

Spring 2025 Continuity

Job Title: CAG

Immediate Chain:

→ Wing Commander
→ Chief of Staff
→ A1/2
CAG

Area of Responsibility:

3 hours with NCOs dealing with paperwork and other cadet actions assistance.

Completing attendance for every PMT event in both master slides and ensuring flight commanders completed attendance.

Sending wings counselings out and any other information from cadre.

Weekly Flow:

Workload is the same weekly. Tuesday PT, Thursday PT and LLAB.

Create schedule to assist NCOs (3 hours)

Reach out to POC in case they don't have attendance done or informed about their own absence.

100/200/POC are all split among the whole team.

Struggles I Experienced:

1. School work was a lot.
2. POC didn't reach out about absences.
3. Forget to input attendance.

How Did I Address the Struggles?

1. Asked for extensions.
2. Created POC absence channel.
3. Set a deadline for POC to input absences.

Advice:

Don't be afraid to ask for help.

Use counselings in case POC don't input attendance.

Reach out and communicate!

Resources/Links:

See A1/2 commander continuity for links.