

CHAPTER 7

Organization of the Cadet Corps

Unit structure. Whenever two or more people combine their efforts to do a job, an organization exists. Every Air Force JROTC unit is organized to specifically illustrate the line of responsibility and authority that extends from top to bottom.

Palo Verde's Cadet Corps is functionally organized as a "Wing" (Figure 8). As such, it mirrors and replicates as much as possible an active duty Air Force Wing. All terminology, references and acronyms are specifically used to increase familiarity with the "flavor" of the "real" Air Force.

The cadet wing numerical designation (NV-20011) reflects an official unit identifier established by the United States Air Force. The Palo Verde High School Air Force Junior ROTC unit is designated as "Nevada's 1st new Air Force Junior Reserve Officer Training Corps unit for 2001" and is abbreviated as "AFJROTC NV-20011."

Terminology.

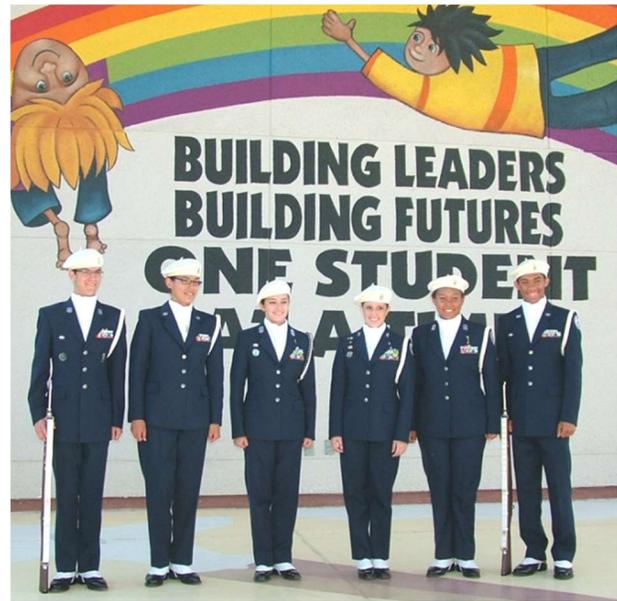
A "Wing" is comprised of two or more groups.

A "Group" is composed of two or more squadrons.

A "Squadron" consists of two or more flights (each of our classes is a flight).

A "Flight" is comprised of two or more elements (all eight of our flights (classes) have four elements).

An "Element" is composed of two or more cadets.



Unit Manning Document. See Figure 9.

Cadet Job Descriptions.

1. The Cadet **Wing Commander** is responsible for:

- The daily operation of NV-20011.
- Implementing operational directives from the SASI and the ASIs.
- Planning and coordinating all wing activities.
- The appearance, discipline, efficiency and conduct of the Cadet Wing.
- Evaluating the adequacy and effectiveness of training programs.

2. The Cadet **Wing Vice-Commander** is responsible for:

- The command of NV-20011 during the absence of the Wing Commander.
- Serving as President of the Cadet Evaluation Board.
- Supervision of the wing staff to ensure coordination and integration of all plans, policies and procedures.
- Supervision of the Awareness Presentation Team (APT) and the Kitty Hawk Air

Society (KHAS).

- Scheduling wing staff meetings and, as required, convening special committees.
- Performing other duties as assigned by the Wing Commander.

3. The Cadet **Director of Recruiting and Retention** is responsible for:

- Developing videos, posters and events with the aim of recruiting and retaining cadets.
- Performing other duties as assigned by the Wing Commander.
- Note: this is a second semester position and is filled by the former (1st semester) Wing Commander.

4. The Cadet **Command Chief Master Sergeant** is responsible for:

- Acting as a liaison between the Cadet Wing enlisted cadre and the wing staff.
- Providing recommendations to the cadet Wing Commander based on inputs received from the enlisted cadre.
- Advising the cadet Wing Commander on problems within the Cadet Wing.
- Cleanliness of cadet areas. Develops a daily cleanup schedule and ensures compliance.
- Performing other duties as assigned by the Wing Commander.

5. The Cadet **Operations Group Commander** is responsible for:

- The appearance, discipline, effectiveness, training and conduct of cadets on the Special Teams (Choir, PFT, ADT, UDT, and Color Guard).
- Ensuring all performances are properly scheduled and executed (including submission of the field trip packets).
- Developing and enforcing a daily schedule of cadets to lower the U.S. Flag.
- Performing other duties as assigned by the

cadet Wing Commander.

6. The Cadet **Mission Support Group Commander** is responsible for:

- The appearance, discipline, effectiveness, training and conduct of cadets in all of the flights.
- Developing and enforcing a daily schedule of cadets to raise the U.S. Flag.
- Track cadet letter points as they're earned.
- Performing other duties as assigned by the cadet Wing Commander.

7. The Cadet **Wing Support Group Commander** is responsible for:

- The appearance, discipline, effectiveness, training and conduct of cadets serving in wing support functions.
- Supervision of the wing staff to ensure coordination and integration of all plans, policies and procedures.
- Performing other duties as assigned by the cadet Wing Commander.

8. The Cadet **Director of Public Affairs** is responsible for:

- Advising Flight Commanders and wing staff on courses of action for compiling and disseminating information of general interest to Palo Verde High School and the Cadet Wing.
- Compiling information and publishing the Wing's monthly newsletter.
- Documenting all Wing activities through photographic, videographic and print media.
- Maintaining the Wing's photo albums.
- Performing other duties as assigned by the Wing Commander.

9. The Cadet **Director of Logistics** is responsible for:

- Assisting the ASIs with the issue, turn-in and inventory of accountable property and uniforms.
- Advising Flight Commanders and wing staff on status of logistics programs and ability to meet current and projected requirements.
- Implementing plans and policies for operating an efficient supply management program.
- Performing other duties as assigned by the Wing Commander.

10. The Cadet **Commander, Kitty Hawk Air Society** is responsible for:

- Commanding the NV-20011 Kitty Hawk Air Society and serving as the coordinator of all unit community service projects.
- Promoting high academic standards, providing services to the school and community, promoting self-confidence and initiative, developing leadership abilities and furthering the knowledge of the Air Force role in aerospace education.
- Performing other duties as assigned by the cadet Wing Commander.

11. The Cadet **Director of Wellness** is responsible for:

- Providing leadership, management and training expertise to the Physical Fitness Team (PFT).
- Implement the E2C Program and incorporate it into the LAT activities.
- Responsible for the mental, social and physical health of the Wing.
- Performing other duties as assigned by the Wing Commander.

12. The Cadet **Squadron Commander** is responsible for:

- The appearance, discipline, effectiveness, training and conduct of cadets in their

flights.

- Ensuring cadets assigned to their squadron raise the U.S. Flag when scheduled.
- Track cadet letter points as they're earned.
- Performing other duties as assigned by the cadet Wing Commander.



13. The Cadet **Flight Commander** is responsible for:

- Commanding a flight of JROTC cadets.
- Initiating and participating in Cadet Evaluation Boards.
- Counseling cadets on conduct and uniform wear deficiencies.
- Conducting weekly "open ranks" uniform inspections.
- Acting as a liaison between flights and command staff.
- Maintaining the appearance, discipline, efficiency, training and conduct of the flight.
- Conducting training in appropriate uniform wear, drill and ceremonies.
- Correcting conduct that is prejudicial to good order and discipline.
- Planning and coordinating activities within the flight.
- Performing other duties as assigned by the Wing Commander.

14. The Cadet **Flight Sergeant** is responsible for:

- Assuming Flight Commander duties when

the Flight Commander is absent.

- Assisting the Flight Commander in managing unit activities and general supervision of cadets assigned.
- Counseling cadets and taking necessary actions to resolve problems or complaints.
- Teaching basic drill movements IAW AFMAN 36-2203 Drill and Ceremonies.
- Tracking cadet letter points as they're earned.
- Performing other duties as assigned by the Flight Commander.



15. The Cadet **Flight Element Leader** is responsible for:

- Executing and teaching basic drill movements IAW AFMAN 36-2203 Drill and Ceremony.
- Maintaining discipline while in the ROTC environment.
- Performing other duties as assigned by the Flight Commander.

16. The Cadet **Director of Financial Management** is responsible for:

- Assisting the SASI and ASIs with financial matters pertaining to the Wing.
- Scheduling, coordinating and implementing fund raising events.
- Maintaining ledgers and posting individual

cadet accounts.

- Conducting daily account transactions.
- Performing other duties as assigned by the Wing Commander.

17. The Cadet **Director of Personnel** is responsible for:

- Assisting the SASI and ASIs with implementation of the cadet personnel program.
- Maintaining cadet personnel records.
- Publishing a cadet directory.
- Filing documentation in cadet folders.
- Assisting the SASI and ASIs in managing the Cadet Recognition Program (Cadet of the Month and Quarter).
- Preparing an agenda and plans for the Cadet Wing Staff meetings.
- Performing other duties as assigned by the Wing Commander.

18. The Cadet **Director of Information Management** is responsible for:

- Assisting the ASIs with maintenance of publications, forms and administrative files.
- Track wing staff letter points as they're earned.
- Managing the Flight and Cadet Recognition Programs.
- Ensuring all Cadet Wing functions have an adequate supply of "blank" forms.
- Performing other duties as assigned by the Corps Wing Commander.

19. The **Armed Drill Team Commander** is responsible for:

- Commanding the Armed Drill Team.
- Providing instruction, supervision and training for cadets assigned to the team.
- Assisting in the planning and coordination for all parades and drill meets.

- Performing other duties as assigned by the Wing Operations Group Commander.



20. The **Unarmed Drill Team Commander** is responsible for:

- Commanding the Unarmed Drill Team.
- Providing instruction, supervision and training to cadets assigned to the team.
- Assisting in the planning and coordination of all parades and drill meets.
- Performing other duties as assigned by the Wing Operations Group Commander.

21. The **Color Guard Team Commander** is responsible for:

- Commanding the Color Guard Team.
- Providing instruction, supervision and training for cadets assigned to the team.
- Scheduling team members for all color guard ceremonies.
- Assisting in the planning and coordination for all parades and drill meets.



- Performing other duties as assigned by the Wing Operations Group Commander.

22. The **Awareness Presentation Team Commander** is responsible for:

- Providing instruction, supervision and training for cadets assigned to the team.
- Assisting in the planning and coordination of all presentations.
- Maintaining the highest academic and appearance standards for everyone on the team.
- Performing other duties as assigned by the Wing Operations Group Commander.

24. The Cadet **Group Vice-Commander** is responsible for:

- The command of their Group during the absence of their Group Commander.
- Supervision of the group staff to ensure coordination and integration of all plans, policies and procedures.
- Performing other duties as assigned by their Group Commander.



25. The Cadet **Choir Commander** is responsible for:

- Scheduling choir practices and performances.
- Recruiting and training choir members.
- Performing other duties as assigned by the Operations Group Commander.

**NV-20011 2020/2021
Organizational Chart**

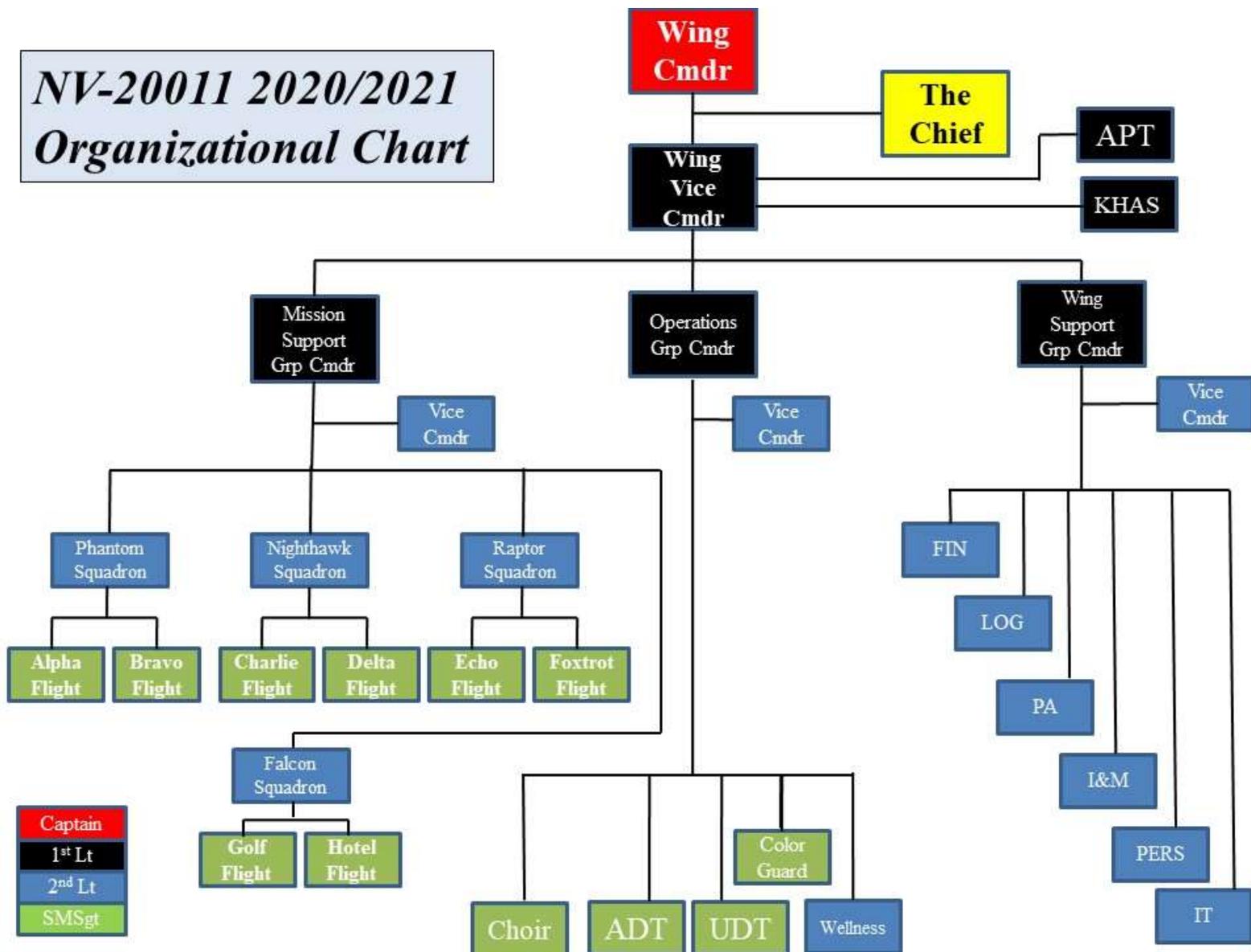


Figure 8. - NV-20011 Organizational Chart

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NV-20011 Air Force Junior ROTC Cadet Squadron

<u>Function</u>	<u>Position Title</u>	<u>Maximum Grade</u>	<u>Authorized</u>
Command	Wing Commander	C/Col	1
	Director, Recruiting & Retention	C/Col	1
	Vice Commander	C/LtCol	1
	Operations Group Commander	C/LtCol	1
	Mission Support Group Commander	C/LtCol	1
	Wing Support Group Commander	C/LtCol	1
	Command Chief Master Sergeant	C/CMSgt	1
	Squadron Commander	C/Maj	4
	Director, Public Affairs	C/Maj	1
	Director, Logistics	C/Maj	1
	Director, Finance	C/Maj	1
	Director, Personnel	C/Maj	1
	Director of Wellness	C/Maj	1
	Director, Information Mgmt	C/Maj	1
	Commander, Kitty Hawk	C/LtCol	1
	Commander, APT	C/LtCol	1
	Special Team Commanders	C/1Lt	4
	Flight Commander	C/1Lt	8
	Flight Sergeant	C/2Lt	8
	Element Leader	C/SMSgt	32

Figure 9. NV-20011 Unit Manning Document

