



Fighting Falcon Squadron

Logistics Squadron Equipment Specialist

Job Description

The Cadet Logistics Squadron Equipment Specialist is responsible to assist the Logistics NCO in the overall management of all Air Force provided equipment.



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1. The Logistics Squadron Equipment Specialist assists the Squadron Equipment NCO who manages and maintains all Air Force supplied equipment including texts, and any accountable item in the TX-922 equipment inventory, except uniform items.
2. Assists the SASI/ASI in the issue and turn-in of all equipment used during cadet activities.
3. Assists Logistics Squadron leadership 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 Equipment NCO with logistics inventory activities which includes IT Computer Equipment (ADPE), textbooks, DVDs, and any other accountable equipment on WINGS.
7. Inspects equipment for serviceability and coordinate repair when needed.

Requirements



The Logistics Squadron Equipment Specialist 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 Airman Basic

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 Specialist must lead by example in all areas.

Logistics Squadron Equipment Specialist



8. Maintains database and records where all equipment can be properly tracked.
9. Maintains a neat and efficient cadet logistics area.
10. Advises Sq. Commander, SASI/ASI of items needed to be ordered when inventory of such item is low.
11. Ensures the collection and the proper storage of equipment once used.