

Attachment 3

Job Descriptions

A3. The organization of the TEXAS 923rd Cadet Group parallels that of a similar organization in the United States Air Force. However, it is adapted to a high school environment. Similar to an active duty organization, responsibilities and duties increase with rank. Therefore, each cadet is expected to prepare for assuming additional responsibilities in order to accept higher level positions.

A3.1 *Commander* assists the Senior ASI and ASI in managing the AFJROTC program and other tasks assigned. AND ...

A3.1.1. Responsible for the appearance, discipline, efficiency, training, and conduct of the Group; and informs the Senior ASI of problems and concerns.

A3.1.2. Insures all officers maintain AFJROTC grades and academic eligibility. Commander must inform officers not in compliance of their probationary status *in writing*.

A3.1.3. Insures all performance report grades for officers and fourth-year cadets are submitted to the Senior ASI or ASI in a timely manner.

A3.1.4. Plans and coordinates all Group activities, facilities, and resources.

A3.1.5. Insures all cadets have the opportunity to develop leadership skills equal with their individual abilities.

A3.1.6. Participates in all AFJROTC functions.

A3.2. *Deputy Commander* is responsible for assisting the Commander as directed and assuming command during his or her absence. AND ...

A3.2.1 Prepares and coordinates *Commander's Call* and the staff meeting agenda.

A3.2.2. Maintains the *Community Service Log* book as described in Section E, paragraph 27.3.

A3.2.3. Actively participates on the Cadet Board and all other AFJROTC functions.

A3.3. *Senior ASI Special Assistant* is responsible for all duties assigned by the Senior ASI. Assistant is normally filled by the cadet who rotates out of the Commander position.

A3.4. *Adjutant* assists the Commander with the administrative responsibilities of command, especially correspondence. AND ...

A3.4.1 Assists the Deputy Commander with preparation and coordination of *Commander's Call* and the staff meeting agenda and conducts the staff meeting on behalf of the commander.

A3.4.2. Coordinates with cadet staff officers to insure the timely completion of duties assigned to the staff by the Commander.

A3.4.3. Coordinates with Communications Officer to insure all administrative documentation for the Cadet Group is accurate and properly posted.

A3.5. *Command Chief Master Sergeant* performs duties assigned by the Commander or ASI. AND ...

A3.5.1. Monitors the discipline and appearance of the Group and advises the Commander or ASI on all pertinent matters.

A3.5.2. Assists *Public Affairs* in determining proper protocol for special occasions.

A3.5.3. Forms all parades and other cocurricular activities related to drill and ceremonies.

A3.5.4. Holds cadet NCO meetings as necessary to insure subordinates give proper cadet personnel support to the Commander.

A3.5.5. Insures *Uniform Inspection Sheet* grades are kept up-to-date and given to the Senior ASI and ASI in a timely manner.

A3.5.6. Participates on the Cadet Board.

A3.6. *First Sergeant* performs duties assigned by the Commander or ASI. AND ...

A3.6.1 Monitors the morale and overall attitude of the Group and advises the Commander or ASI on all pertinent matters.

A3.6.2. Assists the Chaplain in the continued moral development of all cadets.

A3.6.3. Coordinates with the Activities Officer to insure community-related civic or humanitarian activities occur each semester.

A3.7. *ASI Special Assistant* is responsible for all duties assigned by the ASI. Assistant is normally filled by the cadet who rotates out of the Command CMSgt position.

A3.8. *Operations Squadron Commander* performs duties as assigned by the Commander....AND

A3.8.1. Responsible for appearance, discipline, and training of all flights and that they are ready for Air Force and HISD JROTC activities.

A3.8.2. Plans and directs flight competition (*flight fights*).

A3.8.3. Provides documentation to the Commander of identified problems and accomplishments.

A3.8.4. Nominates top cadets for awards and recognition. Submits *cadet of the month* nomination to the Personnel Officer in a timely manner.

A3.8.5. Submits to Commander all performance grades for assigned officers in a timely manner.

A3.8.6. Insures all officers and NCOs maintain AFJROTC and academic eligibility. Cadets not in compliance will be informed in writing of their probation status.

A3.8.7. Actively participates as a member of the Cadet Board.

A3.9. *Flight Commander* performs duties as assigned by the Operations Squadron Commander. AND ...

A3.9.1. Responsible for appearance, discipline, and training of all flight cadets.

A3.9.2. Insures flight cadets are adequately trained and ready for Air Force and HISD JROTC activities, and flight competition.

A3.9.3. Provides documentation to the squadron commander of problems and accomplishments.

A3.9.4. Nominates top cadets for awards and recognition. Submits *cadet of the month* nominations to squadron commander in a timely manner.

A3.9.5. Insures all flight members maintain AFJROTC and academic eligibility. Cadets not in compliance will be informed in writing of their probation status.

A3.9.6. Actively participates as a member of the Cadet Board.

A3.10. *Flight Sergeant* performs duties as assigned by the Flight Commander. AND...

A3.10.1. Prepare cadets for classroom and leadership laboratory instruction.

A3.10.2. Maintains current flight rosters, seating charts, and *Uniform Inspection Score Sheets*. Computes progress/six week uniform grades and submits to Command Chief Master Sergeant in a timely manner.

A3.11. *Element Leader* performs duties as assigned by the Flight Commander/Sergeant. AND...

A3.11.1. Keeps element informed of class work assignments and special events.

A3.11.2. Accounts for and leads element in all class room and leadership laboratory training.

A3.11.3. Assists flight commander/sergeant in maintaining class room and leadership laboratory discipline.

A3.12. *Operations Support Squadron Commander* performs duties assigned by Commander. AND...

A3.12.1. Responsible for all staff officers and NCOs and insures all support functions are accomplished in a timely manner.

A3.12.2. Responsible for submitting to the Commander all performance grades for officers and

fourth-year cadets as directed.

A3.12.3. Insures all staff officers and NCOs maintain AFJROTC and academic eligibility. Cadets not in compliance will be informed in writing of their probation status.

A3.12.4. Oversees Personnel and Historian to insure proper maintenance of personnel files and Group Scrapbook.

A3.12.5. Nominates top cadets for awards and recognition. Submits *Cadet of the Month* nominations to Personnel in a timely manner.

A3.12.6. Actively participates as a member of the Cadet Board.

A3.13. *Special Teams Commander* performs duties as assigned by the Commander. AND...

A3.13.1. Directly supervises all special teams (color guard, drill and saber, physical training, orienteering, marksmanship, model aeronautics, and academics) and enforces procedures, overall bearing, appearance, and uniformity.

A3.13.2. Recruits prospective members to insure only highly motivated cadets and academically qualified cadets are selected for special teams.

A3.13.3. Insures color guard cadets are available before and after school to raise and lower the colors at the flag pole and for the morning *Pledge of Allegiance*, as required.

A3.13.5. Nominates top cadets for awards and recognition. Submits *Cadet of the Month* nominations to Personnel in a timely manner.

A3.13.6. Actively participates as a member of the Cadet Board.

A3.14. *Education and Training Officer* performs duties as assigned by the Ops Support Commander. AND...

A3.14.1 Collects and maintains academic records of all cadets to insure cadets are academically eligible for competitions and corps leadership positions.

A3.14.2. Creates tutorial programs to foster academic excellence within the Group.

A3.14.3. Insures all cadets achieve their fullest academic potential by personally working with low performing cadets and assigning to tutorials as needed.

A3.15. *Standardization and Evaluation (Stan/Eval) Officer* develops an inspection program to insure each cadet maintains the highest personal standards of appearance and conduct. AND...

A3.15.1 Performs duties as an inspector of cadet uniform wear and coordinates on discipline issues.

A3.15.2 Insures standardization between flights, staff functions, and teams.

A3.15.3 Insures fair equity is exercised in the selection, maintaining, and distribution of cadets among special teams.

A3.15.4 Coordinates with the Command Chief Master Sergeant and the Deputy Commander to insure all cadets perform duties as assigned.

A3.16. *Chaplain* performs duties as assigned by the Ops Support Commander. AND ...

A3.16.1. Responsible for the continued moral development of all cadets.

A3.16.2. Works with the First Sergeant to insure several community-related civic or humanitarian activities occur each semester.

A3.16.3. Gives invocations for all Group social activities and post an inspirational phrase in the class room each month.

A3.17. *Historian* maintains the Cadet Scrapbook and historical records reflecting unit accomplishments. AND ...

A3.17.1. Coordinates with Public Affairs to insure adequate photographic and media coverage for all Group activities.

A3.17.2. Coordinates with Activities Officer to insure adequate fund-raising support to pay for yearbook pages featuring Cadet Group activities.

A3.18. *Civil Engineer* performs duties as assigned by the Ops Support Commander. AND ...

A3.18.1. Organizes and supervises all facility cleanups, repairs, and orderliness.

A3.18.2. Insures adequate supplies are on hand for day-to-day operations. Notifies ASI of all shortages.

A3.18.3. Develops a recycling program and coordinates advertisements with Public Affairs concerning recycling efforts throughout the school.

A3.19. *Communications* performs duties as assigned by the Ops Support Commander. AND ...

A3.19.1. Maintains the Group organization chart and authenticates, publishes, distributes, and files all publications, special orders, regulations, etc., and writes, publishes, and distributes Group Staff Meeting minutes.

A3.19.2. Maintains the Group administrative files in accordance with established policies and procedures.

A3.19.3. Maintains chain of command and bulletin boards; posts current and correct Group correspondence, leadership training and special function notices.

A3.19.4. Maintains and updates all HISD JROTC and AFJROTC regulations and the cadet's reference library including military scholarship opportunities and magazine library.

A3.19.5. Records and maintains minutes of commanders call and staff meetings. A copy of the minutes will be posted on classroom bulletin boards after Senior ASI review.

A3.20. *Logistics* performs duties as assigned by the Ops Support Commander. AND ...

A3.20.1. Assists the ASI in all cadet logistic activities including the receipt, issue, disposition, and accountability of uniforms, equipment, and supplies.

A3.20.2. Insures all swords and weapons are properly documented and signed out to Special Teams Commander.

A3.21. *Personnel* performs duties as assigned by the Ops Support Commander. AND ...

A3.21.1. Maintains and updates cadet personnel records into the on-line *Cadet Information Management System (CIMS)* in accordance with established protocol.

A3.21.2. Schedules, prepares agenda, obtains award nominations, and acts as Recorder for the Cadet Board.

A3.21.3. Directs and executes the cadet awards program. Insures cadets are nominated for national and local awards in accordance with AFJROTC directives.

A3.21.4. Insures accurate award nominations are submitted in a timely manner. Prepares awards and/or certificates for award winners.

A3.21.5. Organizes all activities for awards ceremonies and coordinates with Public Affairs for awards presentation publicity.

A3.22. *Public Affairs* performs duties as assigned by the Ops Support Commander. AND ...

A3.22.1. Submits news articles concerning cadet activities to local news media, Yearbook, Parent Teacher Organization, and cadet newsletter.

A3.22.2. Provides all Group photographic services and insures all electronic recording media is properly stored and is fully functional and available for immediate use.

A3.22.3. Assists cadet staff in preparing electronic briefings for HISD JROTC and Air Force presentations.

A3.22.4. Assists recruiting with collecting, printing, and showing appropriate JROTC materials.

A3.23. *Recruiting* performs duties as assigned by the Ops Support Commander. AND ...

A3.23.1. Plans, organizes and implements a program to recruit qualified students.

A3.23.2. Insures recruiting activities at Westbury and feeder schools Welch, Johnston, and Fondren Middle Schools are accomplished in a timely manner.

A3.23.3. Works with Public Affairs to insure publicity and an abundance of recruiting material is available for distribution.

A3.23.4. Maintains appropriate records pertaining to the award of the recruiting ribbon.

A3.23.5. Insures that AFJROTC facilities are presented in a satisfactory condition to cadets and visitors.

A3.24. *Activities Officer* performs all duties assigned by Ops Support Commander. AND ...

A3.24.1. Plans in coordination with the appropriate staff positions all community service, fund-raisers, and social activities.

A3.24.2. Assists the Senior ASI with financial management of the cadet activities fund by maintaining accurate, descriptive and *up-to-date* records of all financial transactions related to cadet activities.

A3.25. *E2C Officer* manages, directs, and controls all aspects of the E2C Wellness program. AND...

A3.25.1 Insures each Flight Commander and Flight Sergeant are conducting, monitoring, and executing E2C activities.

A3.25.2 Conducts frequent on the spot inspections on class participation and insures all cadet historical data is documented by the Flight Commander/Sergeant on the cadet E2C guide and in Cyber CAMPUS/CIMS.

A3.26. *Safety Officer* performs all duties assigned by Ops Support Commander. AND ...

A3.26.1 Develops a program to insure safe practices are exercised by cadets performing activities during classroom time, after school practices, extra-curricular activities, and Cocurricular activities/CIA trips.

A3.26.2 Provides periodic reports on the overall status of the unit safety program.

A3.26.3 Investigates actual mishaps, or reports of unsafe procedures, and identifies corrective actions.

A3.27. *The Senior Advisory Board* will advise the Commander on all cadet activities and provide support to all Group functions. Other than Command itself, membership on the Senior Advisory Board represents the highest honor a cadet can achieve. Only the most deserving and outstanding third and fourth year cadets who hold senior academic status may serve as Board members. Board members must be nominated by the Commander and approved by the Senior ASI.