

## LIST OF DUTY ASSIGNMENTS REQUIRED TO BE FILLED SORTED BY UNIT TYPE

This packet will help unit commanders determine required positions, optional positions, and which are not authorized for a particular unit. Template wiring diagrams are laid out to assist in creating the required org chart.

Note: The SUI Guide requires inspections of all appropriate tabs. So, even if an officer is not REQUIRED to be appointed to the position, the commander MUST ensure the work is occurring.

Group headquarters units and School units will follow special instructions laid out for those units. Flights will be staffed as either a senior squadron (no cadets assigned) or a cadet squadron (if cadets are assigned)

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| DUTY ASSIGNMENT                                    | GROUP HQ (still under development)   | SENIOR SQUADRON (CAPR 20-1, Fig 14)   | CADET SQUADRON CAPR 20-1, Fig 17.   | COMPOSITE SQUADRON CAPR 20-1, Fig 16.   |
|--|--|---|---|---|
| Commander (CC)                                     | REQUIRED<br>CAPR 20-1, Fig 11  | REQUIRED<br>CAPR 20-1, Fig 14.  | REQUIRED<br>CAPR 20-1, Fig 17.  | REQUIRED<br>CAPR 20-1, Fig 16.  |
| Deputy Commander (CD) <sup>1</sup>                 | OPTIONAL.<br>INWG/CC Group Structure Memo 2013   | OPTIONAL  | OPTIONAL  | NOT AUTHORIZED<br>(Comp units are required to have deputies for seniors and cadets).            |
| Deputy Commander for Seniors (CDS)                 | NOT AUTHORIZED.  | NOT AUTHORIZED.   | NOT AUTHORIZED.   | REQUIRED<br>CAPR 20-1, Fig 16.  |
| Deputy Commander for Cadets (CDC)                  | NOT AUTHORIZED.  | NOT AUTHORIZED.   | NOT AUTHORIZED.   | REQUIRED<br>CAPR 20-1, Fig 16.  |
| Leadership Officer (CDCL)                          | NOT AUTHORIZED.  | NOT AUTHORIZED  | REQUIRED<br>CAPR 20-1, Fig 17.  | REQUIRED<br>CAPR 20-1, Fig 16.  |
| Activities Officer (CDCA)                          | NOT AUTHORIZED.  | NOT AUTHORIZED  | REQUIRED<br>CAPR 20-1, Fig 17.  | REQUIRED<br>CAPR 20-1, Fig 16.  |
| Legal Officer (JA) <sup>2</sup>                    | OPTIONAL<br>INWG/CC Group Structure Memo 2013  | OPTIONAL  | OPTIONAL  | OPTIONAL  |
| Safety Officer (SE)<br>(may not be unit commander) | REQUIRED<br>INWG/CC Group Structure Memo 2013, and CAPR 62-1, para 3, a. (1).            | REQUIRED<br>CAPR 20-1, Fig 14 and CAPR 62-1, para 3, a, 1.                                  | REQUIRED<br>CAPR 20-1, Fig 17 and CAPR 62-1, para 3, a, 1.                                      | REQUIRED<br>CAPR 20-1, Fig 16 and CAPR 62-1, para 3, a, 1.                                      |
| Finance Officer (FM)                               | REQUIRED.<br>INWG/CC Group Structure Memo 2013, and CAPR 173-1, para 8.                  | REQUIRED<br>CAPR 173-1, para 8.   | REQUIRED<br>CAPR 173-1, para 8.   | REQUIRED<br>CAPR 173-1, para 8.   |
| Aerospace Education Officer (AE)                   | REQUIRED<br>INWG/CC Group Structure Memo 2013 and CAPR 280-2, para 3.                    | REQUIRED<br>CAPR 20-1, Fig 14 and CAPR 280-1, para 3.                                       | REQUIRED<br>CAPR 20-1, Fig 17 and CAPR 280-2, para 3.   | REQUIRED<br>CAPR 20-1, Fig 16 and CAPR 280-2, para 3.   |
| Cadet Programs Officer                             | OPTIONAL<br>INWG/CC Group Structure Memo 2013.   | NOT AUTHORIZED.   | NOT AUTHORIZED.   | NOT AUTHORIZED.   |
| Communications Officer (DC)                        | REQUIRED<br>CAPR 174-1, para 1-6, j, 1.<br><i>Frequently also the Logistics Officer.</i> | REQUIRED<br>CAPR 174-1, para 1-6, j, 1.<br><i>Frequently also Logistics/Supply Officer.</i> | REQUIRED<br>CAPR 174-1, para 1-6, j, 1.<br><i>Frequently also the Logistics/Supply Officer.</i> | REQUIRED<br>CAPR 174-1, para 1-6, j, 1.<br><i>Frequently also the Logistics/Supply Officer.</i> |

<sup>1</sup> Although CAPR 20-1 shows deputies on the organizational chart, typically deputy and assistant positions are optional and will be treated as such EXCEPT for composite squadron where they are an integral part of the operations of the unit.

<sup>2</sup> Only if an attorney is assigned to the unit.

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|   |  |   |   |  |
|---|--|---|---|--|
| Logistics Officer (LG)                        | OPTIONAL   | REQUIRED<br>CAPR 20-1, Fig 14.<br><i>Usually Supply Officer.</i>                | OPTIONAL  | REQUIRED<br>CAPR 20-1, Fig 16<br><i>Usually the Supply Officer.</i>          |
| Supply Officer (LGS)                          | REQUIRED<br>CAPR 174-1, para 1-6, j, 1.<br><i>Usually the LG.</i>                                | REQUIRED<br>CAPR 174-1, para 1-6, j, 1.<br><i>Usually the LG.</i>               | REQUIRED<br>CAPR 174-1, para 1-6, j, 1.<br><i>Usually the LG.</i>               | REQUIRED<br>CAPR 174-1, para 1-6, j, 1.<br><i>Usually the LG.</i>            |
| Transportation Officer (LGT)                  | Only REQUIRED for vehicle custody units.<br>INWG Sup 1, CAPR 77-1, para 1-6, j.                  | Only REQUIRED for vehicle custody units.<br>INWG Sup 1, CAPR 77-1, para 1-6, j. | Only REQUIRED for vehicle custody units.<br>INWG Sup 1, CAPR 77-1, para 1-6, j. | Only REQUIRED for vehicle custody units. INWG Sup 1, CAPR 77-1, para 1-6, j. |
| Operations Officer (DO) <sup>34</sup>         | NOT AUTHORIZED<br>INWG/CC Group Structure Memo 2013  | REQUIRED<br>CAPR 20-1, Fig 14   | NOT AUTHORIZED.   | REQUIRED<br>CAPR 20-1, Fig 16  |
| Standardization and Evaluation (DOV)          | NOT AUTHORIZED<br>INWG/CC Group Structure Memo 2013  | OPTIONAL<br>CAPR 20-1, Fig 15   | NOT AUTHORIZED  | OPTIONAL<br>CAPR 20-1, Fig 16  |
| Aircraft Maintenance Officer (DOM)            | NOT AUTHORIZED<br>INWG/CC Group Structure Memo 2013  | Only REQUIRED for aircraft custody units. INWG Sup 1, CAPR 66-1, para 4, d.     | NOT AUTHORIZED.   | Only REQUIRED for aircraft custody units. INWG Sup 1, CAPR 66-1, para 4, d.  |
| Emergency Services (DOS)                      | REQUIRED for Geographical Groups<br>INWG/CC Group Structure Memo 2013                            | OPTIONAL<br>CAPR 20-1, Fig 15   | OPTIONAL.<br>CAPR 20-1, Fig 17  | OPTIONAL<br>CAPR 20-1, Fig 15  |
| SAR Officer (DOSS)                            | OPTIONAL<br>INWG/CC Group Structure Memo 2013  | OPTIONAL<br>CAPR 20-1, Fig 15   | OPTIONAL.<br>CAPR 20-1, Fig 17  | OPTIONAL<br>CAPR 20-1, Fig 15  |
| ES Training Officer (DOST)                    | OPTIONAL<br>INWG/CC Group Structure Memo 2013  | OPTIONAL<br>CAPR 20-1, Fig 15   | OPTIONAL.<br>CAPR 20-1, Fig 17  | OPTIONAL<br>CAPR 20-1, Fig 15  |
| Homeland Security Officer (DOSH)              | OPTIONAL<br>INWG/CC Group Structure Memo 2013  | OPTIONAL<br>CAPR 20-1, Fig 15   | OPTIONAL.<br>CAPR 20-1, Fig 17  | OPTIONAL<br>CAPR 20-1, Fig 15  |
| Unit Alerting Officer                         | REQUIRED<br>INWG/CC Group Structure Memo 2013 and CAPR 60-3, para 1-5, c, (6); list in Ops Quals | REQUIRED<br>CAPR 60-3, para 1-5, c, (6); list in Ops Quals                      | REQUIRED<br>CAPR 60-3, para 1-5, c, (6); list in Ops Quals                      | REQUIRED<br>CAPR 60-3, para 1-5, c, (6); list in Ops Quals                   |
| Professional Development Officer (PD)         | REQUIRED<br>INWG/CC Group Structure Memo 2013  | REQUIRED<br>CAPR 20-1, Fig 14   | OPTIONAL.<br>CAPR 20-1, Fig 17  | REQUIRED<br>CAPR 20-1, Fig 16  |
| Testing Officer (may not be CC.)              | NOT RECOMMENDED<br>CAPR 50-4, para 1-3.  | NOT RECOMMENDED<br>CAPR 50-4, para 1-3.   | REQUIRED<br>CAPR 50-4, para 1-3.  | REQUIRED<br>CAPR 50-4, para 1-3.   |
| Chaplain (HC) <sup>5</sup>                    | OPTIONAL   | OPTIONAL  | PREFERRED<br>CAPR 52-16, 1-7, d, 2, b.  | PREFERRED<br>CAPR 52-16, 1-7, d, 2, b.                                       |
| Character Development Instructor <sup>6</sup> | OPTIONAL   | NOT AUTHORIZED  | PREFERRED<br>CAPR 52-16, 1-7, d, 2, b.  | PREFERRED<br>CAPR 52-16, 1-7, d, 2, b.                                       |
| Administrative Officer (DA)                   | REQUIRED<br>INWG/CC Group Structure Memo 2013  | REQUIRED<br>CAPR 20-1, Fig 14   | REQUIRED<br>CAPR 20-1, Fig 17   | REQUIRED<br>CAPR 20-1, Fig 16  |

<sup>3</sup> Counterdrug officers are not authorized below the wing level.

<sup>4</sup> Cadet units in INWG will not be assigned aircraft as a matter of practice, and so a cadet unit will not have a DO, DOM, or DOV.

<sup>5</sup> Only if a chaplain is assigned to the unit.

<sup>6</sup> Although a member of a senior squadron may be qualified as a CDI, CDIs are only authorized as a duty assignment on the organizational chart in units with cadets assigned because the role of the CDI is to lead Character Development Instruction per CAPR 265-1, para 4, a.

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|                                |  |  |  |  |
|--------------------------------|--|--|--|--|
| Personnel Officer<br>(DP)      | OPTIONAL<br>INWG/CC Group Structure<br>Memo 2013                               | OPTIONAL<br>CAPR 20-1, Fig 14<br>Frequently also either<br>Admin and/or PD | OPTIONAL<br>CAPR 20-1, Fig 14<br>Frequently also either<br>Admin and/or PD | OPTIONAL<br>CAPR 20-1, Fig 16<br>Frequently also either Admin<br>and/or PD |
| Public Affairs Officer<br>(PA) | REQUIRED<br>INWG/CC Group Structure<br>Memo 2013 and CAPR<br>190-1, Para 3, a. | REQUIRED<br>CAPR 190-1, Para 3, a.   | REQUIRED<br>CAPR 190-1, Para 3, a.   | REQUIRED<br>CAPR 190-1, Para 3, a.   |