



ETOWAH HIGH SCHOOL JROTC UNIT GA-958

OPERATING INSTRUCTION 958-03

25 October 2021

Human Resources (HR)

This regulation prescribes the roles and responsibilities, processes, and procedures of the human resources function in GA-958. The Corps Commander has the overall responsibility for compliance with the procedures outlined in this regulation. This regulation is applicable only to GA-958.

SUMMARY OF CHANGES.

None. This is the first issue of Operating Instruction 958-03 (OI 958-03).

1. OVERVIEW.

1.1. This OI outlines guidance for GA-958 HR officer, flight HR leaders, and cadet corps staff associated with the HR function of the corps. Responsibilities include, but are not limited to, the management of the cadet filing system, inputting events such as leadership development requirements, flag detail, or community service, and maintaining a strong and reliable information department.

2. ROLES AND RESPONSIBILITIES.

2.1. The human resources officer-in-charge (HR OIC) has the primary responsibility for the human resources program of the corps. It is possible that the HR OIC will have human resources leaders (HRLs) subordinate to him/her. As the corps HR OIC, this individual will funnel and distribute all information of the corps into WINGS or cadet filing cabinets. This includes, but is not limited to, the creation of cadet profiles, maintaining the cadet files, and overseeing the day-to-day management of the function by communicating with HRLs and the HR NCOIC. The HR OIC acts on behalf of the Corps that all cadets are receiving credit for leadership development requirement (LDRs) participation, community service (CS), or flag detail of the corps on a weekly basis.

2.2. On occasion the HR OIC will collaborate with the Charlie Squadron Commander to confirm and track the attendance of those cadets participating in LDRs. At the discretion of the Corps Commander, the HR OIC can delegate authority running the flight-level HR program to the HRLs of each flight, but the HR OIC maintains the necessary oversight to ensure that all delegated tasks and events are executed and tracked successfully.

3. WAIVERS.

3.1. The Corps Commander, in consultation with the Senior Aerospace Science Instructor (SASI) or the Aerospace Science Instructor (ASI) is the waiver authority for this OI. Waiver requests are made in writing through the chain of command to the Corps Commander for resolution.

4. SUPPLEMENTS.

4.1. Supplements pertaining to this OI shall not be issued below the squadron level and must be approved by the Corps Commander.

5. CADET FILING SYSTEM (CFS).

5.1. The cadet filing system (CFS) is designed to track the basic paperwork of each cadet on a flight-level basis. Files are used to keep everything signed, recorded, and documented about each cadet in the storage room. There is a folder in the storage room that is an example of where certain sheets go, if a cadet is confused on where to file a specific sheet in each folder. This part of the function is essential for maintaining and tracking cadet essentials.

5.2. The first part of the cadet files are hand receipts. These are given to HR by logistics, who are responsible for issuing uniforms, to put it in general terms. They are used by the corps to keep track of what items are issued to cadets and when they were issued. This can be used in the future to know whether a cadet has an item they have lost during the year. In that case, the cadet will be charged for items lost, and will be issued new items. However, HR does not associate with conducting this, but only to file the hand receipts.

5.3. Cadet waivers and signed sheets are also filed and are used to keep cadets' signed sheets safe and accounted for. If a cadet is allowed to be issued items, participate in physical training, or go on field trips, they must have a signed waiver or sheet to allow it that must be signed by a parent or guardian. These are filed to have evidence that they were turned in and accounted for as well.

5.4. HRLs are the bloodline of the CFS. As the HR OIC updates or has updates for the CFS, he or she will pass this information to the HRLs so they can organize anything given for their flights. HRLs will run all human resources for the flight to include the cadet filing system, inputting events into WINGS. Additionally, HRLs will update the CFSs that are shared with the HR OIC and corps leadership. Due to the demands of the responsibilities of an HRL, they will miss days where their flights will be doing educational and leadership sessions, therefore the HRLs must be a second year and after so they are not missing any information they have not already learned.

6. WINGS EVENT PARTICIPATION.

6.1. Cadets must participate in at least 3 LDRs every semester of a JROTC term to earn full credit for LDR participation. These include one flag detail and/or color/honor guard practice, and two other miscellaneous LDRs. One of the duties of an HRL is to input certain events into WINGS, or the GA-958 database maintained by the Air Force.

6.1.1. LDRs such as raiders or marksmanship are an example of an LDR that must be logged into WINGS. Two of these make up 50% of the LDR participation grade, as all cadets know.

6.1.2. Flag Detail is a special LDR that requires extra attention from HRLs. Flag Detail is one of the most common LDRs participated in, therefore it requires a raised amount of attention. The importance of Flag Detail is high due to the satisfaction of the other 50% of the LDR participation grade when performed. Happening every morning and afternoon, cadets raise/lower the flag on campus either at the main campus or the east wing of it. These events are inputted into WINGS as an LDR, but cadets are given credit for LDR and community service hours.

6.1.3. Community service is an event that involves cadets' participation in community service around the community, which is made easier to access by unit GA-958. These events must be inputted in WINGS as community service.

6.1.4. Cadets in action (CIA) is an event that involves cadet involvement in field trips, school events, or another event that is not an LDR or CS. These will be put into WINGS just like any other event but do not require a number of hours to be associated with it.

6.1.5. Competitions are events involving cadets on an LDR team such as CyberPatriot, Raider, Marksmanship, or Orienteering. They usually take place over weekends and must be logged for cadets to meet LDR standards for competition teams.

6.1.6. Cadet Leadership Course (CLC) is an event spanning over one week at Georgia Military College. It is available to all cadets over the summer after their first year, and cadets that attend are favored to become officers over ones that did not attend. This only happens once annually, so HR is responsible for input attendance at the beginning of the successive academic year.

6.1.7. Fund raisers are events that give cadets the opportunity to raise money for the corps in order to invest/upgrade the corps or raise funds for future CIA events. These will be input into WINGS like other events with the same requirements, and cadets also given community service hours for them as well.

6.2. All events described above always come with details to help HRLs input them into WINGS. The required information follows:

6.2.1. Starting and ending times and dates.

6.2.2. Type of event (LDR, CS, CIA, Competition, CLC, or Fund Raisers).

6.2.3. Hours associated with the event.

6.2.4. Brief description of the event.

6.2.5. Roster of cadets associated with the event.

6.3. WINGS is used to track all this information, and cadets that are new to being an HRL will be promptly trained by the HR OIC to use the software.

6.4. The HR OIC is responsible for training new cadets, overseeing all actions made by HRLs, and keeping up with their scorecard given by Bravo Squadron leadership.

7. SUMMARY OF HUMAN RESOURCE RESPONSIBILITIES.

7.1. HRLs are given designated responsibilities to divide the work between different HRLs. One or two cadets will cover all LDRs in WINGS, another will keep up with Flag Detail, and the last will keep up with CS, CIA, or Fund raisers. The HR OIC and HR NCOIC will oversee and ensure that all tasks are completed on time, and efficiently.

7.2. An important rule when putting events into WINGS is that everything must be put in within one week of the event's occurrence. If the deadline is passed, the event shall not be entered into WINGS as the deadline has passed and cadets involved in the event will lose their hard-earned hours.

7.3. All other training will be given by the HR OIC upon the HRLs. The goal of HR includes inputting events into WINGS within a week of the occurrence, maintaining the cadet filing system, and staying consistent. If all these criteria are met by the HR OIC, HR NCOIC, and HRLs, the function will run smoothly and efficiently. It is important that HRLs meet these requirements as HR is one of the more principal functions of the corps.

If any other questions remain, please contact the HR OIC (Davis Clanton) or HR NCOIC (Christopher Rader) for additional information and help.

8. ENTERING EVENTS INTO WINGS STEP-BY-STEP.

8.1. This section will include a step-by-step process to perform different actions in WINGS. The first subsection includes all tabs related to HR, and what actions can be taken through them.

8.2. The first tab used in WINGS (and the most relevant to HR) is Events.

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Dashboard > Cadet Management > Logistics > Unit Management > **Events** > Reports > ? Help

Consent Form

Consent Form (Spanish)

Actions	Message	Message
	Message	
	Message	Item Return has been rejected by your instructor
	Cadet ID	J0001163709
	Id	000000502
	Item Name	TRUNKS, GENERAL PURP
	Size	S
	Message	Item Return has been rejected by your instructor
	Cadet ID	J0001163709
	Id	000000511
	Item Name	T-SHIRT, ATHLETE, GRAY
	Size	M
	Message	Item Return has been rejected by your instructor
	Cadet ID	J0001163704
	Id	000000510
	Item Name	T-SHIRT, ATHLETE, GRAY

Report and Issue

This tab is used to input all events into WINGS, and is the most visited tab by HR. Events input include community service, competitions, fund raisers, LDRs, and CIAs.

8.3. The next tab used by HR is Cadet Management>Order Awards and Rank. This tab is used to generate awards orders, but this task is completed by higher individuals in HR as they are of higher importance.

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Dashboard > **Cadet Management** > Logistics > Unit Management > Events > Reports > ? Help

Task List

Showing 1-10 out of 95 10

Message	Message
Message	
Message	Item Return has been rejected by your instructor
Cadet ID	J0001163709
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Size	M
Message	Item Return has been rejected by your instructor
Cadet ID	J0001163704
Id	000000510
Item Name	T-SHIRT, ATHLETE, GRAY

Report and Issue

8.4. After clicking the Events tab, a list of events will be available on-screen.

High School Reso... Microsoft Office H... HR OI.docx Cadet Access / Un... Cadet Corner - AF... hr_loi.pdf what does the sh...

wingsuid.holmcenter.com/caud/events/manageEvents.html

Home Sign Out

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Dashboard Cadet Management Logistics Unit Management Events Reports Help

Unit Events

Showing 1-10 out of 209 10

Actions	Event Title	Exercise Type	Event Hosted by	Date	Event Timing	Show
View Event	Tiletown Drill Meet	Competition - Drill	GA-081	12-Feb-2022	Upcoming	Selected Units
View Event	Staff Meeting	Leadership Development Requirement (LDR)	GA-958	26-Nov-2021	Upcoming	Unit Only
View Event	Flag Detail	Leadership Development Requirement (LDR)	GA-958	12-Nov-2021	Past	Unit Only
View Event	Flag Detail	Leadership Development Requirement (LDR)	GA-958	11-Nov-2021	Past	Unit Only
View Event	cyber patriot round 2 comp.	Competition - Cyber	GA-958	11-Nov-2021	Past	Unit Only
View Event	Color Guard	Leadership Development Requirement (LDR)	GA-958	11-Nov-2021	Past	Unit Only
View Event	Marksmanship practice/meet	Leadership Development Requirement (LDR)	GA-958	11-Nov-2021	Past	Unit Only
View Event	Flag Detail Afternoon	Leadership Development Requirement (LDR)	GA-958	10-Nov-2021	Past	Unit Only
View Event	Cyber Patriot	Leadership Development Requirement (LDR)	GA-958	10-Nov-2021	Past	Unit Only
View Event	Flag Detail Raise	Leadership Development Requirement (LDR)	GA-958	10-Nov-2021	Past	Unit Only

Showing 1-10 out of 209 10 Report and Issue

The tab highlighted is the option showing how many events can be seen at a time. The list goes up to 400, but 10 is the default. If you try to find an event that is not seen from only 10 events down, you may increase the amount seen and more events will populate the chart.

High School Reso... Microsoft Office H... HR OI.docx Cadet Access / Un... Cadet Corner - AF... hr_loi.pdf what does the sh...

wingsuid.holmcenter.com/caud/events/manageEvents.html

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Dashboard Cadet Management Logistics Unit Management Events Reports Help

Unit Events

Showing 1-10 out of 209 10

Actions	Event Title	Exercise Type	Event Hosted by	Date	Event Timing	Show
View Event	colorguard	Community Service	GA-958	05-Nov-2021	Past	Unit Only
View Event	color guard	Community Service	GA-958	04-Nov-2021	Past	Unit Only
View Event	Football security	Community Service	GA-958	22-Oct-2021	Past	Unit Only
View Event	Hobgood Fair	Community Service	GA-958	17-Oct-2021	Past	Unit Only
View Event	Miracle Leauge	Community Service	GA-958	09-Oct-2021	Past	Unit Only
View Event	Football security	Community Service	GA-958	08-Oct-2021	Past	Unit Only
View Event	Flag Detail	Community Service	GA-958	30-Sep-2021	Past	Unit Only
View Event	Flag Detail	Community Service	GA-958	28-Sep-2021	Past	Unit Only
View Event	Flag Detail	Community Service	GA-958	27-Sep-2021	Past	Unit Only
View Event	Football Security	Community Service	GA-958	17-Sep-2021	Past	Unit Only

Showing 1-10 out of 209 10

Export PDF and Excel

New Event

Report and Issue

The New Event tab is used to add any new events. If you are inputting an event, click New Event to start.

8.5. After clicking the New Event tab, you will be shown a separate screen showing event details.

High School Resources - Cherokee | Microsoft Office Home | HR OI.docx | Cadet Access / Unit Dashboard | Cadet Corner - AF | hr_oi.pdf | what does the sho

wingsuid.holmcenter.com/caud/events/manageEvents.html

Home Sign Out

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Dashboard | Cadet Management | Logistics | Unit Management | Events | Reports | Help

Event ID:

Event

Event Title *

Description

0 characters

Create New Event Return

The event title will be on the description sheet found in the Event Log-In binder, but the description must be added by the HR member. You may ask flight leadership if you are unaware of the description, but most events should be self-explanatory.

8.6. The next few photos shown will be illustrations of what a screen looks like after inputting the correct information in the boxes. To make the next boxes appear, input the event title and event description.

High School Resources - Cherokee | Microsoft Office Home | HR OI.docx | Cadet Access / Unit Dashboard

wingsuid.holmcenter.com/caud/events/manageEvents.html

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Dashboard | Cadet Management | Logistics | Unit Management | Events | Reports | Help

Event ID:

Test Event

Event

Event Title *

Description

89 characters

Show times in 12-hour clock format:

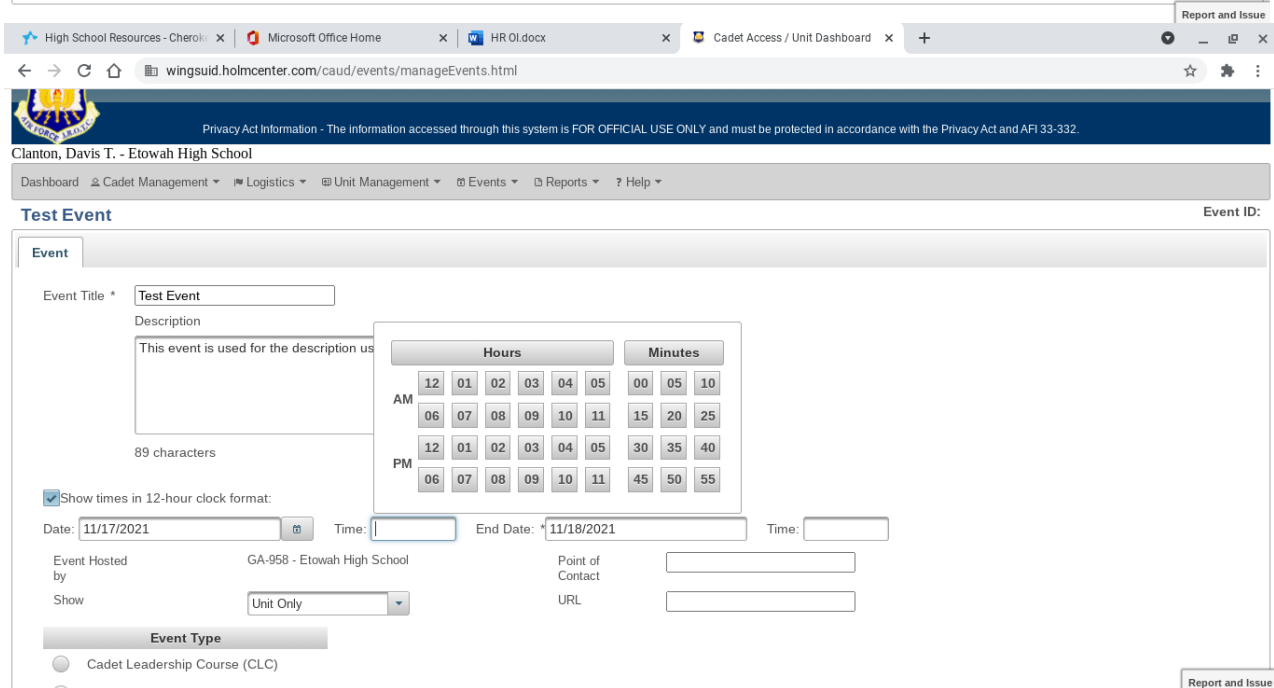
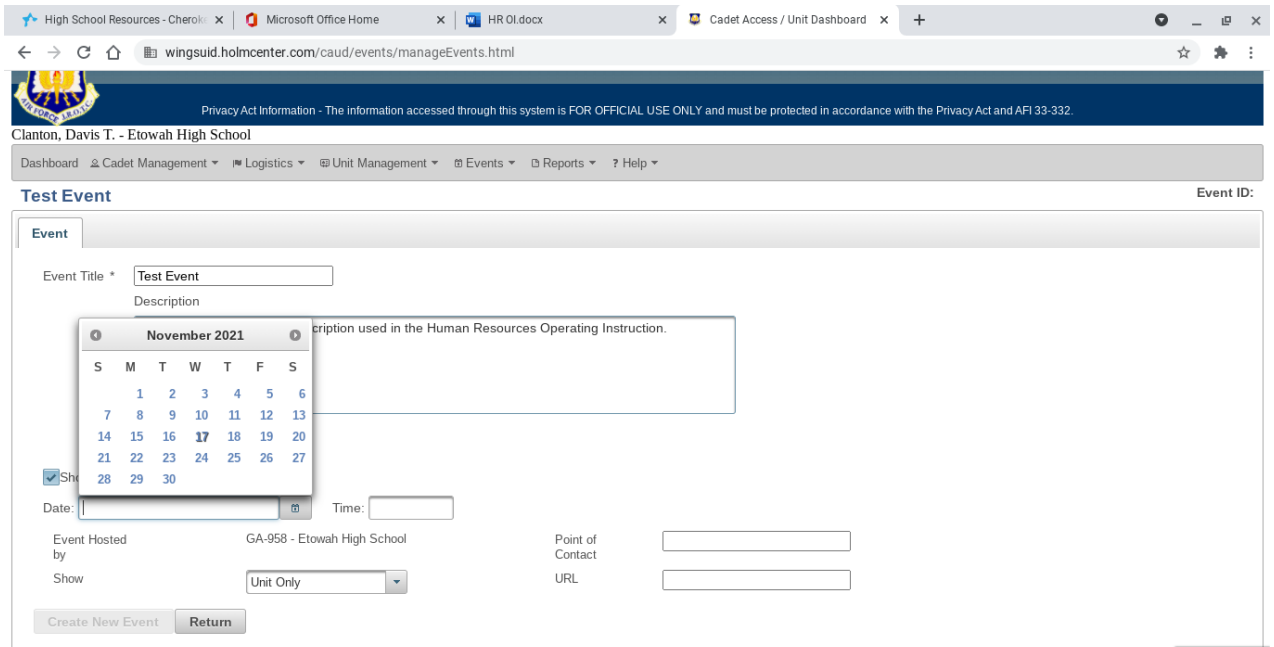
Date: Time:

Event Hosted by GA-958 - Etowah High School Point of Contact

Show URL

Create New Event Return

To make the next boxes appear, input date and time of the event, start to finish.



8.7. After inputting the title, description, time, and date, you will see a tab on the bottom left that says, “Event Type.” This is where you select the kind of event (usually on the event description sheet). Once you select the type of event, you will then see the type of event (only when selecting LDR) to which you will select the correct option. Under that, there is another box that prompts how many hours are associated with the event, to which you will add the correct number. However, the hours used in WINGS act as decimals, which give a fraction of the hour out of 1. A table at the bottom is shown as a guide to know what to put in the “Hours Associated” box.

High School Resources - Cherokee x Microsoft Office Home x HR OI.docx x Cadet Access / Unit Dashboard x

wingsuid.holmcenter.com/caud/events/manageEvents.html

Description *

This event is used for the description used in the Human Resources Operating Instruction.

89 characters

Show times in 12-hour clock format:

Date: * 11/17/2021 Time: End Date: * 11/18/2021 Time:

Event Hosted by GA-958 - Etowah High School Point of Contact

Show * Unit Only URL

Event Type

- Cadet Leadership Course (CLC)
- Curriculum In Action
- Fund Raiser
- Competition
- Leadership Development Requirement (LDR)
- Community Service

Leadership Development Requirement (LDR) Event Details

LDR Type Please select one

Hours Associated with Event

Default Hours 0.00

Create New Event Return

Report and Issue

Hours	Hours used in WINGS
15 minutes	.25 hours
30 minutes	.5 hours
45 minutes	.75 hours
1 hour	1 hour
1 hour and 15 minutes	1.25 hours
1 hour and 30 minutes	1.5 hours
1 hour and 45 minutes	1.75 hours

8.8. After inputting all required information so far, a new tab will show up in the top left corner that says, "Cadet Roster." This will only show up after you click "Create Event" and have all information correct. The cadet roster is where cadets will be added to the event, which is the most important part. An event description sheet will have the roster on it, but if an event sheet has no roster, it does NOT get put into WINGS.



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Event ID: 904448

Test Event

Event **Event Roster**

Event Title *

Description *

89 characters

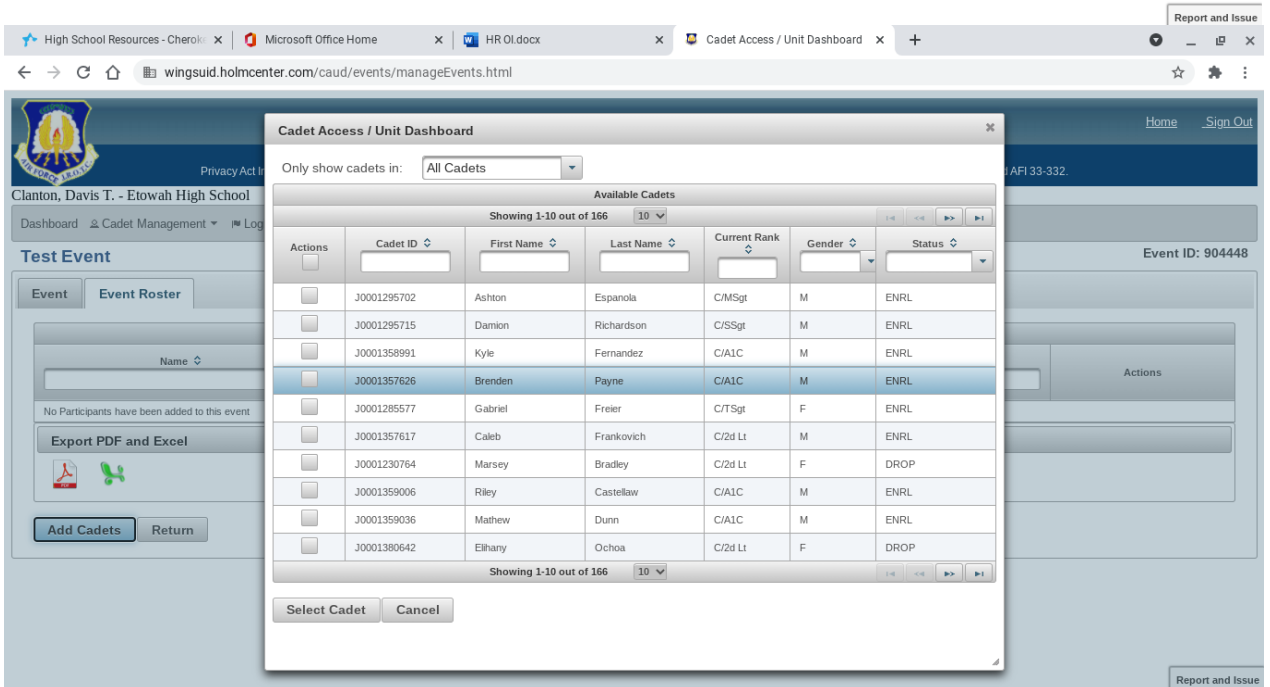
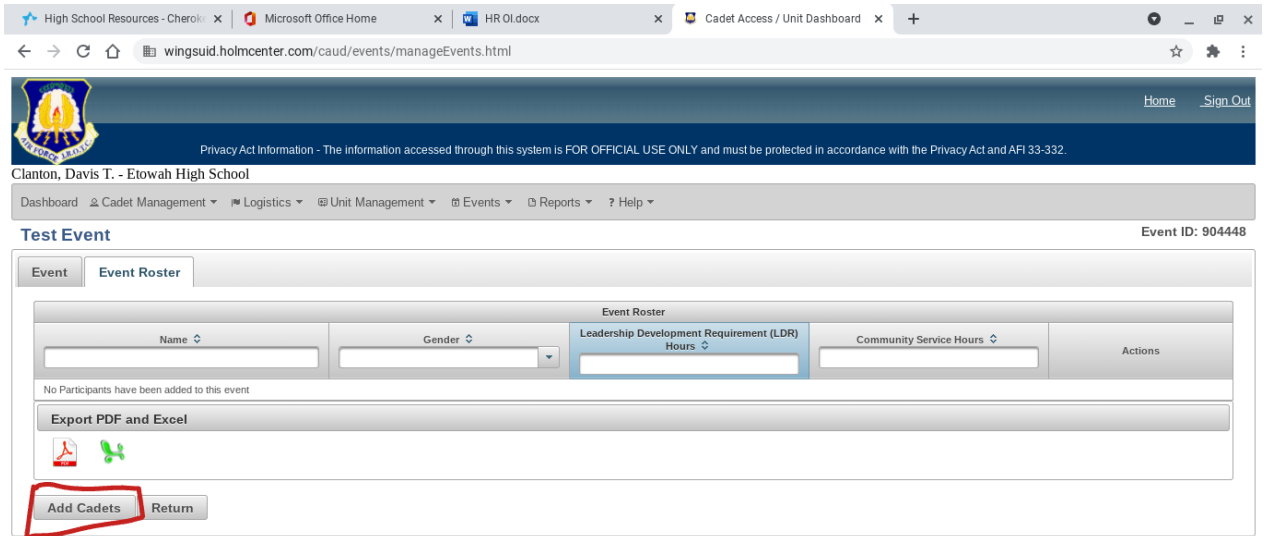
Show times in 12-hour clock format:

Date: Time: End Date: Time:

Event Hosted by: Point of Contact:

Show * URL:

Event Type **Leadership Development Requirement (LDR) Event Details** **Report and Issue**



8.9. Once you have completed all event information, you may click “Complete Event.” Once the event has been completed, IT CANNOT BE CHANGED. The event is then approved or denied by the instructor, to which the HR member’s job is successful.

9. SUMMARY

9.1. HR is an important function at GA-958. It contains all the administrative positions associated with WINGS, as well as the CFS. With everything working together flawlessly, the unit runs and operates smoothly with more opportunities to open more cadet interaction. The HR NCO Chris Rader and I are open to all questions to improve the function. If this OI has not

been beneficial, contact the HR OIC for private training. If any questions remain, do not hesitate to email me through Outlook at dc10492@cherokeek12.net, and I will try to answer all questions asked.

DAVIS T. CLANTON
Cadet Second Lieutenant, GA-958
Human Resources Officer-In-Command