



Fighting Falcon Squadron

Logistics Squadron Superintendent

Job Description

The Cadet Logistics Squadron Superintendent is responsible to assist the Logistics Commander in the overall administration of all Air Force provided equipment. Such cadet is the liaison between the Logistics Squadron Staff and the Logistics Squadron Commander.



Logistics Squadron Superintendent

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1. The Logistics Squadron Superintendent assists the Squadron Commander who manages and maintains all Air Force supplied equipment to include uniforms, supplies, curriculum texts, and any accountable item in the TX-922 equipment inventory.
2. Assists the SASI/ASIs in the issue and turn-in of all government accounted property.
3. Supervises and evaluates logistics flight members.
4. Assists Squadron Commander 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. Recommends supply policy and procedures to Squadron Commander and in turn to SASI/ASIs.
7. Ensures working schedule is enforced as per Sq. Commander's intent.
8. Ensures tasks are completed in order to meet the mission.
9. Assists with logistics inventory activities.
10. Supervises the inspection of uniforms and equipment for serviceability and coordinate repair when needed.

Requirements



The Logistics Squadron Superintendent Position is normally assigned to a Cadet (AS-2/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 Technical 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.

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

Logistics Squadron Superintendent



11. Assists with the maintenance of a database and records where all equipment can be properly tracked.
12. Maintains a neat and efficient cadet logistics area.
13. Advises Sq. Commander, SASI/ASIs of items needed to be ordered when inventory of such item is low.
14. Provides Logistic Staff with required training on a regular basis to maintain proficiency to include WINGS training to those cadets with required access.
15. Assists Squadron Commander with establishing work schedules and tasks lists.
16. Recruits personnel to fill vacancies and replacement of upcoming departures.