all logistics areas.
  6. The following position will receive a Navy Blue/Red rope.

➤ **Group Armorer**

1. Responsible to the Director of Operations.
2. Responsible for the maintenance and upkeep of the corps weapons. No solvents or cleaners will be used to clean weapons inside the classroom, or in a closed area.
3. Weapons will not be repaired on classroom furniture. All tools, weapons, parts, and supplies will be cleaned daily and put away.
4. In coordination with the ASI and appropriate staff agencies, ensure adequate stock and proper ordering of supplies needed to keep the corps equipment in working order.
5. Create an organized system that allows cadets to use corps equipment.
6. Armorer will ensure that cadets use the daily sign out sheets for corps weapons.
7. Armorer is responsible for the accurate accountability of the take home rifles.
8. Ensure that competition equipment is cleaned and ready to be packed on Thursday prior to the competition.
9. The following position will receive a Navy Blue/Red rope.

➤ **Model Rocketry Commander**

1. Responsible to the Director of Operations.
2. Teaches model rocket mechanics in weekly lessons.
3. Schedules meetings to assemble model rockets.
4. Obtains materials and permits for rocket assembly and flight.
5. The following position will receive a Navy Blue/Red rope.

➤ **Communications Officer**

1. Responsible for the Director of Operations.
2. Responsible for the maintenance of radio equipment.
3. Distributes, collects, and handles radios during events.
4. The following position will receive a Navy Blue/Red rope.

➤ **Drones Officer**

1. Responsible for the Director of Operations.
2. Responsible for the maintenance of corps drones, related tools, and materials.
3. The following position will receive a Navy Blue/Red rope.



➤ **Flight Simulator Officer**

1. Responsible to the Director of Operations.
2. Responsible for the maintenance of the Flight Simulator equipment and software.
3. The following position will receive a Navy Blue/Red rope.

➤ **CyberPatriot Commander**

1. Responsible to the CyberPatriot Advisor as well as the ASI and SASI.
2. Responsible for the Organization of the CyberPatriot Team
3. Keep a running record of the team's meetings, activities, and progress.
4. Coordinate with StellarXplorer Commander
5. Responsible for informing staff of the Team's Progress
6. The following position will receive a Blue/White rope.

➤ **StellarXplorer Commander**

1. Responsible to the StellarXplorer Advisor as well as the ASI and SASI.
2. Responsible for the Organization of the StellarXplorer Team
3. Keep a running record of the team's meetings, activities, and progress.
4. Coordinate with CyberPatriot Commander
5. Responsible for informing staff of the Team's Progress
6. The following position will receive a Blue/White rope.

➤ **Academic Bowl Captain**

1. Responsible to the ASI and the SASI as well as the previous year's captain.
2. Responsible for the Organization of the Academic Bowl Team.
3. Keep a running record of the team's meeting, activities, and progress.
4. Coordinate with the Golf Flight CC to find intellectual adept cadets to put on the team.
5. Responsible for informing staff of the Team's Progress.

➤ **Kitty Hawk Air Society Commander**

1. Responsible to the KHAS Advisors as well as the ASI and SASI
2. Responsible for the Organization of the Society as well as recruitment of members.
3. Keep a running record of the team's meeting, activities, and progress.
4. Coordinate with the Golf Flight CC to find academically accomplished cadets to put on the club.
5. Responsible for informing staff of the club's progress.
6. The following position will receive a Gold/Black rope. The CV will receive a Gold rope.