



Tennessee Wing Summer Encampment 2015 Senior Member Staff Positions and Descriptions

Below are the descriptions and requirements for all of the Senior Member Staff positions for the 2015 Summer Encampment. If there are any questions, please email me directly at kevin.divers@musiccitycap.com.

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Encampment Command Staff

Encampment Commander (ENC/CC)

The encampment commander is responsible for the overall administration, operation, and training program of the encampment. Furthermore, actions of all CAP personnel attending the encampment and their compliance with CAP directives and instructions issued by the Installation Commander are the Encampment Commander's responsibility. The ENC/CC reports to the Wing Director of Cadet Programs (TNWG/DCP).

Duties and Responsibilities:

- (1) Become thoroughly familiar with the National Headquarters Encampment Publications and Tennessee Wing Encampment Management and Operations files.
- (2) Serve as the deciding authority for awarding of encampment completion credit to all encampment participants, including withdrawn members, in accordance with the current Draft Encampment Guidebook and CAPR 52-16.
- (3) Ensure a fair and functional application process is applied for all members and serve as final approval authority for staff selection.
- (4) Determine facilities usage plan by assigning buildings for specific functions (i.e. sleeping, logistics, health services, etc) at the location to be used. Additionally, ensure plans are in place prior to facility use that will ensure the facilities are regularly inspected, maintained, cleaned, and upon completion of the activity, turned in to the providing agency without discrepancy. The motto "leave it better than we found it" should be adopted fully.
- (5) Set specific training objectives, determine site specific activities that will contribute to encampment training requirements, and ensure the training plan for the encampment will satisfy CAPR 52-16 encampment requirements.
- (6) Review all proposed training activities and ensures the recommendations of the safety officer are considered and/or implemented as necessary. The ENC/CC must ensure safety of all participating personnel will be maintained before any activity is conducted.
- (7) Establish effective channels of communication at least 30 days in advance of the encampment and ensure that all staff personnel are briefed on available resources, understand communication channels, and are familiar with the encampment chain of command. Resources include e-mail lists, websites, phone, instant messaging, and other social media.
- (8) The ENC/CC will submit an after action report to the TNWG/DCP within 45 days after the end of encampment.
- (9) Ensure a plan to compile all encampment documents, files, and other publications is affected and submit the collected materials to the TNWG/DCP for archival.
- (10) Publish a tentative schedule for the entire encampment period no later than 60 days from the start of the activity. Additional revisions should be sent as events are confirmed and as changes become necessary. Early planning is essential to securing military support for activities during encampment.



Encampment Commandant (ENC/CW)

The Commandant of Cadets implements, controls, and evaluates training activities for the cadets. The Commandant assists with the implementation of the Encampment Curriculum prescribed in the Encampment Guidebook and CAPR 52-16. The ENC/CW reports directly to the ENC/CC.

Duties and Responsibilities:

- (1) Provide guidance and oversight to Training Officers (may be delegated to a Chief Training Officer).
- (2) Mentor the Cadet Cadre and serve as a sounding board for cadets. The Commandant will maintain an open door policy for all Cadet Cadre and will be available as needed to ask questions and provide feedback.
- (3) Coordinate with the Encampment Staff for the preparation of the Encampment Training Weekend and submit to ENC/CC for final approval.
- (4) Review the encampment training plan and ensure it satisfies encampment objectives and regulatory requirements. Provide input on training and activity opportunities to the ENC/CC.
- (5) Help lead guided discussions with the Cadet Cadre to help the staff discover potential problems, and solutions, to encampment challenges. The Cadet Cadre must be allowed to recognize problems, create, and implement a solution. However, the Commandant should ask questions that will prompt the discussion of the problem or aid in its identification.
- (6) Serve as OPR for the encampment schedule. Ensure all schedule changes are disseminated and copies of the revised schedule are made readily available to all staff. Note: The Plans and Programs Office does not create the schedule but rather maintains the published schedule and incorporate changes as directed and approved by the Encampment Commander.
- (7) When schedule changes are directed, coordinate with ENC/XP to ensure that the Master Schedule for Encampment is updated to reflect the changes in order to have a final executed schedule on file for documentation purposes.



Deputy Commander for Support (ENC/SD)

The Deputy Commander for Support serves as an advisor and assistant to the ENC/CC as well as manager of the Encampment Commander's support staff. The ENC/SD may be delegated any duties of the commander and may aid in planning, staff selection, and overall Encampment Administration. The ENC/SD reports directly to the ENC/CC.

Duties and Responsibilities:

- (1) Provide oversight to all Encampment Committees on behalf of the ENC/CC.
- (2) Coordinate dining in arrangements (seating arrangements, materials, costs, etc), review script, and ensure guest speaker arrangements are made.
- (3) Manage the Encampment Commander's Support Staff. Ensure all Support Staff understand their duties and serve as a "job control" maintaining the status of all assigned projects and taskings.
- (4) Works with and/or thru the Cadet Training Group Commander to ensure that Cadet Cadre assigned to the Operations Support Squadron are being mentored appropriately by their Senior Member counterparts assigned to the Encampment Support Staff.
- (5) Mentors the Senior Member support staff of the mentoring expectations for their Cadet Cadre Counterparts in the Operations Support Squadron. Additionally, any issues with their counterparts that cannot be handled directly by the Senior Member support staff will flow to the ENC/SD so that they can be resolved thru the CTG/CC.
- (6) Serve as the Senior Member escort for distinguished visitors by providing information, directions, tours, and explanation of cadet activities.
- (7) Review and approve the Public Affairs daily newsletter. Review should include accuracy of information and include only releasable information presented in good taste reflecting a positive image of encampment and CAP.
- (8) Collect the sleeping assignment / bunk number information for all Senior Staff. Forward this information to the Encampment Plans and Programs (ENC/XP) for record keeping.
- (9) Coordinate with all instructors or activity coordinators at a minimum of three weeks prior to encampment, reconfirm at one week, and again confirm at 24 hours prior to their class/activity that everything is ready. Additionally, verify that the venue to be used (classroom, outdoor auditorium, etc) is scheduled and ready for their use.



Assistants to the Encampment Commander

Encampment Safety Officer (ENC/SE)

Minimum Requirements: Technician Rating as a Safety Officer

Safety officers report directly to the Encampment Commander.

Duties and Responsibilities:

- (1) Provide a pre-encampment safety survey to the ENC/CC with recommendations to mitigate any findings regarding the facilities to be used and any other sites or activities in the encampment plan.
- (2) Conduct the vehicle operators' safety briefing to all senior members with CAP Drivers Identification.
- (3) Post posters and other informative displays in public areas that will be viewed by everyone at Encampment that promote safety awareness and mishap prevention.
- (4) Create fire and emergency evacuation plans. Plans will include location to assemble and how accountability will be taken. Facility provided plans when available should be used unless there is a CAP specific requirement not satisfied with the existing plan.
- (5) Maintain the Safety Officer continuity binder and include all ORM survey reports and mishap reports for future encampment review.
- (6) Conduct an ORM evaluation on all facilities and activities to be used/conducted at encampment. Ensure mitigation plans are implemented and reviewed periodically for effectiveness.



Encampment Health Services Officer (ENC/HS)

Minimum Requirements: All personnel assigned to ENC/HS shall have basic first aid and CPR certifications current prior to encampment. Senior health services staff should hold professional medical certification when possible.

The health services staff is responsible for ensuring basic first aid care is available. Any care necessary above the scope of basic first aid will not be provided directly by Encampment Staff. Members will be taken to the assigned U.S. Army Medical Technicians who will determine if the individual needs to be in the care of clinics, hospitals, and/or in emergencies 911 shall be used for any issue above the basic first aid scope of care. Only physician categories will have the title “medical officer” and only nurse categories will have the title “nurse officer” per CAPR 160-1.

Duties and Responsibilities:

- (1) Provide basic first aid care to injured encampment participants. All care given to Cadets must be documented on the TNWG Form for Cadet Activity Medical Information Form, and the health services log. **Note:** Care may be provided only at the basic first aid level regardless of the member’s civilian medical qualification. Anything beyond basic first aid care requires the use of the U.S. Army Medical Technicians who will decide if the injury requires either ambulance or transport to a medical care provider.
- (2) Maintain a health services log. Log will include names, CAPID’s, date and time, care given, and provider. This log should be a summary document that contains all data for all members seen by the health services section.
- (3) All medications given will be logged in accordance with CAP Regulations.
- (4) Review all participant applications to screen for medical issues. Maintain a listing for each person with allergies, taking medication, and recent or recovering injuries.
- (5) Brief and assist Training Officers and Cadet Cadre with the care and prevention of blisters.
- (6) Arrange for a basic first aid and CPR class during pre-encampment training or during the Staff Training portion prior to the cadet arrival time. If qualified as a basic first aid and CPR instructor, the ENC/HS may instruct this training. Training must be provided through an official first aid / CPR training provider (ex. Red Cross, AHA, etc).
- (7) Monitor encampment compliance with CAPR 160-1 and all other applicable CAP publications and directives.
- (8) Recommend Activity Restrictions to the ENC/CC for Cadets that have been injured including dismissal from Encampment if the injury will not allow the Cadet to sufficiently meet the completion requirements. Recommendation should be after consulting with the ENC/CW and ENC/SD.
- (9) Works with Cadet Welfare Operations Resource Detail Cadre to ensure injured cadets or cadets waiting assessment are not at risk of further injury and that medical needs are being taken care of.



Senior Member Cadet Squadron Training Staff

Note: There are 2 Cadet Training Squadrons (CTS) and 1 Advanced Training Squadron (ATS). Each CTS and ATS has 2 Flights. There are three slots each available for Squadron Training Officer and Assistant Training Officer.

Chief Training Officer (ENC/CWT)

Desired Rank: 1Lt – Maj

Minimum Requirements: Senior Rating in Cadet Programs

The Chief Training Officer (CTO) should be filled by an experienced officer with extensive encampment and cadet programs experience. The CTO must be able to mentor Training Officers in their duties and help define how to perform effectively. The ENC/CWT reports directly to the Encampment Commandant (ENC/CW)

Duties and Responsibilities:

- (1) Provide initial Training Officer briefing to all Training Officers to define encampment standards and expectations. Address with all Training Officers “how involved” to be as a Training Officer and provide some insight to help new seniors gauge their involvement with their Cadet Training Squadrons and subordinate Flights.
- (2) Conduct briefings as needed to ensure Training Officers are informed of Encampment schedule changes and other modifications to the training plan. In the absence of the ENC/CW the Chief Training Officer should perform those duties until the ENC/CW becomes available.
- (3) Advise the ENC/CW of Training Officer performance and any issues observed by the Training Officers throughout the Encampment. Information should be evaluated and provided to the Commandant through recommendations to policy or procedure change.

Training Officer (ENC/CWTx)

Positions available: ENC/CWT1, ENC/CWT2, ENC/CWT3

Desired Rank: 2Lt – Capt

The Training Officer is a critical duty position and the most directly involved senior member position with cadet training at encampment. The main goals are to teach, advise, and council the Cadet Cadre of their respective squadron.

Duties and Responsibilities:

- (1) Serve as the adult mentor for the Cadet Cadre assigned to the respective squadron.
- (2) Provide guidance to the Cadet Cadre as requested or determined necessary. Remember, praise in public, correct in private; do not undermine the authority of Cadet Cadre by correcting the Cadet Cadre in front of cadets unless a safety or cadet protection issue exists.
- (3) Monitor the welfare of the cadets in the squadron, including the Cadet Cadre. Conduct blister checks every night on all cadets. Ensure the Cadet Squadron Cadre is getting adequate rest at night and that all cadets have the necessary items to maintain a healthy encampment experience.



Assistant Training Officer (ENC/CWTxA)

Positions available: ENC/CWT1A, ENC/CWT2A, ENC/CWT3A

Desired Rank: SM – Capt

The Assistant Training Officer (ATO) assists their respective Training Officer in teaching, advising, and counseling the Cadet Cadre of their respective squadron.

Duties and Responsibilities:

- (1) Serve as the additional adult mentor for the Cadet Cadre assigned to the squadron.
- (2) Provide guidance to the Cadet Cadre as requested or determined necessary. Remember, praise in public, correct in private; do not undermine the authority of Cadet Cadre by correcting the Cadet Cadre in front of cadets unless a safety or cadet protection issue exists.
- (3) Monitor the welfare of the cadets in the squadron, including the Cadet Cadre. Aid the Training Officer in conducting blister checks every night on all cadets. Ensure the cadet squadron cadre is getting adequate rest at night and that all cadets have the necessary items to maintain a healthy encampment experience.



Support Staff

Plans and Programs Officer (ENC/XP)

Desired Rank: 1Lt – LtCol

The Plans and Program Officer has staff that includes two cadets (one cadet officer and one cadet NCO). This officer is responsible for Encampment Finance and Administration, cadets are not permitted to assist with the Finance portion of the XP role. All encampment expenditures will be tracked and ensure all monies are properly accounted for before, during, and after the Encampment. The XP Officer and their assigned cadets will maintain personnel paperwork, including in-processing and out-processing paperwork for all participants. The XP Officer will ensure that their cadets are engaged and supporting the function of their role while learning and executing the position responsibilities. The XP Officer reports to the ENC/SD.

Duties and Responsibilities:

- (1) Obtain ENC/SD and ENC/CC approval for all encampment paid expenses. Note: Any purchases made without ENC/CC approval and not on the approved encampment credit card and/or not preapproved on the encampment budget will not be reimbursed.
- (2) Account for all activity fees paid.
- (3) Provide a list to the ENC/SD from Day Two of encampment until graduation with fees accrued and by whom. After graduation, submit a list of any members that may owe money to encampment to the ENC/SD, ENC/CC, and TNWG/DCP. **Note:** Members who have an outstanding debt or property issue will not be given encampment graduation credit nor issued a graduation certificate until the issue is approved by the TNWG/DCP as resolved.
- (4) Update the encampment master budget worksheet. Verify expenditures and income for the encampment are as projected in pre-encampment planning. Provide information to the ENC/SD detailing any discrepancies or unexpected variances in the budget.
- (5) Distribute and account for copies of handouts for encampment (cadet handbooks, class handouts, etc...).
- (6) Responsible for completion of the encampment graduation certificate, and generate graduation certificates for all participants. Must be approved by the ENC/CC.
- (7) During in-processing, ensure that all cadets have turned in all required paperwork and activity fees. Additionally, verify the correct spelling and grade of each cadet.
- (8) Collect the sleeping assignments / bunk numbers data from the ENC/CD for senior staff, CTG/CCEA for Cadet Cadre and basic cadets. Maintain an encampment "bed book" listing that lists each person's CAPID, name, building, and bed number. This is a locator list to be used in emergency situations to locate a member and during evacuations as the accountability tool
- (9) Procures the Encampment Awards and items needed for the Graduation Dinner and the Graduation Parade.



Logistics Officer (ENC/LG)

Desired Rank: 2Lt – LtCol

Minimum Requirements: Technician Rating in Logistics

Leads the Logistics Staff comprised of one cadet officer and two cadet NCOs. The Logistics skill set will include work with the Corporate Vehicles, Dormitory Inspection, Equipment Issue/Turn-in, and Dining Arrangements. The Cadets working on Logistics Staff are also responsible to the Communications Officer. The Logistics Officer will ensure that their cadets are engaged and supporting the function of their role while learning and executing the position responsibilities. The Logistics Officer reports to the ENC/SD.

Duties and Responsibilities:

- (1) Maintain a central storage/supply where encampment resources may be stockpiled. This area must maintain inventory control and accountability over all encampment property and materials.
- (2) Ensure sign out and sign in of all non-expendable property is accomplished. Expendable property should be recorded to track usage.
- (3) Maintain the listing of vehicles and transportation assets available (vans, busses, etc). Coordinate drivers and unit vehicle assignment prior to major encampment transportation moves (assign certain flights, squadrons, etc to specific vehicles based on known unit numbers).
- (4) Inspect all vehicles assigned to encampment for use daily prior to the start of each duty day. Note: cadets may not operate any vehicle at any time during encampment. Cadets may assist in performing vehicle inspections under the supervision of a senior member.
- (5) Setup and maintain a designated lost and found. Record all property turned in on a log. All cadets will out process lost and found to retrieve lost property.
- (6) Maintain the Bay Orderly list to know who is monitoring the condition of each dormitory building at Encampment.



Public Affairs Officer (ENC/PA)

Desired Ranks: SM – LtCol

Minimum Requirements: Some experience in Public Affairs

The Encampment Public Affairs mission is a statewide mission spanning every unit in Tennessee Wing. It is important that every cadet be recognized in their home town for their accomplishments at the Encampment. The Public Affairs Officer will ensure that their cadets are engaged and supporting the function of their role while learning and executing the position responsibilities. The Public Affairs Officer reports to the ENC/SD.

Duties and Responsibilities:

- (1) Generate a press release for each cadet's hometown newspaper. The preferred method for article submission is electronic. The ENC/PA should try to send, on the behalf of the cadet(s) within a specific paper's area of coverage, an article with a file encampment photo (multiple cadets in the same geographic area should be listed in the same article to ensure all are recognized). Mail merge releases will allow personal information to be added more easily than creating manually multiple releases. Use Cadet Roster prior to Encampment to determine local news outlets.
- (2) Produce a Daily Encampment Newsletter publication. The daily publication shall be approved by the ENC/CC prior to publication. The newsletter should be posted to the Tennessee Wing Cadet Programs website and e-mail to a predetermined list of recipients through the Wing and Region.
- (3) Take photos of all activities cadets are participating in. Provide the visual documentation of Encampment. Post approved photos and videos to the cadet programs website.
- (4) Prepare a video or slideshow for the Encampment Graduation Dinner. This presentation should be made available online to cadets after Encampment. Video time shall not exceed seven minutes. Public video release shall not be made until approved by the ENC/CC and ENC/SD. If the video is shown during the banquet or other encampment function, approval must be received prior to its showing.
- (5) Escort visitors from the media and provide information about CAP. Visitors should be coordinated with the ENC/SD and OSS/CC.



Communications Officer (ENC/RC)

Desired Rank: 2Lt – LtCol

Minimum Requirements: Technician Rating in Communications

Leads the communications role of the cadet members of the Operations Support Squadron Logistics Staff comprised of one cadet officer and two cadet NCOs who also support the Logistics Officer. For Communications, the Cadet Logistics Staff is responsible for providing the capabilities that enable all encampment participants to communicate. Radios, telephones, e-mail distribution systems, and websites fall under communications. The Communications Officer will ensure that their cadets are engaged and supporting the function of their role while learning and executing the position responsibilities. The Communications Officer reports to the ENC/SD.

Duties and Responsibilities:

- (1) The encampment communications plan is prepared prior to encampment. This includes types of radios, frequencies and/or channel assignments, and an easy to carry format with the listing of all frequencies and callsigns for all users is available.
- (2) Ensure proper sign in and sign out of radios. Serial numbers will be checked/verified at check in and checkout. Radios will be issued to the member through Operational Resource Management System (ORMS) in e-Services or via hard copy CAPF 37E. All equipment must be signed for before custody is transferred - no exceptions.
- (3) Maintain charging equipment and spare batteries (rechargeable batteries and charging banks should be utilized when available and necessary). Radios may be issued with or without chargers; however, plans must be made to ensure all radios are charged fully daily.
- (4) Determine Introductory Communications User Training (ICUT) completion status and prepare a list for the CTG/CD and ENC/SD. Basic Communications User Training (BCUT) is an accepted alternative as long as it is current and not expired. All staff not having completed ICUT prior to encampment will complete the training during the staff training period prior to cadet arrival.
- (5) Assist the Communications Officer with the setting up of the Communications trailer at Encampment.
- (6) Actively secure radio equipment for encampment use from all available sources within the wing to support the encampment communications plan. Coordination requests shall be made in turn through the encampment chain of command.
- (7) ENC/SD is accountable for all communications equipment used for the encampment. Accurate logs must be maintained to ensure radio assignment and accountability is maintained. The Encampment Communications Officer (ENC/RC) may delegate responsibilities to cadets; however, ultimate accountability for proper issue and tracking of communications assets is the ENC/RC's responsibility.



SM Staff
Cadet Cadre

