

Senior Position Descriptions

Standardization and Evaluation Officer (OGV). The Standardization and Evaluation team plans, standardizes and performs all aspects of encampment evaluation. They are the commander's representatives while conducting inspections. The Standardization and Evaluation team is the central point for all inspection related questions. It is not the role of OGV to teach or train the cadets, but to evaluate them in relation to the standard and provide support to the staff that is doing the teaching and training.

- Mentor the cadets in the following duties and responsibilities:
 - Set encampment uniform inspection and barracks standards through the Standard Operating Procedures (SOP) or Operating Instructions (OI).
 - Act as a focal point and resource for all uniform, knowledge, drill and barracks related questions.
 - Uphold the highest standard of uniform wear, barracks arrangement, and customs and courtesies.
 - Develop and implement a scoring system for inspections.
 - Develop and reproduce inspection forms for daily use.
 - Develop daily knowledge requirements for distribution to the flight staff.
 - Develop daily drill requirements, which will be used for drill competition.
 - Do drill evaluation at the end of the drill period, to provide immediate feedback on that days drill.
 - Provide briefing for line staff on barracks standardization.
 - Provide uniform and barracks inspection services, as requested by cadet staff.
 - Meet daily with C/CC to keep him or her informed of the training progress of the cadet wing.
 - Create or modify, as necessary, existing inspection forms and system.
 - Perform spot inspections during each training day of barracks rooms.
 - Set expectations with a mock inspection demonstration within the first day of encampment, explaining what the cadets should look for, and common mistakes.
 - Assist the squadron commanders and Ops Gp/CC in the selection of honor flight.
 - Create end-of -encampment evaluation forms and compile results into a usable report at the end of encampment.
 - Discuss with flight staff how they did in inspections and what kinds of mistakes were made.

Administrative Officer (ADM). The ADM Officer is the point of contact for all encampment paperwork. They receive assistance from the C/ADM. The ADM Officer should allow the cadets to do as much of the paperwork as possible after they are trained in the system.

Duties and responsibilities:

- Maintain a filing system for all records.
- Collect all pre encampment paperwork and process it with the C/ADM.
- Assist the C/ADM in development of his/her part of the in-processing and out-processing plan.
- Mentor the cadets in the following duties and responsibilities:
 - Create an in-processing plan for all cadets, cadet staff and seniors.
 - Complete all personnel related paperwork.
 - Maintain files securely.
 - Coordinate preparation of graduation packets.
 - Prepare acceptance packets.
 - Create an out-processing plan for all participants.
 - Meet daily with the Sup Gp/CC to keep him or her informed of the status of projects and problems within the support staff.
 - Plan and print certificates of appreciation as needed.

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Training Officer (TRN). The training officer is responsible for developing the training schedule before the encampment, making any changes along the way if necessary, and coordinating with Standardization and Evaluation staff and line staff. TRN staff can assist Standardization and Evaluation in the development of the cadets' training requirements. Specifically TRN should coordinate with Standardization and Evaluation to determine drill training and knowledge requirements for each day.

Duties and responsibilities:

- Assists cadets in teaching classes or finding qualified instructors.
- Teach C/OGV to work with C/TRN on scheduling and instruction for the whole encampment.
- Monitor completion of encampment requirements.
- Help design the encampment schedule.
- Mentor the cadets in the following duties and responsibilities:
 - Assist the Senior Training Officer in developing the training schedule for encampment, ensuring that all requirements per CAPM 52-16 are met.
 - Monitor progress towards completion of requirements.
 - Ensure distribution of the daily training schedule
 - Allow the cadets to evaluate each class.
 - Coordination with command staff to set times for wake up, formations, lights out and personal time.
 - Coordinate the use of outside instructors if needed.
 - Ensure current events are distributed.
 - Development of curriculum as needed.
 - Ensure all necessary materials are available for classes.
 - Meet daily with the C/CCE or Support Group Commander.

Public Affairs Officer (PAO). The PAO handles all internal publications and external press releases. The PAO will record the events of encampment for sharing with cadets and other people interested in CAP.

Duties and responsibilities:

- Assist with photography and videography.
- Assist with proofreading articles.
- Help cadets with visitor greeting and outside press visitations.
- Mentors cadets in the following duties and responsibilities:
 - Take all flight pictures.
 - Publish a newsletter.
 - Record and report on events at encampment.
 - Interface with outside interested parties and the media.
 - Develop and plan for the production of a yearbook, CD slide show, newsletters, etc.
 - Coordinate with finance for budget needs before encampment.
 - Help plan the graduation banquet.
 - Write an article for the CAP news, Volunteer magazine, or Peaks and Planes.
 - Help the Commander meet and greet all officials.
 - Encourage cadets and senior staff to write articles for the newsletter.

Logistics Officer (LOG). Responsible for all logistics needs of the entire encampment. Provide support for both Senior and Cadet areas of operation.

Duties and responsibilities:

- Perform any logistics task that cannot be done by cadets, such as filling the vans with gas or going off base for supplies.
- Coordinate with suppliers on base for items needed.

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- Mentor cadets in the following duties and responsibilities:
 - Plan, budget, and coordinate all supply needs for the encampment
 - Meet any immediate and routine all supply requests. Coordinate with Seniors, First Sergeants and Support staff to determine needs and wants.
 - Perform the daily inspections of CAP vans
 - Inventory and inspect all government issue items, including all building fixtures.
 - Keep all CAP van keys in one location for drivers to sign out.
 - Handle all issue items such as linen and cleaning supplies.
 - Report damage to all CAP or government equipment.
 - Ensure encampment has the necessary office equipment and supplies.
 - Ensure encampment has adequate cleaning supplies, toilet paper, paper towels, etc.
 - Coordinate budget issues with finance before encampment.

Medical Officer (MED). The C/MED is there to handle all the routine medical, such as bumps, bruises, blisters, coordination of medicine administration and aid the staff in watching for the health risks common to encampment- heat stroke, dehydration, blisters, etc. They will always yield to people with more skill and hire qualifications than themselves. They will also assist the Seniors in hospital transport and triage of more serious medical situations.

Duties and responsibilities:

- Review the applications of all encampment participants to screen for medical issues.
- Participate in the in-processing event to log all cadet medications brought to the activity.
- Help cadets conduct encampment medical safety briefings.
- Ensure that cadets don't perform medical service beyond their capabilities or CAP regulations.
- Maintain a file for each personnel of information such as allergies, medications currently on, old injuries to watch for, etc.
- Maintain a supply of basic pain relievers, band-aids, moleskin, ice packs, etc.
- Help TAC officers and cadet staff with the care of blisters.
- Keep records of all medical activity.
- Keep handy all emergency medical numbers.
- Assist the LO or RAC in coordination of care for personnel at the base hospital if needed.
- Mentor cadet medics in the following duties and responsibilities:
 - Plan and distribute all health and safety related information to the staff and cadets.
 - Keep a file on each participant with pertinent medical information.
 - Handle briefings on safety and health related issues.
 - Keep records of medical activity.
 - Keep a phone list of emergency numbers.
 - Keep the medical office manned at all times.

Finance Officer (FIN). The finance officer maintains the funding and budget for the encampment by monitoring all transactions for need and amount. May be in conjunction with Admin Officer.

Duties and responsibilities:

- Balance the operating budget.
- Ensure that all bills are paid.
- Verify receipt of payment from each participant.
- Process reimbursement paperwork.
- Participate in the encampment senior finance committee with the Commander, Admin Officer, and Executive Officer (Cadet Wing Activities Officer is optional during the planning stages).

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Chief Tactical Officer (Chief TAC). The CoC will select an individual with extensive TAC officer experience to supervise the tactical officer staff and may or may not be assigned to a flight, depending on the availability of Senior Staff Members.

Duties and responsibilities:

- Assisting in the training of the TAC officers.
- Provide assistance to the command staff in support of the CoC.
- May conduct the TAC officer meeting.
- May step in for the CoC in an emergency.
- Any duty that a TAC officer is responsible for.

Senior TAC Officer (Senior TAC) (optional). The Senior TAC is usually the most experienced TAC in the squadron and may or may not be assigned to a flight.

Duties and responsibilities:

- Provide assistance and mentoring to the SQ/CC and 1st Sgt.
- Provides assistance and support to the TAC officers.
- Rotate through the flights as a TAC to provide needed breaks.
- Any duty that a TAC officer is responsible for.

TAC Officer (TAC). This position is the very important mentor for each flight. The CoC will select people strong in cadet programs and that have a great desire to help cadets grow. The TAC will always accompany the flight or if the squadron is traveling as a unit, let the senior TAC or Chief TAC know who is accompanying his or her flight.

Duties and responsibilities:

- Teach the cadet staff in the most unobtrusive way possible about good decision-making and guiding young people.
- Advise the cadet staff about their decisions and potential outcomes to facilitate the development of problem solving skills.
- Counsel the cadet staff when they make mistakes or have room for improvement.
- Safety, health, and well being of the entire flight.
- Assisting the supervisory cadet staff in the evaluation of the flight staff.
- Mentor the Flight Commander and Flight Sergeant.