



Fighting Falcon Squadron

Logistics Squadron Curriculum Accountability NCO

Job Description

The Cadet Curriculum Accountability NCO is responsible to assist the Logistics Commander in the overall accountability of all Air Force provided textbooks and curriculum related items. Such cadet is the liaison between the Logistics Squadron Staff and the Logistics Squadron Commander.



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Job Description

1. The Logistics Squadron Curriculum Accountability NCO assists the Squadron Commander who manages and maintains all Air Force supplied equipment and any accountable items in the TX-922 equipment inventory.
2. Assists the SASI/ASI in the **quarterly inventory** of all HQ AFJROTC issued textbooks and curriculum material used during cadet academics.
3. Assists SASI/ASI in the periodic inventory of accounted property in WINGS.
4. Must possess a Cadet Access Account to manage logistics items to include: issue, receive, write-off, inventory, etc.
5. Ensures tasks are completed in order to meet the mission.
6. Assists with logistics inventory activities.
7. Supervises the inspection of textbooks and curriculum material for serviceability and coordinate repair when needed.

Requirements



The Logistics Squadron Curriculum Accountability NCO Position is normally assigned to a Cadet (AS-1/AS-3), who displays leadership 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-1

This position is highly recommended for cadets who possess the managerial skills to meet squadron mission.

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

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8. Assists with the maintenance of a database and records on WINGS where all equipment is properly tracked.
9. Maintains a neat and efficient cadet logistics area.
10. Advises Sq. Commander, SASI/ASI of items missing or excess when inventory is conducted.
11. Ensures the collection and the proper storage of textbooks once received.