



MQA-1 SQUADRON ORIENTATION



PREREQUISITES: CC/DO/SQ Sup meetings

REQUIRED READING: Squadron IO's

PURPOSE: Familiarize newly assigned ALOs with squadron facilities and layout



OVERVIEW



- ◆ 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



- ◆ Duty Desk – Usually Manned During Duty Hours
 - ◆ Ground TACS Information Files (GTIF)
 - ◆ Vehicle Sign-out
- ◆ Mission Planning Room
 - ◆ Large Tables in Which Can Spread Out Maps/Charts
 - ◆ Maps/charts for Local Activities, Local Range Information, and Range Information for Other Ranges Used by the Squadron
 - ◆ Read File Cards and Additional GTIF Volumes
 - ◆ Central Printer and Copy Machine for Squadron Use



ADMINISTRATION OFFICE



- ◆ Personnel Information Files (PIFs)
- ◆ Leave Form Processing
- ◆ Travel Orders(Both TDY and PCS)
- ◆ OPRs/EPRs/Decorations
- ◆ Squadron Fax Machine
- ◆ Office Supplies (Usually Only Limited Amounts)



TRAINING OFFICE



- ◆ Resource for All Squadron Academics
- ◆ Works All Training Issues
- ◆ Works All Special Training Slots
 - ◆ Ranger School
 - ◆ Jump School
 - ◆ Etc



STANDARDIZATION AND EVALUATION (S/E) OFFICE



- ◆ Personnel Testing
- ◆ Check Rides
- ◆ All S/E Records Are Maintained in This Office



SCHEDULING OFFICE



- ◆ Maintainers of the squadron's weekly schedule
- ◆ Works to schedule all events through the appropriate office (Training or S/E)
- ◆ Can work off station training events as required



FLIGHT OFFICES



- ◆ Three Sections
 - ◆ Flight Commander Office
 - ◆ Flight Chief Office
 - ◆ Flight Area
- ◆ Vehicle Maintenance Board
- ◆ “Sign-out” Board
 - ◆ TDY
 - ◆ Leave
 - ◆ Etc



MOBILITY OFFICE



- ◆ Mobility Records and Applicable Forms Are Kept Here
 - ◆ Vehicle Load Forms
 - ◆ Other Forms Needed to Deploy As Well As Personnel Mobility Folders
- ◆ Event of Deployment to Help “Bypass/expedite” Some of the Army Process



RESOURCE ADVISOR



- ◆ Maintains the Squadron Budget
 - ◆ Funding for Tdy's
 - ◆ Funding for Office Equipment
 - ◆ Other Squadron Funding Issues



MAINTENANCE OFFICE AND YARD



- ◆ All Maintenance Personnel and Records
- ◆ Responsible for All Radio Maintenance (Periodic Maintenance Inspection, “PMIs”)
- ◆ Vehicle Maintenance NCO
 - ◆ Perform Some Maintenance Items
 - ◆ Central Point for Vehicle Movement
 - ◆ All Squadron Assigned Vehicles Located Here



REVIEW



- ◆ DUTY DESK / MISSION PLANNING ROOM
- ◆ ADMINISTRATION OFFICE
- ◆ TRAINING OFFICE
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QUESTIONS

