

CHAPTER 3

UNIT ORGANIZATION AND OPERATION

In any organization, it is necessary to assign responsibility and authority to some members to insure that all the organization's goals are met. In our unit, our chain of command is approximately the same as in an active duty Air Force squadron. At the top of our chain is the school principal. Beneath him/her are the Instructors, cadet staff, flight Officers and NCOs. Each cadet Officer or NCO has specific areas of responsibility, but they all have the added responsibility of helping to maintain discipline and esprit-de-corps in our unit. This chapter covers the organization of the OH-022 Cadet Squadron.

3-1 RANK AND POSITION

Cadets are selected for and hold their positions based on the instructors' evaluation of their leadership abilities, sense of responsibility, maturity, academic performance, and participation. Positions are rotated periodically to give cadets opportunities to learn and perform different jobs, and to permit other cadets to experience leadership roles. Cadets may nominate themselves or other cadets for positions within the flight or the wing staff by contacting their Flight Commander or the Instructors. Issues which cadets wish to have addressed, or problems which may arise should first be brought to the Flight Commander. If necessary, they will carry the issue or problem to the Operations Officer and so on, until the issue is resolved or the instructors are asked to resolve it or take action on it. Of course, personal problems between cadets should be resolved between those cadets, if possible. Ideas or suggestions for the benefit of the cadet corps should be forwarded up the chain in the same manner—although any cadet may speak with the instructors at any time.

3-2 OPERATIONS

Special business affecting the entire corps of cadets will either be taken care of in periodic staff meetings or, if necessary, during special meetings called by the Instructors.

Routine squadron business is normally conducted during the periodic cadet staff meeting, which all cadet staff officers are required to attend. Flight Commanders are always invited and other cadets may attend with prior permission from the Squadron Commander or the Instructors.

Flight business such as passing on information from the staff meetings, etc., is normally conducted during the first few minutes of class on the day following the Squadron Staff Meeting. The Flight Commander may request additional time from the Instructors as he/she deems necessary, or may call a flight meeting with prior Instructor approval.

3-3 ORGANIZATION

Stebbins High School’s JROTC, OH-022 unit was established September 1, 1967. The Unit Manning Document (UMD), on the following page, reflects how OH-022 Cadet Squadron is organized. By this organization, the functions of the unit are broken down into specialized tasks. The responsibilities associated with these specialized tasks are also listed starting on page 12. Each cadet should study all the job descriptions as they relate to the organizational chart to gain a more complete understanding of how the various functions relate to the total function or mission of the group.

Information, guidance and decisions should flow down the chain of command in the form of orders, either oral or written, and information, advice and recommendations should flow up the chain of command. There should also be a lateral flow of information (in the classroom). Unless there is a flow of communication both up and down the chain of command, the organization will quickly become ineffective and cease as a military unit. **KEEP THIS IN MIND!!!**

The number of leadership positions authorized is also shown in the UMD. To progress up this chain of command, each cadet should strive to learn the duties and responsibilities of each position on the chart. If you are selected for one of the leadership positions, fulfill that position to the best of your abilities so you may move up the chain of command.

OH-022 AIR FORCE JUNIOR ROTC CADET CORPS

Pursuant to authority contained in JROTCI 36-2001, the following named cadets of this organization may be appointed to the indicated staff/command positions and will serve with the temporary (acting) ranks as listed below (at the discretion of the SASI):

NAME	STAFF/COMMAND POSITION	MINIMUM RANK	MAXIMUM RANK
TBD	Squadron Commander*	C/Lt Col	C/Col
TBD	Squadron Deputy Commander*	C/Maj	C/Lt Col
TBD	Squadron Operations Officer*	C/Maj	C/Lt Col
TBD	Squadron Executive Officer	C/Capt	C/Maj
TBD	Drill Team Commander	C/2Lt	C/Lt Col
TBD	Drill Team Deputy Commander	C/CMSgt	C/Lt Col
TBD	Standardization/Evaluation Officer or First Sergeant*	C/2Lt	C/Maj
		C/CMSgt	C/CMSgt

* Must be a graduate of a cadet leadership course (unless waived by the SASI).

NAME	STAFF/COMMAND POSITION	MINIMUM RANK	MAXIMUM RANK
TBD	Squadron Operations Officer	C/Maj	C/Lt Col
TBD	All Flight Commanders	C/Amn*	C/Capt
TBD	All Element Leaders	C/AB	C/Capt
TBD	All Flight Administration Officers/NCOs	C/AB	C/Capt
TBD	All Flight Health and Wellness Officers/NCOs	C/AB	C/Capt
TBD	Squadron Deputy Commander	C/Maj	C/Lt Col
TBD	Administration Officer	C/SSgt	C/Maj
TBD	Education and Training Officer	C/SSgt	C/Maj
TBD	Finance Officer	C/SSgt	C/Maj
TBD	Health and Wellness Officer	C/SSgt	C/Maj
TBD	Personnel Officer	C/SSgt	C/Maj
TBD	Public Affairs Officer	C/SSgt	C/Maj
TBD	Logistics Officer	C/SSgt	C/Maj
TBD	Recruiting Officer	C/SSgt	C/Maj
TBD	Safety Officer	C/SSgt	C/Maj
TBD	Academic Challenge Team Commander	C/SSgt	C/Col
TBD	Awareness Presentation Team Commander	C/SSgt	C/Col
TBD	Cyber Patriot Team Commander	C/SSgt	C/Col
TBD	Kitty Hawk Air Society Team Commander	C/SSgt	C/Col
TBD	Orienteering Team Commander	C/SSgt	C/Col
TBD	Raider Team Commander	C/SSgt	C/Col
TBD	Rocketry and RC Team Commander	C/SSgt	C/Col

* Cadets who are not already at this rank, or higher, may be promoted to this rank for this position, at the discretion of the SASI.

3-4 JOB DESCRIPTIONS

It is each cadet's responsibility to be familiar with those duties and to support the people in those positions in performing their duties. Cadet Officers and NCOs are given only the amount of authority necessary to perform their primary duties and to assist the instructors in maintaining discipline.

SQUADRON COMMANDER IS RESPONSIBLE FOR:

- Oversees all squadron activities
 - Appearance, discipline, efficiency, training and conduct of the squadron
- Conducts weekly/bi-weekly staff meetings to discuss:
 - Status of all flights
 - Co-curricular activities within the unit
- Establish and posting the overall goals for OH-022 squadron
 - Assigns a goal to each of his/her staff officers for tracking
 - Provides monthly updates to SASI/ASI on status of goals
- Compile and maintain a continuity binder for the position
- Plans, schedules, and organizes commander's call
- Chair for promotion boards

- Quarterly awards review and recommendations at the end of each quarter
- Rumor control

SQUADRON DEPUTY COMMANDER IS RESPONSIBLE FOR:

- Command and control of squadron in absence of squadron commander
- Assist squadron commander with:
 - Monitoring annual goals and their duties
 - Maintaining continuity binder for the position
 - Planning commander's call
- Keeps squadron commander informed of all activities
- Supervises the squadron staff and team commanders/NCOICs
- Quarterly awards review and recommendations at the end of each quarter
- Rumor control

SQUADRON OPERATIONS OFFICER IS RESPONSIBLE FOR:

- Planning, organizing all mission support activities
- Supervises the flight commanders
- Plan & coordinate information management functions
- Ensure functions are accomplished
- Files all cadet paperwork for proper accountability
- All grades (especially for Kitty Hawk members)
- Train one person to perform duties if unavailable
- Compiles and maintains a continuity binder for this position
- Performs other duties as assigned

SQUADRON EXECUTIVE OFFICER IS RESPONSIBLE FOR:

- Establishes committees for special projects to the extent of:
 - Assigning appropriate cadets
 - Establishing committee suspense's (timeline)
 - Monitors committee progress at regular intervals
- Appearance, discipline, efficiency, training and conduct of the squadron
- Keeps squadron commander informed of all activities
- Assists squadron commander as needed
- Other duties as assigned
- Rumor control
- Assisting SASI to secure awards from national organizations supporting JROTC award programs
- Plans, develops, and coordinates award nomination process with SASI
- Work with SASI to plan and execute annual awards ceremony

SQUADRON STANDARDIZATION AND EVALUATION OFFICER OR FIRST SERGEANT IS RESPONSIBLE FOR:

- If the cadet is a C/CMSgt, they are the highest ranking enlisted individual in the squadron and works directly for squadron commander. If the cadet is a C/2Lt or higher, they will have the title of Standardization and Evaluation Officer
- Responsible for the morale of the entire unit
 - Recommending and planning functions on a regular basis to improve morale

- Appearance, discipline, efficiency, training & conduct of the Corps
- Tracks uniform wear and updates the uniform data folder spreadsheet
- Reviews the uniform data folder at the end of each grading quarter and advises the SASI of those who should be assigned detention
- Performs other duties as assigned
- Rumor Control

SQUADRON ADMINISTRATION OFFICER/NCOIC IS RESPONSIBLE FOR:

- Recording, maintaining, and publishing minutes of weekly staff meetings
- Tracking squadron attendance by compiling data from the flight administration officers
- Enters all event attendance in WINGS
- Maintaining the unit Operating Instructions

SQUADRON EDUCATION AND TRAINING OFFICER/NCOIC IS RESPONSIBLE FOR:

- Preparing weekly required knowledge material for all cadet to know
- Tracking the weekly required knowledge questions turned in by cadets

SQUADRON FINANCE OFFICER/NCOIC IS RESPONSIBLE FOR:

- Prepares squadron's yearly budget and updates monthly
- Plan/coordinate all financial matters and fund-raisers
- Assists instructors & squadron commander with planning, organizing, controlling and coordinating
- Requests funds for all events and purchases of equipment/supplies
- Trains at least one sophomore and junior cadet
- Performs other duties as assigned

SQUADRON HEALTH AND WELLNESS OFFICER/NCOIC/NCOs ARE RESPONSIBLE FOR:

- Tracks all cadet health and wellness permission forms
- Provides "**OPORD**" (Weekly) for squadron PT Sessions
- Posted on cadet bulletin board by "**Tuesday Morning**" each week
- Operating a voluntary cadet physical fitness program which includes:
 - Supervised stretching exercises prior to physical fitness
 - Posts health awareness information on cadet bulletin board
- Organizes and coordinates athletic competitions other groups
- Compiles and maintains a continuity binder for position
- Performs other duties as assigned

SQUADRON PERSONNEL OFFICER/NCOIC IS RESPONSIBLE FOR:

- Making cadet assignments as directed by squadron commander
- Maintain cadet corps files
- Prepare/update cadet information in WINGS as appropriate
- Keep the organization chart current to include:
 - Posting changes in grade, rank, and other changes

- Train one junior to take on the position.
- Other duties as assigned

SQUADRON PUBLIC AFFAIRS OFFICER/NCOIC IS RESPONSIBLE FOR:

- Training of at least once cadet in each flight of proper procedures.
- Upon approval from SASI, through the chain of command, ensuring appropriate publicity of Walter E. Stebbins High School AFJROTC is directed to each of the following important public segments:
 - The local public (local news media-radio and TV)
 - The school public
 - The organization public (cadets)
- Maintain the unit scrap book, history and other records, reflecting upon traditions, accomplishments and activities of the squadron. The unit scrapbook should be updated at the end of each semester.
- Train at least one junior or sophomore in duties and responsibilities.
- Keep senior staff informed of all activities related to position prior to all staff meetings.
- Publish a monthly newsletter.
- Compiling and maintaining a continuity binder for this position.
- Other duties as assigned.

SQUADRON LOGISTICS OFFICER/NCOIC IS RESPONSIBLE FOR:

Assists ASI with:

- Receipt and issue
- Proper accounting for items in WINGS/Files
- Maintaining all uniform/equipment/supply items
- Proper storage of uniforms, supplies, & equipment
- Assist ASI with inventories
- Providing guidance to the cadet staff on proper supply discipline
- Train one junior to take the position
- Other duties assigned

ASSISTANT LOGISTICS OFFICER/NCOIC AND LOGISTICS STAFF IS RESPONSIBLE FOR:

- Keeping track of his or her assigned area of responsibility (example – male service coats)
- Performs a quarterly inventory of assigned items to ensure it matches what is indicated in WINGS
- Assists the logistics officer in other duties as assigned

SQUADRON RECRUITING OFFICER/NCOIC IS RESPONSIBLE FOR:

- Preparing presentations for recruiting visits to middle school
- Other events that present an opportunity to recruit quality cadets
- Develops pamphlets, flyers, computer generated programs and ensures they stay current and relevant
- Provide recruiting information to the personnel officer for issuance of Recruiting Ribbon.

SQUADRON SAFETY OFFICER/NCOIC IS RESPONSIBLE FOR:

- Preparing and presenting a weekly safety briefing appropriate for cadets (example, safe driving in winter conditions, water safety, etc.)
- Maintaining a squadron safety board where safety education material is posted each week
- Informs cadet and instructor staff of potential safety hazards in the classroom or Student Activity Center

FLIGHT COMMANDERS ARE RESPONSIBLE FOR:

- Direct supervision of his or her flight
- Appearance, discipline, and military training of their flight
- The conduct of their flight and conduct of all flight members
 - During leadership training and in academic classroom
 - Ensures all assigned administrative suspensions for flight are met
 - Leads and directs cadet flight at all cadet formations
- Advises Instructors on matter pertaining to the flight
- Other duties as assigned
- Rumor Control

FLIGHT ADMINISTRATION OFFICERS/NCOIC ARE RESPONSIBLE FOR:

- Providing recommendations to the flight commander based on inputs from lower class cadets and acts as liaison between the flight and squadron
- Advising the flight commander on problems with the flight and suggesting possible solution
- Taking daily attendance and forwarding it to the squadron administration officer

FLIGHT HEALTH AND WELLNESS OFFICERS/NCOIC ARE RESPONSIBLE FOR:

- Leading warm up and cool down stretches
- Leading exercise plan provided by cadet health and wellness officer

ACADEMIC CHALLENGE TEAM COMMANDER/NCOIC IS RESPONSIBLE FOR:

- For coordinating practices/competition dates.
- For taking attendance during each practice and competition session and forwarding to the administration officer to enter the data into WINGS.
- For leading the practice sessions and determining which topics should be covered.

AWARNESS PRESENTATION TEAM (APT) COMMANDER/NCOIC IS RESPONSIBLEFOR:

- Reports to SASI and squadron commander on all APT activities
- Recruits cadets to be members of Awareness Presentation Team
- Sets goals for presentations
 - Coordinates 5-10 minute speeches for elementary/middle schools
 - Designates 2-3 cadet teams to perform presentations
- Trains at least one sophomore & junior in position duties/responsibilities
- Other duties as assigned

CYBER PATRIOT COMMANDER/NCOIC IS RESPONSIBLE FOR:

- For coordinating practices/competition dates.
- For taking attendance during each practice and competition session and forwarding to the administration officer to enter the data into WINGS.
- For maintaining equipment, which includes setting up laptops for practices and competitions.

DRILL TEAM COMMANDER/DEPUTY COMMANDER ARE RESPONSIBLE FOR:

- Commands team in competitive drill meets
 - Trains team in drill maneuvers
 - Recruits team members
- Issues and ensures return of all equipment from team members
- Leads team in ceremonial functions
- Ensures drill team members follow the squadron and team rules
- Good ambassadors of local high school in conduct and appearance

KITTY HAWK AIR SOCIETY (KHAS) COMMANDER/NCOIC IS RESPONSIBLE FOR:

- Keeps SASI and squadron commander advised on all activities with KHAS
- Conducts quarterly search for qualified candidates
- Conducts KHAS testing and induction
- Ensures all team members remain academically eligible
- Other duties as assigned

ORIENTEERING COMMANDER/NCOIC IS RESPONSIBLE FOR:

- Organizing and controlling the orienteering members
- Compiles and maintains a continuity binder for this position
- Performs other duties as assigned

RAIDER TEAM COMMANDER/NCOIC IS RESPONSIBLE FOR:

- Commands team in competitive drill meets
 - Trains team in drill maneuvers
 - Recruits team members
- Issues and ensures return of all equipment from team members
- Leads team in ceremonial functions
- Ensures team members follow the squadron and team rules

ROCKETRY AND RC COMMANDER/NCOIC IS RESPONSIBLE FOR:

- Organizing and controlling the model rocketry and RC team members
- Compiles and maintains a continuity binder for this position
- Performs other duties as assigned

SQUADRON ORGANIZATION CHART



SQUADRON OH-022 (2023-2024)

