



# Warthog Squadron

## Operations Squadron Commander

### Job Description

The Cadet Operations Squadron Commander is responsible for the overall administration of operations related to all events cadets are involved in. Such cadet is the liaison between the Operations Squadron Staff and the Group Commander and SASI/ASI.



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1. Command and Control of the Operations Squadron. As Operations 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. Assuming command in the absence of the group and deputy group commanders.
5. Communicate with the Cadet Group Commander, SASI, and ASIs about progress of any upcoming events. For every event

## Requirements



The Operations 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-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 Operations Squadron Commander must lead by example in all areas.

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planned, make sure all Instructors are in the loop of everything. Ensure that in all events being planned, you have everything you need for the event. Therefore, make sure you communicate with the other Squadron Commanders for assistance in getting the items you need.

6. Assist the Group Commander, SASI/ASIs in scheduling field trips, base visits, and similar Leadership Development Requirements (LDRs) and extracurricular activities.
7. Responsible for properly tracking and documenting trips, community service events, and any activities where cadets are involved.
8. Supervise the operations teams to ensure all tasks are completed in a timely matter.
9. Maintaining the corps calendar, staff room planning activity scheduling board, and classroom corps activity board.
10. Develops and manages the Cadet Quarterly Award Program. Ensures every quarter cadets who deserve recognition are selected for this program. In the event of a Cadet of the Quarter Board, The Operations Squadron Commander will coordinate with Deputy Group Commander and establish grading criteria for evaluating competing cadets.
11. The Operations Squadron Commander will meet weekly with the Cadet Group Commander, SASI/ASIs and commanders to coordinate team activities and uniform requirements.
12. Conduct squadron staff meetings. Ensure superintendent and squadron members are present. Conduct training if necessary.
13. Conduct squadron evaluation and when necessary promote within organization.
14. Establish work and task schedules; get assistance from superintendent.
15. Ensure Group/CC is informed of all activities related to his/her position.
16. Recruit personnel to fill void for vacancies and upcoming departures.