

Syracuse Cadet Squadron  
Cadet Staff Job Descriptions

Cadet Commander

Reports to: Squadron Commander  
Backup: Cadet Deputy Commander

- Oversees all cadet operations, ensures all other staff members have duties to complete that are specific, and ensures those duties are being completed
- Mentors all other cadet officers
- Works with the rest of the staff to create the schedule, assign classes, and keep the meetings running smoothly
- Serves as the link between the senior member staff and the rest of the cadets
- Must resolve all issues in the squadron, and serve as a mediator for all conflicts
- Ensures all training required for promotions are scheduled
- Sets the example for all other cadets in the squadron

Cadet Deputy Commander

Reports to: Cadet Commander  
Backup: If necessary, Cadet Executive Officer

- Acts as Cadet Commander in his absence
- Oversees the activities of the meeting
- Serves as a mentor for the Flight Commanders
- Assists in Inspections. It is routine for the DCC to inspect one flight while the CC inspects another
- Works with training officers to develop the schedule, and other training programs
- Serves as an important member of the 4 member command staff.

Cadet Executive Officer

Reports to: Cadet Commander  
Backup: If necessary: member of the executive staff

- Coordinator and Manager of the executive staff
  - May create new executive positions as needed, i.e. PAO, Recruiting etc.
  - May hold Executive staff meetings to discuss any issues related to duty assignments, relationship with the rest of the squadron, lack of resources for assigned duties etc.
- Serves as an extra Deputy Commander, can help coordinate activities, teach classes, create/revise programs, and observe functions of the squadron where the Cadet Commander is not present
- Serves as an important advisor to the rest of the Cadet Command Staff (CC, DCC, 1st Sgt) in making decisions about the squadrons policies and programs

Cadet First Sergeant

Reports to: Cadet Commander  
Backup: One of the Flight Sergeants

- Link between the flight staff and the command staff, i.e. CC will give a direction to the flight staff, and the first sergeant will assist in the communication of that direction to the rest of the flight staff and render further explanation if necessary. He is responsible for giving oral direction to the squadron based on orders from the CC.
- Leads the squadron in PT. This function is much more for teaching rather than punishing. The first sergeant must give detailed explanation on how to do exercises, so cadets can do

them at home. He may request the assistance of the flight sergeants in demonstrating exercises.

- Set the example for NCOs. As the senior NCO in the squadron, he must have the best uniform, drill, customs and courtesies, and leadership proficiency of anyone in the squadron. He should be the most visible cadet, even more so than the flight staff or cadet commander. His motivation should fuel the squadrons motivation.
- Serves as an important member of the command staff, in creating and defining policy, and suggesting changes to the program

#### Flight Commander

Reports to: Cadet Commander

Backup: Flight Sergeant

- Has responsibility for teaching uniform, general knowledge, customs and courtesies, drill, and other aspects of cadet life during designated flight time
- Responsible for ensuring the safe, and disciplined conduct of in-flight cadets
- Responsible for knowing where all of the cadets in the respective flight are at all times during functions, and should be the first one any cadet goes to ask a question, present medical problems, ask permission to use the latrines or get a drink etc.
- Supervisor of the flight sergeant,

#### Flight Sergeant

Reports to: Flight Commander, First Sergeant

Backup: Chief Element Leader or Element Leader

- Supervisor of the element leaders
- Should make on-the-spot corrections of customs and courtesies, uniform, and drill issues
- Also responsible for ensuring the welfare and accountability of the cadets under their charge i.e. ensuring all cadets are properly hydrated, are not doing anything unsafe, are acting professionally, moving to the right places fast enough etc.

#### Administration/Supply Officer

Reports to: Executive Officer

Backup: If necessary, First Sergeant

- Responsible for ensuring the dues and testing (if applicable) sheets are put out by 1850, and that they are returned to the office within 5 minutes after formation
- Responsible for collecting dues
- Responsible for taking cadets down to the cage to get any needed uniform supplies
- May create documents per the request of any member of the cadet staff

#### SET/Communications NCO

Reports to: Executive Officer

Backup: First Sergeant

- Responsible for putting the two-way radio on the front door, and letting anyone in that calls on the radio
- Assists the Communications Officer (Lt Mallory) in any way the Communications Officer sees fit. Duties may include maintenance of communications equipment, rotating cadets in and out on the flight simulator, serving as station control operator during group nets, teaching basic communications principles to cadets etc.
- Responsible for organizing uniform inspections, creating a scheme by which to grade cadets, and creating a means to communicate the results and feedback to the flight staff
- Responsible for creating a general knowledge packet and exam

- May not interfere at any during flight time-- all suggestions/comments should be made to the first sergeant who should also be supervising, and then during the final minutes of flight time to the flight commander only