



2023 OKLAHOMA WING
SUMMER ENCAMPMENT
CADET STAFF POSITION
DESCRIPTIONS

Table of Contents

Topic	Page
Table of Contents	2
Forward	4
Cadet Commander.....	5
Cadet Deputy Commander for Operations.....	7
Cadet Deputy Commander for Support.....	8
Cadet Squadron Commander	10
Cadet First Sergeant	11
Cadet Flight Commander	12
Cadet Flight Sergeant	14
Cadet Safety OIC/NCOIC	16
Cadet Safety Officer/NCO	18
Cadet Personnel OIC/NCOIC	19
Cadet Personnel Officer/NCO	21
Cadet Administrative OIC/NCOIC	22
Cadet Administrative Officer/NCO	24
Cadet Communications OIC/NCOIC	25
Cadet Communications Officer/NCO	26
Cadet Logistics OIC/NCOIC	28
Cadet Logistics Officer/NCO	30
Cadet Public Affairs OIC/NCOIC	32
Cadet Public Affairs Officer/NCO	34
Cadet Staff Position Descriptions	2

Cadet Health Services OIC/NCOIC	36
Cadet Health Services Officer/NCO	38
Cadet Personnel OIC/NCOIC	40
Cadet Food Services Officer/NCO	42

Cadet Staff Duty Positions and Responsibilities.

The listed positions and descriptions below are to augment the position descriptions found in CAPP 60-70, CAPP 60-71, and 2023 Oklahoma Wing Summer Encampment Senior Staff Position Descriptions. 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.**

Cadet Commander (C/CC).

The Cadet Commander (C/CC) is responsible for all cadet staff under them and for fulfilling the training requirements for both Cadet Cadre and students. The Cadet Commander (C/CC) is responsible for establishing and maintaining intensity and discipline within the Student Corps of Cadets as discussed with and instructed by the Commandant of Cadets. The Cadet Commander (C/CC) coordinates mainly with the Commandant of Cadets (CoC), the Cadet Deputy Commander for Operations (C/DCO), and the Cadet Deputy Commander for Support (C/DCS). The Cadet Commander (C/CC) ensures that their staff is prepared for and able to meet daily responsibilities and acts as the interface between any senior and cadet cadre.

Desired Qualifications:

1. Grade of Cadet Major or higher.
2. Previous Encampment Leadership Experience as Cadet Deputy Commander for Operations (C/DCO) and/or Cadet Deputy Commander for Support (C/DCS).
3. Served as Executive Level Staff at the Squadron level and/or equivalent experience (i.e. JROTC Executive Level Staff).
4. Must have completed Intermediate Communications User Training (ICUT).

Duties include, but not limited to:

Conveying the Encampment Commander's (CC) and Commandant of Cadets' (CoC) intent to the Cadet Cadre.

Ensuring that all Cadet Cadre are trained prior to encampment.

Planning and executing the Cadet Staff Selection Processes.

Planning and executing any and all training weekends at the direction of the Encampment Commander (CC).

Coordinating with the Cadet Deputy Commander of Operations (C/DCO) and the Cadet Deputy Commander for Support (C/DCS)

Ensuring that the training schedule is made and executed at encampment.

Overseeing all related pre-planning and coordination.

Overseeing daily encampment activities and adherence to the training schedule.

Making final decision on all honors (eg. honor flight, warrior cadet etc.) with input from appropriate cadet staff based on subjective and objective criteria and recommends directly to Commandant of Cadets (CoC) and Encampment Commander (CC) for approval.

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

The Cadet Commander (C/CC) reports to the Commandant of Cadets (CoC). The Cadet Commander (C/CC) may report directly to the Encampment Commander (CC), at their discretion, as necessary.

Cadet Deputy Commander for Operations (C/DCO).

The Cadet Deputy Commander for Operations (C/DCO) spends the majority of their time involved with line staff operations. The Cadet Deputy Commander for Operations (C/DCO) is responsible for maintaining intensity and discipline within the Student Corps of Cadets. The Cadet Deputy Commander for Operations (C/DCO) implements the Cadet Commander's (C/CC's) vision by overseeing all line cadre, working mainly through the Squadron Commanders.

Desired Qualifications:

1. Grade of Cadet Captain or higher.
2. Previous Encampment Leadership Experience as a Cadet Squadron Commander and/or either Cadet Deputy Commander for Support (C/DCS) or Cadet Deputy Commander for Operations (C/DCO).
3. Served as Executive Level Staff at the Squadron level and/or equivalent experience (i.e. JROTC Executive Level Staff).
4. Must have completed Intermediate Communications User Training (ICUT).

Duties include, but not limited to:

Supervising and evaluating all Line Cadre.

Communicating all information to the line cadre regarding schedules, events, etc

Properly mentoring and training Cadet Squadron Commanders/Cadet First Sergeants as well as ensuring Cadet Squadron Commanders/Cadet First Sergeants are mentoring and training Cadet Flight Commanders/Cadet Flight Sergeants.

Tracking key operational issues, training requirements and adherence to training standards in support of the Cadet Commander (C/CC).

Maintaining effective communication and pass daily feedback/debrief items up and down the chain of command.

Coordinating daily Line Cadre awards.

The Cadet Deputy Commander for Operations (C/DCO) reports to the Cadet Commander (C/CC).

Cadet Deputy Commander for Support (C/DCS).

The Cadet Deputy Commander for Support (C/DCS) spends the majority of their time involved with support staff operations as well as is responsible to and assists the Deputy Commander for Support with all assignments and duties necessary for the day to day operations of encampment. The Cadet Deputy Commander for Support (C/DCS) oversees, supervises, and mentors the Cadet Support Staff. The Cadet Deputy Commander for Support (C/DCS) operates mainly through the Support Sections Cadet Officers in Charge/NCO's in Charge (C/OICs/C/NCOICs).

Desired Qualifications:

1. Grade of Cadet Captain or higher.
2. Previous Encampment Leadership Experience as a Cadet Squadron Commander and/or either Cadet Deputy Commander for Operations (C/DCO) or Cadet Deputy Commander for Support (C/DCS).
3. Served as Executive Level Staff at the Squadron level and/or equivalent experience (i.e. JROTC Executive Level Staff).
4. Must have completed Intermediate Communications User Training (ICUT).

Duties include, but not limited to:

Ensuring all Support Section Cadet Officers in Charge (C/OICs)/Cadet NCOs in Charge (C/NCOIC) and Support Section Cadre receive schedule and event information in a timely manner.

Ensuring Support Section time table(s) coordination is complete and that all logistical needs are met.

Ensuring daily responsibilities (i.e. daily cleaning schedules for Administration Building, etc.) are met by Cadet Staff assigned to support roles.

Making sure that all Senior Member Support Section Leaders (mentors) and Cadet Support Section Officers in Charge (C/OICs) and NCOs in Charge (C/NCOICs) are on the same page with regards to the day to day support staff missions.

Provide oversight, supervision, evaluation, and mentorship to all Support Section Cadet Officers in Charge (C/OICs) and Cadet NCOs in Charge (C/NCOICs) on behalf of the Encampment Commander (CC), at the direction of the Deputy Commander for Support (DCS), as well as the Cadet Commander (C/CC).

Coordinate Dining-in/Banquet arrangements with the Deputy Commander for Support (DCS) and the Commander (C/CC) and Cadet Commander (C/CC). 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.

Assists the Deputy Commander of Support (DCS) with the 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 the Civil Air Patrol.

The Cadet Deputy Commander for Support (C/DCS) reports to the Deputy Commander for Support (DCS). The Cadet Deputy Commander for Support (C/DCS) shall report to the Cadet Commander (C/CC), at the Cadet Commander's (C/CC's) direction, as necessary.

Cadet Squadron Commander (C/SQCC).

The Cadet Squadron Commander (C/SQCC) is responsible for maintaining intensity and discipline within the Squadron. The Cadet Squadron Commander (C/SQCC) leads their Squadron Staff in executing the curriculum of the encampment. The Cadet Squadron Commander (C/SQCC) is responsible for establishing policies and procedures at the Squadron level, coordinating the training of the two flights in their Squadron, and promoting excellence by example. The Cadet Squadron Commander (C/SQCC) must also coordinate with their assigned Training Officers. The Cadet Squadron Commander (C/SQCC) is also responsible for mentoring their Cadet Cadre and Cadet Students when necessary and for meeting all schedule and encampment requirements. The Cadet Squadron Commander (C/SQCCs) oversees two Cadet Flight Commanders (C/FCCs), two Cadet Flight Sergeants (C/FSGTs), and one Cadet First Sergeant (C/ISGT).

Desired Qualifications:

1. Grade of Cadet Captain or higher.
2. Previous Encampment Leadership Experience as a Cadet Squadron Commander (C/SQCC) and/or a Cadet Flight Commander.
3. Served as Executive Level Staff at the Squadron level and/or equivalent experience (i.e. JROTC Executive Level Staff).
4. Must have completed Intermediate Communications User Training (ICUT).

Duties include, but not limited to:

Prepare and train Cadet First Sergeant (C/ISGT) and Cadet Flight Staff prior to the start of Encampment.

Enforce Encampment Standards within their Squadron.

Monitor and inspect their Cadet First Sergeant's (C/ISGT's), Cadet Flight Staff, and Cadet Student progress.

Communicate between the Executive Staff and Cadet First Sergeant (C/ISGT) and Flight Staff.

Ensure that Cadet First Sergeant (C/ISGT) and Cadet Flight Staff completes all required training for Cadet Cadre.

Maintains a high level of professionalism in all duties performed by the Cadet Squadron Staff and Cadet Flight Staff.

Commit to the success of the encampment.

Properly mentoring and evaluating of the Cadet First Sergeant (C/ISGT) and, Cadet Flight Staff.

The Cadet Squadron Commander (C/SQCC) reports to the Cadet Deputy Commander of Operations (C/DCO).

Cadet First Sergeant (C/1SGT).

The Cadet First Sergeant (C/1SGT) is responsible for maintaining intensity and discipline within the Squadron. The Cadet First Sergeant (C/1SGT) coordinates and assists with their Cadet Squadron Commander (C/SQCC) to effectively organize the Squadron. Additionally, the Cadet First Sergeant (C/1SGT) will mentor the Cadet Flight Sergeants (C/FSGTs). The Cadet First Sergeant (C/1SGT) is responsible for ensuring that the Cadet Flight Sergeants (C/FSGT) of the encampment are familiar with their duties and responsibilities. The Cadet First Sergeant (C/1SGT) serve as the Cadet Squadron Commander's (C/SQCC's) "eyes and ears" and serve as an example of what the Cadet Student should strive to be.

Desired Qualifications:

1. Grade of Cadet Master Sergeant or higher.
2. Previous Encampment Leadership Experience as a Cadet Flight Sergeant (C/FSGT) and/or a Cadet Support Section NCOIC.
3. Served as a Cadet First Sergeant at the Squadron level and/or equivalent experience (i.e. JROTC Cadet First Sergeant).
4. Must have completed Intermediate Communications User Training (ICUT).

Duties Include, but not limited to:

Must maintain and reinforce the ideals and performance of the NCO.

Monitor and implement the physical fitness program for the Squadron.

Provide feedback to the Cadet Squadron Commander (C/SQCC) regarding the effectiveness of the Cadet Flight Sergeants (C/FSGT).

Provide feedback and counsel to the Cadet Flight Sergeants (C/FSGTs) regarding their effectiveness and performance as NCOs.

Relieves the Cadet Squadron Commander (C/SQCC) of any routine administrative or informational tasks.

Demonstrate strong NCO Leadership qualities.

Ability to work as a member of a team.

Possess and utilize strong communication skills.

The Cadet First Sergeant (C/1SGT) reports to the Cadet Squadron Commander (C/SQCC), representing the interests of the Cadet Flight Sergeants (C/FSGT) and the Student Cadets within the Squadron.

Cadet Flight Commander (C/FCC).

The Cadet Flight Commander (C/FCC) is responsible for maintaining intensity and discipline within the Squadron. The Cadet Flight Commander (C/FCC) is responsible for the training, performance, and welfare of their flight. The Cadet Flight Commander (C/FCC) is given the training schedule and goals from the Cadet Squadron Commander (C/SQCC) and are tasked with the execution. Cadet Flight Commanders (C/FCC) are responsible for the supervising and training of their Cadet Flight Sergeants (C/FSGTs).

Desired Qualifications:

1. Grade of Cadet Second Lieutenant or higher.
2. Previous Encampment Leadership Experience as a Cadet First Sergeant (C/1SGT), Cadet Flight Sergeant (C/FSGT), Cadet Support Section NCOIC, Cadet Support Section OIC, and/or a Cadet Flight Commander (C/FCC).
3. Served as Cadet Flight Commander, Cadet Flight Sergeant, and/or Cadet First Sergeant at the Squadron level and/or equivalent experience (i.e. JROTC Cadet Flight Commander, Cadet Flight Sergeant, and/or Cadet First Sergeant).
4. Must have completed Intermediate Communications User Training (ICUT).

Duties include, but not limited to:

Fostering cohesiveness, teamwork, and a unity of purpose within the Flight.

Ensuring the most effective use of Flight time.

Familiarizing the Cadet Flight Sergeant (C/FSGT) and Student Cadets within the Flight with all rules and procedures as outlined in the Encampment Guide Operating Instructions.

Working with the Cadet Flight Sergeant to train the Student Cadets within the Flight to a measurable proficiency in Civil Air Patrol domain knowledge, drill, uniform wear, and customs and courtesies.

Evaluating the performance of their Cadet Flight Sergeant (C/FSGT) and providing feedback regularly.

Must possess excellent time management skills and have the ability to manage priorities and work on a timeline.

The Cadet Flight Commander (C/FCC) is responsible for maintaining accountability of their Flight at all times.

The Cadet Flight Commander (C/FCC) will ensure their Flight's adherence to the Encampment Curriculum and Schedule, and monitor their Flight's progress and growth.

Provides the oversight of their Cadet Flight Sergeant (C/FSGT) and the Cadet Students in their flight.

Must complete all required training for Cadre.

Must maintain a high level of professionalism in all duties.

Must commit to the success of the encampment.

Cadet Flight Commander (C/FCC) reports to the Cadet Squadron Commander (C/SQCC).

Cadet Flight Sergeant (C/FSGT).

The Cadet Flight Sergeant (C/FSGT) is responsible for maintaining intensity and discipline within the Squadron. The Cadet Flight Sergeant (C/FSGT) is the first line supervisor and direct leader of the Students in their Flight. The Cadet Flight Sergeant (C/FSGT) is responsible for the supervising and the training of their Cadet Students in everything from drill and ceremonies to proper room setup, bed making, etc. IAW CAPP 60-71 in accordance with the Encampment Curriculum. When there are gaps in the training schedule, the Cadet Flight Sergeant (C/FSGT) is responsible for filling that time with classes that meet the educational needs of their Flight. Flight Sergeants serve as counselors, educators, and advocates for their Cadet Students.

Desired Qualifications:

1. Grade of Cadet Staff Sergeant or higher.
2. Previous Encampment Leadership Experience as a previously graduated Encampment Cadet Student , Cadet Flight Sergeant (C/FSGT), and/or Cadet Support Section NCOIC.
3. Served as Cadet Flight Sergeant, Cadet Support Staff NCOIC, and/or Cadet Element Leader at the Squadron level and/or equivalent experience (i.e. JROTC Cadet Flight Sergeant, and/or Cadet Element Leader).
4. Must have completed Intermediate Communications User Training (ICUT).

Duties include, but not limited to:

Ensuring the implementation of the Flight level academic, physical fitness, and training programs.

Providing instruction and reinforcement of the Encampment Guide Operating Instructions.

Ensuring the satisfaction of the daily training goals and objectives established by the Cadet Flight Commander (C/FCC).

Ensuring proper uniform wear by Cadet Students through the use of CAPM 39-1.

Providing feedback to the Cadet Flight Commander (C/FCC) on the Cadet Students in their Flight.

Counseling Cadet Students to the best of their ability.

Working with Flight Commanders (C/FCC) to assign and train Element Leaders and Guidon Bearers.

Enforcing of customs and courtesies throughout the duration of the Encampment.

Must demonstrate a high level of familiarity with Drill and Ceremonies, Customs and Courtesies, and other fundamentals of Cadet Life.

Must possess the ability to take responsibility for discipline of the Flight.

Must complete all required training for Cadre.

Must maintain a high level of professionalism and leadership excellence in all duties.

Must commit to the success of the encampment.

The Cadet Flight Sergeant (C/FSGT) reports to the Cadet Flight Commander (C/FCC).

Cadet Safety OIC/NCOIC (C/SE).

The Cadet Safety OIC/NCOIC (C/SE) is responsible supervision, mentorship, and evaluations of the Cadet Safety Officers/NCOs (C/SE) that are assigned to the Safety Section. In addition, the Cadet Safety OIC/NCOIC (C/SE) is responsible for advising the Encampment Safety Officer/NCO (C/SE) on safety issues that are observed or reported to them by Encampment Staff and Cadet Safety Officers/NCOs (C/SE), enforcing established safety policy as directed by the Encampment Safety Officer/NCO (C/SE), assists in completing the Operational Risk Management review of all Encampment activities under the guidance and the direction of the Encampment Safety Officer/NCO (C/SE), and assists in completing all required safety forms in the event of an incident under the direct supervision of the Encampment Safety Officer/NCO (SE).

Desired Qualifications:

1. Grade of Cadet Staff Sergeant or Cadet Chief Master Sergeant for Cadet Safety NCOIC (C/SE). Grade of Cadet Second Lieutenant or higher for Cadet Safety OIC (C/SE).
2. Previous Encampment Leadership Experience as a previously graduated Encampment Cadet Student and/or Cadet Safety Officer/NCO.
3. Served as Cadet Safety Officer or Cadet Safety NCO at the Squadron level.
4. Must have completed Intermediate Communications User Training (ICUT).

Duties include, but not limited to:

The Cadet Safety OIC/NCOIC (C/SE) is responsible for providing and maintaining professionalism, and discipline for the Cadet Safety Officers/NCOs (SE) assigned to the Safety Section.

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

Will assist the Encampment Safety Officer/NCO (C/SE) with the administrative and operational readiness for Safety.

Will assist the Encampment Safety Officer/NCO (C/SE) with the planning for Safety.

Will assist the Encampment Safety Officer/NCO (C/SE) with the presenting safety briefings throughout the duration of the Encampment.

Will assist the Encampment Safety Officer/NCO (SE) with the conducting risk management (RM) reviews during special events and when in the field during the course of the Encampment.

Will perform any duties assigned by the Encampment Safety Officer/NCO (SE) to ensure the safety of the Encampment personnel throughout the duration of the Encampment.

Must possess excellent time management skills and have the ability to manage priorities and work on a timeline.

Cadet Safety OIC/NCOIC (C/SE) reports to Encampment Safety Officer/NCO (SE).

Cadet Safety Officer/NCO (C/SE).

The Cadet Safety Officer/NCO (C/SE) is responsible for advising the Encampment Safety Officer/NCO (SE) on safety issues that are observed or reported to them by Encampment Staff, enforcing established safety policy as directed by the Encampment Safety Officer/NCO (SE), assists in completing the Operational Risk Management review of all Encampment activities under the guidance and the direction of the Encampment Safety Officer/NCO (SE), and assists in completing all required safety forms in the event of an incident under the direct supervision of the Encampment Safety Officer/NCO (SE).

Desired Qualifications:

1. Grade of Cadet Senior Airman or higher.
2. Previous Encampment Leadership Experience as a previously graduated Encampment Cadet Student and/or Cadet Safety Officer/NCO.
3. Served as Cadet Safety Officer or Cadet Safety NCO at the Squadron level.
4. Must have completed Intermediate Communications User Training (ICUT).

Selection will be based on some of the following areas: Civil Air Patrol experience, encampment specific experience, and safety experience.

Duties include, but not limited to:

Will assist the Encampment Safety Officer/NCO (SE) with the administrative and operational readiness for Safety.

Will assist the Encampment Safety Officer/NCO (SE) with the planning for Safety.

Will assist the Encampment Safety Officer/NCO (SE) with the presenting safety briefings throughout the duration of the Encampment.

Will assist the Encampment Safety Officer/NCO (SE) with the conducting risk management (RM) reviews during special events and when in the field during the course of the Encampment.

Will perform any duties assigned by the Encampment Safety Officer/NCO (SE) to ensure the safety of the Encampment personnel throughout the duration of the Encampment.

Cadet Safety Officer/NCO (C/SE) reports to Cadet Safety Officer in Charge/NCOIC (C/SE).

Cadet Personnel OIC/NCOIC (C/DP).

The Cadet Personnel OIC/NCOIC (C/DP) is responsible supervision, mentorship, and evaluations of the Cadet Personnel Officers/NCOs (C/DPs) that are assigned to the Personnel Team. The Administrative Section encompasses and performs the duties of administration and personnel. The Administrative Section is responsible for the tracking of all personnel prior to and throughout encampment. The Cadet Personnel OIC/NCO (C/DP) is responsible for ensuring the smooth operation of all personnel matters for the encampment with the guidance and at the direction of the Personnel Officer/NCO (DP).

Desired Qualifications:

1. Grade of Cadet Staff Sergeant or Cadet Chief Master Sergeant for Cadet Personnel NCOIC (C/SE). Grade of Cadet Second Lieutenant or higher for Cadet Personnel OIC (C/SE).
2. Previous Encampment Leadership Experience as a previously graduated Encampment Cadet Student and/or Cadet Personnel Officer/NCO (C/DP) or Cadet Administrative Officer/NCO (C/DA).
3. Served as Cadet Personnel Officer/NCO or Cadet Administrative Officer/NCO at the Squadron level.
4. Some experience in Administration, Personnel, and/or MSA.
5. Must have completed Intermediate Communications User Training (ICUT).

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

Duties include, but not limited to:

The Cadet Personnel OIC/NCOIC (C/DP) is responsible for providing and maintaining professionalism and discipline for the Cadets assigned to the Personnel Team.

The Cadet Personnel OIC/NCOIC (C/DP) must be able to mentor, provide training, evaluate, and supervise Cadets that are assigned to the Personnel Team.

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

Assists with the creation and maintenance of the encampment recall roster.

Assists with creation of forms as necessary to ensure accountability of personnel and assets at encampment.

Assists with the creation of an encampment locator roster (Building, beds, flight etc).

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 Cadet Personnel OIC/NCOIC (C/DP) reports to the Personnel Officer/NCO (DP).

Cadet Personnel Officer/NCO (C/DP).

The Administrative Section encompasses and performs the duties of administration and personnel. The Administrative Section is responsible for the tracking of all personnel prior to and throughout encampment. The Cadet Personnel Officer/NCO (C/DP) is responsible for ensuring the smooth operation of all personnel matters for the encampment with the guidance and at the direction of the Personnel Officer/NCO (DP).

Desired Qualifications:

1. Grade of Cadet Senior Airman or higher.
2. Previous Encampment Leadership Experience as a previously graduated Encampment Cadet Student and/or Cadet Personnel Officer/NCO (C/DP) or Cadet Administrative Officer/NCO (C/DA).
3. Served as Cadet Personnel Officer/NCO or Cadet Administrative Officer/NCO at the Squadron level.
4. Some experience in Administration, Personnel, and/or MSA.
5. Must have completed Intermediate Communications User Training (ICUT).

Duties include, but not limited to:

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

Assists with the creation and maintenance of the encampment recall roster.

Assists with creation of forms as necessary to ensure accountability of personnel and assets at encampment.

Assists with the creation of an encampment locator roster (Building, beds, flight etc).

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 Cadet Personnel Officer/NCO (C/DP) reports to the Cadet Personnel OIC/NCOIC (C/DP).

Cadet Administrative OIC/NCOIC (C/DA).

The Cadet Administrative OIC/NCOIC (C/DP) is responsible supervision, mentorship, and evaluations of the Administrative Officers/NCOs (C/DPs) that are assigned to the Personnel Team. The Administrative Section encompasses and performs the duties of both administration and personnel. The Admin unit is responsible for the tracking of all personnel prior to and throughout encampment. The Cadet Administrative Officer/NCO (C/DA) is responsible for ensuring the smooth operation of all administrative matters for the encampment.

Desired Qualifications:

1. Grade of Cadet Staff Sergeant or Cadet Chief Master Sergeant for Cadet Administrative NCOIC (C/DA). Grade of Cadet Second Lieutenant or higher for Cadet Administrative OIC (C/DA).
2. Previous Encampment Leadership Experience as a previously graduated Encampment Cadet Student and/or Cadet Personnel Officer/NCO (C/DP) or Cadet Administrative Officer/NCO (C/DA).
3. Served as Cadet Personnel Officer/NCO or Cadet Administrative Officer/NCO at the Squadron level.
4. Some experience in Administration, Personnel, and/or MSA.
5. Must have completed Intermediate Communications User Training (ICUT).

Duties Include:

The Cadet Personnel OIC/NCOIC (C/DP) is responsible for providing and maintaining professionalism and discipline for the Cadets assigned to the Administrative Team.

The Cadet Personnel OIC/NCOIC (C/DP) must be able to mentor, provide training, evaluate, and supervise Cadets that are assigned to the Administrative Team.

Assists with the updating of membership records and applications.

Assists in the distribution of and the accounting for copies of handouts for encampment (Cadet Handbooks, class handouts, etc.).

Assists with ensure that the flight roster(s) are complete.

Assists during in-processing and out-processing, ensuring that all Cadets and Seniors have turned in all required paperwork and activity fees. Additionally, verify the correct spelling and grade of each Cadet and Senior member.

Assists in the checking in and out any Cadre, staff, and/or students at training weekends and throughout encampment.

Assists in ensuring that the plan for in-processing and out-processing is completed. Assists in the making and the distribution of graduation packets.

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 Cadet Administrative OIC/NCOIC (C/DA) reports to the Administrative Officer/NCO (DA).

Cadet Administrative Officer/NCO (C/DA).

The Administrative Section encompasses and performs the duties of both administration and personnel. The Admin unit is responsible for the tracking of all personnel prior to and throughout encampment. The Cadet Administrative Officer/NCO (C/DA) is responsible for ensuring the smooth operation of all administrative matters for the encampment.

Desired Qualifications:

1. Grade of Cadet Senior Airman or higher.
2. Previous Encampment Leadership Experience as a previously graduated Encampment Cadet Student and/or Cadet Personnel Officer/NCO (C/DP) or Cadet Administrative Officer/NCO (C/DA).
3. Served as Cadet Personnel Officer/NCO or Cadet Administrative Officer/NCO at the Squadron level.
4. Some experience in Administration, Personnel, and/or MSA.
5. Must have completed Intermediate Communications User Training (ICUT).

Duties Include:

Assists with the updating of membership records and applications.

Assists in the distribution of and the accounting for copies of handouts for encampment (Cadet Handbooks, class handouts, etc).

Assists with ensure that the flight roster(s) are complete.

Assists during in-processing and out-processing, ensuring that all Cadets and Seniors have turned in all required paperwork and activity fees. Additionally, verify the correct spelling and grade of each Cadet and Senior member.

Assists in the checking in and out any Cadre, staff, and/or students at training weekends and throughout encampment.

Assists in ensuring that the plan for in-processing and out-processing is completed.

Assists in the making and the distribution of graduation packets.

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 Cadet Administrative Officer/NCO (C/DA) reports to the Cadet Administrative OIC/NCOIC (C/DA).

Cadet Communications OIC/NCOIC (C/CS).

The Cadet Communications OIC/NCOIC (C/CS) is responsible for the supervision, mentorship, and evaluation of the Communications Officers/NCOs (C/CSs) that are assigned to the Communications Section. The Communications Officer/NCO (CS) is responsible for providing communication capabilities for the encampment. Radios and telephones fall under communications.

Desired Qualifications:

1. Grade of Cadet Staff Sergeant or Cadet Chief Master Sergeant for Cadet Communications NCOIC (C/CS). Grade of Cadet Second Lieutenant or higher for Cadet Communications OIC (C/CS).
2. Previous Encampment Leadership Experience as a previously graduated Encampment Cadet Student and/or Cadet Line Staff, Cadet Support Staff OIC/NCOIC, Cadet Support Staff Officer/NCO (C/LG), Cadet Logistics Officer/NCO (C/LG), or Cadet Logistics OIC/NCOIC (C/LG).
3. Served as Cadet Line Staff and/or Cadet Support Staff at the Squadron level.
4. Some experience as a Mission Radio Operator (MRO).
5. Must have completed Intermediate Communications User Training (ICUT).

Duties Include:

The Cadet Communications OIC/NCOIC (C/CS) is responsible for providing and maintaining professionalism and discipline for the Cadets assigned to the Logistics Team.

The Cadet Communications OIC/NCOIC (C/CS) must be able to mentor, provide training, evaluate, and supervise Cadets that are assigned to the Administrative Team.

Assists with ensuring proper sign in and sign out of radios at the instruction and guidance of the Communications Officer/NCO (CS). 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.

Assists with the maintaining of charging equipment and spare batteries.

Assists the Communications Officer/NCO (CS) with the accountability for all communications equipment used for the Encampment.

Assist with Information Technology support as necessary.

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

Cadet Communications Officer/NCO (C/CS).

The Cadet Communications OIC/NCOIC (C/CS) is responsible for the supervision, mentorship, and evaluation of the Communications Officers/NCOs (C/CSs) that are assigned to the Communications Section. The Communications Officer/NCO (CS) is responsible for providing communication capabilities for the encampment. Radios and telephones fall under communications.

Desired Qualifications:

1. Grade of Cadet Staff Sergeant or Cadet Chief Master Sergeant for Cadet Communications NCOIC (C/CS). Grade of Cadet Second Lieutenant or higher for Cadet Communications OIC (C/CS).
2. Previous Encampment Leadership Experience as a previously graduated Encampment Cadet Student and/or Cadet Line Staff, Cadet Support Staff OIC/NCOIC, Cadet Support Staff Officer/NCO (C/LG), Cadet Logistics Officer/NCO (C/LG), or Cadet Logistics OIC/NCOIC (C/LG).
3. Served as Cadet Line Staff and/or Cadet Support Staff at the Squadron level.
4. Some experience as a Mission Radio Operator (MRO).
5. Must have completed Intermediate Communications User Training (ICUT).

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).

Cadet Logistics OIC/NCOIC (C/LG).

The Cadet Logistics OIC/NCOIC (C/LG) is responsible for the supervision, mentorship, and evaluation of the Logistics Officers/NCOs (C/LGs) that are assigned to the Logistics Team. The Logistics Section encompasses and performs the duties of both logistics and transportation. The Logistics Section will supply and maintain the Encampment's resources throughout the event. The Logistics Team keeps Encampment functioning by the use of good time management skills, mathematics, and hard work in order to support and enable the operations of the Encampment. The Logistics Team is also responsible for planning and coordinating all supply needs for the Encampment.

Desired Qualifications:

1. Grade of Cadet Staff Sergeant to Cadet Chief Master Sergeant for Cadet Administrative NCOIC (C/LG). Grade of Cadet Second Lieutenant or higher for Cadet Administrative OIC (C/LG).
2. Previous Encampment Leadership Experience as a previously graduated Encampment Cadet Student and/or Cadet Line Staff, Cadet Support Staff OIC/NCOIC, Cadet Support Staff Officer/NCO (C/LG), Cadet Logistics Officer/NCO (C/LG), or Cadet Logistics OIC/NCOIC (C/LG).
3. Served as Cadet Line Staff and/or Cadet Support Staff at the Squadron level.
4. Some experience in Logistics and/or Supply.
5. Must have completed Intermediate Communications User Training (ICUT).

Duties Include:

The Cadet Logistics OIC/NCOIC (C/LG) is responsible for providing and maintaining professionalism and discipline for the Cadets assigned to the Logistics Team.

The Cadet Personnel OIC/NCOIC (C/DP) must be able to mentor, provide training, evaluate, and supervise Cadets that are assigned to the Administrative Team.

Assists with the mapping out all rooms being used by the Encampment in order to put them back in their original set up at the end of the Encampment

Assists with the creating of checklist(s) to determine initial and final condition of issued items, including barracks and support office areas, and note damage.

Assists in ensuring all staff members have the necessary supplies, office equipment, and classroom equipment. Also ensures that all Logistics occupied areas are kept clean.

Assists in keeping perishable or useable supplies in stock (e.g. cleaning supplies, medical gloves, etc.)

Assists in maintaining a central storage/supply where encampment resources may be stockpiled. This area must maintain inventory control and accountability over all encampment property and materials.

Assists in ensuring the sign out and sign in of all non-expendable property is accomplished.

Assists in setup of and maintenance of a designated lost and found depot. Record all property turned in on a log.

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

The Cadet Logistics OIC/NCOIC (C/LG) reports to the Logistics Officer/NCO (LG).

Cadet Logistics Officer/NCO (C/LG).

The Logistics Section encompasses and performs the duties of both administration and personnel. The Logistics Section will supply and maintain the Encampment's resources throughout the event. The Logistics Team keeps Encampment functioning by the use of good time management skills, mathematics, and hard work in order to support and enable the operations of the Encampment. The Logistics Section is also responsible for planning and coordinating all supply needs for the Encampment.

Desired Qualifications:

1. Grade of Cadet Senior Airman or higher.
2. Previous Encampment Leadership Experience as a previously graduated Encampment Cadet Student and/or Cadet Line Staff, Cadet Support Staff, or Cadet Logistics Officer/NCO (C/LG).
3. Served as Cadet Line Staff and/or Cadet Support Staff at the Squadron level.
4. Some experience in Logistics and/or Supply.
5. Must have completed Intermediate Communications User Training (ICUT).

Duties Include:

Assists with the mapping out all rooms being used by the Encampment in order to put them back in their original set up at the end of the Encampment

Assists with the creating of checklist(s) to determine initial and final condition of issued items, including barracks and support office areas, and note damage.

Assists in ensuring all staff members have the necessary supplies, office equipment, and classroom equipment. Also ensures that all Logistics occupied areas are kept clean.

Assists in keeping perishable or useable supplies in stock (e.g. cleaning supplies, medical gloves, etc.)

Assists in maintaining a central storage/supply where encampment resources may be stockpiled. This area must maintain inventory control and accountability over all encampment property and materials.

Assists in ensuring the sign out and sign in of all non-expendable property is accomplished.

Assists in setup of and maintenance of a designated lost and found depot. Record all property turned in on a log.

Assist the Transportation Officer/NCO (LGT) as required.

The Cadet Logistics Officer/NCO (C/LG) reports to the Cadet Logistics OIC/NCOIC (C/LG).

Cadet Public Affairs OIC/NCOIC (C/PA).

The Cadet Public Affairs OIC/NCOIC (C/PA) is responsible for the supervision, mentorship, and evaluation of the Public Affairs Officers/NCOs (C/PAs) that are assigned to the Public Affairs Section. The purpose of the CAP Public Affairs is to connect with internal and external audiences to show CAP's national value, manage the brand, and strengthen relations with key audiences to enable the organization to grow. The photos, videos, and interviews taken at encampment will be available decades later. The CAP Public Affairs' core competencies are to deliver candid communication counsel and guidance to the Encampment Commander and leaders at the appropriate levels, are to contribute to member morale and readiness by providing members and their families with the encampment experience in a brand appropriate structure in the digital age, are to strengthen the bonds between CAP and the public through open and honest dialogue and engagement that communicates with communities, opinion leaders, decision makers, donors, and the media, are to directly affect the operational and service environments at all levels by engaging the public and members with information that supports and builds a positive CAP narrative, and are to contribute to growing the organization's membership and donor base through appropriate content are the primary contributions to overall mission accomplishment. The Public Affairs Section specializes in producing high quality media, which showcases the activities and events at encampment in accordance with the purpose of the CAP Public Affairs. The Public Affairs Section is responsible for chronicling the Encampment from its staff training events through the graduation pass and review in accordance with the purpose of the CAP Public Affairs. The Public Affairs Section takes pictures and video, conducts interviews, writes and publishes the daily newsletter, writes and submits news articles to CAP and local press, provide the visual documentation of Encampment, and produce the capstone Encampment Video that is shown at the Encampment graduation dinner in accordance with the purpose of the CAP Public Affairs.

Desired Qualifications:

1. Grade of Cadet Staff Sergeant to Cadet Chief Master Sergeant for Cadet Public Affairs NCOIC (C/PA). Grade of Cadet Second Lieutenant or higher for Cadet Public Affairs OIC (C/PA).
2. Previous Encampment Leadership Experience as a previously graduated Encampment Cadet Student and/or Cadet Line Staff, Cadet Support Staff, or Cadet Public Affairs Officer/NCO (C/PA).
3. Served as Cadet Public Affairs Officer/NCO, Cadet Line Staff, and/or Cadet Support Staff at the Squadron level.
5. Must have completed Intermediate Communications User Training (ICUT).

Duties Include:

The Cadet Public Affairs OIC/NCOIC (C/PA) is responsible for providing and maintaining professionalism and discipline for the Cadets assigned to the Logistics Section in accordance with the purpose of the CAP Public Affairs.

The Cadet Public Affairs OIC/NCOIC (C/PA) must be able to mentor, provide training, evaluate, and supervise Cadets that are assigned to the Public Affairs Section in accordance with the purpose of the CAP Public Affairs.

Must objectively record and report on encampment activities in accordance with the purpose of the CAP Public Affairs.

Assist with the producing of a daily encampment newsletter publication in accordance with the purpose of the CAP Public Affairs. 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).

Assists with the uploading of approved images, photos, and videos into and maintaining the Encampment's social media platform(s) and website in accordance with the purpose of the CAP Public Affairs.

Take photos and videos of all activities cadets are participating in in accordance with the purpose of the CAP Public Affairs.

Assists in preparing a video or slideshow for the Encampment graduation dinner in accordance with the purpose of the CAP Public Affairs.

Assists with the producing the annual encampment video in accordance with the purpose of the CAP Public Affairs.

Ensure that all activities are covered by a Public Affairs team member in accordance with the purpose of the CAP Public Affairs.

Perform any and all other assignments and/or duties that are given by the Public Affairs Officer/NCO (PA) for the overall needs of the Encampment in accordance with the purpose of the CAP Public Affairs.

Assists with escorting visitors from the media and provide information about CAP, as directed by the Public Affairs Officer/NCO (PA).

The Cadet Public Affairs OIC/NCOIC (C/PA) reports to the Public Affairs Officer/NCO (PA).

Cadet Public Affairs Officer/NCO (C/PA).

The purpose of the CAP Public Affairs is to connect with internal and external audiences to show CAP's national value, manage the brand, and strengthen relations with key audiences to enable the organization to grow. The photos, videos, and interviews taken at encampment will be available decades later. The Public Affairs Section specializes in producing high quality media, which showcases the activities and events at encampment. The Public Affairs Section is responsible for chronicling the Encampment from its staff training events through the graduation pass and review. The Public Affairs Section takes pictures and video, conducts interviews, writes and publishes the daily newsletter, writes and submits news articles to CAP and local press, provide the visual documentation of Encampment, and produce the capstone Encampment Video that is shown at the Encampment graduation dinner.

Desired Qualifications:

1. Grade of Cadet Senior Airman or higher.
2. Previous Encampment Leadership Experience as a previously graduated Encampment Cadet Student and/or Cadet Line Staff, Cadet Support Staff, or Cadet Public Affairs Officer/NCO (C/PA).
3. Served as Cadet Public Affairs Officer/NCO, Cadet Line Staff, and/or Cadet Support Staff at the Squadron level.
4. Must have completed Intermediate Communications User Training (ICUT).

Duties Include:

Must objectively record and report on encampment activities in accordance with the purpose of the CAP Public Affairs.

Assist with the producing of a daily encampment newsletter publication in accordance with the purpose of the CAP Public Affairs. 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).

Assists with the uploading of approved images, photos, and videos into and maintaining the Encampment's social media platform(s) and website in accordance with the purpose of the CAP Public Affairs.

Take photos and videos of all activities cadets are participating in in accordance with the purpose of the CAP Public Affairs.

Assists in preparing a video or slideshow for the Encampment graduation dinner in accordance with the purpose of the CAP Public Affairs.

Assists with the producing the annual encampment video in accordance with the purpose of the CAP Public Affairs.

Ensure that all activities are covered by a Public Affairs team member in accordance with the purpose of the CAP Public Affairs.

Perform any and all other assignments and/or duties that are given by the Public Affairs Officer/NCO (PA) for the overall needs of the Encampment in accordance with the purpose of the CAP Public Affairs.

Assists with escorting visitors from the media and provide information about CAP, as directed by the Public Affairs Officer/NCO (PA).

The Cadet Public Affairs Officer/NCO (PA) reports to the Cadet Public Affairs OIC/NCOIC (C/PA).

Cadet Health Services OIC/NCOIC (C/HS).

The Cadet Health Services OIC/NCOIC (C/HS) is responsible for the supervision, mentorship, and evaluation of the Cadet Health Services Officers/NCOs (C/HSs) that are assigned to the Health Services Section. 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. The Health Services Section will treat minor injuries, and administer medication, and first aid, as needed, in accordance with the Civil Air Patrol Medical guidelines.

Desired Qualifications:

1. Grade of Cadet Staff Sergeant to Cadet Chief Master Sergeant for Cadet Health Services NCOIC (C/HS). Grade of Cadet Second Lieutenant or higher for Cadet Health Services OIC (C/HS).
2. Previous Encampment Leadership Experience as a previously graduated Encampment Cadet Student and/or Cadet Line Staff, Cadet Support Staff, or Cadet Health Services OIC/NCO (C/HS).
3. Served as Cadet Line Staff, and/or Cadet Support Staff at the Squadron level.
4. Must have completed Intermediate Communications User Training (ICUT).

Duty Assignment Prerequisite: All personnel assigned to the Health Services Section will have basic first aid and CPR certifications current prior to encampment.

Duties Include:

The Cadet Health Services OIC/NCOIC (C/HS) is responsible for providing and maintaining professionalism and discipline for the Cadets assigned to the Logistics Section.

The Cadet Health Services OIC/NCOIC (C/HS) must be able to mentor, provide training, evaluate, and supervise Cadets that are assigned to the Public Affairs Section.

Assists in the providing of basic first aid care to injured encampment participants at the direction of the Health Services Officer/NCO (HS).

Assist with the maintaining of a health services log at the direction of the Health Services Officer/NCO (HS).

Assists with the review all participant applications to screen for medical issues at the direction and supervision of the Health Services Officer/NCO (HS).

Assists in the maintaining a supply of basic non-prescription medications (over the counter) products and first aid supplies at the direction of the Health Services Officer/NCO (HS).

Assists with briefing and assisting Flight Training Officers/NCO's (FTO's/FTNCO's) and cadet staff with the care and prevention of blisters as directed by the Health Services Officer/NCO (HS).

Will perform and all duties as directed and instructed to do by the Health Services Officer/NCO (HS).

Cadet Health Services OICs/NCOICs (C/HS) will be assigned to a single Flight or Squadron (if practical) and will keep an eye out for any medical concerns or injuries. If something does happen then the Cadet Health Services OIC/NCOIC (C/HS) will accompany that Cadet to the Medical Bay.

The Cadet Health Services OIC/NCOIC (C/HS) reports to the Health Services Officer/NCO (HS).

Cadet Health Services Officer/NCO (C/HS).

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. The Health Services Section will treat minor injuries, and administer medication, and first aid, as needed, in accordance with the Civil Air Patrol Medical guidelines.

Desired Qualifications:

1. Grade of Cadet Senior Airman or higher.
2. Previous Encampment Leadership Experience as a previously graduated Encampment Cadet Student and/or Cadet Line Staff, Cadet Support Staff, or Cadet Health Services Officer/NCO (C/HS).
3. Served as Cadet Health Services Officer/NCO, Cadet Line Staff, and/or Cadet Support Staff at the Squadron level.
4. Must have completed Intermediate Communications User Training (ICUT).

Duty Assignment Prerequisite: All personnel assigned to the Health Services Section will have basic first aid and CPR certifications current prior to encampment.

Duties Include:

Assists in the providing of basic first aid care to injured encampment participants at the direction of the Health Services Officer/NCO (HS).

Assist with the maintaining of a health services log at the direction of the Health Services Officer/NCO (HS).

Assists with the review all participant applications to screen for medical issues at the direction and supervision of the Health Services Officer/NCO (HS).

Assists in the maintaining a supply of basic non-prescription medications (over the counter) products and first aid supplies at the direction of the Health Services Officer/NCO (HS).

Assists with briefing and assisting Flight Training Officers/NCO's (FTO's/FTNCO's) and cadet staff with the care and prevention of blisters as directed by the Health Services Officer/NCO (HS).

Will perform and all duties as directed and instructed to do by the Health Services Officer/NCO (HS).

Cadet Health Services Officers/NCOs (C/HS) will be assigned to a single Flight or Squadron (if practical) and will keep an eye out for any medical concerns or injuries. If something does happen then the Cadet Health Services Officer/NCO (C/HS) will accompany that Cadet to the Medical Bay.

The Cadet Health Services Officer/NCO (C/HS) reports to the Cadet Health Services OIC/NCOIC (HS).

Cadet Food Services OIC/NCOIC (FS). (If required)

The Cadet Food Services OIC/NCOIC (C/HS) is responsible for the supervision, mentorship, and evaluation of the Cadet Food Services Officers/NCOs (C/HSs) that are assigned to the Food Services Section. 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 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.

Desired Qualifications:

1. Grade of Cadet Staff Sergeant to Cadet Chief Master Sergeant for Cadet Food Services NCOIC (C/HS). Grade of Cadet Second Lieutenant or higher for Cadet Food Services OIC (C/HS).
2. Previous Encampment Leadership Experience as a previously graduated Encampment Cadet Student and/or Cadet Line Staff, Cadet Support Staff, Cadet Food Services Officer/NCO (C/HS), or Cadet Food Services OIC/NCOIC (C/HS).
3. Served as Cadet Line Staff, and/or Cadet Support Staff at the Squadron level.
4. Must have completed Intermediate Communications User Training (ICUT).

Duties Include:

The Cadet Food Services OIC/NCOIC (C/HS) is responsible for providing and maintaining professionalism and discipline for the Cadets assigned to the Logistics Section.

The Cadet Food Services OIC/NCOIC (C/HS) must be able to mentor, provide training, evaluate, and supervise Cadets that are assigned to the Public Affairs Section.

Assists in the preparation and service of all meals, while staying within the FDA nutrition guidelines, for the Encampment.

Assists in ensuring that members with specific dietary needs are accommodated (i.e. vegetarian, allergies, religious, etc).

Assists in maintaining the supply of food for Encampment and ensure proper storage at the direction of the Food Services Section Leader/ D-FAC Manager (FSSL).

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

Perform any duties assigned by the Food Services Section Leader/ D-FAC Manager (FSSL).

The Cadet Food Services OIC/NCOIC (C/FS) reports to the Food Service Section Leader/ D-FAC Manager (FSSL).

Cadet Food Services Officer/NCO (FS). (If required)

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 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.

Desired Qualifications:

1. Grade of Cadet Senior Airman or higher.
2. Previous Encampment Leadership Experience as a previously graduated Encampment Cadet Student and/or Cadet Line Staff, Cadet Support Staff, or Cadet Food Services Officer/NCO (C/FS).
3. Served as Cadet Line Staff and/or Cadet Support Staff at the Squadron level.
4. Must have completed Intermediate Communications User Training (ICUT).

Duties Include:

Assists in the preparation and service of all meals, while staying within the FDA nutrition guidelines, for the Encampment.

Assists in ensuring that members with specific dietary needs are accommodated (i.e. vegetarian, allergies, religious, etc).

Assists in maintaining the supply of food for Encampment and ensure proper storage at the direction of the Food Services Section Leader/ D-FAC Manager (FSSL).

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

Perform any duties assigned by the Food Services Section Leader/ D-FAC Manager (FSSL).

The Cadet Food Services Officer/NCO (C/FS) reports to the Cadet Food Services OIC/NCOIC (C/FS).