



Tennessee Wing Summer Encampment 2015 Cadet Cadre Positions and Descriptions

Below are the descriptions and requirements for available Cadet Cadre positions for the 2015 Summer Encampment. If there are any questions, please email me directly at kevin.divers@musiccitycap.com.

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Positions Available During Cadre Selection Period:

Applications Due by 15 January 2014

Cadet Executive Cadre Positions	Desired Rank	Positions Available
Cadet Executive Officer	C/1Lt – C/Maj	1
Cadet Training Group Superintendent	C/CMSgt	1

Squadron Cadre Positions	Desired Rank	Positions Available
Cadet Training Squadron Commander	C/Capt – C/LtCol	2
Operations Support Squadron (OSS) Commander	C/Capt – C/Maj	1

Applications Due by 31 January 2015

Cadet Training Squadron Director of Operations	C/Capt – C/LtCol	2
Cadet Training Squadron First Sergeant	C/SMSgt – C/CMSgt	2
Cadet Training Squadron Flight Commander	C/2Lt – C/Capt	2
Cadet Training Squadron Flight NCOIC	C/SSgt – C/MSgt	2
OSS Director of Operations	C/2Lt – C/Capt	1
OSS First Sergeant	C/MSgt – C/CMSgt	1
Cadet Plans and Programs Officer	C/1Lt – C/Maj	1
Cadet Plans and Programs NCOIC	C/MSgt – C/CMSgt	1
Cadet Logistics Officer	C/2Lt – C/Maj	1
Cadet Logistics NCOIC	C/SSgt – C/CMSgt	2
Cadet Public Affairs Officer	C/2Lt – C/Maj	1
Cadet Public Affairs NCOIC	C/SSgt – C/CMSgt	1
Cadet Welfare Operations Resource Detail	C/SSgt – C/Capt	4

NOTE: Advanced Training Squadron will be staffed from the students enrolled in the Advanced Training Course Work therefore no positions are to be staff selected prior to Encampment for these Students.



Cadet Training Group Command Cadre

Cadet Training Group (CTG) Commander (CTG/CC) : C/Maj Zachary Divers

Desired Rank: C/LtCol - C/Col

The Cadet Training Group commander is the Encampment Cadet Commander. The CTG/CC reports to the commandant of cadets (ENC/CW) and is responsible for ensuring that the Encampment Training Plan is executed in accordance with National Headquarters guidelines and Encampment Commander objectives.

Duties and Responsibilities:

- (1) Review cadet cadre applications and recommend the cadet cadre for encampment to the Senior Member Executive Staff. Note: the cadet cadre list will be finalized and approved by the ENC/CW.
- (2) Actively participate in the scheduling dialog for encampment. Provide input to the training schedule, activities, training opportunities, and other items as they arise.
- (3) Review all encampment publications and provide recommendations for changes to the ENC/CW. All recommendations for changes to published policy require an explanation that details the reason the current policy is ineffective, the proposed change, and why the change will be more beneficial to encampment.
- (4) Exercise cadet communication channels to encourage maximum participation at all levels of the cadet program at encampment (publicity). This includes encampment flyers and handouts, website updates as practical and other venues where the encampment mission can be publicized.
- (5) Ensure all members of the cadet cadre understand their duties and responsibilities as described in this instruction and any other applicable regulation or policy.
- (6) Provide training opportunities (in person [training weekend in May 2014], electronic, telephone, etc...) to the cadre to help them prepare for their duties.
- (7) Delegate requirements to cadet cadre and ensure tasks are completed. The cadet cadre should be tasked prior to encampment. Planning shall occur prior to the encampment.
- (8) Lead all encampment formations. When a parade is held for graduation, lead the parade in pass in review.
- (9) Ensures that the Cadet Support Cadre are properly tasks and being utilized thru the OSS Command Structure. Assists the ENC/SD by coordinating Cadet Support Cadre functions that encourage work with their Senior Member Counterparts.
- (10) Review all leadership feedback and cadet progression evaluations for all Phase IV cadre cadets and provide counseling and feedback to those cadets face to face.
- (11) Brief the cadet cadre on the encampment schedule and identify any special interests or concerns. The encampment schedule is a complex project and must be kept on track or required training may not be completed. Schedule changes must be coordinated through ENC/CW and the encampment Deputy Commander for Support (ENC/SD).
- (12) Utilize the Cadet Commandant as an Advisor and resource on Encampment items.



Cadet Dean of Academics (CTG/DF): C/Maj Barak Roberts

Desired Rank: C/LtCol - C/Col

The Cadet Dean of Academics is the Supervisor of the Advanced Training Squadron curriculum and execution of said curriculum. The CTG/DF reports to the Encampment Commandant of Cadets (ENC/CW), but works in coordination with the Encampment Deputy Commander for Support (ENC/SD). The role expected of the Cadet Dean of Academics is to ensure that a strong curriculum is being prepared and executed for the Advanced Students who have rotating roles working alongside the Cadet Training Group Cadre while the Cadet Training Group Commander focuses on the basic students themselves in their roles as part of the Cadet Training Group.

Duties and Responsibilities:

- (1) Assist in reviewing cadet cadre encampment applications and recommendations for cadet cadre selection.
- (2) Actively participate in the scheduling dialog for encampment. Provide input to the training schedule, activities, training opportunities, and other items as they arise.
- (3) Review all encampment publications and provide recommendations for changes to the ENC/CC. All recommendations for changes to published policy require an explanation that details the reason the current policy is ineffective, the proposed change, and why the change will be more beneficial to encampment
- (4) Serve as the CTG Advanced Training School leader to ensure that the Advanced Training Curriculum is properly staffed and executed and that the Advanced Student Cadre are performing their roles properly.
- (5) Coordinate Advanced Training School activities and needs with the Encampment Commandant of Cadets and Encampment Deputy Commander for Support
- (6) Advises the Cadet Training Group Executive Officer (CTG/CCE) on academics and scheduling requirements and issues as they arise.



Cadet Training Group (CTG) Deputy Commander (CTG/CD): C/LtCol Anna Dickerson

Desired Rank: C/Maj - C/Col

The CTG/CD closely works with and assists the Cadet Training Group Commander (CTG/CC). Aiding him or her with encampment site preparation, cadre decisions, senior cadet cadre supervision and other tasks assigned to them. The CTG/CD is in command when the CTG/CC is not present. In addition, the CTG/CD performs a leadership function at the Advanced Training Squadron in terms of being the responsible member to the Cadet Training Group Commander for consistent leadership of the Advanced Training Squadron (ATS) due to the ATS having daily leadership rotation changes. The Cadet Commandant makes the CTG/CD aware of any higher level events or conditions that would impact the ATS coursework.

Duties and Responsibilities:

- (1) Assisting in the implementation of quality training of all the cadet personnel at the encampment
- (2) Support the CTG/CC in his/her duties, filling in where needed
- (3) Coordinate, review, and approve inspection standards and ensure that standards are uniform across the Cadet Training Squadrons
- (4) Manage the Encampment Awards Program. Ensure the Awards criteria are established and published to all encampment personnel and that the Cadet Executive Officer is compiling the data needed for the awards.
- (5) Performs as the direct Cadet Training Group Leadership for the Advanced Training Squadron.
- (6) Takes command in the absence of the CTG/CC



Cadet Training Group (CTG) Executive Officer (CTG/CCE)

Desired Rank: C/1Lt - C/Maj

The CTG/CCE closely works with and assists the Cadet Training Group Commander (CTG/CC). Aiding him or her with encampment site preparation, cadre decisions, senior cadet cadre supervision and other tasks assigned to them. The CTG/CCE is the Top Echelon Cadet Safety Officer and works with the Encampment Safety Officer (ENC/SE) as needed.

Duties and Responsibilities:

The CTG/CCE reports to the CTG/CC and is responsible for coordination of command cadre directives. Duties include:

- (1) Serve as the cadet escort for distinguished visitors by providing information, directions, tours, and explanation of cadet activities.
- (2) Manage special programs of the CTG/CC as delegated.
- (3) Ensure coordination and routing is accomplished for all administrative actions as directed in this instruction or other applicable regulations or publications.
- (4) Works with the Cadet Dean of Academics to ensure academic and encampment completion requirements are well understood.
- (5) Compliance with the established encampment academic, physical fitness and training programs; particularly ensuring proper logging of individual cadet completion of the various curriculum requirements thru the Cadet Training Squadron Directors of Operations (CTS/DO).
- (6) Manage the cadet cadre and student feedback program. Track leadership feedback provided on all cadets and maintains a copy of feedback given for each cadet. This feedback will be stored electronically for after encampment reference. Additionally, ensure each cadet receives a copy of their performance feedback prior to graduation. Note: The CTG/CCE does not conduct the feedback but merely track the required feedback was given and copies are retained in accordance with this instruction.
- (7) Responsible for leading the graduation dinner cadre in executing a graduation dinner the night before graduation.
- (8) Manage the cadet officer feedback program. Track leadership feedback provided to all officers and maintains a copy of feedback given for each cadet. This feedback will be stored electronically for after encampment reference. Additionally, ensure each cadet receives a copy of their performance feedback prior to graduation. Note: The CTG/CE does not conduct the feedback but merely track the required feedback was given and copies are retained in accordance with this instruction.
- (9) Performs as the Adjutant during the Graduation Parade



Cadet Training Group Superintendent (CTG/CCEA)

Required Rank: C/CMSgt

The CTG/CCEA is the enlisted leader at the group level. This cadet must provide leadership and management in organizing and training cadet enlisted personnel to most effectively meet the encampment mission. The CTG/CCEA may recommend or initiate actions to improve organizational effectiveness and efficiency.

Duties and Responsibilities:

- (1) Serve as a subject matter expert to flight and squadron cadre in areas of drill and ceremonies, uniform wear, and customs and courtesies.
- (2) Conduct leadership feedback with squadron first sergeants. All first sergeants should receive daily verbal feedback and at least two written feedbacks.
- (3) Provide training opportunities for an encampment color guard, flight guides, and squadron guides. Ensure the encampment color guard is trained for the pass in review. Due to the short nature of encampment, cadets with prior color guard experience should be utilized.
- (4) Give the CTG/CC a different perspective on command decisions and serve as an alternate perspective.
- (5) Collect the sleeping assignment for all of the cadets. This information will be turned into Encampment Plans and Programs (ENC/XP) for record keeping. Upon notification by any cadet cadre member of a change in bed assignment, forward the new bed location to ENC/XP.



Cadet Training Squadron Cadre

Note: There are 2 Cadet Training Squadrons (CTS) and 4 Flights total amongst the 2 CTSs

Cadet Training Squadron Commander (CTS/CC)

Desired Rank: C/Capt – C/LtCol

Squadron commanders report to the CTG/CC. CTS/CC's are responsible for ensuring their flights conduct training in accordance with the encampment training syllabus and that all flight time is used correctly. Direct supervisor to their respective Cadet Training Squadron Director of Operations (CTS/DO)

Duties and Responsibilities:

- (1) Develops the Squadron Training Plan that supports the Encampment Curriculum and Encampment Commander Objectives
- (2) Verify all flights are meeting the daily encampment training objectives.
- (3) Identify flight cadre members experiencing difficulty and provide assistance to those individuals. Helping set goals for the cadre is critical to their self-improvement.
- (4) Ensure all flights are on time to all activities or other appointments.
- (5) Provide daily verbal performance feedback and conduct written leadership feedback on each flight commander twice throughout encampment.
- (6) Ensure goals are set and evaluated daily that continues support of the Squadron Training Plan. If goals are missed, identify why and determine a means of correcting prior to the end of Encampment.

Cadet Training Squadron Director of Operations (CTS/DO)

Desired Rank: C/Capt – C/LtCol

Directors of Operations report to the CTS/CC. CTS/DO's are responsible for recording and collection of cadet participation in the Encampment Curriculum through their flight cadre. Aides in the completion of any tasks assigned to the squadron. The CTS/DO is in command when the CTS/CC is not present.

Duties and Responsibilities:

- (1) Tracks compliance with the established encampment academic, physical fitness and training programs; logs individual cadet completion of the various curriculum requirements thru the Cadet Flight Commanders
- (2) Support the CTS/CC in his/her duties, filling in where needed
- (3) Log inspection results and ensure that standards are uniform across the Flights assigned to their particular Cadet Training Squadron
- (4) Manage the Squadron portion of the Encampment Awards Program.
- (5) Meets with the Encampment Safety Officer to discuss Safety Issues and Preventative Safety Issues for the next training day so that the information is passed on to the Flight Cadre
- (6) Takes command in the absence of the CTS/CC



Cadet Training Squadron First Sergeant (CTS/CCF)

Desired Rank: C/SMSgt – C/CMSgt

CTS/CCF's report directly to their respective Squadron Commander. First sergeants serve as a link between commander and the enlisted force. The CTS/CCF shall monitor cadet welfare and notifies the CTS/CC anytime a situation that could compromise cadets' wellbeing is discovered. CTS/CCF's shall not be placed in charge of any encampment unit.

Duties and Responsibilities:

- (1) Provide insight and recommendations to the CTS/CC to help correct the deficiencies.
- (2) Observe all Squadron Flight Non-Commission Officers in Charge (NCOIC) and provide verbal feedback daily to each. Mentor the Flight NCOICs in weak areas and assist in setting daily goals to rapidly improve their ability to perform as the Flight NCOIC and a Cadet NCO in general.
- (3) Serve as the first line disciplinarian to cadets displaying poor behavior or attitude at encampment once it has been elevated above the flight level. CTS/CCF should attempt to determine what is motivating the cadet to act in that particular manner and then help the cadet work through the issue. ENC/CWTx (Squadron Training Officer) or ENC/CWT (Chief Training Officer) will be asked to observe counseling and assist in counseling as needed.
- (4) Provide a knowledge base for flight cadre to draw upon in all cadet areas (i.e. drill, uniforms, feedback, etc...).
- (5) Collect from flight cadre the assigned sleeping location (bunk number) of their cadets. Data is turned into the CTG/CCEA for tracking purposes. Approve changes of sleeping location / bunk assignment and ensure the CTG/CCEA is notified of the change.
- (6) Additional duties may be assigned by the CTS/CC

Cadet Training Squadron Flight Commander (_ CTS/DO_)

(90th CTS/DOA, 90th CTS/DOB, 525th CTS/DOE, 525th CTS/DOF)

Desired Rank: C/2Lt – C/Capt

The flight commander reports to their assigned squadron commander. FLT/CC's hold one of the most critical cadre duties during encampment. The FLT/CC is ultimately responsible for the actions of all flight personnel and for ensuring the flight satisfies all training requirements and objectives. The FLT/CC must foster teamwork and cohesiveness within the flight.

Duties and Responsibilities:

- (1) Teach all flight led classes and provide "refresher" lessons during encampment as needed. The FLT/CC shall teach all drill and ceremonies lessons. The Flight NCOIC may be used to assist in teaching.
- (2) Maintain 100% accountability of all flight personnel 100% of the time.
- (3) Ensure the flight complies with the encampment training schedule.
- (4) Inspect the flight to ensure encampment guideline compliance for standard and no notice inspection readiness.
- (5) Provide guidance and direct feedback to the Flight NCOIC; the mentality of "train your replacement" should be embraced by all flight commanders.



Cadet Training Squadron Flight Non-Commissioned Officer in Charge (Flight NCOIC)

Desired Rank: C/SSgt – C/MSgt

Flight NCOICs report directly to their respective Flight Commander. The Flight NCOIC is a critical component in the flight training team and is one of the most visible cadet cadre members to the cadet. Flight NCOICs must always demonstrate military bearing, respect, and perform proper customs and courtesies without exception. Basic cadets will look to the Flight NCOIC as a role model and example to follow.

Duties and Responsibilities:

- (1) Forming the flight and conducting accountability checks.
- (2) Coordinate with the Flight Commander to assign the rotating flight duty assignments (Flight Guide, Safety, Bay Orderly). Utilize the cadets in the flight and take advantage of the experience they bring.
- (3) Drill the flight in standard drill.
- (4) Provide performance feedback to all cadets in the flight. This feedback may be informal and verbal; however, it is important that cadets hear how they are performing.
- (5) Assist the Flight Commander inspecting the flight to ensure compliance with the Encampment Curriculum Requirements.



Operations Support Squadron Cadre

Operations Support Squadron Commander (OSS/CC)

Desired Rank: C/Capt – C/Maj

The Operations Support Squadron Commander is responsible for coordinating, controlling and directing the support activities of the encampment for the CTG/CC. The OSS/CC manages and leads the Support OIC/NCOICs. The OSS/CC reports to the CTG/CC but the Support Cadre are mentored by and works closely with their Senior Member Counterparts. Mentorship of the Support Function at Encampment will also be from the Deputy Commander for Support (ENC/SD) once the OSS/CC is tasked by the CTG/CC.

Duties and Responsibilities:

- (1) Supervises the Cadet Support Cadre and ensures that they are upholding the Encampment Standards as members of Cadet Cadre
- (2) Ensures Cadet Support Cadre is aware of their daily details and the schedule for each day of Encampment. Information to help in the daily details should be provided by the CTG/CC
- (3) Serve as an alternate cadet escort for distinguished visitors by providing information, directions, tours, and explanation of cadet activities if it cannot be supported by the Executive Officer.
- (4) Examines the training schedules of the Encampment and Training Plans of the individual Squadrons in order to determine the support needs of each Squadron and task the appropriate members of the OSS.

Operations Support Squadron Director of Operations (OSS/DO)

Desired Rank: C/2Lt – C/Capt

The Director of Operations reports to the OSS/CC. The OSS/DO assists the CTG/CD in recording and collection of cadet participation in the Encampment Curriculum through their flight cadre. Aides in the completion of any tasks assigned to the squadron. The OSS/DO is in command when the OSS/CC is not present.

Duties and Responsibilities:

- (1) Serve as an alternate cadet escort for distinguished visitors by providing information, directions, tours, and explanation of cadet activities.
- (2) Support the OSS/CC in his/her duties, filling in where needed
- (3) Coordinates with Activity Points of Contacts the Day before their respective activities to confirm time, location, and any notes to relay to OSS/CC and up to CTG/CC
- (4) Monitors the Squadron Training Plan and ensures that it is carried out for all members of the OSS.
- (5) Takes command in the absence of the OSS/CC
- (6) Supports the Encampment Safety Officer and Health Services Officer as necessary



Operations Support Squadron First Sergeant (OSS/CCF)

Desired Rank: C/MSgt – C/CMSgt

The OSS/CCF reports directly to the squadron commander. The OSS First Sergeant is the link between commander and the enlisted force. The OSS/CCF shall monitoring cadet welfare and notify the OSS/CC anytime a situation that could compromise cadets' wellbeing is discovered. The OSS/CCF acts as the Bay Orderly and Safety Monitor for the Cadet Cadre Dormitory. The OSS/CCF shall not be placed in charge of any encampment unit.

Duties and Responsibilities:

- (1) Provide insight and recommendations to the OSS/CC to help correct the deficiencies.
- (2) Observe all Squadron Non-Commission Officers in Charge (NCOIC) and provide verbal feedback daily to each. Help the NCOICs in weak areas and assist in setting daily goals to rapidly improve their ability to perform as NCOIC and as a Cadet NCO.
- (3) Provide a knowledge base for OSS Cadet NCO Cadre to draw upon in all cadet areas.
- (4) Collect from cadet cadre the listing of cadets and their assigned sleeping location (bunk number). This data will be turned into the CTG/CCEA for tracking purposes. Approve changes of sleeping location / bunk assignment and ensure the CTG/CCEA is notified of the change.
- (5) Can be tasked to serve as the cadet escort for distinguished visitors by providing information, directions, tours, and explanation of cadet activities.
- (6) Additional duties may be assigned by the OSS/CC



Cadet Plans and Programs Officer (OSS/XP)

Desired Rank: C/1Lt – C/Maj

Cadet Plans and Program NCOIC (OSS/XPA)

Desired Rank: C/MSgt – C/CMSgt

The Plans and Program Staff will be assisting the Senior Member Plans and Program (XP) Officer. The Finance role performed by the Senior Member XP Officer will not be assisted by Cadets. These cadets assist in maintaining personnel paperwork, including in-processing and out-processing paperwork for all participants. While both cadets report to the Plans and Programs Officer (ENC/XP), the Cadet Officer's role includes mentoring the Cadet NCO as well as proactively anticipating the upcoming needs of the Encampment in relation to the Plans and Programs Role. The Cadet Officer is also reports directly to the OSS/CC in supporting the Squadron Training Plan.

Duties and Responsibilities:

- (1) Distribute and account for copies of handouts for encampment (cadet handbooks, class handouts, etc...).
- (2) Create forms as necessary to ensure accountability of personnel and assets at encampment. Publications must be initially reviewed by the OSS/CC and XP Officer who then forwards the final draft to the ENC/SD for final approval.
- (3) Assist in the completion of the encampment graduation certificate, and generate graduation certificates for all participants. Final "proof" must be approved by the ENC/CC.
- (4) 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.
- (5) 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
- (6) Assist CTS/DOs and OSS/DO with any paperwork requirements or storage of collected paperwork.
- (7) Assist in procurement and disposition of Encampment Awards and items needed for the Graduation Dinner and the Graduation Parade.
- (8) Assist in the execution of the Daily Sporting Event and Morning Calisthenics Training



Cadet Logistics Officer (OSS/LG)

Desired Rank: C/2Lt – C/Maj

Cadet Logistics NCOICs (OSS/LGA)

Desired Ranks: C/SSgt – C/CMSgt

The Cadet Logistics Staff will assist the Logistics AND Communications Officers in completing their details. The Logistics skill set will include work with the Corporate Vehicles, Dormitory Inspection, Equipment Issue/Turn-in, and Dining Arrangements. 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. While both cadets report to the Logistics Officer (ENC/LG) and Communications Officer (ENC/RC), the Cadet Officer's role includes mentoring the Cadet NCOs as well as proactively anticipating the upcoming needs of the Encampment in relation to the Logistics and Communications Roles. The Cadet Officer is also reports directly to the OSS/CC in supporting the Squadron Training Plan.

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.
- (7) The encampment communications plan is prepared prior to encampment by the Encampment Communications Officer (ENC/RC). 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.
- (8) 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.

- (9) 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.
- (10) 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.
- (11) Assist the Communications Officer with the setting up of the Communications trailer at Encampment.
- (12) 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.
- (13) 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.



Cadet Public Affairs Officer (OSS/PA)

Desired Ranks: C/2Lt – C/Maj

Cadet Public Affairs NCOIC (OSS/PAA)

Desired Rank: C/SSgt – C/CMSgt

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. While both cadets report to the Public Affairs Officer (ENC/PA), the Cadet Officer's role includes mentoring the Cadet NCO as well as proactively anticipating the upcoming needs of the Encampment in relation to the Public Affairs Role. The Cadet Officer is also reports directly to the OSS/CC in supporting the Squadron Training Plan.

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 initially approved by the ENC/PAO and finally 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 set 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.



Cadet Welfare Operations Resource Detail (OSS/WO)

Desired Ranks: C/2d Lt – C/Capt

Cadet Welfare Operations Resource Detail Public Affairs NCOIC (OSS/WOA)

Desired Rank: C/SSgt – C/CMSgt

The Welfare Operations Resource Detail is a multifaceted mission that is there to assist in the welfare of cadets who have Health Service related issues or needs. This is not a medical assistance role in the sense of direct work with medical interventions but as an assistance to the Encampment Health Services Officer (ENC/HS) and Safety Officer (ENC/SE) in the aspects of their roles at Encampment. It is highly desirable that a Cadet serving in this role has basic first aid and CPR certifications.

Duties and Responsibilities:

- (1) Plan and distribute all health and safety related information to the staff and cadets.
- (2) Handle briefings on safety and health related issues
- (3) Keep the medical office manned at all times
- (4) Supervise injured cadets and ensure they are complying properly with their duty restrictions as determined by the Health Services Officer
- (5) Meet daily with the Cadet Training Group Executive Officer (ENC/CCE) to ensure that they are aware of the status of cadets and possible duty limitations imposed.
- (6) Assist the Safety Officer in looking for possible safety hazards and mitigating any risks associated with safety hazards
- (7) Will relay via Inter-Squad Radio (ISR) information pertaining to cadet welfare to the ENC/HS and ENC/SE as needed

SM Staff
Cadet Cadre

