

## **Cadet Command Staff Position Descriptions:**

**Cadet Commander:** Provides clear goals and objectives for the cadet cops. Coordinates with, and mentors the Deputy Commander for Operations and Deputy Commander for Support. Understand encampment metrics and required curriculum, and work with the Commandant of Cadets to ensure completion. Operate and approve the cadet cadre selections, with the Commandant and Commander. Plan and carry out staff trainings in coordination with the DCO and DCS. Supervise and mentor all cadets, while working through the chain of command. Performs other duties as assigned by the Senior Command Staff.

Minimum grade at the time of application: Cadet First Lieutenant

Position Reports to: Commandant of Cadets

**Deputy Commander for Operations:** Directs and mentors squadron and line staff. Coordinates with Commander, Commandant, and Cadet Commander to develop expectations for the training of students, and clearly communicate expectations to staff. Assist with planning and execution of staff selections and training. Understand the metrics and requirements of training at encampment. Monitor well-being of students, mentor squadron and flight staff in responding to challenges. Coordinate with the Deputy Commander for Support to adapt training to ensure standards are consistently met. Perform other duties as required by the Senior Command Staff and Cadet Commander. Identify areas of focus for future encampments, and make available to relevant parties, in a timely manner, an After Action Report following the conclusion of encampment.

Minimum grade at the time of application: Cadet First Lieutenant

Position Reports to: Cadet Commander

**Deputy Commander for Support:** Direct and mentor support staff. Coordinates with Commander, Commandant, and Cadet Commander to develop expectations and standards of encampment. Understand applicable requirements and regulations, and guide the support staff to ensure the encampment's compliance. Develop reasonable metrics for training of students, and provide regular quantitative assessments of progress to the command team. Coordinate with the Deputy Commander of Operations to adapt training to ensure standards are consistently met. Assist in planning and execution of staff selections and training. Continually monitor conduct of students and staff, coordinate with the appropriate leaders to ensure standards are maintained. Identify areas of focus for future encampments, and make available to relevant parties, in a timely manner, an After Action Report following the conclusion of encampment.

Minimum grade at the time of application: Cadet First Lieutenant

Position Reports to: Cadet Commander

## **First Year Encampment Cadet Staff Position Descriptions**

**Squadron Commander:** Coordinates with, and provides direction for, subordinate squadron staff members and flight staff within the squadron. Ensures that encampment directives are being met and guides the flight staff in ensuring that the health and morale of the flight members are being supported. Performs other duties as assigned by the Cadet Wing Staff.

Minimum grade at the time of application: Cadet Second Lieutenant.

**Squadron Deputy Commander:** Ensures that flights within the squadron are adhering to the training schedule. Coordinates flight attendance at encampment activities such as orientation flights, rappelling tower, small arms range, and tours of other base facilities. Performs other duties as assigned by the Squadron Commander.

Minimum grade at the time of application: Cadet Second Lieutenant.

**Flight Commander:** Serves as the primary example of leadership for the basic cadets within the flight. Fosters teamwork and esprit de corps among the flight members. Ensures that the flight adheres to the training schedule. Monitors the health and morale of all flight members during the duration of the encampment. Performs other duties as assigned by the Squadron Staff.

Minimum grade at the time of application: Cadet Senior Master Sergeant

**Flight Sergeant:** Serves as the primary example of a cadet NCO to the basic cadets. Provides instruction to the students in the areas of drill and ceremonies, customs and courtesies, and proper uniform wear. Works in conjunction with the Flight Commander to foster esprit de corps within the flight. Performs other duties as assigned by the Flight Commander.

Preferred grade at time of application - Cadet Staff Sergeant and above

## **Support Staff Cadet Staff Position Descriptions**

**Encampment Training Officer:** The ETO leads the Encampment Training Team, oversees and administers all of their duties. The ETO will work closely with the DCS to monitor and adjust training of basic students. ETO serves as the cadet in charge of all physical training of students and staff. Prior to encampment, they will develop and make available to command a detailed training plan for the week. The ETO must be physically fit, as they are expected to lead all PT activities. They must be a highly motivated individual, who is effective at motivating others. When not leading PT activities, the ETO is expected to be visible to the students, and engage with them where appropriate. The ETO will be a significant source of morale and motivation for the students. Position reports directly to the Deputy Commander for Support.

Minimum grade at time of application: Cadet Second Lieutenant

### **Encampment Training Team Staff:**

ETT serves as a multi-purpose team, whose main function is to provide support where needed to line staff. ETT may assume command of a flight or flights in order to relieve flight staff for a period of time. During inspections, ETT cadets will be responsible for inspecting barracks and uniforms, and reporting the scores through a system determined by the DCS. This team will work closely with the admin staff to ensure data regarding inspection scores, drill performance, flight punctuality, and any other metric of interest is recorded and made available to effected parties on a daily basis. The ETT will also support morning and evening PT, assisting the Encampment Training Officer (ETO). Position reports directly to the ETO.

Grade limitations at the time of application: Cadet Technical Sergeant

**Air Operations Staff:** Participates in cadet training activities before encampment. Assists the Air Operations Section by maintaining and moving the glider aircraft, assisting orientation flight cadets with entry and exit of aircraft, cleaning aircraft as needed, maintaining status boards, entering orientation flight data into eServices, and any other activities assigned by the Air Operations Director. Reports directly to the Air Operations Senior Staff during the duty day and to the Cadet Deputy Commander of Support when not on duty. Prior basic encampment graduation required.

**Health Services Staff:** Participates in cadet training activities before encampment. Assists the Health Services Officer in monitoring the health and well being of the staff members and attendees at encampment. Administers care to members requiring first aid and determines the need for a higher level of care when necessary. Does not exceed the scope of their abilities as a member of Civil Air Patrol at a CAP activity. Reports directly to the Health Services Officer during the duty day and to the Cadet Deputy Commander of Support when not on duty. Prior basic encampment graduation required. EMT, Paramedic, or similar licensure required.

Minimum age at the beginning of encampment: 18 years old.

**Public Affairs Staff:** Participates in cadet training activities before encampment. Assists the Public Affairs Officer in recording all aspects of encampment by taking pictures and video during the week. Writes articles for the encampment newsletter. Assists with writing press releases for the local media. Assists in the creation of the encampment video. Reports directly to the Public Affairs Officer during the duty day and to the Cadet Deputy Commander of Support when not on duty. Prior basic encampment graduation required.

**Administration/Curriculum Staff:** Participates in cadet training activities before encampment. Assists the Administration Officer in all pre-encampment preparations by helping to manage all encampment related paperwork and workflow related to. Assist in the in-processing process including paperwork processing, eservices utilization, and assuring all money due is accounted for. Assist senior officers as needed. Reports directly to Senior Administration Officer during the duty day and to the Cadet Deputy Commander of Support when not on duty. Prior basic encampment graduation required.

**Logistics Staff:** Participates in cadet training activities before encampment. Assists the Logistics Officer in all pre-encampment preparations. Assist in preparation of equipment for use by the encampment for that day. Manage and oversee acquisition, storage and utilization of encampment assets. Assist in daily set up and tear down as well as end of the week demobilization. Coordinate with the basic encampment and leadership schools to ensure IT and AV needs are met for day to day operations. Assist section heads in evaluating and coordinating needs throughout the week. Interface with base staff to ensure best coverage for the encampment. Assist senior officers as needed. Reports directly to Senior Logistics Officer during the duty day and to the Cadet Deputy Commander of Support when not on duty. Prior basic encampment graduation required.

**Safety Staff:** Participates in cadet training activities before encampment. Assists the Safety Officer in all pre-encampment preparations. Evaluate daily weather forecast and make continual adjustments to maintain the safety of the encampment. Conduct ORM as necessary. Be familiar with safety mishap reporting procedures and complete all necessary paperwork related to safety issues. Meet with command staff when necessary to address safety concerns before issues arise. Assist senior officers as needed. Reports directly to Senior Safety Officer during the duty day and to the Cadet Deputy Commander of Support when not on duty. Prior basic encampment graduation required.

**Curriculum and Plans Staff:** Participates in cadet training activities before encampment. Assists the Curriculum and Plans Officer in all pre-encampment preparations. Coordinate with cadet and senior command staff to prioritize training objectives. Assure that training meets the encampment guide requirements. Preview daily schedules and make adjustments as necessary. Advise command team on completion of encampment goals. Reports directly to Senior Curriculum and Plans Officer during the duty day and to the Cadet Deputy Commander of Support when not

on duty. Prior basic encampment graduation required.

**Region CLS Cadet Staff Position Description**

**Cadre:** Provides an example of cadet officer qualities to the students of Region CLS. Has a well- rounded knowledge of all aspects of the cadet program. Participates in the development of the RCLS schedule and curriculum before the activity. Participates in cadet staff training activities before encampment. Teaches classes, leads practical exercises and drill during the activity. Serves as a mentor for the student leaders of RCLS. Performs other duties as assigned by the RCLS Officer. Reports directly to the RCLS Officer. Prior RCLS experience preferred. Prior basic encampment graduation required.

Minimum grade at the time of application: Cadet Second Lieutenant

**Non-Commissioned Officer School Cadre Position Description:** Provides an example of cadet NCO qualities to the students of NCOS.

Has a well- rounded knowledge of all aspects of the cadet program. Participates in the development of the NCOS schedule and curriculum before the activity. Participates in cadet staff training activities before encampment. Teaches classes, leads practical exercises and drills during the activity. Serves as a mentor for the student leaders of NCOS. Performs other duties as assigned by the NCOS Officer. Reports directly to the NCOS Officer. Prior basic encampment graduation required.

Minimum grade at the time of application: Cadet Master Sergeant