

1. Available positions:

a. The following are position for **cadets only**:

i	Cadet Commander	(Qty: 1)	Grade: C/Maj – C/Col
ii	Cadet Deputy Commander	(Qty: 1)	Grade: C/Maj – C/Col
iii	Cadet Executive Commander	(Qty: 1)	Grade: C/Maj – C/Col
iv	Cadet Group Commander	(Qty: 2)	Grade: C/Capt – C/Maj
v	Cadet Squadron Commanders	(Qty: 4)	Grade: C/Capt – C/Maj
vi	Cadet Flight Commander	(Qty: 8)	Grade: C/2d Lt – C/Capt
vii	Cadet First Sergeant	(Qty: 1)	Grade: C/SMSGt – C/CMSGt

b. The following are position for **senior members only**:

i	Chaplain	(Qty: 1)	Grade: Any
ii	Commandant of Cadets	(Qty: 2)	Grade: Any
iii	Finance	(Qty: 1)	Grade: Any
iv	Testing Officer	(Qty: 2)	Grade: Any
v	Safety	(Qty: 1)	Grade: Any
vi	Health Services	(Qty: 2)	Grade: Any
vii	Transportation	(Qty: 3)	Grade: Any
viii	Training Officer	(Qty: 8)	Grade: Any

c. The following both **senior members and cadets can apply for**:

i	Public Affairs	(Qty: 5)	Grade: Any
ii	Logistics	(Qty: 8)	Grade: Any
iii	Stand and Eval	(Qty: 3)	Grade: Any
iv	Administration	(Qty: 2)	Grade: Any

2. Qualifications: The prospective staff members must meet the following in order to be considered:

- a. Cadet/Senior Members must have completed the Cadet Protection Course if they are over 18
- b. Current CAP membership
- c. OPSEC, Monthly Safety Briefing, ORM Basic
- d. Must attend several meeting and conference calls in preparation for the encampment
- e. Must attend a site visit to the encampment location (Location: TBD)
- f. Must attend to the Required Staff Training (RST)

POSITION DESCRIPTIONS

Senior staff positions are described below. **(For cadet cadre position descriptions, see CAPP 60-31)**

- a. **Encampment Commander.** This position's major functional areas include:
 - Overall attainment of the encampment program's mission and vision
 - Recruitment, selection, and management of the encampment staff
 - Budgeting and supervision of finances
 - Liaison with the host facility
 - Ensuring that the encampment operates in compliance with all CAP policies

- Supervision of and ultimate responsibility for the safety, fair treatment, and morale of all participants
 - Representing CAP to the public, the media, service providers, and cadets' parents
- b. **Deputy Encampment Commander for Support.** This position's major functional areas include:
- Budget preparation, purchasing, and bookkeeping
 - Coordination of ground transportation, including obtaining vans from the wing or squadrons
 - Coordination of aircraft and pilots for orientation flights, in cooperation with the wing operations staff
 - Liaison with the host facility and coordination of billeting, dining, classroom, and related needs
 - Processing of encampment applications
 - Coordination of military support authorizations, personnel authorizations, and other items
 - Dissemination of welcome letters, equipment lists, and maintenance of the encampment website
 - Management of intra-encampment communication systems (cell phone rosters, radio networks)
 - Media relations and publicity to internal CAP audiences and cadets' parents
- c. **Commandant of Cadets.** This position's major functional areas include:
- Overall attainment of the encampment's learning goals for the cadet corps
 - Selection of the cadet executive cadre (and possibly squadron commanders), in cooperation with the encampment commander
 - Approval of the cadet cadre selections, in cooperation with the cadet commander
 - Design (or supervision of) the encampment curriculum
 - Ensuring CAP instructors and host agencies are prepared to lead cadet training activities
 - Supervision and mentoring of the training officers
 - Supervision of the safety, fair treatment, and morale of all cadets
 - Monitoring of the cadet cadre's leadership methods and ensuring that cadets are not hazed
 - Approval of cadet standard operating procedures (dormitory standards, inspections, rules governing daily life, etc.)
- d. **Safety Officer.** This duty includes:
- Reviewing all participants' personnel records to ensure each is current in their safety training;
 - Reviewing adult participants' (cadet and senior) personnel records to ensure each has completed the Cadet Protection Basic Course and that the senior members are in "approved" status (i.e.: have satisfied CAP fingerprint and background checks);
 - Reviewing participants' medical data via the encampment application and noting what special accommodations or limitations are needed due to pre-existing conditions, and communicating that information to leaders on a need-to-know basis; (Note: if available, a health services officer should lead this task);
 - Reviewing prior year encampment reports, mishap reports, and mishap trends.
 - Conducting operational risk management analyses for encampment activities, especially the most physically demanding activities;
 - Coordinating with host agencies / guest instructors prior to cadet tours and hands-on activities so that encampment attendees can arrive at each activity prepared to participate safely; (Example: a day or two prior to the cadets' running an obstacle course, the safety officer should meet with the host agency to discuss the obstacle course's safety requirements in detail);

- Learning of local emergency responder resources –how to call an ambulance, where hospitals are located, etc. – and developing a plan of action in the event that a participant requires medical attention or support from the Fire Department or Police;
- Identifying a rally point and headcount procedure in case the encampment area must be evacuated due to fire or other emergency; • Identifying and obtaining the equipment necessary to conduct the encampment curriculum safely.
- Being physically present at the encampment and observing participants’ conduct in regards to safety throughout the various activities
- Monitoring the encampment’s compliance with the host installation’s local safety policies; • Monitoring the encampment’s compliance with CAP policies on high adventure activities and weapons training • Monitoring the encampment’s compliance with the work load / rest guidelines during hot weather
- Monitoring the encampment’s compliance with CAP cadet protection policies and fraternization rules (see CAPR 60-2 and CAPR 60-1, §2-3);
- Monitoring the encampment’s compliance with CAP vehicle operation policies (see CAPR 77-1)
- Developing, conducting and/or supervising daily safety briefings
- Educating participants of the “all stop” or “knock it off” principle whereby any participant, regardless of rank, may demand all halt their activity if an unsafe condition is noticed
- Educating participants on procedures in case of fire or emergency evacuation; • Educating senior staff on procedures to follow in case of a medical emergency; • Educating participants on the warning signs that precede heat injuries, exhaustion, dehydration, and similar medical conditions;
- Educating drivers on CAP safety policies regarding vehicle operations (see CAPR 77-1)
- Reporting safety mishaps to CAP officials via eServices
- Carefully considering the event to figure out what happened, why, and how the encampment might mitigate that risk in the future.
- Daily blister check; prior light out.

e. **Curriculum & Plans Officer.** This position’s major functional areas include:

- Investigating opportunities for tours, guest speakers, use of training facilities, etc., at the host facility
- Programming the curriculum so that the encampment fulfills the minimum required content
- Developing a plan of instruction for the encampment commander’s approval, and coordinating with the host facility and/or outside agencies for tours, guest speakers, classroom facilities, etc.
- Developing and maintaining the encampment schedule, and verifying guest speakers’ participation and tour hosts’ readiness a day or two in advance.
- Selecting and preparing instructors (senior staff, cadre, or guests) for required courses; monitoring courses to ensure the students attain the learning objectives.
- Facilitating the student, cadre, and staff end of encampment critique process.

f. **Health Services Officers.** This position’s major functional areas include:

- Lend their expertise by advising commanders and participants on health, fitness, disease, and injury prevention topics.
- They are also authorized to provide training in CPR, first aid, and similar topics, consistent with their professional competencies (see CAPR 160-1, §7).
- In these capacities, Health Services Officers should work closely with the encampment safety officer.

g. **Training Officers.** They are assigned to each flight at an encampment. This position’s duties include:

- Ensuring the cadets' safety, health and well-being
 - Observation, training, mentoring, and evaluation of flight staff
 - Observation, training, and evaluation of students
 - Ensuring that the encampment's curriculum and learning goals are progressing as expected
 - Personal counseling of cadets, as necessary
 - Responsible stewardship of resources, whether belonging to CAP or the host facility
- h. **Chaplain.** This functional responsibilities include:
- Providing counsel. Any encampment participant may meet with the chaplain(s) at any time. This request will not be denied. Any matter that an encampment participant wishes to share with a chaplain is protected as a privileged communication of clergy and counselee (see CAPR 265-1). Throughout the encampment, daily opportunity will be afforded for personal contact with encampment participants. As chaplains visit cadets during the various activities and make themselves known, many cadets will, in turn, seek out the chaplain for assistance and advice. Training Officers will often seek the chaplain's assistance when counseling cadets. The chaplain's table in the dining hall will be a place of defusing. Especially during the time following inspections and during personal time in the evenings, chaplains will make a special effort to do a walk-through of the dorms and interact with the cadets as a ministry of presence.
 - Supporting cadet character education. Chaplains are a resource for character education activities and the overall Character Block (§5.5). Chaplains may be used as instructors, coordinators, evaluators, or in similar purposes for the Character Block. Character Development Instructors (CDIs) may also assist.
 - Supporting participants' religious needs. Chaplains will provide opportunity for formal worship, and when necessary, coordinate support for participants whose religious needs cannot be served by CAP or the host installation. If a chaplain is unavailable to support an encampment in person, the encampment commander will nevertheless ensure that participants have access to formal worship
- i. **Administration.** This functional responsibilities include:
- Preparation of any correspondence for the encampment (CAPF 2a, certificates, Participation Letters)
 - File all encampment participation and staff application packages
 - Prepare list of personnel by flight
 - Prepare the logistics for the in processing procedures
 - Keep and maintain all the record for all students
 - Write any awards and decoration for outstanding participants
 - Responsible for the inventory of administrative materials and supplies
- j. **Logistics.** This functional responsibilities include:
- Advise the commander on status of logistics programs and establish logistics policies.
 - Ensure proper accountability for CAP property.
 - Be responsible for receipt, issue, storage and proper disposal of all CAP property.
 - In charge of the distribution of water, snacks, meals, and other duties assigned. □ Responsible to create a plan of hygiene and common areas to be clean.
 - Responsible for the encampment warehouse and inventory of materials
- k. **Transportation.** This functional responsibilities include:

- Ensure that all COV are licensed and registered in accordance with applicable laws of the state, commonwealth or other local government jurisdiction where vehicles are operated. When designated, review, approve driver's license applications.
- Maintain appropriate records on location of all vehicles.
- Ensure routine and major maintenance is accomplished on COV when required Ensure timely completion of Vehicle Usage Reports.
- Ensure expeditious reporting of vehicle mishaps.
- Have an schedule of drivers and events they will attend to; depend in the encampment schedule Refueling and cleaning schedule for encampment vehicles.
- Ensure all gas receipts goes to the Finance Officer; each receipt will be annotated with the vehicle number.

l. **Public Affairs.** This functional responsibilities include:

- Work with the commander on all public affairs matters.
- Implement and manage a Public Affairs Program.
- Daily publication into the PRWG website and social medias
- Creation of an encampment newspaper
- Responsible of activities videos, interviews and all formal photos
- Responsible in the creation of schedule for PAO members to cover the majority of the daily events.
- Responsible in the creation of Historical data report for the event and press release Responsible in the creation of graduation script and graduation video

m. **Finance.** This functional responsibilities include:

- Assist the finance officer by collecting and recording payment of the encampment
- Ensure the encampment is on budget at all times
- Daily reviewed of encampment expenses
- Ensure all deposit documentation are collected
- Responsible of any reimbursement to PRWG members
- Responsible for the CEAP scholarship validation of names
- Responsible in the creation of final financial report for the encampment

n. **Testing Officer.** This functional responsibilities include:

- Obtain, administer, and safeguard all training materials used in encampment.
- Administer and grade all testing require as part of the encampment curriculum
- Manage the encampment grade book and grade data for all participants in the encampment.
- If a cadet has special educational needs, confers with the parent, and if necessary, Testing Officer will have that duty.

o. **Stand and Evaluation.** This functional responsibilities include:

- Responsible to do all evaluations during the encampment such as Dorm Inspections Uniform Inspections Drill and Ceremonies Evaluations
- In charge of the selection of the Flight of the Day, Flight/Squadron/Group of the entire encampment
- Responsible that Cadet Flight Commander perform initial evaluation to all cadets and at the end of the encampment perform same evaluation to their cadets.

- Assist in the grading of written exams required as per encampment curriculum □ Perform Cadet Selection Board for Outstanding Flight, Cadet and Senior Members
- Assist in any other evaluation require as part of the encampment schedule of events.

RESUME SAMPLE

JOHN CURRY

79 Fenton Ave Laconia, NH 03246

(603) 555-1934 cell

johncurry@isp.com

CAREER GOAL

Aspiring air traffic controller or meteorologist

IMMEDIATE OBJECTIVE

Obtain a summer job that allows me to learn about aviation while saving for college

EDUCATION

Laconia High School, junior, 3.8 GPA, (top 10% of class)

Coursework includes trigonometry, chemistry, & introduction to management.

WORK EXPERIENCE [on a real resume, you'd include dates of service; include positions at your unit or any encampment or CAP event]

Everett's Yard Services, landscaper (part-time, 24 hrs per week)

Performed yardwork and landscaping services for residential clients

Worked independently, often with no direct supervision at the jobsite

Completed safety training and qualified to operate potentially-dangerous power tools & equipment

EXTRA-CURRICULAR ACTIVITIES

Civil Air Patrol, cadet second lieutenant (top 15% nation-wide) Successfully completed introductory curriculum in aviation and team leadership Served as a flight commander, responsible for the training, discipline, and welfare of fourteen cadets during a 7-day annual encampment Participated in three flights in a Cessna 172 and one KC135 aerial refueling mission

Laconia High School Chess Team: co-captain Co-organizer for the first annual Lakes Region Chess Academy, a one-day program that introduced 30+ kids aged 9 to 13 to the fundamentals of chess

Parish Council Youth Representative, St. Joseph Catholic Church Advise the pastor and adult council members on how to better serve teen parishioners Served as mentor & role model for 8th grade Confirmation class

Cycling Participated in dozens of bicycle road races; average 70 miles' training per week

AWARDS & HONORS

National Honor Society, Laconia High School

General Billy Mitchell Award, Civil Air Patrol

Honor Cadet, Civil Air Patrol Encampment, Pease International Tradeport

REFERENCES

Everett Lord, owner, Everett's Yard Service, 555-7981, everett@isp.com

Major Ira Eaker, Civil Air Patrol squadron commander, 555-1941, eaker@isp.com