



2023 OKLAHOMA WING  
SUMMER ENCAMPMENT  
SENIOR STAFF POSITION  
DESCRIPTIONS

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## Senior Member Staff Duty Positions and Responsibilities.

The listed positions and descriptions below are to augment the position descriptions found in CAPP 60-70 and CAPP 60-71. In addition to the information found in those pamphlets, the material below are added expectations of performance. Additionally, the listed duties are not all inclusive. **Other duties may be assigned as needed for the successful execution of Encampment.**

## Deputy Commander for Support (CD).

The Deputy Commander for Support provides for the encampment's logistical, financial, and administrative needs. Supervises and mentors the encampment support staff.

### Minimum Qualifications:

1. Completed Level III of the Senior Member Professional Development Program
2. Previous Encampment Staff Experience in the area of support staff
3. Technician Level in Cadet Programs Specialty Track

### Desired Qualifications:

1. Senior Level in the Cadet Programs Specialty Track
2. Previous Encampment Experience as Commandant of Cadets or Training Officer as well as previous Encampment Staff Experience in the area of support staff

Selection will be based on some of the following areas: CAP experience, professional experience, encampment specific experience, cadet programs experience.

### Duties Include:

The Deputy Commander may be delegated any duties of the commander and may aid in planning, staff selection, and overall encampment administration.

Provide oversight, supervision, and mentorship to all encampment committees and support staff sections on behalf of the Encampment Commander (CC).

Coordinate Dining-in/Banquet arrangements with the Cadet Encampment Commander (C/CC) and Cadet Deputy Commander for Support (C/DC). The arrangements include, but not limited to, the seating arrangements, materials, costs, any other duties as needed, reviewing the script, and ensuring the guest speaker arrangements are made.

Review and approve the public affairs daily newsletter and social media platforms. Review should include accuracy of information and include only releasable information presented in good taste reflecting a positive image of encampment and CAP.

Mentor, train, supervise, and evaluate the Cadet Deputy Commander for Support (C/DC).

Assumes command of the Encampment in the absence of the Encampment Commander (CC).

The Deputy Commander for Support (CD) will be "in training" for the following Encampment as Encampment Commander (CC).

Implement the Encampment Commander's (CC's) intent of encampment.

The Deputy Commander for Support (CD) reports to the Encampment Commander (CC).

## Curriculum and Plans Officer (CPO).

The Curriculum and Plans Officer (CPO) assists in the implementation, controlling, and evaluating of training activities for the cadets.

The Curriculum and Plans Officer (CPO) should be filled by an experienced Cadet Programs officer with encampment and cadet programs experience.

The Curriculum and Plans Officer (CPO) assists with the implementation of the encampment curriculum prescribed in the Cadet Encampment Guide and CAPR 60-1.

### Minimum Qualifications:

1. Completed Level II of the Senior Member Professional Development Program
2. Previous Encampment Senior Staff Experience or Cadet Staff Experience
3. Senior Rating in the Cadet Programs Specialty track

### Desired Qualifications:

1. Master Rating in Cadet Programs Specialty track
2. Completed Level III in the Senior Member Professional Development Program
3. Previous Encampment Chief Training Officer (CTO) and/or Commandant of Cadets (CoC) experience

Selection will be based on some of the following areas: CAP experience, professional experience, encampment specific experience, cadet programs experience.

### Duties Include:

Responsible for the planning of the encampment curriculum, Cadet NCO Academy (NCOA) curriculum, and Region Cadet Leadership School (RCLS) Curriculum and creating and maintaining the schedule for both student cadets as well as cadets enrolled in the Cadet NCO Academy (NCOA) and/or Region Cadet Leadership School (RCLS).

Prepare lesson plans for Required Staff Training and each CAP centric class or activity held at encampment. Ensure all lesson plans, schedules, and course products are maintained in a way that subsequent encampments will be able to utilize the courseware.

Establish an abbreviated lesson plan that can be provided to an outside agency activity provider that outlines basic goals of encampment and specifically what objectives their presentation should try to encompass (e.g. KC-135 Static Display – ask the crew to provide a presentation that discusses the capability that their particular model of KC-135 brings to the Air Force mission and how that relates to the big picture Air Force responsibility).

Monitor classes and activities to verify that the instructor is satisfying all defined objectives of the class and that the approved lesson plan and schedule is being followed.

Complete a class/instructor critique form for each class. These forms are to be used to improve the format and presentation of the class, not to provide direct feedback to the instructor. These forms shall be kept confidential and access permitted only to the Encampment Training staff.

Prepares the encampment training syllabus to ensure all defined encampment objectives and CAPR 60-1 goals are covered throughout the encampment training period. Verifies that all CAPR 60-1 block instruction period requirements are met.

Conduct briefings as needed to ensure the Commandant of Cadets (CoC) and the Chief Training Officers (CTO) are informed of encampment schedule changes and other modifications to the training plan.

Obtain a CAP driver's license prior to the start of encampment.

The Curriculum and Plans Officer (CPO) should be familiar with all CAP directives, with particular emphasis on CAPR 60-1, CAPP 216 and other CAP directives in 35, 39, 50, 52, 67, 76, 280, 900 series. They should also be familiar with CAPP 60-70, Cadet Encampment Guide and cadet program aerospace education texts and other cadet program materials located on the national cadet programs website.

The Curriculum and Plans Officer (CPO) reports to the Encampment Commander (CC).

## Commandant of Cadets (CoC).

The Commandant of Cadets (CoC) implements, controls, and evaluates training activities for the cadets. The Commandant of Cadets (CoC) should be filled by an experienced Cadet Programs officer with encampment and cadet programs experience. The Commandant of Cadets (CoC) directs the implementation of the encampment curriculum prescribed in the Cadet Encampment Guide and CAPR 60-1.

### Minimum Qualifications:

1. Completed Level II of the Senior Member Professional Development Program.
2. Previous Encampment Staff Experience as a Flight Training Officer (Formerly known as “Tactical Officer”) or as an Encampment Cadet Commander (C/CC) or as a Military Training Instructor (MTI, FTO, DI etc.) or similar position.
3. Technician Rating in the Cadet Programs Specialty track.

### Desired Qualifications:

1. Completed Level III of the Senior Member Professional Development Program
2. Senior Rating in the Cadet Programs Specialty Track
3. Previous Encampment experience as Training Officer

Selection will be based on some of the following areas: CAP experience, professional experience, encampment specific experience, cadet programs experience.

### Duties Include:

Provide guidance and oversight to the Chief Training Officer (CTO) for the Flight Training Officers/Flight Training NCO’s (FTO’s/FTNCO’s).

Mentor the cadet staff and serve as a sounding board for cadets. The Commandant of Cadets (CoC) will maintain an open door policy for all cadet staff and will be available as needed to ask questions and provide feedback.

Provide feedback, if necessary, to the Encampment Commander (CC) with regards to the encampment training syllabus to ensure all defined encampment objectives and CAPR 60-1 goals are covered throughout the encampment training period.

Review the encampment training plan and ensure it satisfies encampment objectives and regulatory requirements and provide feedback, as necessary, to the Encampment Commander (CC) if there is an issue or discrepancy.

Provide input on training and activity opportunities to the Encampment Commander (CC).



Implement the Encampment Commander's (CC's) intent of encampment.

Help lead guided discussions with the cadet staff to help the staff discover potential problems, and solutions, to encampment challenges.

Obtain a CAP driver's license prior to the start of encampment.

The Commandant of Cadets (CoC) should be familiar with all CAP directives, with particular emphasis on CAPR 60-1, CAPP 216 and other CAP directives in 35, 39, 50, 52, 67, 76, 280, 900 series. They should also be familiar with CAPP 60-70, Cadet Encampment Guide and cadet program aerospace education texts and other cadet program materials located on the national cadet programs website.

The Commandant of Cadets (CoC) reports to the Encampment Commander (CC).

## **Chaplain (HC).**

The encampment chaplain's primary duty during encampment is to monitor encampment morale and advise the CC on the emotional welfare of participants.

### **Minimum Qualifications:**

#### **1. CAP Chaplain**

Selection will be based on some of the following areas: CAP experience, professional experience, encampment specific experience, and cadet programs experience.

#### **Duties Include:**

Be available for counseling for any individual at encampment who requests it or is directed to the chaplain by encampment staff.

Provide an opportunity for formal prayer and worship during encampment where feasible for members seeking religious service.

Conduct "Vector" time for encampment personnel prior to lights out. Note: "Vector" is not a religious service, but an opportunity for members to unwind and discuss in a relaxed environment the stressors of encampment.

The specific duties of CAP chaplains at each echelon of command are stated in CAPR 265-1.

Every chaplain should be familiar with the following CAP directives: CAPR 20-1, CAPR 265-1, CAPP 221, CAPP 221A and CAPP 265-4.

The Chaplain reports to, assists, and advises the Encampment Commander (CC).

## **Chief Training Officer (CTO).**

The Chief Training Officer (CTO) assists in the implementation, controlling, and evaluating of training activities for the cadets. The Chief Training Officer (CTO) should be filled by an experienced Cadet Programs Officer with encampment and cadet programs experience. The Chief Training Officer (CTO) must be able to supervise and mentor Flight Training Officers/Flight Training NCOs (FTO's/FTNCO's) in their duties and help define how to perform effectively. The Chief Training Officer (CTO) assists with the implementation and execution of the encampment curriculum prescribed in the Cadet Encampment Guide and CAPR 60-1.

### **Minimum Qualifications:**

1. Completed Level II of the Senior Member Professional Development Program
2. Previous Encampment Senior Staff Experience or Cadet Staff Experience
3. Senior Rating in the Cadet Programs Specialty track

### **Desired Qualifications:**

1. Master Rating in Cadet Programs Specialty track
2. Completed Level III in the Senior Member Professional Development Program
3. Previous Encampment Flight Training Officer Experience

Selection will be based on some of the following areas: CAP experience, professional experience, encampment specific experience, cadet programs experience.

### **Duties Include:**

Provide initial FTO briefing to all encampment Flight Training Officers/Flight Training NCO's (FTO's/FTNCO's) to define standards and expectations (Encampment Commander's [CC's] intent). Address with all Flight Training Officers Flight Training NCO's (FTO's/FTNCO's) "how involved" to be as a Flight Training Officer/Flight Training NCO (FTO/FTNCO) and provide some insight to help new seniors gauge their involvement with their flight.

Conduct briefings as needed to ensure Flight Training Officers/Flight Training NCO's (FTO's/FTNCO's) are informed of encampment schedule changes and other modifications to the training plan.

Advise the Commandant of Cadets (CoC) of Flight Training Officers/Flight Training NCO's (FTO's/FTNCO's) performance and any issues observed by the Flight Training Officers/Flight Training NCO's (FTO's/FTNCO's) throughout the encampment. Information should be evaluated and provided to the commandant through recommendations to policy or procedure change.

Obtain a CAP driver's license prior to the start of encampment.

The Chief Training Officer (CTO) reports to the Commandant of Cadets (CoC).

## **Flight Training Officer/NCO (FTO/FTNCO).**

The Flight Training Officers/Flight Training NCO's (FTO's/FTNCO's) assists in the implementation, controlling, and evaluating of training activities for the cadets. The Flight Training Officers/Flight Training NCO's (FTO's/FTNCO's) should be filled by an experienced Cadet Programs Officer with encampment and cadet programs experience. The Flight Training Officers/Flight Training NCO's (FTO's/FTNCO's) is the most critical duty position and is the most directly involved senior member with cadet training at encampment. The Flight Training Officers/Flight Training NCO's (FTO's/FTNCO's) must be able to mentor their Cadet Squadron Commander, Cadet Squadron First Sergeant, Cadet Flight Commander, and Cadet Flight Sergeant in their duties and help define how to perform effectively. The Flight Training Officers/Flight Training NCO's (FTO's/FTNCO's) assists with the implementation of the encampment curriculum prescribed in the Cadet Encampment Guide and CAPR 60-1. The Flight Training Officers/Flight Training NCO's (FTO's/FTNCO's) will be assigned to each training flight and a minimum of two Flight Training Officers/Flight Training NCO's (FTO's/FTNCO's) will be assigned to the Cadet NCO Academy Flight and/or the Region Cadet Leadership School Flight.

### **Minimum Qualifications:**

1. Completed Level I of the Senior Member Professional Development Program
2. Enrolled in a CAP Specialty track

### **Desired Qualifications:**

1. Completed Level II of the Senior Member Professional Development Program
2. Previous Encampment Senior Staff Experience or Cadet Staff Experience
3. Technician Rating in the Cadet Programs Specialty track

Selection will be based on some of the following areas: CAP experience, professional experience, encampment specific experience, cadet programs experience.

### **Duties Include:**

Serve as the adult mentor for the cadets assigned to the flight.

Provide guidance to the cadet staff as necessary.

Monitor the welfare of the cadets in the flight, including the cadet staff. Conduct blister checks every night on all cadets. Ensure the cadet flight staff is getting adequate rest at night and that all cadets have the necessary items to maintain a healthy encampment experience.

Obtain a CAP driver's license prior to the start of encampment.

NCO Academy and/or Region Cadet Leadership School Flight Training Officers/Flight Training NCO's (FTO's/FTNCO's) will assist any senior staff position as required by the Encampment Commander (CC).

Flight Training Officers/Flight Training NCO's (FTO's/FTNCO's) are expected to be in attendance with their flight, regardless of activity, 100% of the training time. Arrangements will be made by the Chief Training Officer to temporarily relieve a Flight Training Officers/Flight Training NCO's (FTO's/FTNCO's) as necessary.

The Flight Training Officers/Flight Training NCO's (FTO's/FTNCO's) should be familiar with all CAP directives, with particular emphasis on CAPR 60-1, CAPP 216 and other CAP directives in 35, 39, 50, 52, 67, 76, 280, 900 series. They should also be familiar with CAPP 60-70, Cadet Encampment Guide and cadet program aerospace education texts and other cadet program materials located on the national cadet programs website.

The Flight Training Officers/Flight Training NCO's (FTO's/FTNCO's) report to the Chief Training Officer (CTO).

## Safety Officer/NCO (SE).

### Minimum Qualifications:

1. Completed Level II of the Senior Member Professional Development Program
2. Experience as a Squadron or Group Safety Officer
3. Technician Rating in the Safety Specialty track

### Desired Qualifications:

1. Completed Level III of the Senior Member Professional Development Program
2. Safety Officer experience above Group level
3. Senior rating or higher in Safety Specialty Track

Selection will be based on some of the following areas: CAP experience, professional experience, encampment specific experience, and safety experience.

### Duties Include:

The Safety Officer/NCO (SE) is responsible for advising the Encampment Commander (CC) on safety issues, sets safety policy, completes the Operational Risk Management review of all Encampment activities, and fills out all required safety forms in the event of an incident.

Provide a pre-encampment safety survey to the Encampment Commander (CC) with recommendations to mitigate any findings regarding the facilities to be used and any other sites or activities in the encampment plan.

Conduct the vehicle operators' safety briefing to all senior members with CAP driver's license.

Provide an encampment wide safety briefing during the introduction/welcome briefing. Minimum briefing topics to be included are: major hazards, hydration expectations, and safety attitude philosophy.

Ensure all members are safety current in eServices prior to the first scheduled event on the first training day.

Post hydration level indicator posters and other informative displays in public areas that will be viewed by everyone at encampment.

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.

Maintain the Safety Officer Continuity Binder and include all ORM survey reports and mishap reports for future encampment review.

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.

The Safety Officer/NCO (SE) must be able to mentor, provide training, evaluate, and supervise Cadets that are assigned to the Safety Section.

The Safety Officer/NCO (SE) reports to the Encampment Commander (CC).

## Personnel Officer/NCO (DP).

### Minimum Qualifications:

1. Completed Level I of the Senior Member Professional Development Program
2. Experience in Personnel and Administration
3. Technician Rating in the ANY Specialty track

### Desired Qualifications:

1. Completed Level II of the Senior Member Professional Development Program
2. Technician Rating in the Personnel Specialty Track
3. Previous Encampment experience

Selection will be based on some of the following areas: CAP experience, professional experience, and encampment experience.

### Duties Include:

The Administrative Section encompasses and performs the duties of administration and personnel. The Personnel Officer/NCO (DP) is responsible for ensuring the smooth operation of all personnel matters for the encampment.

Create the encampment graduation certificate, and generate graduation certificates for all participants. Final "proof" must be approved by the Encampment Commander (CC).

Create and maintain the encampment recall roster.

Create forms as necessary to ensure accountability of personnel and assets at encampment. Publications must be approved by the Encampment Commander (CC).

Create an encampment locator roster (Building, beds, flight etc).

The Personnel Officer/NCO (DP) should be familiar with the Constitution and Bylaws, CAPP 200 and CAP directives in the 20, 35, and 39 series.

Assist the Administrative Officer/NCO (DA) as required. Note: Position/duties may be combined with Administrative Officer/NCO (DA) if required (see Administrative Officer/NCO (DA) description below).

The Personnel Officer/NCO (DP) must be able to mentor, provide training, evaluate, and supervise Cadets that are assigned to the Personnel Section.

The Personnel Officer/NCO (DP) reports to the Deputy Commander for Support (DS).



## **Administrative Officer/NCO (DA).**

### Minimum Qualifications:

1. Completed Level I of the Senior Member Professional Development Program
2. Experience in Personnel and Administration
3. Technician Rating in the ANY Specialty track

### Desired Qualifications:

1. Completed Level II of the Senior Member Professional Development Program
2. Senior Rating in the Administration Specialty Track
3. Proficiency in entering information in WMIRS
4. Previous Encampment experience

Selection will be based on some of the following areas: CAP experience, professional experience, and encampment experience.

### Duties Include:

The Administrative Section encompasses and performs the duties of administration and personnel. The Administration Officer/NCO (DA) is responsible for ensuring the smooth operation of all administrative matters for the encampment.

Updating membership records and applications.

Distribute and account for copies of handouts for encampment (Cadet Handbooks, class handouts, etc).

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.

The Administrative Officer/NCO (DA) should be familiar primarily with CAPP 205 and CAP directives in the 5 and 10 series.

Assist the Personnel Officer/NCO (DP) as required. Note: Position/duties may be combined with Personnel Officer/NCO (DP) if required (see Personnel Officer (DP) description above).

The Administrative Officer/NCO (DA) must be able to mentor, provide training, evaluate, and supervise Cadets that are assigned to the Administrative Section.

The Administrative Officer/NCO (DA) reports to the Deputy Commander for Support (DS).

## Communications Officer/NCO (CS).

### Minimum Qualifications:

1. Completed Level I of the Senior Member Professional Development Program
2. Experience in Communications
3. Technician Rating in the ANY Specialty track

### Desired Qualifications:

1. Completed Level II of the Senior Member Professional Development Program
2. Senior Rating in the Communications specialty track

Selection will be based on some of the following areas: CAP experience, professional experience, encampment specific experience, safety experience.

### Duties Include:

The Communications Officer/NCO (CS) is responsible for providing communication capabilities for the encampment. Radios and telephones fall under communications.

The Communications Section will ensure the following requirements are met:

The encampment communications plan is prepared prior to encampment. This must include types of radios, frequencies and/or channel assignments, and an easy business card format with the listing of all frequencies and call- signs for all users is available.

Ensure proper sign in and sign out of radios. Serial numbers will be checked and verified on check out and at check in. Radios will be issued to the member through Operational Resource Management System (ORMS) in eServices or via hard copy CAPF 37E. All equipment must be signed for before custody is transferred - no exceptions.

Maintain charging equipment and spare batteries.

Determine Intermediate Communications User Training (ICUT) completion status and prepare a list for the CD. All staff not having completed ICUT prior to encampment will complete the training during the staff training period prior to cadet arrival.

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. Direct coordination to the OKWG/DC is not authorized.

The Communications Officer/NCO (CS) is accountable for all communications equipment used for the encampment.

The communications officer should be familiar with CAPP 214; and CAP directives in the 60, 62, 66, 77, and 100 series; the NTIA manual of regulations and procedures for Federal Radio Frequency Management, applicable FEMA publications; applicable federal, state, and local MOUs requiring communications support.

Assist with Information Technology as necessary.

Be prepared to assume the role of a Flight Training Officer/Flight Training NCO (FTO/FTNCO) at any time.

The Communications Officer/NCO (SE) must be able to mentor, provide training, evaluate, and supervise Cadets that are assigned to the Communications Section.

The Communications Officer/NCO (CS) reports to the Deputy Commander for Support (DS).

## Finance Officer/NCO (FM).

### Minimum Qualifications:

1. Completed Level I of the Senior Member Professional Development Program
2. Experience in Finance, either professionally or in CAP
3. Technician Rating in the ANY Specialty track

### Desired Qualifications:

1. Completed Level II of the Senior Member Professional Development Program
2. Senior Rating in the Finance Specialty Track
3. Squadron or above Finance Officer experience.

Selection will be based on some of the following areas: CAP experience, professional experience, and encampment experience.

### Duties Include:

The Finance Officer/NCO (FM) will account for all participant fees, all encampment expenditures, and ensure all monies are properly accounted for before, during, and after the encampment.

Coordinate with OKWG Finance Officer to establish accounts, secure funding, and spend procedures.

Obtain Encampment Commander's (CC) and/or Deputy Commander for Support's (DS) approval for all encampment paid expenses.

Account for all activity fees paid, ensure all participants have paid the correct activity fee, and actively collect any monies due to encampment. Track who has/has not paid for encampment.

Update the encampment master budget worksheet. Verify expenditures and income for the encampment are as projected in pre-encampment planning. Provide information to the Deputy Commander for Support (DS) detailing any discrepancies or unexpected variances in the budget.

Assist the Administration Officer/NCO (DA) as required.

The Finance Officer/NCO (FM) must be familiar with CAP regulations in the 173 series and CAPP 202.

Be prepared to assume the role of a Flight Training Officer/NCO (FTO) at any time.

The Finance Officer/NCO (FM) reports to the Deputy Commander for Support (DS).

## Logistics Officer/NCO (LG).

### Minimum Qualifications:

1. Completed Level I of the Senior Member Professional Development Program
2. Experience in Logistics
3. Technician Rating in the ANY Specialty track

### Desired Qualifications:

1. Completed Level II of the Senior Member Professional Development Program
2. Senior Rating in the Logistics Specialty Track
3. Previous Encampment experience

Selection will be based on some of the following areas: CAP experience, professional experience, and encampment experience.

### Duties Include:

Coordinate with the Finance Officer/NCO (FM) through the Encampment Commander (CC) for purchasing required items.

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.

Ensure sign out and sign in of all non-expendable property is accomplished. Expendable property should be recorded to track usage.

Sign for and issue building room keys

Setup and maintain a designated lost and found. Record all property turned in on a log.

The Logistics Officer/NCO (LG) should be familiar with CAPP 206, CAPR 77-1 and 174-1

Assist the Logistics Officer/NCO (LG) as required. Note: Position/duties may be combined with Transportation Officer/NCO (LGT) if required (see Logistics Officer/NCO (LG) description below).

The Logistics Officer/NCO (LG) reports to the Deputy Commander for Support (DS).

## **Transportation Officer/NCO (LGT).**

### Minimum Qualifications:

1. Completed Level I of the Senior Member Professional Development Program
2. Experience in Logistics
3. Technician Rating in the ANY Specialty track

### Desired Qualifications:

1. Completed Level II of the Senior Member Professional Development Program
2. Senior Rating in the Logistics Specialty Track
3. Previous Encampment experience

Selection will be based on some of the following areas: CAP experience, professional experience, and encampment experience.

### Duties Include:

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).

Create daily transportation schedule.

Input fuel receipts and documentation in WMIRS daily.

Inspect all vehicles assigned to encampment for use daily prior to the start of each duty day.

Clear all vehicles for return to home station at end of encampment.

The Transportation Officer/NCO (LGT) should be familiar with CAPP 206, CAPR 77-1 and 174-1.

Assist the Logistics Officer/NCO (LGT) as required. Note: Position/duties may be combined with Logistics Officer/NCO (LG) if required (see Logistics Officer/NCO (LG) description above).

The Transportation Officer/NCO (LGT) reports to the Deputy Commander for Support (DS).

## **Public Affairs Officer/NCO (PA).**

### Minimum Qualifications:

1. Completed Level I of the Senior Member Professional Development Program
2. Experience in Public Affairs

### Desired Qualifications:

1. Completed Level II of the Senior Member Professional Development Program
2. Senior Rating in the Public Affairs Specialty Track
3. Previous Encampment experience

Selection will be based on some of the following areas: CAP experience, professional experience, and encampment experience.

### Duties Include:

Generate a press release for each Cadet's hometown newspaper.

Produce a daily encampment newsletter publication. The newsletter should be posted to the Oklahoma Wing Encampment Facebook page and copies made available to cadets attending encampment (common areas, dining facility, etc).

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.

Prepare a video or slideshow for the encampment graduation dinner.

Escort visitors from the media and provide information about CAP.

Comply with CAPR 190-1 and other public affairs publications.

The Public Affairs Officer/NCO (PA) reports to the Deputy Commander for Support (DS).

## **Health Services Officer/NCO (Medical Officer//Nurse Officer//Paramedic Officer/NCO).**

### Minimum Qualifications:

1. Completed Level I of the Senior Member Professional Development Program
2. Professional experience in Health Services
3. Technician Rating in the Health Services Specialty track

### Desired Qualifications:

1. Completed Level II of the Senior Member Professional Development Program
2. Senior Rating in the Health Service Specialty Track
3. Previous Encampment experience

**Duty Assignment Prerequisite: All personnel assigned to the Health Services Section will have basic first aid and CPR certifications current prior to encampment. Senior member Health Services staff should hold professional medical certification (MD, RN, LPN, etc) when possible.**

Selection will be based on some of the following areas: CAP experience, professional experience, and encampment experience.

### Duties Include:

The Health Services Section is responsible for providing basic first aid care. Any care necessary above the scope of basic first aid will not be provided by encampment. Members will be taken to 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.

Before encampment, coordinate with local hospitals/Military Treatment facilities for emergency/care plan.

Provide basic first aid care to injured encampment participants.

Maintain a health services log.

All medications given will be logged in the health services log.

Review all participant applications to screen for medical issues.

Maintain a supply of basic non-prescription medications (over the counter) products and first aid supplies.

Record all medications observed being taken by Cadets on the respective cadet's CAPF 163.



Brief and assist Flight Training Officers/NCO's (FTO's/FTNCO's) and cadet staff with the care and prevention of blisters.

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.

Monitor Encampment compliance with CAPR 160-2, Handling of Cadet Medication, and all other applicable CAP publications and directives.

Health Services Officers/NCOs (HS) should be familiar with all CAP directives in the 160 series and applicable portions of CAPRs 55-1, 50-15, 60-1, 50-17 and 62-2.

The Health Services Officer/NCO (HS) reports to the Deputy Commander for Support (DS).

## **Food Services Section Leader/ D-FAC Manager (FSSL). (If required)**

### Minimum Qualifications:

1. Completed Level I of the Senior Member Professional Development Program
2. Experience in Food Services Industry supervision and Logistics

### Desired Qualifications:

1. Completed Level II of the Senior Member Professional Development Program
2. Senior Rating in the Logistics Specialty Track
3. Previous Encampment experience as Food Services Officer/ NCO (FS)

Selection will be based on some of the following areas: CAP experience, professional experience, and encampment experience.

### Duties Include:

Mentor, train, supervise, and evaluate the Assistant Food Services Section Leader/ Assistant D-FAC Manager (AFSSL), Food Services Officer/ NCO (FS), and all Cadets assigned to the Food Services Section.

Plan all meals for the encampment prior to the start of the Encampment.

Maintain an accurate accounting of meals needed for each meal period of the days at encampment. This includes planning for staff training days or other days where the full encampment is not present.

Ensure members with specific dietary needs are accommodated (i.e. vegetarian, allergies, religious, etc).

Present a Kitchen Police (KP) duty briefing to KP personnel.

Maintain the supply of food for encampment and ensure proper storage.

Prepare, or assist in preparation, and serve encampment meals as well as the cleaning and sanitation of the Dining Facility (D-FAC) and all equipment.

Coordinate with the FM for purchasing required food.

If a food vendor external to CAP is used, validate the vendor's cadet protection policy training (CPPT) status. If no vendor personnel are cadet protection qualified, a dedicated CAP CPPT approved senior member must be present at all times cadets are working with the food vendor.

The Encampment Food Service Section's responsibilities will vary based on the encampment location and method of providing meals (i.e. in house, contracted caterer, military dining facility, etc).

The reports to the DS.

## **Assistant Food Services Section Leader/D-FAC Manager (AFSSL). (If required)**

### Minimum Qualifications:

1. Completed Level I of the Senior Member Professional Development Program
2. Experience in Food Services Industry supervision and Logistics

### Desired Qualifications:

1. Completed Level II of the Senior Member Professional Development Program
2. Senior Rating in the Logistics Specialty Track
3. Previous Encampment experience as Food Services Officer/NCO (FS)

Selection will be based on some of the following areas: CAP experience, professional experience, and encampment experience.

### Duties Include:

Assist in mentoring, training, supervising, and evaluating the Food Services Officers/NCO's (FS), and all Cadets assigned to the Food Services Section.

Assist in the planning of all meals for the encampment prior to the start of the Encampment.

Assist in the maintaining of an accurate accounting of meals needed for each meal period of the days at encampment. This includes planning for staff training days or other days where the full encampment is not present.

Ensure members with specific dietary needs are accommodated (i.e. vegetarian, allergies, religious, etc).

Assist in the presenting of a Kitchen Police (KP) duty briefing to KP personnel.

Assist in the maintaining of the supply of food for encampment and assist in ensure proper storage.

Prepare, or assist in preparation, and serve encampment meals as well as the cleaning and sanitation of the Dining Facility (D-FAC) and all equipment. .

Assist in coordinating with the Finance Officer (FM) for purchasing required food, if necessary and at the direction of the Food Services Section Leader/D-FAC Manager.

If a food vendor external to CAP is used, validate the vendor's cadet protection policy training (CPPT) status. If no vendor personnel are cadet protection qualified, a dedicated CAP CPPT approved senior member must be present at all times cadets are working with the food vendor.

(If necessary and at the direction of the Food Services Section Leader/D-FAC Manager.)

The Encampment Food Service Section's responsibilities will vary based on the encampment location and method of providing meals (i.e. in house, contracted caterer, military dining facility, etc). (If necessary and at the instruction of the Food Services Section Leader/D-FAC Manager.)

Assumes command of the Food Services Section in the absence of the Food Services Section Leader/D-FAC Manager (FSSL).

The Assistant Food Services Section Leader/Assistant D-FAC Manager (AFSSL) reports to the Food Services Section Leader/D-FAC Manager (FSSL).

The Assistant Food Services Section Leader/Assistant D-FAC Manager (AFSSL) will be "in training" for the following Encampment as the Food Services Section Leader/D-FAC Manager (FSSL).

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## **Food Services Officer/NCO (FS). (If required)**

### Minimum Qualifications:

1. Completed Level I of the Senior Member Professional Development Program
2. Experience in Food Services and Logistics

### Desired Qualifications:

1. Completed Level II of the Senior Member Professional Development Program
2. Senior Rating in the Logistics Specialty Track
3. Previous Encampment experience as Food Services Officer/NCO (FS)

Selection will be based on some of the following areas: CAP experience, professional experience, and encampment experience.

### Duties Include:

Prepare and serve all meals for the encampment.

Ensure members with specific dietary needs are accommodated (i.e. vegetarian, allergies, religious, etc).

Present a Kitchen Police (KP) duty briefing to KP personnel, as instructed by the Food Services Section Leader/D-FAC Manager.

Maintain the supply of food for encampment and ensure proper storage.

Prepare, or assist in preparation, and serve encampment meals as well as the cleaning and sanitation of the Dining Facility (D-FAC) and all equipment. .

If a food vendor external to CAP is used, validate the vendor's cadet protection policy training (CPPT) status. If no vendor personnel are cadet protection qualified, a dedicated CAP CPPT approved senior member must be present at all times cadets are working with the food vendor.

The Encampment Food Service Section's responsibilities will vary based on the encampment location and method of providing meals (i.e. in house, contracted caterer, military dining facility, etc).

The Food Services Officer/NCO (FS) reports to the Food Services Section Leader/ D-FAC Manager (FSSL).