

2018 Ohio Wing Summer Encampment Cadet Officer Cadre Descriptions

In addition to the following information, Cadet Cadre Positions will also follow guidelines set in CAPP 60-31, The Cadet Staff Handbook.

Note: The “Min Grade” must be achieved by encampment. For example, a current C/CMSgt may apply for Flight Commander as long as they are a C/2d Lt by the start of encampment.

GROUP CADRE

Cadet Executive Officer:

Reports to: Cadet Commander

Min Grade: C/1st Lt

Abbreviation: CTG/XO

Description: The Cadet Executive Officer serves as an aide-de-camp to the CTG/CC. The XO is responsible for formations, including the pass in review parade. This position requires a tremendous amount of administrative and organizational skill. The XO oversees all personnel and will be responsible for the training of all cadet cadre. This position is an excellent opportunity for a company grade cadet officer to get an up close look at the behind the scenes work of running an encampment.

SQUADRON CADRE

Squadron Commander:

Reports to: CTG/CDO

Min Grade: C/Capt

Abbreviation: Sq/CC

Description: The Squadron Commander is responsible for the standardization, discipline, and enforcement of training of the flights in their squadron. Squadron Commanders must be organized, responsible, and have good command presence. They will be responsible for advising and counseling their squadron and flight cadre. More specifically, they will assist Flight Commanders in correcting discrepancies and serve as a mentor to the officers reporting to them.

Flight Commander:

Reports to: Sq/CC

Min Grade: C/2d Lt

Abbreviation: Flt/CC

Description: The Flight Commander is responsible for the overall training of their flight. The

Flight Commander should be proficient at drill and ceremonies, customs and courtesies, basic regulations applicable to cadets, and should have a good command presence. They must be able to instruct as well as supervise the flight. They are responsible for motivating and directing the Flight Sergeant and fostering teamwork within their flight. Flight Commanders must also have accountability of all their flight members at all times.

SUPPORT CADRE

Cadet Administrative Officer:

Reports to: CTG/CDS

Min Grade: C/2d Lt

Abbreviation: TSS/AO

Description: The C/Admin OIC will implement systems to help regulate cadet encampment applications, the in-processing and out-processing of cadets, and the drafting, finalizing, and publishing of encampment policy letters as requested by the Cadet Deputy Commander for Support. In addition, the administrative cadet will be responsible for the handling and organizing of general paperwork throughout the months leading up to and during the week of encampment as assigned by the CTG/CDS. They will also help CTG cadre with other assignments and paperwork for Cadre Training Weekends.

Cadet Standardization and Evaluations Team - OIC and 2 team members:

Reports to: CTG/CDS

OIC Min Grade: C/Maj

Min Grade: C/Capt

Abbreviation: CTG/SET

Description: The Standardization and Evaluation Officer in Charge is charged with gathering and analyzing data collected during encampment. Data will include, but is not limited to, test scores, drill scores, uniform inspections, and dorm inspections. The SET-OIC also makes recommendations on daily and encampment honor awards.

Cadet Logistics Team - OIC and 4 team members

Reports to: CTG/CDS

OIC Min Grade: C/2d Lt

Min Grade: C/SSgt

Abbreviation: TSS/LG

Additional Requirements: Communications/ES experience desired. Some IT/AV knowledge also desired, as applicants should be able to work with projection equipment and

computers.

Description: The Logistics Team is tasked with running behind-the-scenes operations to ensure the cadre is adequately equipped and supplied for each activity, and that the encampment runs smoothly. They ensure that teams have been adequately equipped with the supplies they need, and that supplies are acquired in a timely manner. The LG team will work each day to get lunches for the Encampment, as well as making sure water is constantly supplied and delivered to the cadets. They are also in charge of materials needed for reveille and retreat each day. They are additionally tasked with ensuring all communications equipment is properly accounted for and maintaining a log of movements of each of the training flights through utilizing a communications net.

Cadet Public Affairs Team - OIC and 3 team members

Reports to: CTG/CDS

OIC Min Grade: C/2d Lt

Min Grade: C/SSgt

Abbreviation: TSS/PAO

Description: The Public Affairs Team handles the encampment's public relations and media interaction. They are responsible for taking photographs of encampment activities and compiling them into online photo albums for the public to view. The PAO is also required to put together promotional encampment videos and daily newsletters for the cadets. The TSS/PAO is also in charge of running the mail call program for the cadets, ensuring that messages get received and delivered.

Cadet Plans and Programs Team - OIC and 2 team members

Reports to: CTG/CC

OIC Min Grade: C/Capt

Min Grade: C/2d Lt

Abbreviation: CTG/XP

Description: The Plans and Programs team is responsible for all aspects of the academic goals of encampment. The TSS/XP creates the encampment's daily schedule. And ensures that the encampment training meets the requirements set by National Headquarters concerning the number of minutes spent toward Aerospace, ES, Air Force Career Familiarization, etc. For more details concerning the requirements, consult CAPP 60-70, Chapter 5. Additionally, the TSS/XP will assign instructors for each class as well as ensure instructors are properly prepared. They will also provide feedback to each instructor and critique classes during the week. The XP team will also ensure that all cadre members are aware of the schedule the night before by providing copies of the schedule, and that they are aware of all changes that are made concerning the schedule throughout the day. They may also be tasked with making adjustments to the schedule as issues arise, while ensuring that required curriculum hours are still met. In addition, they will also help with

ensuring that any classrooms have properly been set up with projectors, computers, and sound equipment if needed.

Cadet Health Services Team - OIC and 1 team member

Reports to: CTG/CDS

OIC Min Grade: C/2d Lt

Min Grade: C/SSgt

Abbreviation: TSS/HS

Additional Requirements: Minimum age of 17 required. Must have First Aid/CPR certification.

Description: The Health Services team works with adult medical staff during the encampment to assist with medical paperwork and other issues that may arise. The TSS/HS team may help the medical officer by assisting in the treatment of minor injuries and other duties as required by adult medical staff members. They also work with the encampment safety officer to ensure that common medical issues are addressed such as blisters and ensuring cadets are drinking enough water. The TSS/HS team will work independently of most other teams during the day, and reports to the CTG/CDS.