



Fighting Falcon Squadron

Logistics Squadron Commander

Job Description

The Cadet Logistics Squadron Commander is responsible for the overall administration of all Air Force provided equipment. Such cadet is the liaison between the Logistics Squadron Staff and the Group Commander and SASI/ASI.



Logistics Squadron Commander

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1. The Logistics Squadron Commander leads a group of cadets who manage and maintain all Air Force supplied equipment to include uniforms, supplies, curriculum texts, and any accountable item in the TX-922 equipment inventory.
2. Supervises the proper management of the unit's armory and assigns personnel to ensure proper operations are conducted.
3. Assists the SASI/ASIs in the issue and turn-in of all government accounted property.
4. Assists SASI/ASIs in the periodic inventory of accounted property in WINGS.
5. Maintain a Cadet Access Account to manage logistics items to include: issue, receive, write-off, inventory, etc.
6. Ensures to provide a working schedule that will keep the logistics room manned from Monday through Thursday from 1610L to 1700L.
7. Supervises the operations of all logistic personnel and provides tasks to be completed in order to meet the mission.
8. Supervises the inspection of uniforms and equipment for serviceability and coordinate repair when needed.

Requirements



The Logistics Squadron Commander Position is normally assigned to a Senior or Junior Cadet (AS-3/AS-4), who displays leadership skills necessary to manage all the tasks assigned to the position.

The minimum rank for this position is a Cadet Captain

The minimum Aerospace Science (AS) level for this position is an AS-3

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.

The Cadet Logistics Squadron Commander must lead by example in all areas.

Logistics Squadron Commander



9. Maintains a database and records where all equipment can be properly tracked.
10. Coordinates inventory of computer equipment with Cyber Officer to ensure all items are accounted for.
11. Advises SASI when unit equipment goes missing and coordinates proper Reports of Survey are conducted.
12. Advises SASI/ASIs of items needed to be ordered when inventory of such item is low.
13. Provides Logistic Staff with required training on a regular basis to maintain proficiency to include WINGS training to those cadets with required access.
14. Recruits personnel to properly man Logistics Department.