**S&A SQ Plan**

*Fall 2015*

*Detachment 160*

*The University Of Georgia*

****

**Cadet John Pyon**

**S&A SQ/CC**

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**(Services and Academics SQ/CC) Responsibilities and Goals**

**Responsibilities**

* Make sure the Safety Officer is informing cadets about current safety issues
* Make sure the Awards and Decs Officer is updating the cadets with the proper awards and ribbons
* Organize and execute the Warrior Knowledge Handbook.
* Work within the squadron so that all GMC are up to date with their warrior knowledge, duties, and rules.
* Be the source for GMC cadets if they had any questions about academics or ROTC.
* Aid cadets in professional development and application/extra training on leadership/PMT skills
* Ensure the GMC cadets can properly learn from LDT sessions and LLAB.
* Organize POC Mentor Sessions so that both 300s and 400s benefit in their growth.
* Properly set an efficient mentor/mentee program where GMC will grow.
* Overall, any knowledge or questions about safety, awards, ROTC or academics will branch off from the S&A Squadron to the cadets.

**My Goals**

* Create a 24 hour learning habit for GMC cadets, starting from within the detachment to their college life.
* Make a comfortable environment for GMC cadets to freely ask questions to any POC member.
* To be fully prepared to answer any questions that a GMC may have.
* To build trust between the GMC and me as the S&A SQ/CC so that they always a reliable source for any questions
* Make sure all cadets are equally informed on knowledge and guidelines, no cadet left behind.
* Guide the GMC to adapt leadership/follower skills in their lives that they learn from all sessions.
* Be the best mentor and supervisor I can be for my subordinates.
* Love every second of what I am contributing to this job.

**Timeline**

\*This is a tentative timeline of when I see events happening. Final dates are up to the Mission Support Group Commander.

**August**

* 11 August 2015 (Tuesday) – Awards Officer begins to gather awards for FT
* 11 August 2015 (Tuesday) – Begin Academic PPT
* 13 August 2015 (Thursday) – send Academic PPT to Cadet Johnson for check-up
* 13 August 2015 (Thursday) – Put up POC flag duty schedule
* 14 August 2015 (Friday) – Finalize awards for FT awards
* 15 August 2015 (Saturday) – Send out POC duo list for flag duty until Mentees set
* 18 August 2015 (Tuesday) – Send PPT to Ops Group about Academic Briefing
* 18 August 2015 (Tuesday) – Send PPT to Ops Group about Active Shooter Briefing (Safety Officer)
* 18 August 2015 (Tuesday) – Begin inventory of ribbons
* 25 August 2015 (Tuesday) - Brief the Corps on LDT sessions, GMC homework, Mentor/mentee, Honor Flight point system
* 26 August 2015 (Wednesday) – Fully Update Tracker of ribbons and awards
* 26 August 2015 (Wednesday) – send out survey for Mentor/Mentee matchup
* 28 August 2015 (Friday) - deadline for Mentor/Mentee survey
* 31 August 2015 (Monday) – LDT Sessions #1

**September**

* 1 September 2015 (Tuesday) – Handbook signatures due
* 1 September 2015 (Tuesday) – Mentor/Mentee Introductions
* 1 September 2015 (Tuesday) - COTM
* 1 September 2015 (Tuesday) – Put up Flag Duty Roster for Mentor/Mentee
* 3 September 2015 (Thursday) – Put up poster for Mentor Mentee Sticker Board
* 7 September 2015 (Monday) – No school (send PPT to GMC about SABC/Land Nav)
* 8 September 2015 (Tuesday) – SABC/Land Navigation Exercise
* 9 September 2015 (Wednesday) – Handbook signatures due
* 14 September 2015 (Monday) – LDT Session #2
* 15 September 2015 (Tuesday) – Handbook signatures due
* 21 September 2015 (Monday) – LDT Session #3
* 22 September 2015 (Tuesday) – Handbook signatures due
* 28 September 2015 (Monday) – LDT Session #4
* 29 September 2015 (Tuesday) – Handbook signatures due

**October**

* 5 October 2015 (Monday) – LDT Session #5
* 6 October 2015 (Tuesday) – Handbook signatures due
* 6 October 2015 (Tuesday) – GMC Midterm
* 6 October 2015 (Tuesday) – COTM
* 12 October 2015 (Monday) – LDT Session #6
* 13 October 2015 (Tuesday) – Handbook signatures due
* 19 October 2015 (Monday) – LDT Session #7
* 20 October 2015 (Tuesday) – Handbook signatures due
* 26 October 2015 (Monday) – LDT Session #8
* 27 October 2015 (Tuesday) – Handbook signatures due

**November**

* 2 November 2015 (Monday) – LDT Session #9
* 3 November 2015 (Tuesday) - Handbook signature due
* 9 November 2015 (Monday) - LDT Session #10
* 10 November 2015 (Tuesday) - Handbook signature due
* 10 November 2015 (Tuesday) - COTM
* 16 November 2015 (Monday) – LDT Session #11
* 17 November 2015 (Tuesday) - Handbook signature due
* 17 November 2015 (Tuesday) - Final
* 30 November 2015 (Monday) – LDT Session #12

**December**

* 8 December 2015 (Tuesday) - Aerospace Ball

**Attachment #1: WKH Updated ROEs**

*GMC cadets are highly encouraged to keep their WK handbooks on them at all times as a reference tool.*

**Remember:** This is simply homework for the GMC cadets, organized to improve memorization of the material and interaction within the GMC-POC corps. Therefore, GMC cadets should work hard to better their WK, and POC cadets should be ready and willing to aid in the further development of the GMC cadets and their academics.

**1. Homework Assignments**

a. Turn in Schedule

- Week 2: 3 pages due

- Week 3: 3 pages due

- Week 4: 3 pages due

- Week 5: 2 pages due

- Week 6: 2 pages due

- Week 7: 3 pages due

- Week 8: 3 pages due

- Week 9: 3 pages due

- Week 10: 2 pages due

- Week 11: 2 pages due

b. It is at the discretion of the GMC to choose which pages they intend to learn every week.

d. GMC cadets must complete certain topics of WK by 6 Oct, for the GMC midterm. These pages are listed out in the syllabus.

e. Not all pages of WK require entire memorization. According to the syllabus, certain pages of WK will be indicated as memorizing or just knowing the information well enough to pass a verbal quiz on that WK.

f. The syllabus will indicate the level of difficulty for each page of WK, allowing GMC cadets to better judge their time.

g. The GMC final exams will test GMC cadets on material from their WK handbook.

**2. Signatures**

a. Signatures will be received in the form of POC cadet initials upon successful completion of each WK page.

b. GMC cadets must attain two signatures for each week homework assignment. One signature must come from their mentor and the other from another POC cadet.

c. GMC cadets should strive to get at least 12 other POC signatures by the end of the semester.

d. It is up to the GMC cadets to contact POC cadets by email, phone, or in person, allowing for enough time, in order to receive their signatures.

e. GMC cadets are not required to stand at attention or use formal reporting in procedures, but are required to follow all proper customs and courtesies.

f. Reasonably, and to the POC cadet’s discretion, a completion initial may not take place if the GMC cadet displays poor knowledge of the assigned WK.

**3. Grading**

a. Every week as listed in the syllabus, GMC cadets will turn in their completion card only to the Services and Academics Squadron Commander’s box in the cadet office.

b. GMC cadets will receive 1 of 3 grades for each WK page. The grades are as follows: 100 for both signatures attained, 50 for only one signature attained, or 0 for no signatures attained or not turning in the completion card on time.

c. GMC cadets must turn in their completion card before 1500 on the due date listed in the syllabus.

d. GMC cadets will have their completion cards returned to their boxes by 1200 the following Wednesday.

e. Grades will factor into Honor Flight points.

f. To receive the final completion grade for the entire WK handbook, GMC cadets must present the completed completion card to the Services and Academics Squadron Commander and he/she will give the final signature.

**4. Handbook Maintenance**

a. No cadets will write in the WK handbook.

b. WK handbooks will be collected by the Services and Academics Squadron Commander upon receiving their final signature.

c. If any GMC cadets lose their WK handbooks, they must schedule an appointment with the Services and Academics Squadron Commander to resolve the issue.

d. If any GMC cadets lose their completion cards, they must schedules an appointment with the Services and Academics Squadron Commander to receive a new completion card and will have the opportunity to make up any signatures that have not been graded up until the point of losing their card.

\*Flights who have 100% completion turn-in rate will receive extra points toward their Honor Flight.

**Attachment #2: WKH Syllabus**

Begins: 1 Sept

Ends: 17 Nov

Week Date Assigned Due Date

2 Tues, 1 Sept Tues, 8 Sept

3 Tues, 8 Sept Tues, 15 Sept

4 Tues, 15 Sept Tues, 22 Sept

5 Tues, 22 Sept Tues, 29 Sept

6 Tues, 29 Sept Tues, 6 Oct \**GMC Midterm*

7 Tues, 6 Oct Tues, 13 Oct

8 Tues, 13 Oct Tues, 20 Oct

9 Tues, 20 Oct Tues, 27 Oct

10 Tues, 27 Oct Tues, 3 Nov

11 Tues, 3 Nov Tues, 10 Nov

\**All completion cards are due by 1500 on the due date to the Services and Academics Squadron Commander’s box.*

TOPICS REQUIRED FOR THE GMC MIDTERM  *\*also asterisked in the chart below*

Page 4 – Honor Code/Missions

Page 5 – Core Values

Page 8 - Cadre

Page 9 – USAF Chain of Command

Page 10 – Air Force Song

Page 11 – Air Force Song

Page 12 – Major Commands

Page 12 – Major Commands

Page 14 – 7 Basic Responses/DLIPS

Page 15 – Phonetic Alphabet/Principles of War

Page 17 – AFROTC Rank

Page 23 – AF Enlisted Ranks

Page 25 – Airman’s Creed

|  |  |  |
| --- | --- | --- |
| PG NUMBER | DIFFICULTY LEVEL (E=EASY, M=MEDIUM, H=HARD) | CORRESPONDING PAGES |
| 3 AIR FORCE SYMBOL  | H | NONE |
| 4 HONOR CODE/MISSIONS \* | E | NONE |
| 5 CORE VALUES \* | E | NONE |
| 6 CODE OF CONDUCT | H | 7 |
| 7 CODE OF CONDUCT | H | 6 |
| 8 CADRE \* | E | NONE |
| 9 USAF CHAIN OF COMMAND \* | M | NONE |
| 10 AIR FORCE SONG \* | H | 11 |
| 11 AIR FORCE SONG \* | H | 10 |
| 12 MAJOR COMMANDS \* | H | 13 |
| 13 MAJOR COMMANDS \* | H | 12 |
| 14 7 BASIC RESPONSES/DLIPS \* | E | NONE |
| 15 PHONETIC ALPHABET/PRINCIPLES OF WAR\* | E | NONE |
| 16 OATH OF OFFIC E | M | NONE |
| 17 AFROTC RANK \* | E | 18,19,20,21,22,23,24 |
| 18 AROTC RANK  | M | 17,19,20,21,22,23,24 |
| 19 NROTC RANK  | M | 17,18,20,21,22,23,24 |
| 20 ARMY ENLISTED RANK | M | 17,18,19,21,22,23,24 |
| 21 NAVY ENLISTED RANK | M | 17,18,19,20,22,23,24 |
| 22 MARINE ENLISTED RANK | M | 17,18,19,20,21,23,24 |
| 23 AF ENLISTED RANK \* | M | 17,18,19,20,21,22,24 |
| 24 OFFICER RANKS | M | 17,18,19,20,21,22,23 |
| 25 AIRMANS CREED \* | E | NONE |
| 26 AIRCRAFT | M | NONE |
| 27 QUOTES  | H | 28 |
| 28 QUOTES | H | 27 |

**Attachment #3: Mentor/Mentee New Incentive**

* Ask GMC during Mentor/Mentee survey what they expect the Mentors to teach them.
* Ask POC what they think they should teach their Mentees
* Idea from Lt. Col. Halle – create a Mentor/Mentee Sticker Board. (put a poster on the white board in the cadet office or use the Academics board in the cadet office)
	1. Whenever a mentor/mentee completes a point on the checklist, they receive a sticker
	2. The mentor/mentee that has the most stickers by the end of the semester will receive a prize.
* Checklist Ideas
	1. Does your Mentee know the Airmen’s Creed and Air Force Song?
	2. Does your Mentee know how to wear the Blues Uniform/Red Shirt & Khakis?
	3. Does your Mentee know all the Cadre’s and POC’s name?
	4. Does your Mentee understand the proper customs and courtesies?
	5. Is your Mentee physically prepared for the PFA?
	6. If your mentee has a corps job, does he/she understand his/her duties?
	7. Does your Mentee know the basics of drill?
	8. Have you talked to your Mentee about his/her career path and have you worked with him/her to create a path?
	9. Have you met at least three times outside of the ROTC environment?
	10. Free topic of the Mentor’s choice

**Attachment #4: LDT Session Schedule**

|  |  |
| --- | --- |
| LDT Session | Topic  |
| 1 | SABC/Land Nav Briefing  |
| 2 | Form 48 Workshop/PT verbiage review |
| 3 | Mentor/Mentee Ice Breaker/3C Squadron |
| 4 | Brief Masters |
| 5 | Midterm Review/ORI Uniform Review |
| 6 | Field Ops Briefing |
| 7 | Brief Masters |
| 8 | Air Force Trivia/3C Squadron |
| 9 | SABC/Field Ops Checkpoint Briefing  |
| 10 | Brief Masters/3C Squadron |
| 11 | Final Exam Review/ PIR Uniform Review |
| 12 | Brief Masters Contest/3C Squadron  |

**Attachment #5: Flag Duty Roster for First 2 Weeks of School**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Dates | Mon (17 Aug)  | Tues (18 Aug) | Wed (19 Aug) | Thurs (20 Aug) | Fri (21 Aug)  | Mon (24 Aug) |
| Morning | Starrett+Stephens | Luong +McColl | Johnson +Johnson | Dees+Cunningham | Carluccio+Wade | Riley+Pyon |
| Evening | Starrett+Stephens | Honor Guard | Johnson +Johnson | Dees+Cunningham | Carluccio+Wade | Riley+Pyon |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Dates | Tue (25 Aug)  | Wed (26 Aug) | Thurs (27 Aug) | Fri (28 Aug) | Mon (31 Aug)  | Tues (1 Sep) |
| Morning | Porzio +Poekhan | Overman+ Nault | Medina+Heustess | Guss+Gossner | Del Pozo+Blackmon | Armour +Stephens |
| Evening | Honor Guard  | Overman+ Nault | Medina+Heustess | Guss+Gossner | Del Pozo+Blackmon | Honor Guard |

**Attachment #6: Budget Requests**

* Pizza party for Honor Flight after the PIR
	+ 4.99 (Tuesday special) - one topping large pizza from PaPa John’s
		- (15 pizza \* 4.99) \* tax = $80.09
		- (7 sodas \* .99) \* tax = $7.42
		- Total: Pizza + Soda = $87.51

**Attachment #7: Safety Officer Responsibilities**

Oversight of Safety

* 1. Make sure the safety officer brings the water buffalo to all outdoor PT’s, any outdoor ROTC events, Whitehall LLAB’s, and any events deemed to have a hydration risk.
	2. Help enforce safety standards (shoelaces, hydration, jewelry, etc.)
	3. Make sure that cups are present for the water buffalo (cost can be approved by the MSG/CC).
	4. Active Shooter Briefing LLAB #2