

## Spring 2025 Continuity

Job Title: LLAB Execution Officer

Immediate Chain:

- Wing Commander
- Chief of Staff
- A6/7
- Leadership Laboratory Execution Commander

Area of Responsibility:

Planning individual weeks of LLAB in accordance with objectives from O-Plan

Weekly Flow: Weeks you are in charge of will be busy. Make sure all POC know where they will be going and what they need to be doing during LLAB. Acquire appropriate resources (Tent, cones etc.) and make sure slides are ready.

**Struggles I Experienced:**

1. Scope creep
2. Last minute changes
3. Lack of planning

**How Did I Address the Struggles?**

1. Scope creep will come into play when you are trying something new. Talk with others and try to distribute the workload. Ask yourself if the juice is worth the squeeze and if it is utilized by
2. your other execution officers to get it done.
3. Have a backup plan. Changes will happen especially when

	<p>looking at the weather. Plan for rain and have a backlog.</p> <p>4. What makes sense to you will not always translate to others. Give others a detailed plan and ask them to walk you through it how they understand it.</p>
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### Advice:

- Communicate with STE especially when it comes to ORIs and FDEs. Make sure everyone is on the same page when it comes to inspections
- Get MTIs early on. Give them a date months in advance for the Official ORIs at the end of the semester.
- Check with cadre before every LLAB to ask when to dismiss them
- To import foreign slides into the LLAB slides. Download foreign presentation -> File (On LLAB slides) -> Import(Click where in the slides before clicking “File”)
- Always have contingency plan if you anticipate any guests not making or weather being a factor
- Sometimes you need to just assign POC a job and not ask them because if you wait for volunteers you might never get them
- Regarding equipment verify with Mr.Llano prior to the day of to assure the equipment is available and not checked out by another POC
- When creating slides for SOBs, just look them up for references. Preferably DAF documents

- **LLAB Script** -

“Room standby

Room tench hut (play songs)

Welcome to tw # llab.

Ftp you may sit at ease.

Announcements from command staff , cadre

First briefing will be ...

Room standby for the dismissal of cadre

Room tench hut”

Resources/Links:

Look at LLAB Execution Commander

Contact Information: (only include if comfortable; if not, delete this section)

Ephraim Oyarehua / 832-646-0600 / [ephraimoya@Gmail.com](mailto:ephraimoya@Gmail.com)

Nephi Acevedo / 760-532-7093 / [nephi1314@gmail.com](mailto:nephi1314@gmail.com)

Leif Anderson / 210-836-7704 / [landerson6724@gmail.com](mailto:landerson6724@gmail.com)