**Staff Job Descriptions**

*All cadets:* Responsible for checking email once every day and reading the bulletin boards and checking the cadet mailboxes once each day. All publications, directives, etc., placed on the bulletin boards must be approved for the proper format and content by the Wing Commander or applicable Group Commander, Squadron Commander, or Flight Commander.

**Top Staff:** Consists of Wing Commander, Vice Commander, GMC Advisor, Operations Group Commander, Mission Support Group Commander, and Maintenance Group Commander. Their main mission is to mentor, educate, and train in a respectful, safe, and motivating manner to develop the leadership abilities of cadets that will enable them to perform effectively as officers when they enter the Air Force.

**Wing Commander (CW/CC)**

§ The cadet leader of the Corps  
§ Oversees the operation of the wing and ensures the accomplishment of all programs, missions, and objectives  
§ Responsible to the Commandant of Cadets (COC) for complying with the requirements of AFROTCI 36-2017, Section C; and satisfying any additional duties as outlined in the cadet regulations and Mission Directive  
§ Serves as the liaison and representative of the Corps to the University, community, and COC/Detachment Staff  
§ Ensures the proper appearance, discipline, efficiency, training, and conduct of the Wing  
§ Ensures all members of the Cadet Corps have the opportunity to develop leadership in accordance with their abilities  
§ The CW/CC will be responsible for setting clear expectations to all members of the wing as well as giving formal and informal feedback regularly to his/her staff  
§ Directly supervises the Wing Vice Commander, Wing Executive Officer, Special Projects Officer, and Field Training Preparation Officer.  
§ Serves as an advisor during squadron and wing drill exercises

**Vice Commander (CW/CV)**

§ The Vice Wing Commander will serve as an assistant to the CW/CC focused especially on GMC cadets, morale, and the overall wing operations  
§ Assists the Wing Commander in any tasks  
§ The CW/CV will directly supervise the GMCA, Recruiting Officer, and Group Commanders  
§ The CW/CV will also have a hands on approach with the wing on implementing and enforcing standards, policies and anything else the CW/CC deems necessary  
§ They will also ensure AFROTC standards are being met and provide feedback as necessary to correct any deficiencies  
§ The Vice Wing Commander will command the wing in the Wing Commander’s absence, and will advise the Wing Commander on disciplinary matters  
§ They also can and should, as they deem necessary, provide regular informal feedback to any other members of the wing  
§ the CW/CV shall be the AROTC liaison, maintaining the relationship between the 785th CW and the NROTC and the AROTC units at the University of Memphis  
§ Ensures all corps activities run smoothly  
§ Is knowledgeable of all that goes on in the corps  
§ Attends and briefs at weekly meetings with Top Staff
Cadet Wing Executive Officer (CW/XO)

- Assists the CW/CC with administrative and operational duties as required
- Checking up on staff for continuities, both jobs and special events
- Makes sure all continuity folders are being properly maintained by respected staff
- Promote esprit-de-corps

GMC Advisor (CW/GMCA)

- Reports to CW/VC on the morale, thoughts, and opinions of the GMC. This requires involvement in corps activities and to being tuned into the needs, expectations, problems, and morale of the GMC
- Actively participates in corps activities, fostering morale and teamwork among the GMC
- Works with the OG/CC to make sure GMC are being trained properly and thoroughly
- Directly responsible for orienting all new cadets to the corps
- Conducts orientation programs for new GMC
- Organizes community service project for all GMC
- Represents the interest of the GMC at staff meetings

Operations Group Commander (OG/CC)

- Commands and provides the vision for the Operations Group
- Responsible for ensuring wing training activities are planned and have desired learning outcomes and is directly responsible for the success of LLAB
- The OG/CC should work to ensure that all training objectives are met using innovative, varied and fun training techniques/ideas
- The OG/CC is responsible for checking on the reservation of LLAB facilities, and should remain diligent at this over the course of the entire semester
- The OG/CC will help the Wing Commander in implementing unforeseen changes to the LLAB operation orders if the need arises, and should have a minimum of one contingency plan prepared for every activity
- The OG/CC will serve as the Wing Commander’s primary counsel in all matters related to cadet training
- OG/CC will submit a weekly OPS ORDER seven days prior to LLAB for approval by the CW/CC and COC
- The OG/CC will directly supervise the OG/SQC to ensure proper discipline and training of the GMC corps
- Oversees all training activities within the corps
- Supervises Squadron Commander, works to ensure he/she is meeting the required training objectives comprehensively, uniformly, and efficiently, and oversees operations of the flights under his/her command

Squadron Commander (OG/SQ)

- Is directly responsible for the appearance, bearing, and behavior of his/her squadron
- Oversees the Flight Commanders in training the squadron in accordance with wing training objectives
- Responsible for the administrative duties required by the squadron, to include maintaining the Cadet Training Folders for members of the squadron
- Organizes and leads squadron meetings
- Assigns and supervises necessary tasks to Flight Commanders
- Executes all directives as assigned by the Operations Group Commander
Flight Commander (OG/FLTCC):

- The appearance, military bearing, discipline, effectiveness, training, and conduct of the flight.
- Recording flight attendance at all activities.
- Planning and coordinating activities within the flight.
- Assisting in the dissemination of information to flight members.
- Ensuring flight members are present for assigned flag detail and rescheduling as needed.
- Conducting flight meetings weekly and instructing flight as directed in objectives of the Ops orders.
- Setting an example for the flight by maintaining exemplary appearance and conduct at all times.
- Recommending cadets within the flight for awards and recognition.
- Performing other duties as assigned by the OG/SQ.

Mission Support Group Commander (MS/CC):

- Supervises and directs the Mission Support Group of the Cadet Wing.
- Responsible for the appearance, discipline, effectiveness, training, and conduct of the Mission Support Group.
- Will foster total quality management in the mission support group offices.
- Will attend wing staff meetings.
- Responsible for performing other duties as assigned.

Athletics Officer (MS/AO):

§ Plans, organizes, and runs all official Physical Fitness Tests.
§ Organizes and conducts corps-wide enhanced physical fitness program (MANDO).
§ Organizes any special PFT’s as necessary.
§ Responsible for updating and maintaining the Physical Standards Bulletin Board.
§ Reports the results of all PFT’s to the Commandant of Cadets.
§ Develops a plan to ensure 100% PFT pass rate in the corps.

Information Management (MS/PO):

§ Compiles the corps directory, to include at least the name, phone number, school address, and email address of every cadet in the corps.
§ Organizes and maintains the cadet mailboxes for the semester and distributes mail at least twice a week.
§ Publishes, distributes, and files all administrative orders and publications of the Wing.
§ Keeps records of reported attendance for all Lead Labs, Alt Labs, MANDO, and other mandatory AFROTC events. This will be documented and given to the COC.
§ Responsible for maintaining cadet files, documenting awards earned.

Public Affairs (MS/PA):

§ Keeps the community, University, and AFROTC informed of the Wing’s activities.
§ Ensures that photographs are taken at all corps events and coordinates with MX/CS to get photos placed on the corps web page.
§ Organizes slide show for the end of the semester dinner.
§ Responsible for distributing all information throughout the corps, to include weekly announcements and world or Air Force news
§ Publishes the Eagle newsletter containing information about events in the corps
§ Responsible for the creation and upkeep of cadet organization board and pictures of cadet staff

Civil Air Patrol Commander (MS/CAP)
- Coordinating and overseeing cadet activities in the CAP program
- Scheduling and monitoring all cadets CAP member’s flights
- Recruiting new cadet CAP members
- Ensuring the MS/CC, CW/CC are aware of all CAP activities
- Performing other duties as assigned by the CW/CC

Maintenance Group Commander (MX/CC)
- Supervises and directs the Maintenance Group of the Cadet Wing
- Responsible for the appearance, discipline, effectiveness, training, and conduct of the Mission Support Group
- Will foster total quality management in the maintenance group offices
- Will attend weekly wing staff meetings
- Responsible for performing other duties as assigned

Computer Systems Officer (MX/CSO)
§ Responsible for all technological assets and programs
§ Ensures proper setup and function of the corps server, web page, computers, printers, network connections, projectors, and other technology
§ Updates web page and AFROTC server with new information within two weeks of receiving it; however, ops orders must be posted by the Friday before they are in effect
§ Must have prior knowledge of XHTML, CSS, PHP, FTP, networking, and graphic design as these each relate specifically to computers.

Supply Officer (MX/SPO)
§ Responsible for maintaining and organizing the supply room and storage rooms
§ Responsible for creating and maintaining an inventory of all items owned by the corps
§ Ensures snack bar is fully stocked and coordinates with COC for profit deposit
§ Responsible for creating a tracking and inventory sheet/system for Det. Shirts and snack bar
§ Coordinates cadet supply with Detachment supply custodian
§ Coordinate with Wing Staff to make sure the corps has adequate printing and copying supplies (paper and ink)

Color Guard Commander (MX/CGC)
- Maintains and supervises an effective Color Guard
- Responsible for assisting in the planning and coordination of all parades and ceremonies

- Maintains Color Guard proficiency to Air Force standards

- Will maintain a comprehensive continuity binder

- Responsible for performing other duties assigned

- Responsible for training a Color Guard to support all activities as directed

**Special Projects (SP)**

- Assists in morale-boosting activities
- Aids other staffs in need of assistance
- Completes tasks assigned by CW/CC

**Recruiting Officer (CW/RO)**

- Provides information about AFROTC and Detachment 785 at the University of Memphis to any high school or college student considering the program
- Involves the corps actively in recruiting students for the AFROTC program
- Maintains correspondence with prospective cadets
- Supervises the University recruitment program
- Provides opportunities for prospective cadets to visit the Detachment at other times
- Uses all forms of communication available at the University for recruiting efforts
- Works closely with the Unit Admissions Officer