

Spring 2025 Continuity

Job Title: LRS Officer

Immediate Chain:

- Wing Commander
- Chief of Staff
- A4 Commander
- LRS Officer

Area of Responsibility:

I am responsible for organizing and maintaining order in LRS, which includes managing clothing items such as shirts, boots, and pants. While there isn't a set deadline for organizing inventory, I also handle time-sensitive tasks assigned by Mr. Llano that vary depending on the time of year. Additionally, I ensure appointments are scheduled, that I am prepared for them, and that all updates are accurately reflected in the tracker."

Weekly Flow:

The workload can vary depending on how many UOD-dependent events are going on that week. It's mostly GMC cadets who need OCPs for a weekend.

Struggles I Experienced:

1. Members who show up

How Did I Address the Struggles?

1. Informed those individuals in a

<p>without appointments, are late to appointments, or schedule on short notice without notifying me.</p> <p>2. It gets harder to keep checking on the list if you have outside responsibilities</p>	<p>professional manner of the disadvantage this creates in our service to them.</p> <p>2. Reach out to the cadet in charge and have them send a message to all cadets stating that you need to be reminded that you have an appointment.</p>
---	--

Advice:

- Choose a schedule that you are comfortable with and don't be afraid to change it every now and again if it suits your needs. Directly after PT is such a great time to make an appointment since everyone is already around the corner
- COMMUNICATE WITH YOUR CADETS! They won't know what you need from them unless you ask or tell them. If they put on the schedule that they can come in at 8am after Thursday PT, ask them to come directly after PT, so you're not waiting on them, and they don't think they can't come in a little earlier. Don't be afraid to ask.
- Be flexible, especially if working in the spring where BCLs will need OCPs and aid.
- Be patient with those who seek you out for a uniform, finding the right fit is not always easy but it makes a huge difference in the member and how they present themselves.

Resources/Links:

Insert Links Here. For jobs with lots of continuity (e.g. LeadLab, etc.), reach out to Innovation Team to figure out how to get that onboarded for the next team.

Contact Information: Nick Norris | 210-849-1048