

MQA-1: SQUADRON ORIENTATION

PREREQUISITES: Completed CC, DO, and Squadron Superintendent meetings and have their signatures

REQUIRED READING: Squadron OI's

PURPOSE: Familiarize new ALO with squadron facilities and layout.

Introduction - (Slide 2)

Welcome to the world of the TACP. This lesson will touch on each major area within a squadron. Realize that each squadron will have a different set-up but all units will have the same basic offices and functions. The topics discussed will be as follows:

- Duty Desk / Mission Planning Room
- Administration Office
- Training Office
- Scheduling Office
- Standardization and Evaluation office
- Flight Offices
- Mobility Office
- Resource Advisor
- Maintenance Office and Yard

Duty Desk / Mission Planning Room – (Slides 3)

Duty Desk

The Duty Desk is located at the main entrance doors to the building. It is generally manned during duty hours and contains the Ground TACS Information File (GTIF) Volume 1 & 2 (1 – Publications and 2 – Read File) as well as the vehicle sign-out log. The GTIF must be read and signed off prior to personnel departing for the local ranges or TDY range locations. The vehicle sign-out log must be signed prior to driving a HMMWV.

Mission Planning Room

The squadron has a large room designated for mission planning. Local area maps and common TDY range maps are posted in this room with current range information. There are also squadron GTIF Read File cards and GTIF Volumes 3 & 4 (3 – Publications and 4 – T.O 1-1M-34, Weapons Delivery) located here. The GTIF Read File covers items such as local range safety, local planning factors, etc. Other items located in the mission planning room are the squadron copy machine and the network printer.

Administration Office – (Slides 4)

The administration office is our squadron's orderly room. Personnel Information Files (PIFs) and anything to do with Information Management to include finance (both military and travel pay), travel orders of any sort, leaves, OPRs/EPRs, and decorations are done through here. The orientation checklist starts in the administration office for new personnel. Also located in this office is the main squadron facsimile machine (fax) and most required office supplies.

Training Office – (Slide 5)

All activities that involve training come out of this office. Training folders for all personnel are kept here and there is a “library” of all the academics that are required for operations. Training shop personnel help track all training events for currency and keep a training calendar for all classroom academics. They are the ones who also ensure individuals are qualified for special courses, e.g., Ranger School, Survival Schools, Jump School, etc. In some cases, the training shop will set up the dates for an individual to go to these schools.

Standardization and Evaluation Office – (Slide 6)

The Standardization and Evaluation (S/E) Office is where all check rides and associated paperwork reside as well as being the main shop for squadron evaluators. Any information regarding requirements, regulations and check rides items can be found in this office as well.

Scheduling Office – (Slides 7)

The scheduling office takes care of weekly schedules to include all appointments for personnel, maintenance schedule information, leaves and TDYs. They assist in arranging CAS, scheduling required examinations, and setting up required events such as 9mm shoots, etc. The flight commanders do the weekly schedule, but the scheduling office will do the coordination work. The office is usually collocated with training.

Flight Offices – (Slide 8)

Each flight has a set of offices. Normally, the flight commander and flight chief have an office and the flight has an area of its own. Generally, the flight’s vehicle status board and a read file for squadron information will be displayed in the flight room. Each flight should have a Class A telephone and a computer for e-mail and other administrative uses.

Mobility Office – (Slide 9)

The squadron’s mobility will be taken care of in the Mobility Office. All necessary mobility forms and squadron personnel mobility folders are kept here. Those folders contain the required forms for deploying as well as a copy of shot records and dog tags. There is also room enough to have a “mobility line” prior to deploying. All personnel are required to set up a mobility folder during in processing.

Resource Advisor – (Slide 10)

The Resource Advisor is the individual in the squadron that keeps the squadron “books.” All request for TDY funds for travel, obtain permission to make purchases for the squadron, and any other squadron funding issues must go through the resource advisor. This office will contain all request forms.

Maintenance Office and Yard – (Slide 11)

The Maintenance Office and Yard is where all squadron’s maintenance personnel and vehicles are located. The AF is responsible for maintaining the radio pallets and most minor maintenance on the vehicles. The vehicle Maintenance personnel must be notified of any discrepancy with the vehicles prior to taking the vehicle to the Army motor pool. Once the vehicle has been cleared through the squadron maintenance, it can be taken to the Army motor pool for the required work. This may require the presence of the vehicle’s “owner” during the maintenance being done. Ensure the “owner” has been brief by our vehicle maintenance NCO as to what can or cannot be done by the AF personnel BEFORE they go to the motor pool.

Periodic Maintenance Inspections (PMI’s) are also preformed at the Maintenance Yard. The maintenance building also houses the equipment lockers for each vehicle. Speed limit within the maintenance yard is 5 mph.

Conclusion – (Slide 12-13)

This lesson is just an introduction into a TACP squadron. The sponsor should be able to answer any questions not covered in this lesson. Don't hesitate to ask the sponsor or anyone in the squadron for assistance.