

VAWG ENC Cadet Cadre Position Descriptions

OPERATIONS STAFF

C/Safety (C/SE): Members of the Safety Cadre will work closely with the Senior Staff Safety Officer to ensure that Safety is properly addressed throughout all phases of Encampment. The Safety Cadre Member will be working to handle Operational Risk Management reports and will be going to each activity before the students to analyze any safety concerns that might arise in the conditions. They will also be working onsite at each activity with line cadre to make sure that all safety concerns are addressed.

ADDITIONAL REQUIREMENTS: 1) Complete the Advanced Risk Management Course.

C/Leadership (C/LD): Members of the Leadership Cadre should be an expert in Drill and Ceremonies. Members of the Leadership Cadre will organize Pass in Review at the completion of Encampment; work with the Flight and Squadron Staff to provide 60-95 feedback sessions to all students, set standards for and evaluate each Flight through knowledge inspections, uniform inspections, barracks inspections, and drill inspections; run Team Leadership Problems throughout Encampment; serve as an advisor to all Cadre and as an intermediary regarding disagreements.

C/Curriculum & Plans (C/XP): Members of the Curriculum & Plans Cadre will work with the Senior Staff Curriculum and Plans Officer to develop the schedule for each day of Encampment. Members of the Curriculum and Plans Cadre will work with all Training Support teams to ensure they can support each activity and the resources are available for each activity. The Curriculum & Plans Cadre will also work to ensure there are qualified instructors to lead each activity. An example of their duties would be to facilitate the Engagement Skills Trainer.

SUPPORT STAFF

C/Logistics (C/LG): Members of the Logistics Cadre will work with the Senior Staff Logistics Officer to ensure all resources and supplies are available for each activity. The Logistics Cadre will track inventory of all supplies and resources, will issue out equipment and supplies, and collect reusable supplies upon completion of Encampment. They will also assist daily in coordinating van-related transportation and will be in charge of ensuring students are able to travel to all events.

C/Movement Control (C/MC): Members of the Movement Control Cadre will work with all staff members to coordinate vehicle usage and supervise all cantonment loading and unloading, as well as away from containment for major movements. Members will be responsible for any work that needs to be done on CAP vehicles such as oil issues, inspections, etc. This is essentially the Encampment vehicle depot. Logistics will prepare the vehicles for use. CAPWATCH will track the vehicles once on the move.

C/Dining Services (C/DS): Members of the Dining Services Cadre will work together to provide all Encampment participants with nutritious meals. Members of the Dining Services Cadre will learn the fundamentals of preparing, cooking, serving, and cleaning food for 450 people while working in a dynamic team environment.

C/Communications (C/DC): Members of the Communication Cadre will work closely with the Senior Staff Communications Officer to ensure that all Encampment Cadre and Senior Staff members will have access to a reliable communications network. Duties include tracking of all radio assets used by Encampment Cadre and Senior Staff, and the installation and removal of the portable repeater with associated antenna mast.

ADDITIONAL REQUIREMENTS: 1) Completed the Advanced Training for the Mission Radio Operator Specialty Qualification Training Record.

C/CAPWATCH (C/DC): Members of the CAPWATCH Cadre will work closely with the Senior Staff Communications Officer to ensure that all Encampment Cadets are tracked through the entirety of encampment. This role is critical in ensuring the safety and accountability of all personnel.

ADDITIONAL REQUIREMENTS: 1) Completed the Advanced Training for the Mission Radio Operator Specialty Qualification Training Record.

C/Public Affairs - Photographer (C/PA-PHOTO): During the course of Encampment as well as the training weekends leading up to Encampment a member of the Photography Team will take photos and videos to document all activities at Encampment and the Encampment Cadre Training Sessions. Members of the Photography Team will work to publish photos on social media and the Encampment Website for access by parents, friends, and family. Photography Teams members should be comfortable using an external drive and should be ready to download and organize their pictures upon designated check in times.

ADDITIONAL INFO: 1) Helpful (but not required) to have camera/phone that they can bring to all Encampment related events that they are comfortable in using. 2) Helpful if proficient with using Microsoft OneDrive.

C/Public Affairs - Media (C/PA-MEDIA): Members of the Media Team will focus on creating newsletters, press releases and videos that will capture the Encampment environment. Team members will oversee the daily newsletter, social media and Website updates, working with local and state newspapers in publishing press releases, and creating the final Encampment Video highlighting the accomplishments of the students at Encampment. Cadre who are interested in becoming a member of the Media Team should have good command of the English language, be comfortable writing articles and interviewing cadre and students, have experience in formulating/crafting a social media post. VAWG Encampment utilizes Facebook, Twitter, Instagram, the VAWG Encampment website and Flickr. Media/video PAO must have experience making/creating a video and be comfortable using video editing software.

ADDITIONAL REQUIREMENTS: 1) Familiar with CAPR 190-1 and "Meet the Media" pamphlet and AP Style Guide to Writing. 2) Proficient with using Microsoft Office 365 Documents and OneDrive, as this is our main platform for working on the weekly VAWG ENC newsletter.

C/First Aid Support Team (C/FAST): Members of the First Aid Support Team (FAST) will work with Health Services Senior Staff in aiding Commanders, Cadre and students with basic first aid, safety procedures (blister care, hydration, heat injuries), and risk management. Members of the Health Services Cadre will conduct daily inspections of Cadre and students to ensure all participants are in good physical condition. Additionally, Health Services Cadre will assist with the development of healthy menus, ensure sanitation protocols are followed throughout the event, and participate in Operational Risk Mitigation for Encampment activities.

ADDITIONAL REQUIREMENTS: 1) Must be 16 years old. 2) Have minimum Basic First Aid and CPR Certification. 3) Completed the Advanced Risk Management Course.

LINE STAFF

C/Group Commander (C/GP CC): The Group Commander oversees all of the activities that take place within their assigned Group. An individual selected for this position orchestrates communication from Executive Staff to the Squadron Staff Cadre in their Group.

C/Squadron Commander (C/SQ CC): The Squadron Commander oversees all of the activities that take place within their assigned Squadron. An individual selected for this position orchestrates communication from Group Staff to the Cadre in their Squadron and facilitates communication within the Squadron. Squadron Commanders should be able to provide feedback to other Cadre members and be prepared to step in and assist when Flight Staff have meetings or need a resting period. Some duties of the Squadron Commander include teaching classes, mentoring Cadre in their Squadron, working one-on-one with the First Sergeant to plan and executing orders of the day, maintaining Squadron unity, and briefing Cadre with the orders of the day. Squadron command is a worthy challenge for a cadet officer. It is an enormous test of leadership skill, especially one's ability to articulate a vision and point all cadets toward meaningful goals. The position stands at the epicenter of the squadron. The Squadron Commander is the most visible cadet in the squadron and the liaison between the group staff and the squadron staff. The Squadron Commander's immediate supervisor and mentor is the Deputy Commander of Operations (or Group Commander if assigned).

C/Flight Commander (C/FLT CC): The Flight Commander oversees all the activities that take place within their assigned Flight. An individual selected for this position orchestrates communication from the Squadron Commander to the Flight Sergeants and students. Flight Commanders should be able to provide feedback to other Cadre members and students. They should also be prepared to guide the Flight Sergeant in tasks for their Flight to complete. Some duties of the Flight Commander include teaching classes, mentoring their Flight Sergeant and students, working one-on-one with the Flight Sergeant to plan, maintaining unity in the Cadet Training Flight, and executing orders of the day. The Flight Commander leads a Flight of 11-22 cadets. This position has significant managerial and oversight responsibilities, as the Flight commander supervises and mentors a Flight Sergeant and the students within the Flight. Flight commanders are called on to teach almost any cadet-related topic and should know all standards outlined in **CAPR 39-1 and CAPP 60-33**. As commanders, they set goals and develop training plans for the Flight, informally counsel cadets and formally evaluate their leadership skills. In short, the Flight Commander creates the conditions necessary for the Flight to succeed. The Flight Commander's immediate supervisor and mentor is the Squadron Commander.

C/Command Chief (C/CCC): The Command Chief will serve as the First Sergeant for the C/Deputy Commander of Operations. The Command Chief is the NCO of the NCOs, advocating for the NCO corps and advising executive staff on mission effectiveness, training, and other matters pertaining to the NCO corps. The Command Chief operates in all three arenas of leadership: tactical, operational, and strategic. The Command Chief should adapt to each arena when appropriate. This Cadet will assist in mentoring all Squadron First Sergeants. The top two priorities will be the professional execution and standardization of both drill and physical training. **ADDITIONAL REQUIREMENT: Applicants agree to also be considered for the role of C/Squadron First Sergeant.**

C/Squadron First Sergeant (C/1SGT): The Squadron First Sergeant oversees all of the activities that take place within their assigned Squadron while assisting the Squadron Commander. An individual selected for this position helps facilitate communication with the Squadron Commander from Command Staff to the Cadre in their Squadron and orchestrates communication within the Squadron. Squadron First Sergeants should be able to provide feedback to other Cadre members and be prepared to step in and assist when Flight Staff have meetings or need a resting period. Some duties of the Squadron First Sergeant include teaching classes, mentoring Cadre in their Squadron, working one-on-one with the Squadron Commander to plan and execute orders of the day, maintaining Squadron unity, and assisting briefing Cadre with the orders of the day. First Sergeants must know all standards outlined in **CAPR 39-1 and CAPP 60-33**. Holding the most prestigious and challenging position available to a Cadet NCO at the Squadron level, the First Sergeant's role is a varied one. The "shirt" is expected to be an expert in regulations, a master trainer, a great motivator, a fair referee, a just disciplinarian, and an aide-de-camp to the Squadron Commander. The Squadron First Sergeant's immediate supervisor and mentor is the Squadron Commander.

C/Flight Sergeant (C/FLT Sgt): The Flight Sergeant oversees all of the activities that take place within their assigned Flight. An individual selected for this position orchestrates communication from the Flight Commander to the students. Flight Sergeants should be able to provide feedback to other Cadre members and students. They should also be prepared to guide the Flight in tasks they need to accomplish. As the next link in the Chain of Command above students, the Flight Sergeant should form a bond of respect with all members of the flight by having an open-door policy for students to express concerns. Flight Sergeants will model the highest standards of respect, integrity, and service before self. Some duties of the Flight Sergeant include teaching classes, mentoring their students, working one-on-one with the Squadron First Sergeant to plan, maintain the unity of the Flight, and execute orders of the day. The Flight Sergeant should be well versed in the standards outlined in **CAPR 39-1 and CAPP 60-33**. The Flight Sergeant is the direct, hands-on leader who helps the Flight Commander motivate and

train the cadets in a Flight. On average, Flight Sergeants will lead a Flight of 11-18 cadets. Their main area of concern is the leadership laboratory. Flight Sergeants teach in-ranks cadets the basics of cadet life: drill, wear of the uniform, customs and courtesies, and physical fitness. The Flight Sergeant needs to be responsible and resourceful enough to take complete charge of the Flight in the absence of the Commander. The Flight Sergeant's immediate supervisors and mentors are the Flight Commander and the Squadron First Sergeant.