



Eagle Squadron

Mission Support Squadron WINGS Accountability Officer

Job Description

The Cadet WINGS Accountability Officer is responsible to assist the Sq. Commander with the administration of all cadet records in relation to the WINGS System. Such cadet will ensure all cadet records are provided, obtained, and completed as mission dictates.



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Job Description

1. Carrying out any duties assigned by MS Squadron commander and SASI/ASIs.
2. Ensures all cadet documentation is accounted for and properly updated, uploaded, revised as necessary on WINGS.
3. Must establish a WINGS account to enabling updating cadet records as necessary.
4. Works together with Information Management Officer to ensure all records are accurate and up-to-date on WINGS.
5. Coordinates new cadet accounts with instructors.
6. Assists SASI with proper documentation for all ribbons/awards.
7. Ensures quarterly reviews are conducted on all cadets WINGS records.
8. Ensures all HQ AFJROTC required cadet forms are reported on WINGS and updated on a regular basis.
9. Performs other duties if needed by the Operations Squadron Support commander and SASI/ASIs.
10. Makes sure subordinates maintain WINGS data throughout the year.

Requirements



The WINGS Accountability Officer Position is normally assigned to Junior Cadet (AS-2/AS-4), who displays leadership and managerial skills necessary to manage all the tasks assigned to the position.

The minimum rank for this position is a Cadet 1st Lieutenant

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. Attention to detail must be part of this cadet's skills necessary to perform well in this position.