

## Chapter Three

### ORGANIZATION

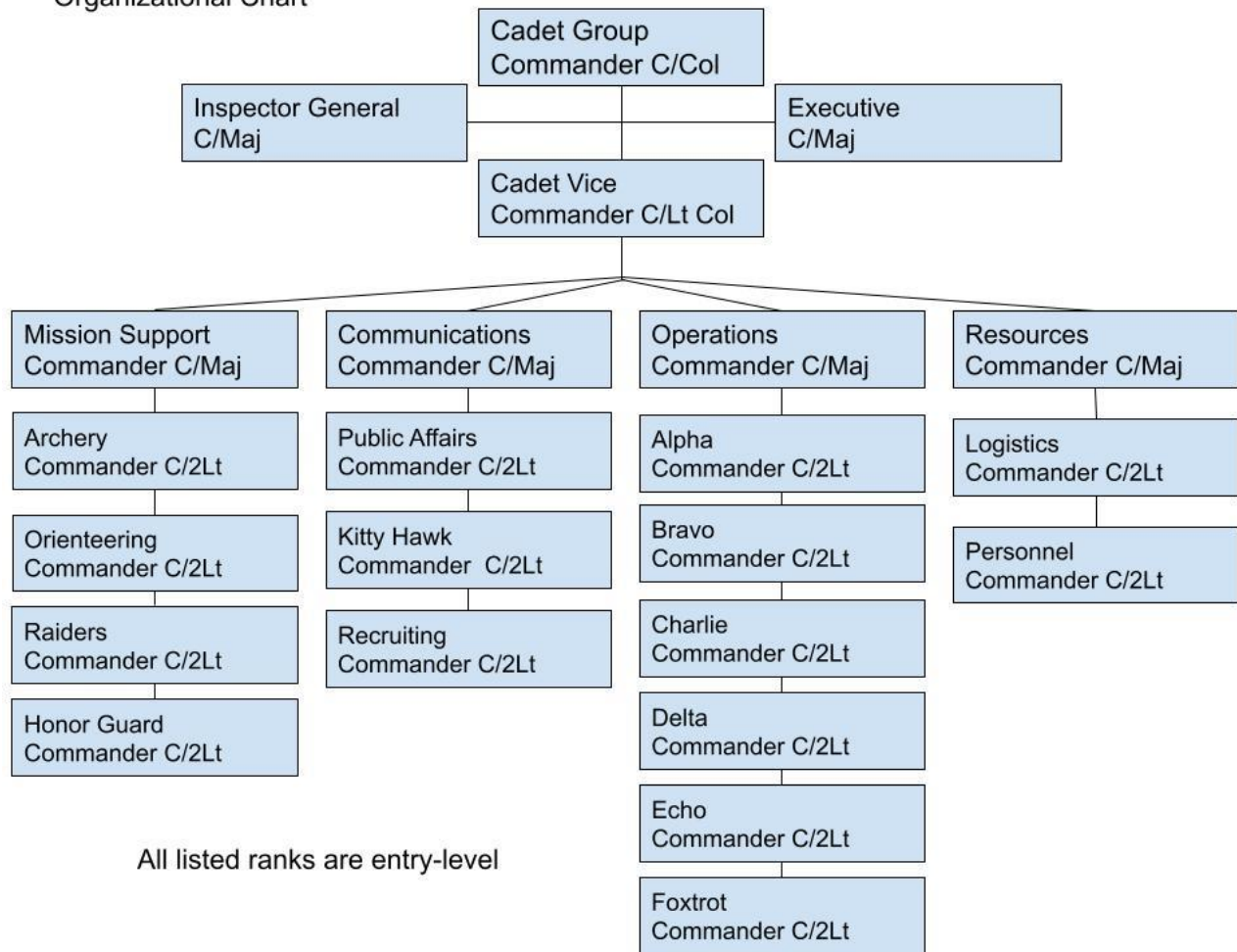
**3.1. Organization.** The AFJROTC FL-955 Cadet Corps is organized as an AFJROTC Cadet Group as shown in the Organizational Chart (**Figure 3.1**). Class flights will be assigned as a group to functions such as logistics to ease job assignments and to enhance communications.

**3.2. Unit Manning Document (UMD).** The AFJROTC FL-955 Cadet Group Unit Manning Document is contained in (**Figure 3.2**). The UMD is the total authorized and maximum grade level of each position.

**3.3. Job Descriptions.** AFJROTC FL-955 Cadet Group's general job descriptions are contained in (**Figure 3.3**). These job descriptions are a guide only and can be supplemented or changed after approval of the SASI/ASI. Like the Air Force, job responsibilities and duties will increase with promotion and experience. Cadets earn their job assignments and are encouraged to carry out their job duties, to include supervisory responsibilities, to the best of their ability.

**3.4. Chain of Command.** Each cadet will know the chain of command and the names of the cadets assigned to the positions contained in (**Figure 3.4**). The Chain of Command defines lines of authority and communication. Cadets should start with the first cadet in their cadet chain of command to get answers to questions on uniforms, customs and courtesies, drill, cadet evaluations and promotions, cadet awards, extracurricular activities, and classroom rules and procedures. If you went higher in the chain, it is your responsibility to inform all those lower in the chain as soon as possible. The chain of command introduces the cadet to what they will face in future employment. **HOWEVER, A PERSONAL MATTER, INAPPROPRIATE CONDUCT BY ANY CADET, OR QUESTIONS ON ACADEMICS SHOULD BE ADDRESSED IMMEDIATELY TO AN AFJROTC INSTRUCTOR.**

Figure 3.1 FL-955  
Organizational Chart



**Figure 3.2**

**UNIT MANNING DOCUMENT  
AFJROTC FL-955 CADET GROUP**

<u>FUNCTION</u>	<u>OFFICE SYMBOL</u>	<u>POSITION</u>	<u>GRADE</u>	<u>NUMBER</u>	
<b>Command</b>	GRP/CC	Commander	Cadet Col	1	
	GRP/CD	Vice Commander	Cadet Lt Col	1	
	GRP/IG	Inspector General	Cadet Maj	1	
	GRP/XO	Executive Officer	Cadet Maj	1	
<b>Communications</b>					
<b>Squadron</b>	COM/CC	Commander	Cadet Maj	1	
	COM/PA	Public Affairs Commander	Cadet Capt	1	
		Public Affairs NCOIC	Cadet MSgt	1	
		Recruiting Commander	Cadet Capt	1	
	COM/RO	Recruiting NCOIC	Cadet MSgt	1	
		KHAS/CC	Kitty Hawk Commander	Cadet Capt	1
		Kitty Hawk NCOIC	Cadet MSgt	1	
	<b>Resources</b>				
<b>Squadron</b>	RES/CC	Commander	Cadet Maj	1	
	RES/LG	Logistics Commander	Cadet Capt	1	
		Logistics NCOIC	Cadet MSgt		
		RES/CP	Personnel Commander	Cadet Capt	1
	Personnel NCOIC		Cadet MSgt	1	
	RES/PT	Physical Fitness Commander	Cadet Capt	1	
		Physical Fitness NCOIC	Cadet MSgt	1	
<b>Mission Support</b>					
<b>Squadron</b>	MSS/CC	Commander	Cadet Maj	1	
	MSS/OT	Orienteering Commander	Cadet Capt	1	
		Orienteering NCOIC	Cadet MSgt	1	
		Archery Team Commander	Cadet Capt	1	
	MSS/AT	Archery NCOIC	Cadet MSgt	1	
		Color Guard Commander	Cadet Capt	1	
	MSS/CG	Color Guard NCOIC	Cadet MSgt	1	
		Raiders Team	Cadet Capt	1	
	MSS/RT	Raiders Team NCOIC	Cadet MSgt	1	
		MSS/RC	RC Commander	Cadet Capt	1
		RC NCOIC	Cadet MSgt	1	
	<b>Operations</b>				
	<b>Squadron</b>	OSS/CC	Commander	Cadet Maj	1
		OSS/FC	Flight Commander	Cadet Capt	4
OSS/FS		Flight Sergeant	Cadet MSgt	4	
OSS/ELE		Element Leader	Cadet SSgt	12	

**Figure 3.3**

## **FL-955 CADET JOB DESCRIPTIONS**

### **JOB DESCRIPTIONS**

In the active-duty United States Air Force an airman's duties and responsibilities expand as he/she is promoted to higher positions. Everyone is expected to assume the duties of the position to fullest capability. The following job descriptions provide the major elements pertaining to the AF JROTC leadership positions.

#### **Cadet Group Commander will:**

- (1) Enforce cadet appearance, discipline, performance, training, and conduct standards
- (2) Establish cadet appearance, discipline, performance, training, and conduct standards
- (3) Advise the SASI/ASI on corps operations policies and procedures
- (4) Develop a cadet operations and activities calendar
- (5) Establish Group goals and objectives and develop a plan of action to achieve them
- (6) Chair the Cadet Review Board
- (7) Recommend cadets for jobs, awards, and promotions
- (7) Manage the cadet corps senior staff
- (8) Attend cadet activities
- (9) Ensure all cadets have the opportunity to develop their leadership qualities
- (10) Develop First Year Orientation (FYO) program
- (11) Ensure periodic self-inspections of the cadet group operations by the IG
- (12) Develop annual inspection plan to include cadet command briefing
- (13) As directed by the SASI/ASI, conduct initial investigation on cadet complaints and recommend action(s) to SASI/ASI

#### **Cadet Group Vice Commander will:**

- (1) Command the group and accomplish group commander responsibilities in their absence
- (2) Assist group commander as directed
- (3) Serve as primary project officer for the cadet handbook and implementing instructions
- (4) Coordinate cadet operations with squadron and flight commanders
- (5) Develop and maintain an internal distribution system
- (6) Serve on the Cadet Review Board

#### **Cadet Inspector General will:**

- (1) Conduct periodic self-inspections of the cadet group operations
- (2) Develop annual inspection plan to include cadet command briefing
- (3) As directed by the SASI/ASI, conduct initial investigation on cadet complaints and recommend action(s) to SASI/ASI
- (4) Maintains continuity folders
- (5) Ensures Google Drive is updated
- (6) Serve on the Cadet Review Board

**Cadet Executive Officer**

- (1) Updates calendar
- (2) Maintains Standard Operating Procedures (SOPs) and After-Action Reports
- (3) Ensures SOPs and After-Action Reports are current
- (4) Keep Group/CC informed of activities
- (5) Take notes for Group and Staff meetings
- (6) Serve as recorder and advisor to Cadet Review Board
- (7) Tracks all Fundraiser projects
- (8) Assigns cadets to Fundraiser Projects
- (9) Trains assigned cadets on duties

**Cadet Communications Squadron Commander will:**

- (1) Evaluate all assigned functions and teams
- (2) Ensure all events and activities are broadcasted to the unit and the public.
- (3) Ensure communication between all functions
- (4) Ensure the Orders of the Day are updated EVERY DAY
- (5) Ensure all commanders understand and complete their responsibilities.
- (6) Ensure all technology is updated and in working order.

**Cadet Public Affairs Officer will:**

- (1) Ensure pictures and video are taken for all AFJROTC events
- (2) Manages and organizes pictures on hard drive.
- (3) Write and publish a periodic cadet newsletter
- (4) Maintain Unit Website
- (5) Draft news releases for submission to local news media for SASI/ASI
- (6) Publicize newsworthy items in school, community publications and news media
- (7) Updates and manages cadet Facebook page including announcements, calendar, and creation of events.
- (8) Create and manage a unit Instagram page.
- (9) Attain photographs for unit social media
- (10) Train Commanders on use of the Remind app

**Cadet Recruiting Commander will:**

- (1) Schedule all events and meetings
- (2) Develop unit briefing for middle school presentation
- (3) Train staff on all aspects of Unit

**Cadet Resources Squadron Commander will:**

- (1) Evaluate all assigned functions and teams
- (2) Ensure personnel policies and training goals are accomplished
- (3) Ensure cadet orders and operations plans are prepared
- (4) Ensure proper maintenance of personnel files
- (5) Manage the cadet promotion system
- (6) Monitor implementation and training for the AFJROTC WINGS system
- (7) Sign off on Wing inputs and inform ASI

**Cadet Logistics Officer will:**

- (1) Supervise and evaluate logistics flight cadets
- (2) Recommend supply policies and procedures to ASI
- (3) Manage WINGS supply inventory system
- (4) Help accomplish uniform, book, and accountable equipment supply actions
- (5) Maintain a neat and efficient cadet supply area
- (6) Provide logistics support to cadet staff for cadet activities
- (7) Forward supply requirements to ASI to support cadet corps operations
- (8) Manage Uniform Inventory Database

**Cadet Personnel Officer will:**

- (1) Maintain and secure personnel records on each cadet
- (2) Prepare, coordinate, publish, and file all cadet special orders
- (1) Recommend to RES/CC policies in such areas as promotions and cadet awards
- (2) Insure UMD rank limits are not exceeded
- (3) Manage WINGS
- (4) Authenticate, post, and distribute all special orders
- (5) Develop, reproduce, and distribute cadet forms
- (6) Maintain cadet files
- (7) Ensure PFT records are updated in WINGS

**Kitty Hawk Air Society Commander will:**

- (1) Schedule all KHAS events and meetings
- (2) Serve as primary project officer for dining outs and military balls
- (3) Provide PA with articles for local news media
- (4) Tracks, leads and develops all community service projects
- (5) Publicize and obtain cadet volunteers for community service events
- (6) Maintain record of each cadet's community service hours and attendance
- (7) Leads the tutoring program, SAT/ACT test prep
- (8) Publicize scholarship opportunities
- (9) Leads the Academic Team

**Cadet Mission Support Squadron Commander will:**

- (1) Assume command of group in absence of group, vice, & operations commander
- (2) Evaluate all assigned functions and teams to ensure they are ready to perform
- (3) Ensure activity continuity files are completed/filed for all events
- (4) Provide mission support services to plan and implement corps activities
- (5) Ensure commanders are inputting into Wings in a timely manner
- (6) Approve all agendas

**Raiders, Orienteering, Archery, Drones/RC, and Color Guard Commanders will:**

- (1) Write operations plans covering membership and operations policies and procedures
- (2) Recruit, organize and train team members
- (3) Ensure proper dress, appearance, and conduct of members
- (4) Publicize activities in unit
- (5) Communicate with PA to ensure exposure to school, and community publications and news media
- (6) Update Wings events module weekly with team practices and competitions
- (7) Keep MSS/CC informed of activities

**Cadet Operations Squadron Commander will:**

- (1) Command and control of the squadron using flight commanders and first sergeants
- (2) Train flight commanders and first sergeants
- (3) Plan corps activities and supervise formal ceremonies such as awards ceremonies, retreats and pass & reviews
- (3) Develop procedures to select and recognize Honor Flight, Top Gun, and Top PT
- (4) Develop procedures for OJT and Promotions
- (5) Command group in the absence of group or vice commander
- (6) Develop PT Plan
- (7) Develop PT remedial program
- (8) Ensure activity continuity files are completed and updated

**Cadet Flight Commander will:**

- (1) Command flight in classroom and in formal formations
- (2) Provide drill and ceremonies training to flight cadets
- (3) Ensure compliance with classroom rules and procedures
- (4) Enforce cadet conduct and discipline during class and formal formations
- (5) Recommend improvements to flight conduct and operations to SASI/ASI
- (6) Inspect as directed flight members during uniform and personal appearance inspections
- (7) Monitor performance of functional assigned duties
- (8) Select flight's guidon, element leaders, logistics, and physical fitness cadets
- (9) Select Top Gun and Top PT for flight

**Cadet Flight Sergeant will:**

- (1) Assume command of the flight in the absence of the flight commander
- (2) Assist flight commander with flight conduct and discipline
- (3) Report attendance and call roll
- (4) Ensure element leaders and the flight guidon are trained on proper drill and ceremonies
- (5) Assist flight commander in teaching drill and ceremonies
- (6) Prepare flight for inspection and accomplishing inspection records

**Cadet Element Leader will:**

- (1) Assume duties of flight sergeant in their absence
- (2) Supervise and train element members
- (3) Ensure cadets are on track for promotion

**Additional Duties:** As required there are numerous projects which need to be accomplished. If you are selected to lead a project, you must get with the Executive Officer who will explain all details.

**Figure 3.4.**

**CHAIN OF COMMAND**

**President**

---

**Secretary of Defense**

---

**Secretary of the Air Force**

**Superintendent  
Nassau County**

---

**Chief of Staff, USAF**

---

**Principal  
West Nassau**

---

**Commander,  
Air Education & Training Command**

---

**Senior and Aerospace Science  
Instructors**

---

**Commander, Holms Center**

---

**Commander, Cadet Group**

---

**Director, AFJROTC**

---

**Commanders, Cadet Squadron**

---

**Flight Commanders**

---