



**AIR FORCE ROTC DETACHMENT 040
LOYOLA MARYMOUNT UNIVERSITY**

25 Jan 2017

MEMORANDUM FOR AFROTC DET 040 CADET WING

FROM: 040TH AFROTC CW/CC
1 LMU Drive, Suite 3100
Los Angeles, CA 90045-2659

SUBJECT: Cadet Operations Plan – FALL 2016 and SPRING 2017

- REFERENCES:
- (a) AFROTCI 36-2010, *Cadet Training Programs*
 - (b) AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*
 - (c) AFROTC Supplement to AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*
 - (d) AFI 36-2905, *Fitness Program*
 - (e) AFROTC Supplement to AFI 36-2905, *Fitness Program*
 - (f) AFMAN 10-100, *Airman's Manual*
 - (g) AFMAN 36-2203, *Drill and Ceremonies*
 - (h) T-203, *AFROTC Field Training Manual*
 - (i) T-502, *LLAB Group Leadership Problems*
 - (j) T-508, *Leadership Laboratory Curriculum Handbook*
 - (k) T-700, *Holm Center Training Manual*
 - (l) T-1626, *AFROTC Dining-In / Dining-Out Guide*

1. SITUATION

1.1. General. Leadership Laboratory (LLAB) is a portion of the Aerospace Studies curriculum that provides the opportunity to develop leadership abilities in a training environment. The Cadet Wing Commander (CW/CC), under the guidance of the Operations Flight Commander (OFC), will be responsible for all Cadet Wing activities. The Operations Plan (OPLAN) provides direction for the cadet wing to follow. It contains the mission, vision, semester operations schedules, organizational chart, and duty descriptions. Cadets will execute their assigned duties directed by the CW/CC and as stated in the duty descriptions in accordance with the mission, vision, and standards set by detachment cadre, CW/CC and CW/IG.

1.2. Assumptions. Det 040 LLABs will follow Loyola Marymount University's Fall 2016 and Spring 2017 semester schedules for execution of this Operations Plan (OPLAN). Each cadet will participate in the scheduled LLAB and physical training periods during the semester, unless waived by the OFC. LLABs will not be scheduled during periods of school holidays or recess.

1.3. Effective Dates. This OPLAN will be in effect for the Academic Semesters Fall 2016 and Spring 2017 from 29 Aug 2016 to 28 Apr 2017.

2. MISSION

2.1. The mission of the 040th AFROTC Cadet Wing (CW), as stated by the CW Mission Directive for the 2016-2017 Academic Year, is to ensure compliance with all regulations in the completion of training. The cadet wing will conduct training that provides cadets at every level the opportunity to systematically develop the leadership, management, and supervisory skills expected of future Air Force officers. This directive will remain in effect until superseded or rescinded. It is also necessary to ensure the wing conducts cadet training according to the Holm Center Training Manual. In addition, the wing must carry out additional requirements in this document and those given by the Detachment Commander, OFC and other cadre members.

2.2. CW Vision: “Motivated cadets working to develop and train in preparation for Field Training”.

2.3. CW Mission: “To train and develop cadets to perform at Field Training”.

3. OPLAN REQUIREMENTS (Reference: AFROTCI36-2010--NOV 2015—Section 4.3)

3.1. Operations Plan (OPLAN). The incoming Cadet Wing Commander (CW/CC) will update the OPLAN, as required, each time the cadet wing positions rotate.

3.1.1. The OPLAN will state how and when LLAB lesson objectives will be presented, not in detail, but via a simple timeline/schedule matched to a LLAB event (ex. LLAB 2 – Drill & Ceremonies, Objs X, X, X, and X for AS100s, Objs Y, Y, Y for FTPs, etc). It will also address which lesson objectives will be covered in a subsequent OPLAN (if necessary). The OPLAN will cover both an organizational chart of the cadet wing and duty descriptions for all positions listed on the organizational chart.

3.1.2. Operations Orders. Cadets must produce an operations order prior to each mandatory PMT (at a minimum all LLAB and PT sessions). Operations orders provide details from the OPLAN for a specific PMT activity.

3.1.2.1. The cadet wing commander signs all operations orders.

3.1.2.2. The OFC/DO approves all operations orders.

3.1.2.3. Each operations order must contain as a minimum:

3.1.2.3.1. Date of PMT (LLAB or PT).

3.1.2.3.2. Start and stop time of PMT.

3.1.2.3.3. The uniform of the day.

3.1.2.3.4. Risk management (safety) considerations.

3.1.2.3.5. Inclement weather plan. (Ensure this plan is specific to the activity and not a generic plan that remains the same each week.)

3.1.2.4. For each scheduled activity within the operations order, the following must be listed:

3.1.2.4.1. Activity.

3.1.2.4.2. Location.

3.1.2.4.3. Time.

3.1.2.4.4. Associated LLAB lesson objective(s) presented.

3.1.2.4.5. Point of contact.

4. CONTENTS

4.1. Operations Schedule

DATE	LLAB	EVENT	LOCATION	Objectives
19-Aug-16	--	<u>New Student Orientation</u> Voluntary PMT	Roski's Diner	--
02-Sep-16	1	<u>CC Call, In-Processing</u> 1. Intro to POC (Obj. 36): 30 min 2. Opening/Closing Formation, Hydration / Transit Time: 15 min 3. Intermission / OFC / Cadre Overview Briefings: 15 min 4. Customs & Courtesies (Obj. 23): 15 min 5. CC Call (Obj. 32): 45 min 6. In Processing (Obj. 23): 50 min 7. Flight Time (Obj. 19): 20 min No PT	UH Overhang/ UH1000/ Hog's Pen	19, 23, 32, 36
09-Sep 16	2	<u>High Flight</u> 1. Opening/Closing, Hydrate/Transit: 15 min 2. The Honor Code: (Obj. 3): 15 min 3. Air Force Health & Wellness (Obj. 22) - 30 min 4. GLPs (Obj. 7) for <i>IMT/FTP</i> and (Obj. 28, 29) for <i>ICL and SCL</i> cadets): 45 min 5. Mentoring Time (Obj. 21): 15 min PT 1545-1645 1. Warm-up/Cool Down, Form Demonstration and Running Clinic: 15 min 2. Practice FA: 45 min	UH Overhang /UH1000	3, 7, 21, 22, 28, 29, 33

16-Sep-16	3	<p style="text-align: center;"><u>High Flight</u></p> <ol style="list-style-type: none"> 1. Opening/Closing, Hydrate/Transit: 15 min 2. Introduce AEF Material (Obj. 7, 28, 29, 34): <ol style="list-style-type: none"> a. IED / UXO (Obj. 7): 45 min b. Challenging Intruders (Obj. 7): 45 min 3. Mentoring Time (Obj. 21): 15 min <p style="text-align: center;">PT 1550-1650</p> <ol style="list-style-type: none"> 1. Warm-up/Cool Down: 10 min 2. Calisthenics Circuit: 30 min 3. Capture the Flag: 20 min 	<p>Sunken Gardens/ Regents Terrace</p> <p style="text-align: center;"><i>UH1000 N/A.</i></p>	7, 21, 28, 29, 33
23-Sep-16	4	<p style="text-align: center;"><u>High Flight</u></p> <ol style="list-style-type: none"> 1. Opening/Closing, Hydrate/Transit: 15 min 2. Grooming Standards: (Obj. 24): 15 minutes 3. D&C: 40 min <ol style="list-style-type: none"> a) IMT: (Obj. 6) - Basic and Individual Flight Drill Movements b) FTP: (Obj. 10) -Advance Individual and Flight Drill Movements c) ICL, SCL (Obj. 28, 29) 4. Flight GLP (Obj. 7): 40 minutes 5. Mentoring Time (Obj. 21): 10 min <p style="text-align: center;">PT 1550-1650</p> <ol style="list-style-type: none"> 1. Warm-up/Cool Down: 10 min 2. Wing Calisthenics Workout (Helipad): 20 min 3. Wing Bluff Trail Run: 30 min 4. Football: 20 min 	<p>UH Overhang / UH 1000</p> <p>Sunken Gardens N/A</p> <p style="text-align: center;"><i>UH1000 N/A</i></p>	3, 6, 7, 10, 21, 24, 28, 29, 33
30-Sep-16	5	<p style="text-align: center;"><u>Beach LLAB</u></p> <ol style="list-style-type: none"> 1. Beach Day (Obj. 7, 19): 100 min 2. Mentoring Time (Obj. 21): 10 min 3. FOD Walk: 5 min <p style="text-align: center;">PT Will Be Sports</p>	Playa Del Rey	7, 19, 21

07- Oct-16	6	<p style="text-align: center;"><u>High Flight</u></p> <ol style="list-style-type: none"> 1. Opening/Closing, Hydrate/Transit: 15 min 2. D&C: 30 min 3. IMT: (Obj. 5) - Drill Orientation/Position 4. FTP: (Obj. 11) - Apply skills needed to be an effective flight commander 5. ICL, SCL: (Obj. 28, 29) 6. Flag Retreat Lesson (Obj. 26): 20 min 7. MOUT Training: 45 min <ol style="list-style-type: none"> a. IMT, FTP: (Obj. 19): b. ICL, SCL (Obj. 28, 29) 8. Mentoring Time (Obj. 21): 10 min 9. Change of Command: 5 min <p style="text-align: center;">PT 1550-1650</p> <ol style="list-style-type: none"> 10. Warm-up/Cool Down: 15 min 11. Practice FA: 45 min 	Flag Poles/Hog Pen/UH 3111	5, 11, 19, 21, 26, 28, 29
14- Oct-16	--	<u>LMU Holiday</u>	--	--
21- Oct-16	7	<p style="text-align: center;"><u>Career Day</u></p> <ol style="list-style-type: none"> 1. Opening / Closing, Hydrate / Transit: 20 min 2. Career Day (Obj. 8): <ol style="list-style-type: none"> a. 1st Rotation: 30 min b. 2nd Rotation: 30 min c. 3rd Rotation: 30 min d. 4th Rotation: 30 min <p style="text-align: center;">PT 1600-1700</p> <ol style="list-style-type: none"> 1. Warm-up/Cool Down: 10 min 2. EMOM Sprints: 20 min 3. Wing Calisthenics Workout: 30 min 	Hog Pen / UH 1000 / UH Classrooms	8, 33
28- Oct-16	8	<p style="text-align: center;"><u>High Flight, Flag Retreat</u></p> <ol style="list-style-type: none"> 1. Opening/Closing, Hydrate/Transit: 15 min 2. Active Shooter Exercise: 30 min (Time Extension Approved) 3. AEF Material: <ol style="list-style-type: none"> a. Small Unit Tactics (Obj. 19): 40 min b. Casualty Collection (Obj. 7): 40 min c. ICL, SCL: (Obj. 28, 29) 4. Flag Retreat Lesson (Obj. 26): 25 min <p style="text-align: center;">PT 1600-1700</p> <ol style="list-style-type: none"> 1. Warm-up/Cool Down: 10 min 2. Targeted FA Workout (Form Focused): 30 min 3. Endurance Jogging: 20 min 	Sunken Gardens/ Regent's Terrace / Alumni Flag Poles	7, 19, 26, 28, 29

04-Nov-16	9	<p align="center"><u>Fitness Assessment</u></p> <ol style="list-style-type: none"> Opening / Closing, Hydrate / Transit: 15 min Flight Stretch Time: 18 min Safety Brief, PFA Demonstration: 8 min PFA (Obj. 33): 60 min Mentoring Time (Obj. 21): 15 min FOD Walk: 8 min <p align="center">PT will be the FA</p>	LMU/Santa Monica College	21, 33
11-Nov-16	10	<p align="center"><u>High Flight</u></p> <ol style="list-style-type: none"> Opening / Closing, Hydrate / Transit: 15 min LCE Lesson (Obj. 34): 25 min Squadron GLP (Obj. 7): 65 minutes ICL, SCL: (Obj. 28, 29) Mentoring Time (Obj. 21): 15 min <p align="center">PT 1550-1650</p> <ol style="list-style-type: none"> Warm-up/Cool Down: 10 min Wing Calisthenics Workout (Helipad): 20 min Wing Bluff Trail Run: 30 min 	UH Overhang / Bluff Trail Sunken Gardens N/A STR Available	10, 21, 28, 29, 33,
18-Nov-16	11	<p align="center"><u>GMC Run LLAB</u></p> <ol style="list-style-type: none"> GMC Run LLAB (Obj. 7, 19): 100 min Dining In Lesson (Obj. 25): 20 <p align="center">PT 1550-1650</p> <ol style="list-style-type: none"> Warm-up/Cool Down: 10 min (GMC PFO): 50 min 	Sunken Gardens / Regent's Terrace	7, 19, 25, 33
25-Nov-16	--	<u>Thanksgiving Break</u>	--	--
02-Dec-16	12	<p align="center"><u>Combat Dining In</u></p> <ol style="list-style-type: none"> Guest Speaker: Mr. Barry Goldman (1230): 30 min Opening / Closing, Hydrate / Transit: 15 min Obstacle Course/PT (Obj. 33): 30 min Combat Dining In (Obj. 25): 75 min <p align="center">PT 1600-1700</p> <ol style="list-style-type: none"> Ruck March 	Sunken Gardens/ St. Roberts Auditorium	21, 25, 33
09-Dec-16	13	<p align="center"><u>Change of Command, Family Day, Awards</u></p> <ol style="list-style-type: none"> Opening / Closing, Hydrate / Transit: 10 min Commander's Call (Obj. 32): 20 min Change of Command: 15 min Detachment Awards (Obj. 27): 40 min End of Semester Video: 5 min Flag Retreat (Obj. 26): 30 min <p align="center">No PT</p>	St. Robert's Auditorium	26, 27, 32

** PTs: 11 Total
** Flag Retreat: 2 Total
** Mentoring Time: 10 Total
** LLABS: 13 Total

DATE	LLAB	EVENT	OBJECTIVES	LOCATION
6-Jan-17	--	New Student Orientation	NONE	ECC1857
13-Jan-17	1	<p style="text-align: center;">In-Processing</p> <ol style="list-style-type: none"> 1. Opening/Closing, Hydration/Transit Time: 10 min 2. Commander's Call (Obj. 32): 20 min 3. Cadet Briefings: 50 min <ol style="list-style-type: none"> a. Grade Structure (Obj. 1) b. Chain of Command (Obj. 2) c. Intro to Guidon Procedures (Obj. 9) d. Intro to Road Guard Procedures (Obj. 12) e. FT Requirements (Obj. 15) f. FT Military Decorum (Obj. 18) g. Health and Wellness (Obj. 22) 4. In Processing (Obj. 23): 20 min 5. Flight Time (Obj. 19): 20 min <p style="text-align: center;">No PT</p>	<p style="text-align: center;"><u>FTP</u></p> <p>Obj. 1, 2, 9,12, 15, 18, 19, 22, 32</p> <p style="text-align: center;"><u>IMT</u></p> <p>Obj. 1, 2, 9,12, 19, 22, 23, 32</p> <p style="text-align: center;"><u>ICL/SCL</u></p> <p>Obj. 22, 32</p>	UH Overhang / UH 1000
20-Jan-17	2	<p style="text-align: center;">FTP</p> <ol style="list-style-type: none"> 1. Opening/Closing, Hydration/Transit Time: 10 min 2. Grooming Standards Briefing (Obj. 24): 15 min 3. FTP <ol style="list-style-type: none"> a. D&C (Obj. 5, 6, 10): 50 min b. GLPs (Obj. 7): 30 min 4. IMT <ol style="list-style-type: none"> a. D&C (Obj. 5, 6): 45 min b. AF Rank/Chain of Command Review (Obj. 1, 2): 20 min c. Honor Code (Obj. 3): 15 min 5. ICL, SCL (Obj. 28, 29): 80 min 6. Mentoring Time (Obj. 21): 15 min <p style="text-align: center;">PT 1545-1645</p> <ol style="list-style-type: none"> 1. Warm-up/Cool Down, Form Demonstration: 15 min 2. Practice FA: 45 min 	<p style="text-align: center;"><u>FTP</u></p> <p>Obj. 5, 6, 7, 10, 21, 24, 33</p> <p style="text-align: center;"><u>IMT</u></p> <p>Obj. 1, 2, 3, 5, 6, 21, 24, 33</p> <p style="text-align: center;"><u>ICL/SCL</u></p> <p>Obj. 21, 24, 28, 29, 33</p>	Sunken Gardens / Regent's Terrace

27- Jan-17	3	<p style="text-align: center;">FTP</p> <ol style="list-style-type: none"> 1. Opening/Closing, Hydration/Transit Time: 10 min 2. FTP <ol style="list-style-type: none"> a. D&C (Obj. 5, 6): 45 min b. GLPs (Obj. 7): 45 min 3. IMT <ol style="list-style-type: none"> a. Flag Procedures (Obj. 4, 26): 30 min b. AEF Lesson/GLP (Obj. 7, 19): 60 min 4. ICL, SCL (Obj. 28, 29): 80 min 5. Mentoring Time (Obj. 21): 10 min <p style="text-align: center;">PT 1545-1645</p> <ol style="list-style-type: none"> 1. Warm-up/Cool Down: 10 min 2. Wing Calisthenics Workout: 20 min 3. Capture the Flag: 30 min 	<p style="text-align: center;"><u>FTP</u></p> <p>Obj. 5, 6, 7, 21, 33</p> <p style="text-align: center;"><u>IMT</u></p> <p>Obj. 4, 7, 19, 21, 26, 33</p> <p style="text-align: center;"><u>ICL/SCL</u></p> <p>Obj. 21, 28, 29, 33</p>	UH 1000 / UH Overhang
03- Feb-17	4	<p style="text-align: center;">FTP/Flag Retreat</p> <ol style="list-style-type: none"> 1. Opening/Closing, Hydration/Transit Time: 10 min 2. Flag Retreat (Obj. 26): 30 min 3. FTP <ol style="list-style-type: none"> a. D&C (Obj. 5, 9, 10): 40 min b. GLPs (Obj. 7, 19): 30 min 4. IMT <ol style="list-style-type: none"> a. D&C (Obj. 5, 6): 30 min b. AEF Lesson/GLP (Obj. 7, 19): 40 min 5. ICL, SCL (Obj. 28, 29): 70 min 6. Mentoring Time (Obj. 21): 10 min <p style="text-align: center;">PT 1545-1645</p> <ol style="list-style-type: none"> 1. Warm-up/Cool Down: 10 min 2. High Intensity Interval Training: 20 min 3. Football: 30 min 	<p style="text-align: center;"><u>FTP</u></p> <p>Obj. 5, 6, 7, 9, 19, 21, 26, 33</p> <p style="text-align: center;"><u>IMT</u></p> <p>Obj. 5, 6, 7, 19, 21, 26, 33</p> <p style="text-align: center;"><u>ICL/SCL</u></p> <p>Obj. 21, 26, 28, 29, 33, 36</p>	Sunken Gardens / Regent's Terrace

10- Feb-17	5	<p style="text-align: center;">FTP</p> <ol style="list-style-type: none"> 1. Opening/Closing, Hydrate/Transit: 10 min 2. FTP <ol style="list-style-type: none"> a. D&C (Obj. 9, 10): 30 min b. Dorm Maintenance (Obj. 14): 40 min c. Expeditionary Reqs (Obj. 34): 30 min 3. IMT <ol style="list-style-type: none"> a. D&C (Obj. 5, 6): 40 min b. GLP (Obj. 7, 19): 60 min 4. ICL, SCL (Obj. 28, 29): 100 min 5. Mentoring Time (Obj. 21): 10 min <p style="text-align: center;">PT 1545-1645</p> <ol style="list-style-type: none"> 1. Warm-up/Cool Down: 10 min 2. Calisthenics Circuit: 20 min 3. Dodgeball: 30min 	<p style="text-align: center;">FTP</p> <p>Obj. 9, 10, 14, 21, 33, 34</p> <p style="text-align: center;">IMT</p> <p>Obj. 5, 6, 7, 19, 21, 33</p> <p style="text-align: center;">ICL/SCL</p> <p>Obj. 21, 28, 29, 33</p>	UHALL / Hog's Pen
17- Feb-17	6	<p style="text-align: center;">FTP</p> <ol style="list-style-type: none"> 1. Opening/Closing, Hydrate/Transit: 10 min 2. Commander's Call (Obj. 32): 15 min 3. FTP <ol style="list-style-type: none"> a. FDE Procedures (Obj. 13): 40 min b. ORI Procedures (Obj. 16): 40 min 4. IMT <ol style="list-style-type: none"> a. Flag Procedures (Obj. 4, 23): 30 min b. GLPs (Obj. 19): 50 min 5. ICL, SCL (Obj. 28, 29): 80 min 6. Mentoring Time (Obj. 21): 15 min <p style="text-align: center;">PT 1545-1645</p> <ol style="list-style-type: none"> 1. Warm-up/Cool Down, Form Demonstration: 15 min 2. Practice FA: 45 min 	<p style="text-align: center;">FTP</p> <p>Obj. 13, 16, 21, 32, 33</p> <p style="text-align: center;">IMT</p> <p>Obj. 4, 19, 21, 23, 32, 33</p> <p style="text-align: center;">ICL/SCL</p> <p>Obj. 21, 28, 29, 32, 33</p>	UHALL / Hog's Pen

24-Feb-17	7	<p align="center">FTP/Flag Retreat</p> <ol style="list-style-type: none"> 1. Opening/Closing, Hydrate/Transit: 10 min 2. FTP <ol style="list-style-type: none"> a. Road Guards (Obj. 12): 30 min b. Dorm Maintenance (Obj. 14): 40 min 3. IMT <ol style="list-style-type: none"> a. AEF Lesson/GLP (Obj. 7, 19): 40 min b. D&C (Obj. 5, 6): 30 min 4. ICL, SCL (Obj. 28, 29): 70 min 5. Mentoring Time (Obj. 21): 10 min 6. Flag Retreat (Obj. 26): 30 min 7. Change of Command <p align="center">PT 1545-1645</p> <ol style="list-style-type: none"> 1. Warm-up/Cool Down: 10 min 2. Wing Calisthenics Workout: 20 min 3. Soccer: 30 min 	<p align="center"><u>FTP</u></p> <p>Obj. 12, 14, 21, 26, 33</p> <p align="center"><u>IMT</u></p> <p>Obj. 5, 6, 7, 19, 21, 26, 33</p> <p align="center"><u>ICL/SCL</u></p> <p>Obj. 21, 26, 28, 29, 33</p>	UHALL / Hog's Pen / Bluff Trail
03-Mar-17	8	<p align="center">FTP</p> <ol style="list-style-type: none"> 1. Opening/Closing, Hydrate/Transit: 10 min 2. FTP <ol style="list-style-type: none"> a. D&C (Obj. 9, 10, 11): 30 min b. Expeditionary Reqs (Obj. 19, 34): 35 min c. Dorm Maintenance (Obj. 14): 30 min 3. IMT <ol style="list-style-type: none"> a. D&C (Obj. 6): 45 min b. GLPs (Obj. 7, 19): 50 min 4. ICL, SCL (Obj. 28, 29): 95 min 5. Mentoring Time (Obj. 21): 10 min 6. Change of Command: 5 min <p align="center">PT 1545-1645</p> <ol style="list-style-type: none"> 1. Warm-up/Cool Down: 10 min 2. Calisthenics Circuit: 20 min 3. Dodge ball: 30 min 	<p align="center"><u>FTP</u></p> <p>Obj. 9, 10, 11, 14, 19, 21, 33, 34</p> <p align="center"><u>IMT</u></p> <p>Obj. 6, 7, 19, 21, 33</p> <p align="center"><u>ICL/SCL</u></p> <p>Obj. 21, 28, 29, 33</p>	UHALL / Hog's Pen / Bluff Trail
10-Mar-17	--	<p align="center">LMU Spring Break</p>	--	--

17-Mar-17	9	<p align="center">Fitness Assessment</p> <ol style="list-style-type: none"> Opening/Closing Hydrate/Transit time: 16 min Flight Stretch Time: 18 min Safety Brief, PFA Demonstration: 10 min PFA (Obj. 33): 60 min Mentoring Time (Obj. 21): 10 min FOD Walk: 6 min AFEX: 130 min (Obj. 35) 	<p align="center"><u>FTP</u> Obj. 21, 33</p> <p align="center"><u>IMT</u> Obj. 21, 33</p> <p align="center"><u>ICL/SCL</u> Obj. 21, 22, 33, 35</p>	LAAFB
24-Mar-17	10	<p align="center">Beach LLAB</p> <ol style="list-style-type: none"> Beach Day (Obj. 7, 19, 28): 100 min Mentoring Time (Obj. 21): 10 min FOD Walk: 10 min POC Lesson: Active Duty Topics (Obj. 30): 120 min <p align="center">PT Will be Sports</p>	<p align="center"><u>FTP</u> Obj. 7, 19, 21, 33</p> <p align="center"><u>IMT</u> Obj. 7, 19, 21, 33</p> <p align="center"><u>ICL/SCL</u> Obj. 21, 28, 33 Obj. 30 (SCL)</p>	Playa Del Rey
31-Mar-17	11	<p align="center">Base Visit</p> <ol style="list-style-type: none"> IMT: Base Tour (Obj. 8): 360 min FTP: Base Tour (Obj. 8): 360 min ICL/SCL (Obj. 8): Base Tour: 360 min For Cadets not attending Base Visit: <ol style="list-style-type: none"> Leadership Film/Book Leadership Activity: 120 min <p align="center">No PT</p>	<p align="center"><u>FTP</u> Obj. 8</p> <p align="center"><u>IMT</u> Obj. 8</p> <p align="center"><u>ICL/SCL</u> Obj. 8</p>	TBD

07- Apr-17	12	<p style="text-align: center;">FTP</p> <ol style="list-style-type: none"> 1. Opening/Closing, Hydrate/Transit: 10 min 2. FTP <ol style="list-style-type: none"> a. FDE Test (Obj. 13): 40 min b. Dorm Maintenance Test (Obj. 14): 30 min c. ORI (Obj. 16): 30 min 3. IMT <ol style="list-style-type: none"> a. D&C (Obj. 6): 50 min b. AEF Lesson/GLP (Obj. 7, 19): 50 min 4. ICL, SCL (Obj. 28, 29): 100 min 5. Mentoring Time (Obj. 21): 10 min <p style="text-align: center;">PT 1545-1645</p> <ol style="list-style-type: none"> 1. Warm-up/Cool Down: 10 min 2. High Intensity Interval Training: 20 min Capture the Flag: 30 min <ol style="list-style-type: none"> 6. Parade Practice (Key Personnel) (Obj. 17, 26): 30 min 	<p style="text-align: center;">FTP</p> <p>Obj. 13, 14, 16, 17, 21, 26, 33</p> <p style="text-align: center;">IMT</p> <p>Obj. 6, 7, 17, 19, 21, 26, 33</p> <p style="text-align: center;">ICL/SCL</p> <p>Obj. 17, 21, 26, 28, 29</p>	UHALL / Hog's Pen
08- Apr-16	--	Southern California Field Day	IMT/FTP/ICL/SCL Obj. 28, 33	TBD
14- Apr-17	--	Easter Break	--	--
21- Apr-17	13	<p style="text-align: center;">FTP</p> <ol style="list-style-type: none"> 1. 0700: Make-up PFA 2. Opening/Closing, Hydrate/Transit: 10 min 3. FTP <ol style="list-style-type: none"> a. Bag Drag (Obj. 15, 18): 100 min 4. IMT (Obj. 19): 100 min <ol style="list-style-type: none"> a. Warrior Boards b. Flight Drill Evaluation c. Warrior Knowledge Exam 5. ICL, SCL (Obj. 28, 29): 100 min 6. Mentoring Time (Obj. 21): 10 min <p style="text-align: center;">PT 1545-1645 Memorial Ruck March</p> <ol style="list-style-type: none"> 7. Parade Practice (Obj. 17, 26): 30 min 	<p style="text-align: center;">FTP</p> <p>Obj. 15, 17, 18, 21, 26, 33</p> <p style="text-align: center;">IMT</p> <p>Obj. 17, 19, 21, 26, 33</p> <p style="text-align: center;">ICL/SCL</p> <p>Obj. 17, 21, 26, 28, 29, 33</p>	UHALL/ Sunken Gardens

21- Apr-17	14	<p align="center">AFROTC Det 040 Dining Out & Awards Ceremony</p> <p align="center">Dining Out Ceremony (Obj. 25): 135 min</p>	<p align="center"><u>FTP</u> Obj. 25</p> <p align="center"><u>IMT</u> Obj.25</p> <p align="center"><u>ICL/SCL</u> Obj. 25</p>	TBD
28- Apr-17	14	<p align="center">Change of Command, Family Day, Awards</p> <ol style="list-style-type: none"> 1. Commander's Call (Obj. 32): 20 min 2. Awards (Obj. 27): 70 min 3. Pass and Review (Obj. 17, 26): 30 min 4. Flag Retreat (Obj. 26): 30 min <p align="center">No PT</p>	<p align="center"><u>FTP</u> Obj. 17, 26, 27, 32</p> <p align="center"><u>IMT</u> Obj. 17, 26, 27, 32</p> <p align="center"><u>ICL/SCL</u> Obj. 17, 26, 27, 29, 32</p>	TBD

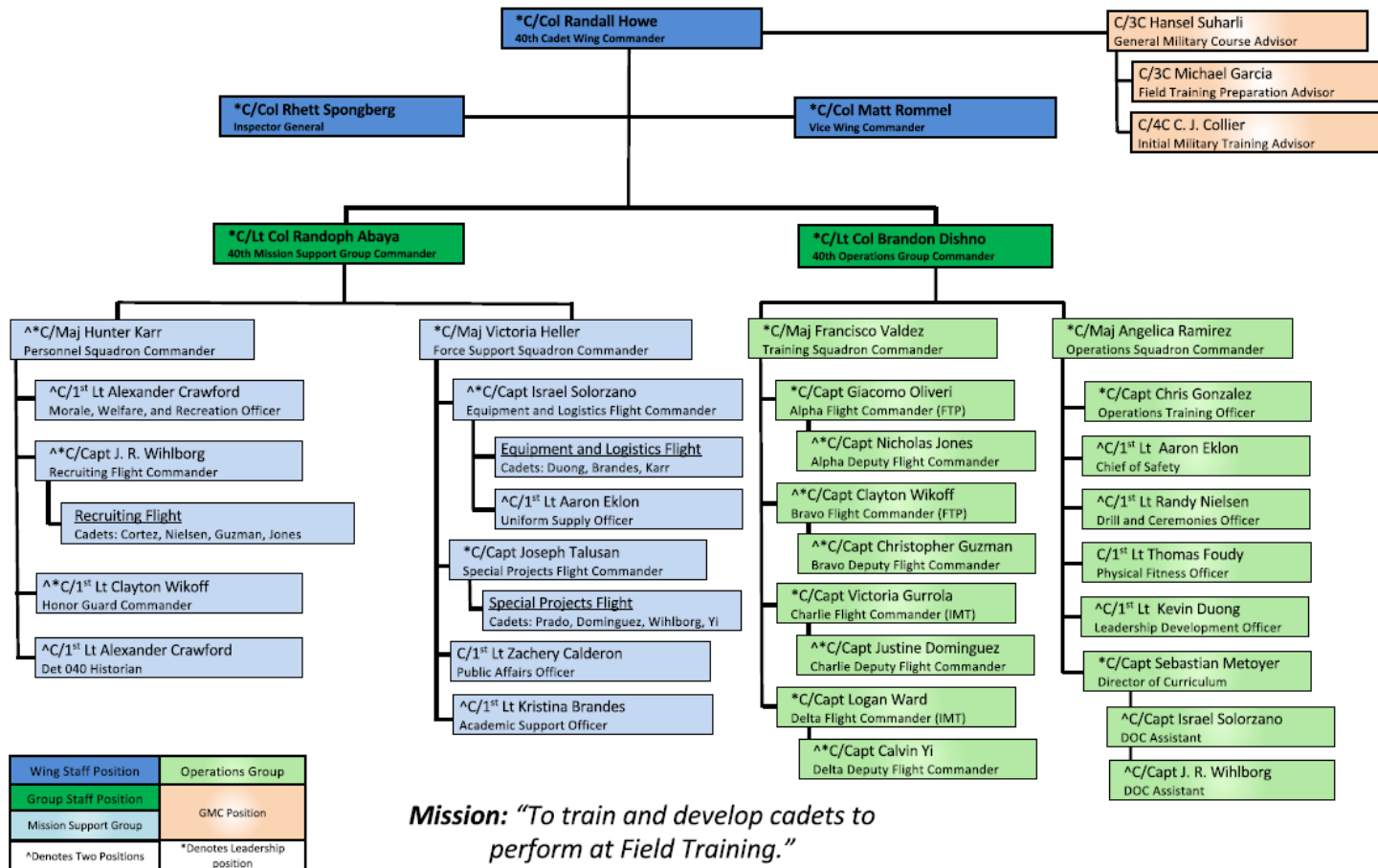
- ** PTs: 11 Total
- ** Flag Retreat: 2 Total
- ** Mentoring Time: 10 Total
- ** LLABS: 14 Total

4.2. Organizational Chart of the Cadet Wing (See Attachment)



SPRING 2017 DETACHMENT 040 CADET WING ORGANIZATIONAL CHART

Vision: "Motivated cadets working to develop and train in preparation for Field Training."



4.3. Duty descriptions for all positions listed on the organizational chart

40th WING JOB POSITIONS		
Cadet Wing Commander <i>CW/CC</i>	<p><u>Reports to:</u> Operations Flight Commander (OFC) <u>Function:</u> Directs and is responsible for all actions within the cadet wing</p> <p>Responsible for:</p> <ol style="list-style-type: none"> 1) Coordinating with the OFC 2) Accomplishment of all tasks as stated in the mission directive 3) Maintaining appearance, discipline, effectiveness, training, and conduct of the cadet wing in accordance with the standards of all AFROTC regulations 4) Leading the POC and GMC in accomplishment of the detachment mission and greater AFROTC mission 5) Conducting staff meetings as required with all key cadet officer personnel 6) Effectively delegating to and supervising the CW/CV, CW/IG, OG/CC, MSG/CC 7) Performing other duties as assigned 	C/Col Randall Howe
Cadet Wing Vice Commander <i>CW/CV</i>	<p><u>Reports to:</u> CW/CC <u>Function:</u> To advise and support the CW/CC in the direction of all actions for the cadet wing</p> <p>Responsible for:</p> <ol style="list-style-type: none"> 1) Assuming command of the cadet wing in the absence of the CW/CC. 2) Submitting a weekly hard copy report at the end of LLAB to the OFC detailing the attendance of the wing IAW AFRTOCI 36-2010 Section 4.6.3. Should any cadet fall under 80% attendance the OFC will be notified so the detachment can create an MFR explaining how the cadet made up the missed objectives 3) Effectively planning out the agenda for each POC meeting and ensuring that important concerns are discussed and addressed. Will coordinate with Webmaster to be prepared so that technical difficulties do not occur 4) Planning, running, and facilitating discussion for wing staff meetings. Review notes with wing staff and cadre to implement changes. Additionally, follow up on how the changes have been implemented. 5) Taking notes during LLAB based on what training was supposed to accomplish, if it was accomplished, if an objective must be re-visited, and how it can be improved for the future. 6) Supervising training and staff performance while enforcing CW/CC policies and wing policies according to AFROTCI-36-2010, T-508, T-700, AFI 36-2905, AFI 36-2905 supplement, and AFI 91-202. 	C/Col Matt Rommel

	7) Being an extension of the Wing Commander to alleviate workload and performing other duties as assigned.	
Cadet Wing Inspector General <i>CW/IG</i>	<u>Reports to:</u> CW/CC <u>Function:</u> Ensures CW standardization and discipline as well as maintaining an environment free of discrimination Responsible for: 1) Ensuring that the cadets follow and maintain the standards set out for them and that they follow the military decorum that is expected of them. 2) Ensuring that initial, midterm, and final feedbacks are given and received and that they are sufficient in their effect to the cadet being counseled. 3) Ensuring that training follows the rules and regulations that are set out by the AFROTC manuals such as the T-508. 4) Providing inspections to the wing to ensure the standards are being met for dress and appearance. The IG is responsible for the look and community image that the detachment gives to the outside. 5) Writing extension MFRs if the two-hour time limit is exceeded for LLAB training. 6) Providing an environment for cadets to feel comfortable during training and provide an outlet for those who have personal or professional issues.	C/Col Rhett Spongberg
GMC Advisor <i>CW/GMCA</i>	<u>Reports to:</u> CW/CC <u>Function:</u> Serves as liaison between GMC and POC Responsible for: 1) Facilitating the technical aspects of GMCA Time 2) Monitoring the GMC for attitudes, appearance, and compliance with wing and AFROTC HQ policies 3) Monitoring and promoting the wellbeing of the GMC 4) Giving advice and/or guidance to GMC on individual and corporate basis 5) Advising Wing Staff on major decisions, new programs, policy changes when asked 6) Delegating tasks to all GMC assigned to wing staff 7) Performing other duties as assigned	C/3C Hansel Suharli
FTP Advisor <i>CW/FTP</i>	<u>Reports to:</u> CW/GMCA <u>Function:</u> To support the GMCA and monitor the FTP cadets Responsible for:	C/3C Michael Garcia

	<ol style="list-style-type: none"> 1) Facilitating the technical aspects of FTPA time. 2) Reporting to the CW/GMCA on FTP Cadets' feedback on FTP activities/training exercises throughout LLAB/PT. 	
IMT Advisor <i>CW/IMTA</i>	<u>Reports to:</u> CW/GMCA <u>Function:</u> To support the GMCA and monitor the IMT cadets Responsible for: <ol style="list-style-type: none"> 1) Facilitating the technical aspects of IMTA time. 2) Reporting to the CW/GMCA on IMT Cadets' feedback on IMT activities/training exercises throughout LLAB/PT 	C/4C C. J. Collier
Operations Group Commander <i>OG/CC</i>	<u>Reports to:</u> CW/CC <u>Function:</u> Supervises and directs the operations group of the cadet wing Responsible for: <ol style="list-style-type: none"> 1) Maintaining appearance, discipline, effectiveness, training, and conduct of the operations group 2) Planning LLAB activities/events IAW AFROTC directives and requirements 3) Verifying weekly operations orders with the OPS/CC 4) Submitting the initial version of operations orders to the CW/CC 2 weeks prior to the intended PMT day 5) Submitting the final operations orders with checklist, and any other documents related to the specific training day to the OFC 1 week prior to the intended PMT day 6) Effectively supervising, mentoring, and delegating tasks to the OPS/CC and TRS/CC 7) Providing vision, development, and guidance for all areas of training 8) Ensuring the weekly operations orders are distributed to all cadets ASAP following their approval 9) Tracking LLAB objectives for IMT, FTP, ICL, and SCL cadets using a spreadsheet 10) Creating an MFR detailing how the AS 250s will meet all necessary objectives for field training IAW AFROTC 36-2010 11) Detailed familiarization with the duties of all subordinates 12) Performing other duties as assigned 	C/Lt Col Brandon Dishno
Mission Support Group Commander <i>MSG/CC</i>	<u>Reports to:</u> CW/CC <u>Function:</u> Supervises and directs the mission support group of the cadet wing Responsible for:	C/Lt Col Randolph Abaya

	<ol style="list-style-type: none"> 1) Maintaining appearance, discipline, effectiveness, training, and conduct of the Mission Support Group 2) Supervising the planning of any non-LLAB related events as well as NSO, Career Day, Combat Dining In/Out, and Bring a Friend to LLAB, etc. 3) Fostering cohesion, camaraderie, and morale within the POC corps 4) Effectively supervising and mentoring the FSS/CC and PSS/CC in the execution of their duties 5) Providing assistance to direct subordinates and assigning technicians as needed 6) Performing other duties as assigned 	
<p>Training Squadron Commander <i>TRS/CC</i></p>	<p><u>Reports to:</u> OG/CC <u>Function:</u> Supervises the training squadron as well as assists OG/CC to ensure successful execution of all LLAB-related training</p> <p>Responsible for:</p> <ol style="list-style-type: none"> 1) Coordinating with the Operations Squadron Commander regarding LLAB GLPs, scenarios, AEF, drill, and general LLAB training. 2) Coordinating with Operations Training Officer to ensure LLAB is executed efficiently and that cadets arrive on time 3) Directly overseeing the training and provide feedback to flight commanders, trainers and trainees 4) Overseeing and guiding the Flight Commanders 5) Relaying information (such as training agendas or cadet drops) from the OG/CC to the FLT/CCs and vice versa 6) Receiving mission passed down from CW/CC and OPS/CC decides how that will look on the flight level 7) Completing all flight assignments by LLAB 1 8) Overseeing Wingman Qualification, updating the Wingman Qualification checklist, monitoring cadets progress throughout the semester, and assisting cadets to become qualified 9) Training and assure new cadets are familiar with the Wingman Qualification process 10) Receiving, collecting, and distributing Wingman Qualification sheets to/from Flight CC's and giving them to IG for filing 11) Initiating, recording, and awarding flight competitions (High Flight/Warrior Flight/Honor Flight) 12) Maintaining weekly LLAB and PT attendance and updates records 13) Monitoring status of cadets on an individual basis (absences, attitudes, performance), as well as flight basis (teamwork, motivation, drive) 14) Ensuring involvement between FLT/CCs and FLT/CDs 15) Deciding to hold additional competitions/training if applicable 	<p>C/Maj Francisco Valdez</p>

	<p>16) Promoting Esprit de Corps within the squadron and is a source of motivation</p> <p>17) Assessing relationship between FLT/CC and subordinates</p> <p>18) Maintaining weekly LLAB and PT attendance and updates records</p> <p>19) Performing other duties as assigned</p>	
<p>Operations Squadron Commander <i>OPSS/CC</i></p>	<p><u>Reports to:</u> OG/CC <u>Function:</u> To compile all training documents, submit said documents to the OG/CC, and oversee the operations squadron.</p> <p>Responsible for:</p> <ol style="list-style-type: none"> 1) Assuming command of the Operations Group in the absence of the OG/CC 2) Directing the drafting of LLAB Operation Orders 3) Compiling the LLAB Agenda, PT Agenda and Ops orders for all training days 4) Holding squadron accountable for submission of necessary documents 5) Acquiring and approving all lesson plans required for the intended PMT day 6) Submitting the first draft of operations orders to the OG/CC for initial review 7) Submitting the final operations orders, and any other documents related to the specific training day to the OG/CC by the Tuesday the week prior to the intended PMT day 8) Proofreading Operation Orders and notifies OTO before submission 9) Printing out the finalized Training Agenda and Ops Orders to be signed by the CW/CC and OFC 10) Relaying pertinent information to squadron on changes needed on Operation Orders 11) Ensuring POC are attending LLAB and PT on time 12) Leading the POC squadron during LLAB and PT 13) Addressing the actions of the POC trainers and assigned personnel in order to submit recommendations up the chain of command 14) Performing other duties as assigned 	<p>C/Maj Angelica Ramirez</p>
<p>Alpha, Bravo, Charlie, and Delta Flight Commanders</p>	<p><u>Reports to:</u> TRS/CC <u>Function:</u> Supervising and directing the training of flights</p> <p>Responsible for:</p> <ol style="list-style-type: none"> 1) Carrying out weekly operations orders 2) Directing and guiding cadets during execution of mission 	<p>C/Capt Giacomo Oliveri</p> <p>C/Capt Clayton Wikoff</p>

	<ol style="list-style-type: none"> 3) Training and briefing cadets when required, in areas such as customs and courtesies, drill, uniform wear, etc. 4) Assessing performance and wellbeing of his/her flight cadets during training 5) Maintaining discipline, appearance, and proper behavior the of flight 6) Allowing equal opportunity to all cadets to hold leadership positions and opportunities 7) Providing individual and flight feedback as necessary IAW AFROTC 36-2010 and Holm Center Training Manual. NOTE: during Field Training Preparation (FTP) semester no individual feedback will be given with a raised voice. 8) Ensuring cadets have opportunities to develop leadership and followership skills through a GMC flight position rotation 9) Allowing open channels of communication 10) Maintaining records of LLAB and PT records 11) Ensuring cadets have opportunities to develop leadership and followership skills through a GMC flight position rotation 12) Planning and executing one or more flight socials 13) Keeping attendance of GMC cadets for both LLAB and PT and provides a copy to Cadet Wing leadership for submission to the OFC upon conclusion of each LLAB session. 14) Turning in GMC cadets absent or late MFRs to the TRS/CC 15) Informing the IG/AC of dropped cadets 16) Teaching the GMC cadets the importance of meeting suspenses and following and respecting authority 17) Assigning a POC to take control of their flight if they are to be gone for LLAB and/or PT 18) Transiting with his/her flight at all times or assigning a POC to transit with his/her flight 19) Being the main point of contact for GMC cadets 20) Designing a discipline system within his/her specific flight for misbehavior, disorderly conduct, lack of respect, etc. (refer to HCTM for appropriate actions for discipline and reward) 21) Performing other duties as assigned 22) Office symbol designation will be as follows: <ol style="list-style-type: none"> a. A FLT/CC b. B FLT/CC c. C FLT/CC d. D FLT/CC 	<p>C/Capt Victoria Gurrola</p> <p>C/Capt Logan Ward</p>
<p>Alpha, Bravo, Charlie, Delta Deputy Commanders</p>	<p><u>Reports to:</u> FLT/CCs <u>Function:</u> Support the FLT/CC and take over responsibilities when not present</p> <p>Responsible for:</p>	<p>C/Capt Nicholas Jones</p>

	<ol style="list-style-type: none"> 1) Assisting FLT/CC in execution of mission 2) Keeping accountability of flight 3) Offering advice and suggestion on how to go about mission 4) Providing a second set of “eyes and ears” in evaluation of cadets 5) Remaining involved in the training of their respective flights and transiting with them 6) Performing other duties as assigned 	<p>C/Capt Christopher Guzman</p> <p>C/Capt Justine Dominguez</p> <p>C/Capt Calvin Yi</p>
<p>Operations Training Officer <i>OPS/OTO</i></p>	<p><u>Reports to:</u> OPS/CC <u>Function:</u> Creates LLAB operation orders, makes sure LLAB runs on schedule, and submits documents to OPS/CC</p> <p>Responsible for:</p> <ol style="list-style-type: none"> 1) Coordinating the members of the Operations Squadron to draft and edit the weekly OPORDS 2) Directing AO, DCO, PFO, LDO, DOC on their respective parts and duties and that work is submitted in a timely manner 3) Ensuring that a draft of an OPORD is submitted to the OPS/CC for initial review 4) Submitting Operation Orders within timeframe that allow editing and changes to be completed before deadline 5) Ensuring that a final draft is ready and submitted to the OPS/SQCC by the Tuesday the week prior to the respective PMT 6) Creating and enforce the weekly OPORD schedule for LLAB and PT 7) Assigning POC duties to be executed during the training period 8) Coordinating with the other members of the Operations Team to assign all POC to LLAB duties that will aid in the training of the GMC and the development of the POC’s leadership skills 9) Tracking time elapsed during training and signals time to transit 10) Tracking time elapsed during training and signals time to transit 11) Adjusting POC LLAB assignments as needed 12) Performing other duties as assigned 	<p>C/Capt Chris Gonzalez</p>
<p>Chief of Safety <i>CW/COS</i></p>	<p><u>Reports to:</u> OPS/CC <u>Function:</u> Ensures health and safety of the cadet wing</p> <p>Responsible for:</p> <ol style="list-style-type: none"> 1) Ensuring safety and hygiene of the cadet wing 2) Making appropriate safety equipment available at all events (i.e. first aid, AED, etc.) 3) Briefing cadets on the proper procedures for a safe environment 4) Reporting weekly to the MSG/CC all safety violations that are discovered 	<p>C/1st Lt Aaron Eklon</p>

	<ul style="list-style-type: none"> 5) Ensuring cadets complete all administrative requirements before participating in physical training exercises 6) Drafting Risk Management assessments for LLAB and PT 7) Consistently monitoring of individuals during PT who don't meet Ht/Wt standards, are injured or ill, or have failed the PFA 8) Bringing water to PT when needed 9) Performing other duties as assigned 	
<p>Drill and Ceremonies Officer <i>OPS/DCO</i></p>	<p><u>Reports to:</u> OPS/CC <u>Function:</u> Supervise and direct the actions of drill and ceremonies within the wing</p> <p>Responsible for:</p> <ul style="list-style-type: none"> 1) Instructing the wing in proper drill and ceremonies procedures 2) Ensuring the corps is competent in drill and ceremonies through drills, tests, parades, etc. 3) Designing a semester D&C LLAB training program that is to be sent up the chain of command for approval 4) Creating a standardized D&C evaluation system 5) Coordinating with the OPS/DOC to prepare a D&C agenda and sending it to the OPS/OTO 3 weeks prior to LLAB and designated D&C trainers the Wednesday before LLAB 6) Assigning qualified POC to assist in the training of D&C to GMC cadets during LLAB 7) Submitting action reports at the end of each LLAB; given to OPS/OTO 8) Assessing the performance and learning curve of GMC drill 9) Preparing a D&C lesson plan to be submitted to OTO 10) Observing GMC cadets' drill during periods of transit 11) Performing other duties as assigned 	<p>C/1st Lt Randy Nielsen</p>
<p>Physical Fitness Officer <i>OPS/PFO</i></p>	<p><u>Reports to:</u> OPS/CC <u>Function:</u> Supervises and directs all athletic and health awareness programs in the detachment</p> <p>Responsible for:</p> <ul style="list-style-type: none"> 1) Assisting the cadre with conducting the PFA tests as needed 2) Creating, planning, and executing the wing PT program 3) Creating physical fitness plan for the semester that focuses on form and that challenges cadets of all fitness levels 4) Collecting and standardizing all Sports/Physical Questionnaire and PFA sheets NLT one week prior to the PFA. 5) Maintaining and ensuring that the cadet wing is meeting all fitness requirements 6) Drafting the Risk Management assessment for PT to be reviewed by the Chief of Safety 	<p>C/1st Lt Thomas Foudy</p>

	<ol style="list-style-type: none"> 7) Maintaining accurate attendance records of all LMU and crosstown PT activities and providing a copy to Cadet Wing leadership for submission to the OFC upon conclusion of each LLAB/PT session. 8) Preparing cadets for the PFA through a rigorous training program 9) Conducting at least one practice PFA 30 days prior to the PFA 10) Developing detailed OPORD of each PT session, and ensuring that each PT activity proceeds according to allotted time 11) Providing OPORD to the OPSSQ/CC for verification 12) Submitting the first draft of operations orders to the OPSSQ/CC for initial review 13) Submitting the final operations orders, and any other documents related to the specific training day to the OPSSQ/CC 1 week prior to the intended PMT day 14) Monitoring and assess the progress in the wings physical fitness 15) Performing other duties as assigned 	
<p>Leadership Development Officer <i>OPS/LDO</i></p>	<p><u>Reports to:</u> OPS/CC <u>Function:</u> Plans and executes lesson plans for the development of the GMC's leadership qualities and abilities</p> <p>Responsible for:</p> <ol style="list-style-type: none"> 1) Coordinating with the OPS/DOC and develop a semester lesson plan of cadet leadership lessons 2) Delivering weekly briefings to the GMC on the week's respective leadership topic 3) Creating a system of accountability between the GMC and POC concerning the lessons that have been taught 4) Rewriting and/or creating GLPs that are relevant to active duty scenarios 5) Developing a standardized GLP document format to ensure the most efficient implementation of all GLPs 6) Developing SOBs for each GLP and ensuring the training meets the established criteria 7) Teaching & informing the cadet wing of various leadership styles 8) Utilizing outside resources (i.e. Active Duty personnel) to bring in different perspectives on leadership 9) Selecting and training GLP staff 10) Briefing other personnel involved with GLP training prior to LLAB and after the POC meeting on <ol style="list-style-type: none"> a) SOBs and time length for debrief and feedback for GMC cadets' Standardized trainer interactions b) Assignments of trainers, conductor/observer (filling out LCE) and intruders 11) Developing GLPs and submits lesson plan to OTO in timely manner 	<p>C/1st Lt Kevin Duong</p>

	<p>12) Creating scenarios that involve ALL GMC cadets while maintaining discipline during exercises</p> <p>13) Creating scenarios that are interesting and that fosters retention in the AFROTC program</p> <p>14) Performing other duties as assigned</p>	
<p>Director of Curriculum <i>OPS/DOC</i></p>	<p><u>Reports to:</u> OPS/CC <u>Function:</u> Plans and coordinates who will create, teach, and advise lesson plans, and ensuring that there is feedback and follow-up between those teachers and advisors.</p> <p>Responsible for:</p> <ol style="list-style-type: none"> 1) Coordination with the DCO and LDO to create a semester long plan of who is teaching and advises which lessons, classes; including all T-508 lessons, D&C, and GLPs; also creates POC assignments if more personnel is required for those activities 2) Providing a benchmark class on how to be an effective instructor, how to debrief, how to advise, the process all instructors go through leading up to instructing, to all POC cadets at the beginning of the semester 3) Preparing and coordinate with all instructors and advisors leading up to the day of teaching. Providing feedback on lesson plans and materials (presentation slides, handouts, quizzes), coordinating equipment (mock weapons, mock IEDs), ensuring instructors and advisors all practice together 4) Ensuring that there is feedback being facilitated between ICL instructors and SCL advisors. Following up so that all cadets teach/advise twice and implement the feedback they were given 5) Performing other duties as assigned 	<p>C/Capt Sebastian Metoyer</p>
<p>Director of Curriculum Assistants <i>OPS/DOCA</i></p>	<p><u>Reports to:</u> OPS/DOC <u>Function:</u> Assist the DOC in the planning and coordination of delegation of teaching and advising, and provide feedback and follow-up for those teachers and advisors.</p> <p>Responsible for:</p> <ol style="list-style-type: none"> 1) Observing teacher and/or advisors during LLAB and give feedback based on observation and material covered 2) Assisting the OPS/DOC in their duties 3) Performing other duties as assigned 	<p>C/Capt J. R. Wihlborg</p> <p>C/Capt Israel Solorzano</p>
<p>40th Personnel Squadron Commander</p>	<p><u>Reports to:</u> MSG/CC <u>Function:</u> Supervise, create, and execute activities within detachment</p>	<p>C/Maj Hunter Karr</p>

<p><i>PSS/CC</i></p>	<p>Responsible for:</p> <ol style="list-style-type: none"> 1) Supervising and directing the cadets of the Personnel Squadron 2) Coordination with Force Support Squadron Commander to ensure success of the goals and vision of the Mission Support Group 3) Coordination with Mission Support Group Commander to ensure all necessary actions are being taken by squadron members and ensuring suspenses are met. 4) Developing and implementing an effective retention plan 5) Supervising activities which take place outside of LLAB such as Moral and Honor Guard events 6) Updating MSG/CC on events taking place outside of LLAB 7) Ensuring direct subordinates meet all suspenses designated by cadet chain of command 8) Supervising the mentoring program 9) Performing other duties as assigned 	
<p>40th Force Support Squadron Commander <i>FSS/CC</i></p>	<p><u>Reports to:</u> MSG/CC <u>Function:</u> Supervise, create, and execute activities within detachment</p> <p>Responsible for:</p> <ol style="list-style-type: none"> 1) Supervising and directing the cadets of the Force Support Squadron 2) Working closely with Personnel Squadron Commander to ensure success of the goals and vision of the Mission Support Group 3) Working closely with Mission Support Group Commander to ensure all necessary actions are being taken by squadron members and ensuring suspense's are met 4) Developing and implementing an effective retention plan 5) Updating assigned group commander on performance of assigned personnel 6) Promoting cooperation between squadrons and subordinate cadet officers and the sharing of manpower within his/her specific squadron to accomplish both officer and squadron objectives 7) Performing other duties as assigned 	<p>C/Maj Victoria Heller</p>
<p>Cadet Recruiting Flight Commander <i>Cdt. Rec Flt/CC</i></p>	<p><u>Reports to:</u> PSS/CC & DET040/RFC <u>Function:</u> Perform recruiting activities to meet detachment goals</p> <p>Responsible for:</p> <ol style="list-style-type: none"> 1) Working directly with the DET040/RFC to develop and implementing an effective recruiting plan 2) Planning recruiting activities on and off campus, communicating these plans with the DET040/RFC, and overseeing the cadet wing recruiting program 3) Completing an after action report (AAR) to be submitted up the chain within 72 hours of each recruiting event. 4) Compiling all AAR and integrating the feedback to improving the quality of future recruiting efforts. 	<p>C/Capt James Wihlborg</p>

	<ol style="list-style-type: none"> 5) Ensuring that adequate supplies of recruiting literature are maintained and kept current 6) Planning criteria and executing plan for recruiter of the month and recruiting flight of the semester 7) Communications with local colleges to create a healthy relationship for future cross-town recruiting events 8) Leading the Recruiting Flight in organizing at least 2 recruiting events each month 9) Ensuring each recruiting event has a lead Point of Contact (should be a POC cadet) 10) Ensuring that each recruiting event is followed up with an After Action Report detailing: Name, phone, and email addresses of interested/potential cadets 11) Tracking the participation of det 040 cadets in recruiting events and holds cadets responsible for attending at least 1 event/semester 12) Working directly with the Special Projects Officer to coordinate off campus recruiting projects/events 13) Printing and awarding the recruiter of the semester winners 14) Recognizing the Recruiter of the semester on the last LLAB 15) Performing other duties as assigned 	
Recruiting Assistant	<p><u>Reports to:</u> PSS/CC <u>Function:</u> Perform recruiting activities to meet detachment goals</p> <p>Responsible for:</p> <ol style="list-style-type: none"> 1) Supporting the cadet recruiting flight commander in his/her mission 2) Implementing the recruiting policies set up by the cadet recruiting flight commander 3) Serving as an example to all cadets of model cadets representing our detachment well to the public and potentially interested individuals 4) Serving as a recruiting POC when the flight commander cannot be present at an event 5) Performing other duties as assigned 	Cadets Guzman, Dominguez , Foudy, Jones
Honor Guard Commander <i>HG/CC</i>	<p><u>Reports to:</u> PSS/CC <u>Function:</u> Maintain, train, and supervise the wing color guard and wing drill team</p> <p>Responsible for:</p> <ol style="list-style-type: none"> 1) Coordinating the CG and DT for use in any university or wing athletic events, parades, assemblies, etc. 2) Obtaining and maintaining the required equipment unique to the CG and DT, including keeping a detailed inventory of items checked out to cadets 	C/Capt Clayton Wikoff

	<ol style="list-style-type: none"> 3) Coordinating with university and/or community when performances are requested, obtaining approval from advisor before committing to an event 4) Collaborating with the PSS/CC and MSG/CC in the organization of formal retreat/reveilles, and any change-of-command 5) Maintaining a comprehensive record of events supported and cadets who participate in each event 6) Recruiting new cadets 7) Creating and upholding a training curriculum for new recruits 8) Creating standards for HG Actives to maintain membership 9) Holding review boards each semester to keep Actives accountable for these standards 10) Rebuilding of the Drill team 11) Performing other duties as assigned 	
<p>Det 040 Historian CW/HN</p>	<p><u>Reports to:</u> PSS/CC <u>Function:</u> To chronicle the history of Det 040 and to ensure Detachment 040's heritage is not forgotten amongst the cadets</p> <p>Responsible for:</p> <ol style="list-style-type: none"> 1) Creating a narrative of Det040's history including individuals, symbols, and lore 2) Compiling this information into a brief to be provided to the cadet wing 3) Ensuring and maintain healthy relations with DET 040 alumni 4) Creating and implement a system of communication for current cadets to reach out to alumni for various career advice/Q&A forums 5) Working directly with MWR and SPO to create events in which alumni may interact with current cadets 6) Tracking and maintain a database of alumni and contact information 7) Working with Webmaster to create online database on detachment website 8) Facilitation of the POC Class's Exemplar Selection process 9) Upkeep of the class exemplar exhibit 	<p>C/1st Lt Alexander Crawford</p>
<p>Morale, Wellness, and Recreations Officer PSS/MWR</p>	<p><u>Reports to:</u> PSS/CC <u>Function:</u> To organize and create events to improve the morale and camaraderie of the Cadet Wing</p> <p>Responsible for:</p> <ol style="list-style-type: none"> 1) Heading the organization of morale events throughout the semester 2) Creates Social Events Schedule attachment detailing potential events to be held before the start of semester. See Attachment 2. 3) Maintaining and updates budget plan for all events 	<p>C/Capt Alexander Crawford</p>

	<p>4) Working directly with the Special Projects Officer to coordinate and promote events. Assigns all GMC to POC mentors by LLAB 3 (may be delegated to a GMC)</p> <p>5) Performing other duties as assigned</p>	
<p>Equipment and Logistics Flight Commander <i>EL FLT/CC</i></p>	<p><u>Reports to:</u> FSS/CC <u>Function:</u> To coordinate and maintain equipment for LLAB</p> <p>Responsible for:</p> <ol style="list-style-type: none"> 1) Maintaining and coordinating items/equipment necessary for use during LLAB and PT as well as morale events and special projects 2) Leading the E&L flight in ensuring: <ol style="list-style-type: none"> a. All equipment is functioning properly b. All items (necessary) are present for LLAB and PT c. All equipment closets (INCLUDING P3) are tidy and well maintained THROUGHOUT the semester 3) Tracking and inventories “Rubber Duckies” on a weekly basis 4) Creating a maintenance plan for the flight to follow in the upkeep of these areas 5) The upkeep of the USO and provides personnel to assist as needed 6) Additional duties as required 	<p>C/Capt Israel Solorzano</p>
<p>Uniform Supply Officer <i>EL/USO</i></p>	<p><u>Reports to:</u> E&L Flt/CC <u>Function:</u> Provide necessary uniform items to cadets and keep inventory</p> <p>Responsible for:</p> <ol style="list-style-type: none"> 1) Tracks, distributes, and maintains all uniform items for the wing 2) Works directly with E&L Flt/CC and NCO to ensure all necessary items are stocked and inventoried. 3) Creates a database of items needed or requested by cadets <ol style="list-style-type: none"> a. Work with Webmaster to create online database on detachment website 4) Must keep USO clean and tidy throughout the semester 5) Ensures that cadets are aware of the Wingman Qualification Program, and that the cadets are staying on track of becoming Wingman Qualified. 6) Collection of uniform items when a cadet drops, is dis-enrolled, or graduates from the program. 7) Working with TRS/CCs and/or FLT/CCs to ensure that each cadet receives ribbons, oak leaf clusters, and/or forragiers as earned 8) Performing other duties as assigned 	<p>C/1st Lt Aaron Eklon</p>
<p>Special Projects Officer <i>FSS/SPO</i></p>	<p><u>Reports to:</u> FSS/CC <u>Function:</u> Organize, plan, and lead cadet wing special events</p> <p>Responsible for:</p> <ol style="list-style-type: none"> 1) Managing special projects within the cadet wing: 	<p>C/1st Lt Joseph Talusan</p>

	<ul style="list-style-type: none"> a. Hosting LLAB at additional college campuses when required b. SOCAL Field Day c. Dining Out d. Base visits e. Beach LLAB <ul style="list-style-type: none"> 2) Regularly giving feedback in regards to the status of special projects 3) Coordinating with the appropriate cadre member (if applicable) or Ops group member to make the event possible. This includes giving a formal roster of attendees due one week before each event. Cadets may sign-up or drop from an event up to one week prior to the event; any drops/adds after that point must have OFC approval. 4) Works closely with MWR Officer and Recruiting Officer to coordinate events 5) Performing other duties as assigned 	
<p>Public Affairs Officer <i>FSS/PAO</i></p>	<p><u>Reports to:</u> FSS/CC <u>Function:</u> Maintains the professional image of the Detachment to the school and community</p> <p>Responsible for:</p> <ul style="list-style-type: none"> 1) Maintaining the professional image of DET 040 to both LMU and the community 2) Maintaining healthy relationship between LMU, the community, and the DET 3) Documenting the activities of DET 040 including: LLAB, PT, MWR events, and Special Projects events through use of photos, videos, and written articles 4) Creating media depicting DET 040 in a positive and professional manner 5) Keeping LMU students, staff, and faculty aware of training in progress <ul style="list-style-type: none"> a. Place “training in progress” signs around training area b. Provides information to interested observers during LLAB training and PT 6) Maintaining and consistently updating detachment website 7) Setting up computers and audio equipment for use during POC meeting, slide shows, LLAB use, guest speakers, awards ceremonies, etc. 8) Posting the weekly OPORD on detachment website 9) Ensuring all files and media are properly functioning for any and all use before and during presentations 10) Maintaining the cadet wing database and publishing the cadet wing directory 11) Performing other duties as assigned 	<p>C/1st Lt Zachery Calderon</p>

Academic Support Officer <i>FSS/ASO</i>	<u>Reports to:</u> FSS/CC <u>Function:</u> Create and manage and academic tutoring program to help all cadets maintain and exceed AFROTC academic standards 1) Create and implement a weekly tutoring program for all active cadets 2) Create and maintain a database of cadet tutoring availability <ul style="list-style-type: none"> a. Work with webmaster to create online tutoring sign-up/schedule 3) Provide counseling to cadets who are at risk of failing to meet GPA requirements 4) Performing other duties as assigned	C/Capt Kristina Brandes
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RANDALL T. HOWE, C/Col, AFROTC
Wing Commander, Det 040

1st Ind, Det 040/OFC

MEMORANDUM FOR 40th Cadet Wing

OPLAN is __Approved __ NOT Approved

LANING L. DAVIS, Maj, USAF
Operations Flight Commander, Det 040

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