BULLET BACKGROUND PAPER

ON

SPECIAL PROJECTS OFFICER

PURPOSE

The purpose of this paper is to explain the duties of a Special Projects Officer (SPO). I will describe how to perform these duties, the goals to be accomplished, and how to achieve success as a SPO.

DUTIES

- The structure of the Special Projects Officer is clearly defined to cover all background projects that don't fall into the hands of another position within the Mission Support Group (SPO).

- Responsible for duties pertaining to Special Project Opportunities that increase morale and overall extracurricular events that support the background operational activities.

-- Coordinating with Point of Contacts (POC) for Warrior Lead Lab, regardless of venue or type of event.

-- Scheduling time, date, location and negotiating cost for the Warrior Lead Lab Event( LLAB).

-- Approving or disapproving of the participating in attendance for the event. In Other Words collecting the individual cadets who will be attending/ or attending Alt-Warrior LLAB

-- Seeking out other potential Special Project Ideas from the Wing; e.g. FLX/Game Night/ Dallas Military Ball

**-** Lead and Coordinate efforts with the Dallas Military Ball/ FLX/ Other Special Projects

-- Email POC for the Dallas Military Ballas coordination.

-- Coordinating volunteers, collecting information for Special Project Events, disseminating information to cadet wing.

-- Surveying for other morale opportunity events, and providing a platform to explore new special projects.

- Submit WARS and updates to MSG Commander throughout semester with ongoing, upcoming projects, and warrior Lead Lab.

KEYS TO SUCCESS

-- Turn in the necessary paperwork early and on time, submit attendance surveys way ahead of time.

- I didn’t have a deputy, or task to give him, so I you do have a deputy task them with seeking out more Special Project Events.

-- Most cadets will be wanting to attend Warrior Lead Lab, however make sure that you have efficient way to collect the funds, and track who has paid, who is not attending, and who will be attending.

-- Make sure to coordinate the dates and times well in advance for Warrior Lead Lab. Overestimate on the cost (more cadets attending then not) for rentals.

--- In regards to D14 Airsoft specifically, make sure that get a Exact Head Count and do not waiver the numbers one week in advance so it will be less work on the VCO for payment to the venue.

**-** D14 CONTINUITY. Here is a brief outline for the Warrior Lead Lab Event conducted during the SPRING 2018 semester:

-- Point of Contact: Mrs. Stacey Ward

-- POC Email: reservations@d14airsoft.com

-- POC Phone #: 960-600-1459

-- D14 LOCATION: 3433 Cowling Rd, Sanger, TX 76266 (Instructions to location on website)

-- D14 Payment: For the first payment installation for reservation go to: [http://store.D14airsoft.com](http://store.d14airsoft.com/) . The first payment will be a 200$ deposit for field reserve. The rest of the payment will be via check directly to D14 for the quote price negotiated between the manger (Mrs. Ward) and the SPO. It will vary on number of cadets participating.

-DALLAS MILITARY BALL CONTINUITY. Brief summary of the Dallas Military Ball volunteer opportunity (typical every spring semester)

-- Point of Contact: Max Guadiano (Chief) USAF Retired

-- POC Email: maximo.guadiano.1@us.af.mil  
 [maximo.guadiano@aetc.af](mailto:maximo.guadiano@aetc.af).smil.mil

-- POC Phone #: 210-565-2605

--- Other continuity contains, details such as make sure that give incentives for volunteers to attend. The event itself is easy and fun. Participants will get the opportunity to navigate and network will DMB guest. Also meet some cadets from other detachments (TCU). The venue location changes, so be prepared for that. This spring we had the opportunity to meet Buzz Aldrin, so that was really cool (incentives).

- Communication is critical to the overall outline of the job as SPO, especially with the other job position in MSG, but also when scheduling events with Training Group. (Warrior Lead Lab.)

-- Make sure you are keeping in close contact with the other MSG positions because they are the ones that will be using the majority of detachment funding. Keep yourself up to date with all MSG members and their individual events and projects. If you work closely with them, you can help them avoid monetary pitfalls such as going over budget or requesting funds at the last minute.

CONCLUSION

- There are a few key duties assigned to the SPO. These include administratively plan, coordinate, and support morale boosting events with the ECO as directed. Create and maintain a supplies office checklist to be completed weekly to ensure needed materials are always available. Ensure proper functioning of multi-media equipment during LLAB and cadet training events to include set-up, preparing, function check, and reporting of equipment issues at least 24 hours prior to cadet event (LLAB etc..). Performing other duties as assigned. Overall, it is imperative that you take initiative to make sure that you're extremely engage with your peers in MSG, to see if you can provide and special needs they may need to be pursued, and keep close ties to any special request events from cadre, and make sure to streamline your communication, so that it maintains consistent. Make sure that the information that is passed to you is EFFECTIVELY communicated to the rest of the Wing for the special events. Be proactive, be creative, and have fun with the job, it is what you make of it.