



HEADQUARTERS CALIFORNIA WING CADET PROGRAMS  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
PO Box 7688  
Van Nuys, California 91409-7688  
805.215.5629



02 February 2024

MEMORANDUM FOR CALIFORNIA WING CADETS

FROM: CAWGE/CC

SUBJECT: 2024 Encampment Cadet Training Group (CTG) Executive Cadre Applications

1. The 2024 CAWG Encampment, scheduled for 25 June-2 July with pre-encampment on 21-24 June at Camp Roberts (CAANG) in San Miguel, is now accepting applications for the following Cadet Training Group (CTG) Executive Leadership roles:

- a. Operations, Deputy Cadet Training Group Commander
- b. Support, Deputy Cadet Training Group Commander
- c. Superintendent, The Cadet Training Group
- d. Commander, 160<sup>th</sup> Cadet Training Squadron
- e. Commander, 161<sup>st</sup> Cadet Training Squadron
- f. Commander, 162<sup>nd</sup> Cadet Training Squadron
- g. Commander, 163<sup>rd</sup> Cadet Training Squadron
- h. Chief of Staff, Cadet Support Squadron

2. These roles are open to any Phase III and IV cadet member in good standing who can perform the duties of the role with professionalism, consistent with Civil Air Patrol's Core Values, the fundamental principles of the Cadet Program and the purpose and goals of the Encampment.

3. The following are the job descriptions and primary performance objectives for each role. Applications must refer to documents CAPP 60-70 and CAWGP 60-70 in order to have a full understand of what they are applying for.

a. **Cadet Deputy Commander for Operations. (CTG/CDO)**

(1) Job Description: The Cadet Deputy Commander for Operations is primarily responsible for coordinating, controlling and directing the training activities of the CTG. The Deputy

Commander for Operations is directly responsible to the Group Commander for the training and performance of all training personnel at the encampment.

(2) Primary Objectives: Leads the training of all the training personnel at the encampment. Direct supervision and evaluation of the performance of the Cadet Training Squadron Commanders. (Group level encampments only). Adherence to the established cadet training schedule. Compliance with the established encampment academic, physical fitness and training program.

**b. Cadet Deputy Commander for Support. (CTG/CDS)**

(1) Job Description: The Cadet Deputy Commander for Support is primarily responsible for coordinating, controlling and directing the support activities of the Cadet Support Squadron. The Deputy Commander for Support is directly responsible to the Group Commander. This individual works with the senior Deputy Commander for Support to coordinate the efforts of the senior and cadet support staffs.

(2) Primary Objectives: Leads the support personnel at the encampment. Direct supervision and evaluation of the performance of the Chief of Staff and Cadet Directors leading the support departments. Adherence to the established cadet training schedule. Compliance with the established encampment logistic, administrative and training program.

**c. Cadet Training Group Superintendent. (CTG/SUPT)**

(1) Job Description: The Group Superintendent mentors the cadet noncommissioned officers of the Cadet Training Group and ensures that they are thoroughly familiar with their duties and responsibilities. Addressed appropriate to his/her rank (Sir, Ma'am, Chief, etc.).

(2) Primary Objectives: The Group Superintendent supports both the Command and the Commander of the CTG. Purposefully acts in support to all specified and implied duties of the CTG Commander. Directs the NCO Support Channel within the CTG and provides feedback and counsel to the Squadron First Sergeants regarding their effectiveness and performance as NCOs. Oversees the welfare, discipline, development and instruction of all individual students within the Cadet Training Group. The Group Superintendent maintains and reinforces the finest ideals and performance of the CAP Cadet. Sets the example in all he/she does. Enforces all applicable standards of conduct among students. Inspects and evaluates all training progress of students. Supervises the effectiveness of the encampment physical fitness program. Provides feedback to the Group Staff regarding the effectiveness of the NCOs and advises the CTG Commander regarding all aspects of the training environment and command climate.

**d. Cadet Training Squadron Commander. (CTS/CC)**

(1) Job Description: Leads the squadron in the implementation of the encampment program within the Cadet Training Squadron. This includes academic, physical fitness and general training objectives.

(2) Primary Objectives: Leads the officers of the CTG, to ensure proper implementation of the encampment program. • The maintenance and consistency of training standards throughout the wing encampment program. • Serve as a role model and example for all the members of the Cadet Training Group. • Provides counseling services when appropriate. • Provide an appropriate forum for feedback and criticism of the encampment program. • Fostering cohesiveness, teamwork and unity of purpose within the unit.

**e. Cadet Support Squadron Chief of Staff. (CTG/CDS)**

(1) Job Description: The Chief of Staff is primarily responsible for the management and coordination of department operations of the Cadet Support Squadron. He/she works with all department directors to accomplish the support squadron goals. The Chief of Staff is directly responsible to the CTG/CDS.

(2) Primary Objectives: Communicates information effectively between support directors and the CTG/CDS. Problem solves with support directors as issues arise. Ensures the success of tasks of all departments in the Cadet Support Squadron. Directs supervision and performs evaluations of the support cadre. Adheres to the established cadet training schedule. Supports the needs of encampment. Reinforces the Cadet Deputy Commander for Support's vision within the squadron.

4. The following eligibility requirements apply to this role:

a. Graduated a CAP encampment as a student.

b. Prior service in a Cadet Training Group Executive Cadre role

c. An understanding of encampment related documents such as: CAPR 60-1, CAPP 60-70, CAWGP60-70, etc.

d. Attendance at all five encampment-related events (LTR1/March 8-10, CSX/April 19-21, LTR2/May 17-19, Pre- and Encampment/June 21-July 2) for their entire duration.

5. All applicants must submit their application package no later than 14 February 2024 via email to ([ctg@cawgcadets.org](mailto:ctg@cawgcadets.org)). The application package shall include a cover letter, prepared in accordance with the business style letter (w/o letterhead) format presented on page 33 of *The CAP Guide to Effective Communication* (CAPP 1-2) and a resume.

a. Cover Letter that includes the following:

(1) Statement of the role being applied for.

(2) Reason for wanting the role.

(3) Qualification for the role.

(4) A statement of what that applicant wants to accomplish and contribute by serving in that role.

(5) Any other relevant information.

(6) A request for waiver of requirements, if desired, which may be granted at the sole discretion of the selection panel.

b. Resume of your CAP career (accomplishments, positions held, CAP activities attended). Please add other relevant items that would pertain to the job you are applying for. It is recommended that a resume wizard/helper be utilized when creating the resume.

6. During the interview process, all applicants will be expected to give a 5-minute presentation (speech), articulating their thoughts on any one of the following topics:

a. Vision and goals for the role, how you will approach the role, what are your measures for success in the role?

b. Explain the role of the Flight Commander and how to measure their success.

c. Demonstrate how to give post-inspection feedback to a poorly performing student.

d. Demonstrate how to give post-inspection feedback to a Flt/CC whose flight performed below expectation.

e. You want your flight cadre and all students to have a good Encampment experience; explain what a "good Encampment experience" would look like for the typical student.

7. Applications will be accepted only via email and no CAPF 60-81 forms will be required at this time; all applicants must copy ("cc") their Unit Commander on their application email. Applications will not be accepted without a ("cc") to their Unit Commander.

8. The following process will be used to select applicants for the above roles:

a. The CTG/CC will contact applicants to set up a TEAMS online interview.

b. The interviews will be conducted by a selection panel which may be comprised of any of the following: Encampment Commander, Encampment Deputy Commander, Deputy

Commander for Support, Commandant of Cadets, Chief Training Officer, Cadet Training Group Commander and deputies.

- c. Each applicant will be numerically scored by the selection panel. The highest scoring applicant will be offered the position. The scoring rubric will be made available prior to the interview.

9. Applicants not selected will receive a written explanation as to why they were not selected including specific suggestions for areas of improvement to support their continued growth and development as a valued member of the Civil Air Patrol and are encouraged to immediately apply for another CTG role.

10. Please direct any questions concerning this matter to Major Steven Angus @ [ctg@cawgcadets.org](mailto:ctg@cawgcadets.org).

//SIGNED//

STEVEN B. ANGUS, Maj, CAP  
Commander, 2024 CAWG Encampment

cc:  
CAWG/CC  
CAWG/DCP