

CAWG Encampment Cadre Position Descriptions. The following are position descriptions for cadre members of the Cadet Training Group. These descriptions are not intended to limit or restrict action; they are merely presented to give general direction and background for each cadre position.

Cadet Assistant Curriculum & Planning Officer. (CTG/AXP) Assists the encampment's instructional content. The CTG/AXP works closely with the Enc/XP, but reports directly to the CTG/XP. The CTG/AXP is responsible for monitoring the block schedule and creating the daily schedules. He/she is responsible for making the appropriate changes to schedules and swiftly distributing updated copies to the appropriate personnel. Coordinating rotations for encampment events such as O-Flights and Rifle Ranges is an additional responsibility to this position. He/she is also responsible for creating, printing, publishing, administering, and grading all quizzes. In addition to the above, the CTG/AXP will assist in any other related tasks delegated by the CTG/XP.

Examples of Tasks:

- Investigating opportunities for tours, guest speakers, use of training facilities, etc., at the host facility.
- Programming the curriculum so that the encampment exceeds the minimum required content.
- Developing a plan of instruction for the and coordinating with the Enc/DO for tours, guest speakers, classroom facilities, etc.
- Developing and maintaining the encampment schedule.
- Creating a list of instructors (senior staff, cadre, or guests) for the courses; monitoring courses to ensure the students attain the learning objectives.
- Facilitating the student, cadre, and staff end of encampment critique process.
- Updating the CTG/CC and Enc/CC on the instructional progress.

2. **Flight Commander. ("X" Flt/CC)** Leads the flight in the implementation of the encampment program to the students within the flight. The Flight Commander reports directly to the Squadron Commander.

Objectives:

- Fostering cohesiveness, teamwork and unity of purpose within the unit.
- Supervises, directs, and mentors the Flight Sergeant.
- The proper completion of all flight-level classes and instruction given during the encampment. Proper completion requires that the training not only be heard but demonstrated as well.
- Familiarization of the flight members with all rules and procedures

- Measurable proficiency of all drill movements and procedures, insuring successful execution of drill competition and formation/ceremony formalities.
- Adherence to all required customs and courtesies by the students and flight cadre under their direction.

Examples of Tasks:

- Ensure completion of the Cadet Workbooks in satisfaction of the academic requirements.
- Constant training and review of memory work.
- Personally conduct instruction on the proper method of folding/rolling of the T-shirt. Follow-up attempts are solidified with reinforcement.
- Instruction of flight members on the proper execution of reporting procedure.
- Practicing the drill competition command sequence with the flight on a regular basis.
- Completion of CAPF 60-95 on all students, with brief counseling with each student.

3. **First Sergeant. ("X" CTS/CCF)** (Addressed as Sergeant or Chief, as appropriate) Leads the noncommissioned officers of the CTS and ensures that they are familiar with their duties and responsibilities. The First Sergeant reports to the Squadron Commander and receives advice and instruction from the Group Superintendent.

Objectives:

- The First Sergeant should maintain and reinforce the ideals and performance of the NCO.
- The successful implementation of the Cadet Training Squadron physical fitness program.
- Provide feedback to the Squadron Commander regarding the effectiveness of the CTS NCOs
- Provide feedback and counsel to the Flight Sergeants regarding their effectiveness and performance as NCOs.
- Relieve the Squadron Commander of any routine administrative or informational tasks.

Examples of Tasks:

- Personally execute the squadron's morning PT routine.
- Reinforce the image and performance of the NCO at all times.
- Accompany the Squadron Commander on the Squadron Inspection.
- Serve as chief judge during the squadron volleyball competition.

- Supervise the students in their CTS while eating in the mess hall.
- Perform with flawless execution all formation/ceremonial duties.
- Forward to all Flight Commanders schedule changes for acknowledgment.
- Assist in the training of the Flight Sergeants.
- Ensure the squadron is where they need to be, on time.

4. **Flight Sergeant. ("X" Flt/CF)** The Flight Sergeant is directly responsible for the personal implementation of the encampment training program. The Flight Sergeant reports to the Flight Commander and also receives advice and instruction from the First Sergeant and the Group Superintendent.

Objectives:

- Implementation of the flight-level academic, physical fitness and training programs.
- Instruction and reinforcement of the CTG Standard Operating Procedures.
- Satisfaction of the daily training goals and objectives established by the Flt/CC.

Examples of Tasks:

- Drill and barracks instruction.
- Constant reinforcement of the immediate task at hand.
- Constant quizzing of the flight members on their assigned memory work.
- Practice of drill and ceremonies.
- Enforcement of customs and courtesies.

5. **Deputy Director of Mess Operations. (CSS/MS)** Deputy Director of Mess Operations. (CSS/DMS) The Deputy Director of Mess Operations is primarily responsible for assisting the coordination of the cadet mess team and the functioning of the mess hall. This position will often oversee one of the kitchens or dining rooms used by the mess team. The Deputy Director of Mess is directly responsible to the CSS/MS, but can take direction and guidance from the CSS/CS when needed.

6. **Administration NCO/Officer.** The Administration NCO/Officer is responsible for the creation of staff and cadet rosters, the confirmation of all personnel information, the in-processing and out-processing for all personnel, as well as creating graduation and participation certificates and packets for all participants, including fulfilling all other needs of the CTG. The Personnel NCO/Officer is directly responsible to the CSS/DA.

Logistics NCO/Officer. The Logistics NCO/Officer is responsible for distributing encampment equipment needs. This includes flight equipment such as canteens, linens, road guard equipment, guidons, covers, etc. This also includes fulfilling any other needs of the CTG. The Logistics NCO/Officer is directly responsible to the CSS/LG.

7. **Public Affairs NCO/Officer.** The Public Affairs NCO/Officer is responsible for documenting the encampment using photos, video and social media; as well as submitting said photographs to the Director of Public Affairs for use in the weekbook. This position is also in charge of completing requirements for the encampment daily newsletter if produced, i.e. writing articles, interviewing personnel, formatting documents, etc. The Public Affairs NCO/ Officer is directly responsible to the CSS/PA.
8. **The Mess NCO/Officer.** The Mess NCO/Officer is responsible for the preparation of all meals, distributing meals to all personnel and the set-up and maintenance of the mess hall. This position is also responsible for fulfilling any other needs of the CTG. The Mess NCO/Officer is directly responsible to the CSS/MS.