

## Spring 2025 Continuity

Job Title: Chief of Staff

Immediate Chain:

→ Wing Commander

Area of Responsibility:

Overseeing the planning and execution of each A-Staff position acting as a funnel from both the commander and the A-Staff Members.

Weekly Flow: For a week to week flow of work it may never be the same. Each chain will be given different priorities, leading to different amount of work.

For Example A5 is the most integral part of the detachment if they do not have their information correct or on time it delays POC from understanding the mission and or execution.

A4: Is mainly in charge of LRS however, they work closely with Mr.Llano it is important to check in as certain periods of the year may require immense work while other times it is pretty slow.

**Struggles I Experienced:**

**How Did I Address the Struggles?**

<ol style="list-style-type: none"> <li>1. Giving critical feedback when a A-Staff member is not performing at what is expected.</li> <li>2. Not utilizing my Deputy Commander as efficiently as possible.</li> <li>3. Scheduling time to sit down and have meetings with all of A-Staff.</li> </ol>	<ol style="list-style-type: none"> <li>1. Understand that although we are peers you have to let them know when they are not doing good. Regardless of personal matters. There comes a point where work and life shouldn't intertwine. You must be able to tell them or they will never understand.</li> <li>2. Started assigning them to work that needed to be double checked. Asked them to check in when I see it is possible. Asking how they can help, you never know if they'll see you struggling with something.</li> <li>3. Could not do this due to schedule however you will have time to communicate about the changes or meeting times well before so they don't feel like it is coming out of nowhere. So with that said always send reminders of these meetings.</li> </ol>
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Advice:

- As much as you may think you are in charge of the wing in its entirety if something is not working it's more then likely your chain. Make sure you are putting forth the effort as a WC. I myself had trouble due to my degree EE. I know it may be hard but find

someone or advocate for your people and spearhead the idea of lateral Leadership.

- You will have the most amount of say in what is going on in the detachment be prepared to make the WC intent possible, ask for them to stay on top of what they want to happen, but try and find a good medium as goals are not perfect first try. However, must always have a solution if you come with a different approach rather than just a view point.
- A-5 is again the most crucial staff position all others may have it easier or more work try to assign a buddy to each A-Staff they will have their main priority to to encourage lateral thinking and better the flow of communication upward I believe it will be in your best interest to pair them together.
- Although it may feel overwhelming most weeks and you will have multiple different messages come in weekly you have it under control. If you need help reply on your deputy I know I could've utilized them more but at times felt it was urgent. This fall semester has a bit more time to crunch numbers utilize that time and set your meetings and stick to them. This will help minimize that feeling of stress.
- Lastly, my position was in the spring semester my experience is different from the fall and will continue to evolve or transform. If you feel that certain advice is not applicable then just have them in your tool box.

Resources/Links:

-[https://docs.google.com/document/d/1FhstlNPIq\\_4vhXZnyIdM1vjvXfAzRlRqP5uyxZroXw4/edit?usp=drivesdk](https://docs.google.com/document/d/1FhstlNPIq_4vhXZnyIdM1vjvXfAzRlRqP5uyxZroXw4/edit?usp=drivesdk)

This is what I used to assign task in the first few weeks I lost track and the amount of messages became abundant so if you do not feel this will help please just push it aside I will be here next semester ask for help if need be.

Contact Information:

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Sergio Silva