

**Overview and Layout of Encampment Cadet Staff, 2005**  
Assembled by Cadet Group Executive Officer, C/Maj Jackie Briski  
With great thanks to TFO William Hrinko and C/Lt Col Tom Rehman

Notice: Although this document serves as the layout of the cadet staff for this year's Encampment, most of the titles are listed without a Cadet modifier. This is done for the sake of brevity; unless specified by an "Encampment" or "Senior" title, all positions referred to herein are cadet staff titles.

**Table of Organization  
Ohio Wing Encampment 2005  
Cadet Group**

COMMAND – 4 cadets

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1 Group Commander	Gp/CC
1 Group Deputy Commander	Gp/CD
1 Group Executive Officer	Gp/XO
1 Group Adjutant	Gp/ADJ

LINE – 18 cadets

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3 Squadron Commander	Sq/CC
3 Squadron Deputy Commander	Sq/CD
6 Flight Commander	Flt/CC
6 Flight Sergeant	Flt/SGT

SUPPORT – 15 cadets

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Inspection Section (headed by Group Adjutant)	
2 Inspection Team Members	IT
Logistics Section	
1 Logistics Section Chief	LG
1 Supply	LGS
1 Transportation	LGT
1 Transportation Assistant	LGTA
Public Affairs	
1 Public Affairs Section Chief	PA
1 Assistant	PAA
Communications	
1 Communications Section Chief	DC
1 Assistant	DCA
Training	
1 Training Section Chief	TG
1 Assistant	TGA
Command Advisor	CCA

SUMMARY

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COMMAND	4
LINE	18
SUPPORT	12
BASIC	90
TOTAL STAFF	35
TOTAL CADET	125

### **Inspection Team Member**

**Objective:** Assist and aid the Adjutant whenever necessary in the execution of inspection duties. Be impartial and fair in all grading and evaluation.

**Reports Directly to:** Group Adjutant

**Prior to Encampment:**

Contact the Adjutant to establish any duty expectations.

**Encampment:**

Assist the Adjutant in daily duties.

**Post-Encampment:**

Report any problems or suggestions to the Command Staff.

## **Training Section Chief**

**Objective:** Formulate a successful training regimen for all cadets attending encampment, and see to the successful implementation of that regimen.

**Reports Directly to:** Group Executive Officer

### **Prior to Encampment:**

- Complete an Encampment Form 03 with the Group Executive Officer.
- Become familiar with and understand the training requirements for an encampment outlined in CAPR 52-16.
- Become familiar with and understand AFMAN 36-2203, CAPM 39-1 and CAPP 151 to help ensure proper training.
- Directly prior to Encampment, meet with and become familiar with the Logistics Section Chief, the Adjutant, and the Senior Training Officer.
- Have a version of the training schedule readied with the Senior Training Officer prior to Encampment.
- Prepare and have ready no less than three alternate activities in case of cancellations in the schedule.
- Contact Assistant Training Officer / NCO and establish standards, expectations and section policy, as necessary. Disseminate all applicable information from the Group Executive Officer.

### **Encampment:**

- Distribute a copy of the training schedule to Command and Line Staff.
- Evaluate daily training, and offer support and assistance to the Line Staff as often as is necessary.
- Meet daily with the Command Staff and keep them apprised of any problems.
- Meet with Logistics and Adjutant to discuss any important schedule changes.
- Meet with the Line Staff as necessary to discuss schedule changes.
- Walk through the encampment on an occasional basis and check on training status. Observe field training by the Line Staff as often as possible.
- Complete an Encampment Form 07 each day, submitted through the Group Executive Officer.
- Delegate tasks to Assistant Training Officer / NCO as often as possible.
- Work with Command Staff to ensure that the Line Staff enforces all CAP and Encampment standards and policies.
- Enforce all CAP and Encampment standards and policies within the Training Section.
- Assist guest speakers and instructors as necessary.

### **Post Encampment:**

- Complete an Encampment Form 05 with the Group Executive Officer.
- Return updated continuity binder for your position.

## **Public Affairs Section Chief**

**Objective:** Utilize a variety of public affairs outlets to inform all personnel of the accomplishments of the Encampment as a whole, and to ensure that proper publicity is given to the Cadet Group.

**Reports Directly to:** Group Executive Officer

### **Prior to Encampment:**

- Complete an Encampment Form 03 with the Group Executive Officer.
- Speak to Senior Public Affairs Officer and work out any necessary details of materials and supplies.
- Read and understand all applicable sections of CAPM 190-1 (Public Affairs Manual).
- Learn how to type (if necessary), and become knowledgeable on use of a PC, word processing, digital imaging, and Microsoft Power Point.
- Learn how to use a 35mm or digital camera.
- Prepare "stock" news articles for use in providing a format for each day's newsletter.
- Begin preparing continuity binder for your position.
- Begin plans for the first issue of the encampment newsletter. This should be done in conjunction with the Senior PAO and the Group Executive Officer.
- Contact Assistant Public Affairs Officer / NCO and establish standards, expectations and section policy, as necessary. Disseminate all applicable information from the Group Executive Officer.
- Obtain contact information for as many Dayton, Ohio area newspapers and news stations as possible. Coordinate this with the Senior Public Affairs Officer.

### **Encampment:**

- Direct the Assistant Public Affairs Officer / NCO in any necessary duties.
- Take pictures of all daily activities. Recruit other staff officers to deal with this as well when practical.
- Write and collect articles from other staff members each day for the newsletter.
- Find out from the Group Executive Officer what information is needed in the daily newsletter, and ensure that it is included.
- Prepare a daily newsletter that is both entertaining and informative.
- Send articles and pictures to local news sources. Coordinate this with the Senior Public Affairs Officer.
- Prepare a slide show to be shown at the end of the encampment.
- Prepare a daily report for the Command Staff, submitted through the Group Executive Officer.
- Prepare a bulletin board for general staff use.
- Upload pictures and articles to the Encampment website daily, as resources allow.
- Enforce all CAP and Encampment standards and policies within the Public Affairs Section.
- Complete an Encampment Form 07 each day, submitted through the Group Executive Officer.

### **Post Encampment:**

- Coordinate with Senior Public Affairs Officer to produce a picture CD that will be available to all personnel for purchase.
- Complete an Encampment Form 05 with the Group Executive Officer.
- Return updated continuity binder for your position.

## **Logistics Section Chief**

**Objective:** Oversee and direct all supply and logistical implementation for the Encampment. Maintain oversight and control of transportation assets. Ensure that property usage is documented and that group needs are being met. Ensure the maintenance and security of all the facilities used by the Encampment.

**Reports Directly to:** Group Executive Officer

### **Prior to Encampment:**

- Complete an Encampment Form 03 with the Group Executive Officer.
- Directly prior to Encampment, meet with the Senior Logistics Officer, the Operations and Transportation Officer, and the Command Staff to finalize plans.
- Contact the Transportation Officer and Supply Officer to establish standards, expectations and section policy, as necessary. Disseminate all applicable information from the Group Executive Officer.

### **Encampment:**

- Coordinate with Adjutant to do an initial room-by-room damage assessment of all barracks and office space. Ensure that all personnel have a bed, wall "locker" and/or other applicable furniture. Record any discrepancies and report them to the Group Commander.
- Complete an Encampment Form 07 each day, submitted through the Group Executive Officer. Include feedback from Transportation and Supply Officers.
- Supervise and direct the actions of Transportation and Supply Officers.
- Ensure that adequate headquarters support in transportation and supply is available for the Line Staff personnel to execute their duties.
- Enforce all CAP and Encampment standards and policies within the Logistics Section.

### **Post Encampment:**

- Do the final damage assessment report on all barracks and office space used during the encampment. Report any discrepancies to the Group Commander.
- Pack and prepare all CAP equipment for transport.
- Direct the clean up of the encampment areas.
- Complete an Encampment Form 05 with the Group Executive Officer, including input from the Transportation and Supply Officers.
- Return updated continuity binder for your position.

## **Transportation Officer**

**Objective:** To oversee and direct all transportation assets for the Encampment, and to direct and move squadrons as necessary to accomplish Encampment goals.

**Reports Directly to:** Logistics Section Chief

### **Prior to Encampment:**

- Review all CAP directives dealing with air and ground operations.
- Directly prior to Encampment, meet with the Senior Logistics Staff and the Logistics Section Chief in order to lay out plans and procedures.
- Contact Assistant Transportation Officer / NCO and establish standards, expectations and section policy, as necessary. Disseminate all applicable information from the Logistics Section Chief.

### **Encampment:**

- Assist in the safety inspections of all vehicles.
- Monitor the movement of squadrons from place to place.
- Help coordinate vehicles and drivers for the transportation of cadets.
- Provide for the transportation needs of the staff.
- Meet and communicate with the Logistics Officer no less than twice a day.

### **Post Encampment:**

- Assist in vehicle maintenance inspections.

## **Supply Officer**

**Objective:** To oversee and direct all supply assets for the Encampment, and to help procure and document any additional assets acquired throughout the week.

**Reports Directly to:** Logistics Section Chief

### **Prior to Encampment:**

- Directly prior to Encampment, meet with the Social Services Officer, Senior Supply Officer, and the Logistics Section Chief to set up plans and policies.

### **Encampment:**

- Collect and label all personal belongings classified as contraband during In-Processing, and be responsible for the contraband for the duration of Encampment. Maintain the record of Encampment Form 08s.
- Coordinate the distribution of bedding to all basic cadets during the opening of the encampment and for any mid-week linen exchange.
- Obtain a list of uniform items needed by squadrons from the Group Executive Officer, and work promptly to obtain them from the Base Exchange, etc.
- Assign and distribute a 5-gallon water jug to each squadron. Ensure that each water jug is filled during breakfast each morning, and refilled at other meals as necessary.
- Return all contraband to its owner during Out-Processing.

### **Post Encampment:**

- Ensure that all borrowed supplies are returned to their proper owners, and that all bedding is collected from basic cadets.



## **Communications Section Chief**

**Objective:** Coordinate and support all radio communications throughout the Encampment, ensuring that a constant radio network is in place. Do so through extensive coordination with the Senior Communications Officer.

**Reports Directly to:** Group Executive Officer

### **Prior to Encampment:**

- Read and understand CAPM 100-1 (Communications Manual).
- Directly prior to Encampment, meet with the Senior Communications Officer and the Command Staff to lay out any necessary procedures.
- Memorize music cues for Retreat and other ceremonies.
- Set up a public address system for Retreat Practice.
- Contact Assistant Communications Officer / NCO and establish standards, expectations and section policy, as necessary. Disseminate all applicable information from the Group Executive Officer.
- Complete an Encampment Form 03 with the Group Executive Officer.

### **Encampment:**

- Set up encampment communications center.
- Maintain an accurate inventory (including a log of equipment loaned to the encampment from members of the encampment staff) and monitor the distribution of radios and pagers to be used by all authorized personnel.
- Distribute a list of radio call signs, pager numbers, and phone numbers for all staff officers, buildings, and offices.
- Play any necessary bugle calls during procedures.
- Coordinate music for morning formation, Pass in Review, and retreat each day.
- If necessary, act as the net control for CAP frequency management at the encampment.
- Know which staff are equipped with radios.
- Complete an Encampment Form 07 each day, submitted through the Group Executive Officer.
- Ensure that all personnel who have been issued radios understand and adhere to proper communications protocol at all times.
- Help set up/tear down sound equipment for all Pass in Review practices.
- Enforce all CAP and Encampment standards and policies within the Communications Section.

### **Post Encampment:**

- Secure/take down the communications station.
- Return updated continuity binder for your position.
- Complete an Encampment Form 05 with the Group Executive Officer.

## **Squadron Commander**

**Objective:** Oversee and direct Flight Staff to ensure the efficient training and education of basic cadet attendees. Maintain responsibility for the general welfare of all cadets in your squadron, and ensure that safe living and learning conditions are maintained. Coordinate and direct training within the squadron to ensure each cadet is fully challenged and engaged by the Encampment, including all subordinate staff members.

**Reports Directly to:** Group Deputy Commander

### **Prior to Encampment:**

- Directly prior to the Encampment, meet with the Group Deputy Commander and discuss any and all issues pertaining to the successful execution of the Encampment mission.
- Review all job descriptions for cadet positions at the squadron level and below. Note items you want to emphasize with given staff members. Note critical tasks or deadlines that will require more supervision or support from you to ensure completion or success.
- Create a written outline of expectations for members of the squadron staff.
- Contact all squadron and flight staff personnel to establish standards, expectations and squadron policy, as necessary. Disseminate all applicable information from the Group Deputy Commander.
- Provide supervision, advice, and assistance as necessary to the squadron and flight staff as they prepare for their roles at encampment.
- Complete an Encampment Form 02 with the Group Deputy Commander.

### **Encampment:**

- Provide day-to-day supervision of all subordinate staff personnel. Keep the Command Staff apprised of major accomplishments, obstacles, or concerns.
- Review the training schedule daily. Note critical tasks and/or deadlines that will require follow-up or greater supervision on your part to ensure completion or success.
- Participate in daily walk-through inspections of subordinate units.
- Represent your squadron to any and all necessary meetings.
- Meet with the Command Staff as required. Brief them on significant accomplishments for the day, problems noted, and any significant issues relating to the next day's schedule.
- Complete an Encampment Form 06 each day and submit it to the Group Deputy Commander. It is strongly suggested that this duty be moved around in the squadron, to help distribute the workload. However, its execution is left to the commander's discretion.
- Always ensure to the general welfare of all the cadets under your command, and maintain responsibility for their actions and their wellbeing.
- Enforce all CAP and Encampment standards and policies within your squadron.

### **Post Encampment:**

- Complete an Encampment Form 03 with the Group Deputy Commander, including comments from your assembled staff.
- Assist in the orderly closeout of the encampment
- Submit an updated continuity binder for your position.

## **Squadron Deputy Commander**

**Objective:** Aid and assist the Squadron Commander in the execution of all duties. Provide support and mentoring to the flight staff whenever necessary. Maintain responsibility for the general welfare of all cadets in your squadron, and ensure that safe living and learning conditions are maintained.

**Reports Directly to:** Squadron Commander

### **Prior to Encampment:**

- Directly prior to the Encampment, meet with the Squadron Commander and the Flight Commanders to discuss squadron operations and issues.
- Review all job descriptions for cadet positions at the squadron level and below. Note critical tasks or deadlines that will require more supervision or support from you to ensure completion or success.
- Contact squadron commander.
- Provide guidance to the flight commanders as they make initial preparations for the pre-encampment meeting(s).
- Obtain a written outline of expectations for members of the squadron staff, from your Squadron Commander.
- Always ensure to the general welfare of all the cadets under your command, and maintain responsibility for their actions and their wellbeing.

### **Encampment:**

- Provide day-to-day supervision of all subordinate staff personnel and functions. Keep the Squadron Commander apprised of major accomplishments, obstacles, or concerns.
- Review the training schedule daily. Note critical tasks and/or deadlines that will require follow-up or greater supervision on your part to ensure completion or success.
- Enforce all CAP and Encampment standards and policies within your squadron.

### **Post Encampment:**

- Assist in the orderly closeout of the encampment
- Submit an updated continuity binder for your position.

## **Flight Commander**

**Objective:** Implement the cadet training regimen at the most basic level. Be the direct commanding officer and most accessible cadet officer to the flight under your command. Lead always by good example and ensure that each cadet is given an equal opportunity to reach graduation.

**Reports Directly to:** Squadron Deputy Commander

### **Prior to Encampment:**

- Learn the commands and executions of drill movement in AFMAN 36-2203.
- Learn all encampment course material.
- Review the sequence of a Pass in Review as described in AFMAN 36-2203, 6.10.
- Directly prior to Encampment, meet with your Squadron Commander and Deputy Commander to establish any and all policies and to find and fix any problems that might prevent successful mission prosecution.
- Contact your Flight Sergeant to establish standards, expectations and flight policy, as necessary. Disseminate all applicable information from your Squadron Commander and Deputy Commander.

### **Encampment:**

- Provide day-to-day supervision of all flight members. Keep the Squadron Commander apprised of major accomplishments, obstacles, or concerns.
- Review the training schedule daily. Note critical tasks and/or deadlines that will require follow-up or greater supervision on your part to ensure completion or success. Keep your squadron staff informed to this.
- Always ensure to the general welfare of all the cadets under your command, and maintain responsibility for their actions and their wellbeing.
- Enforce all CAP and Encampment standards and policies within your flight.

### **Post Encampment:**

- Assist in the orderly closeout of the encampment
- Submit an updated continuity binder for your position.

## **Flight Sergeant**

**Objective:** Interact directly with each basic cadet in your flight. Implement and execute all training regimens in direct contact with the trainees. Maintain supervision and control over the cadets at all time. Assist and aid the Flight Commander in any and all duties related to his or her goals for the flight.

**Reports Directly to:** Flight Commander

### **Prior to Encampment:**

- Directly prior to Encampment, meet with your Squadron Commander, Deputy Commander and Flight Commander to establish any and all policies and to find and fix any problems that might prevent successful mission prosecution
- Learn the commands and executions of drill movement in AFMAN 36-2203.
- Learn all encampment course material.
- Review the sequence of a Pass in Review as described in AFMAN 36-2203, 6.10.

### **Encampment:**

- Provide day-to-day supervision of all flight members. Keep the Flight Commander apprised of major accomplishments, obstacles, or concerns.
- Meet with the Squadron Deputy Commander and/or Squadron Commander as required. Brief them on significant accomplishments for the day, problems noted, and any significant issues relating to the next day's schedule.
- Enforce all CAP and Encampment standards and policies within your flight.

### **Post Encampment:**

- Assist in the orderly closeout of the encampment