Eagle Squadron

Mission Support Squadron Commander

Job Description

The Cadet Mission Support Squadron Commander is responsible for the overall administration of cadet records. Such cadet is the liaison between the Mission Support Squadron Staff and the Group Command and SASI/ASI.

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1. Command and Control of the Mission Support Squadron. As Mission Support Squadron Commander, you must hold yourself and your flight commanders to a high standard. NO EXCUSES. Doing so will push them to want to better themselves in AFJROTC and in their personal life.

2. Delegate tasks to your Flight Commanders. DO NOT complete all tasks by yourself because doing so will cause you to stress yourself out. Instead, delegate those tasks to your staff to complete. Make sure to provide them with a deadline or suspense so they know how much time they have to complete a task. Provide feedback to your flight commanders so they can improve themselves.

3. Be a good role model and lead by example. The way you act and speak in front of the cadets is the exact way they will act around each other and with other people. Therefore, make sure you are always leading by the Air Force Core Values

4. Coordinate and communicate with the Operations Squadron Commander for upcoming events. Every event will need parental permission slips to be created by your Information Management Officer and given to the Operations Squadron Commander.

5. Mission Support Commander is responsible for the preparation, authentication, publishing, and distribution of unit publications including special orders, regulations, or directives.

6. Responsible for the updating organizational charts and the Official Cadet Handbook.

7. Squadron Commander must have full access to the WINGS Cadet Module to input all necessary information related to cadet records. Squadron Commander is responsible to establish and maintain cadet records and cadet database. He/she is also responsible to train all members of the squadron who need access to cadet records through the WINGS access module.

8. Coordinates with SASI/ASI to ensure cadets' records are promptly updated.

9. Squadron Commander is fully responsible to ensure all members of the squadron are properly trained to execute their duties.

10. Must attend all staff meetings or ensure squadron representation is present.

11. Provide all resources needed by staff to complete their duties.

12. Will ensure a working schedule is published and updated

13. Will ensure Task Assignments are available at all times to ensure cadets on shift are employed properly.

14. Will assist Squadron Commander in recruiting squadron personnel to fill vacancies and upcoming departures.

15. Will schedule regular squadron staff meetings. Content must include conducting training, evaluate squadron's performance, resolving any schedule/personnel issues as necessary.

16. Will conduct promotion evaluations for staff in squadron; promote personnel to positions of leadership within squadron.

17. Maintains a log of special orders published by the SASI.

18. Serves in position of "Adjutant" for parades and pass an reviews.

19. Will ensure working and task schedules are posted for personnel.