Eagle Squadron

Mission Support Squadron Information Management NCO

Job Description

The Cadet Information Management NCO directly assists the Information Management Officer with the administration of all cadet records. Such cadet will ensure all cadet records are provided, obtained, and completed as mission dictates.

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1. Carries out any duties assigned by Information Management Officer, MS Squadron commander, and SASI/ASIs.
2. Ensures all cadet documentation is accounted for and properly filled/signed.
3. Helps establish personnel files for new cadets.
4. Must establish a WINGS account to enabling updating cadet records as necessary.
5. Assists with the preparation and publishing of the Group Weekly calendar or an alternative announcement system.
6. Assists with authenticating, publishing, distributing, and filing all group publications (special orders, cadet directory, cadet phone book, etc.).
7. Helps prepare and publish minutes from staff meeting, as required by Cadet Group/CC.
8. Assists Information Management Officer with proper documentation for all ribbons/awards.
9. Consults unit event calendar and ensures permission slips are prepared in advanced for upcoming events; preferably two weeks in advanced.
10. Makes sure all permissions slips are issued to cadets involved in the upcoming event and are returned to MS for inventory.
11. Inventories and archives all HQ AFJROTC required cadet forms and unit letters.

Requirements

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The Information Management NCO Position is normally assigned to Junior Cadet (AS-2/AS-4), who displays leadership and managerial skills necessary to manage all the tasks assigned to the position.

The minimum rank for this position is a Cadet Staff Sergeant

The minimum Aerospace Science (AS) level for this position is an AS-2

This position is highly recommended for cadets who have successfully completed at least one level of Cadet Leadership training and who have held a leadership position during the previous years. Attention to detail must be part of this cadet's skills necessary to perform well in this position.

12. Performs other duties if needed by the Information Management Officer and SASI/ASIs.