



HEADQUARTERS CALIFORNIA WING CADET PROGRAMS
CIVIL AIR PATROL
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2/24/23

MEMORANDUM FOR CALIFORNIA WING

FROM: CALIFORNIA WING ENCAMPMENT COMMANDER

SUBJECT: 2023 Summer Encampment Senior Executive Staff Applications (ver2)

1. The 2023 CAWG summer encampment, scheduled for 22-30 July with pre-encampment on 19-21 July, is now accepting applications for the Senior Executive Staff (Deputy Commander, Deputy Commander for Support, Commandant of Cadets, Chief Training Officer, Curriculum & Plans Officer and Safety Officer). We are planning to return to Camp Roberts (CAANG) in San Miguel, CA for the encampment.
2. These positions are open to any senior member in good standing who can perform the duties of the role with professionalism and in a manner consistent with Civil Air Patrol's Core Values, the fundamental principles of the Cadet Program and the purpose and goals of the Encampment.
3. Following are the job descriptions and minimum experience requirements for each position; priority performance objectives for these roles can be found in the CAPP 60-70 (Cadet Encampment Guide) and/or CAWGP 60-70 (Encampment Training Handbook):
 - a. **Deputy Commander (Enc/CD)**
 - i. Job Description: Appointed at the discretion of the Encampment Commander, this individual serves in a developmental role intended to help them join a growing pool of experienced senior leaders who are better equipped to serve as the CAWG Encampment Commander in the near future. Consequently, this is an immersive role with both a training focus and an operational emphasis.
 - ii. Minimum Experience Requirements:
 - (1) Minimum 5 years of CAP membership
 - (2) Desired grade of Captain or higher
 - (3) A significant level of cadet-oriented activity in their home unit or diverse and consistent CAP involvement beyond encampment-related activities
 - (4) Prior encampment-related service
 - (5) Proven history of CAP support positions working directly with cadets
 - b. **Deputy Commander for Support (Enc/CDS)**
 - i. Job Description: The Deputy Commander for Support assists the commander in the administration of the encampment. The Encampment Commander delegates to the CDS the supervisory details and performance of logistical, administrative and additional support duties as required. The principal responsibilities of the CDS are the proper, effective and efficient administration of the encampment and its personnel to include

supervision of: registration, in-processing, personnel authorizations, military support authorizations and other administrative requirements. The efficient operation of the encampment, to include supervision of: administration, finance, public affairs, logistics, communications, transportation, health services, food services and other operational responsibilities deemed necessary by the commander. Sits on the board to select the cadet executive cadre and the support cadre.

ii. Minimum Experience Requirements:

- (1) 5 years of CAP membership
- (2) Prior service at multiple encampments as a senior member including service in any of the support positions
- (3) A significant level of cadet-oriented activity in their home unit or diverse and consistent CAP involvement beyond encampment-related activities
- (4) Proven history of CAP support positions working directly and building positive and productive relationships with cadets
- (5) Specialty track ratings in any of the following areas: Administration, Command, Finance, Health Services, Logistics or Public Affairs

c. Commandant of Cadets (Enc/CDC)

i. Job Description: The Commandant of Cadets supervises, controls, and evaluates encampment training for cadets. The Commandant is responsible for implementation of the encampment curriculum prescribed by National Headquarters and California Wing. He/she facilitates the selection of the cadre, mentors the CTG Commander and executive cadre, and holds responsibility for the entire training process, preparing the CTG Cadre to execute the encampment mission to train cadets. The Commandant has primary responsibility to organize the Cadre Assessment Exercise (CAX), any Encampment Staff Retreats (ESR) and pre-encampment training. He/she supervises the cadet cadre throughout the encampment.

ii. Minimum Experience Requirements

- (1) 6 years of CAP membership
- (2) Senior rating in the Cadet Program specialty track
- (3) Prior successful service at multiple encampments as a senior member with a focus on the encampment training mission.
- (4) Prior encampment service as either a Senior Training Officer or Chief Training Officer
- (5) A significant level of cadet-oriented activity in their home unit or diverse and consistent CAP involvement beyond encampment-related activities
- (6) Demonstrable history of positively working with, developing and mentoring Phase III and Phase IV cadets

d. Chief Training Officer (CAWGE/CTO)

i. Job Description: With responsibility delegated to them by the Commandant of Cadets, the Chief Training Officer is an individual with extensive training officer experience and is selected to hire, train and supervise the training officer staff leading up to and during encampment. His/her duties include recruiting, selection, assignment, communicating with as well as training and evaluating the Training Officer staff. This process begins well in advance of the encampment itself. The expectation is that the CTO plans training

officer specific curriculum during pre-encampment. The Chief Training Officer conducts the daily training officer meetings and enforces the Commandant of Cadet's vision throughout the Training Officer staff.

ii. Minimum Experience Requirements

- (1) 6 years of CAP membership
- (2) Senior rating in the Cadet Program Specialty Track
- (3) Prior successful service at multiple encampments as a senior member including service in a Training Officer role
- (4) Some level of cadet-oriented activity in their home unit or diverse and consistent CAP involvement beyond encampment-related activities
- (5) Demonstrable history of working with, developing and mentoring Phase III and Phase IV cadets and senior member cadet programs officers

e. Curriculum & Plans Officer (CAWGE/XP)

i. Job Description: Manages the encampment's instructional content. While the position itself is optional, the related job tasks are essential and therefore are assigned under the authority of the Commandant of Cadets. This individual works with the CTG/XP. This position's major functional responsibilities include: (A) Investigating opportunities for tours, guest speakers, use of training facilities, etc., at the host facility; (B) Programming the curriculum so that the encampment fulfills the minimum required content; (C) Developing a plan of instruction for the encampment commander's approval, and coordinating with the host facility and/or outside agencies for tours, guest speakers, classroom facilities, etc.; (D) Developing and maintaining the encampment schedule and verifying guest speakers' participation and tour hosts' readiness a day or two in advance; (E) Selecting and preparing instructors (senior staff, cadre, or guests) for required courses; monitoring courses to ensure the students attain the learning objectives; (F) Facilitating the student, cadre, and staff end of the encampment critique and feedback process to ensure compliance with NHQ requirements

ii. Minimum Experience Requirements

- (1) 5 years of CAP membership
- (2) Senior rating in the Cadet Program Specialty Track
- (3) Prior successful service at multiple encampments as a senior member
- (4) Some level of cadet-oriented activity in their home unit or diverse and consistent CAP involvement outside encampment-related activities
- (5) Proven history of CAP support position(s) working directly with cadets and building positive and productive relationships with cadets.

f. Safety Officer (Enc/SE)

i. Job Description: The Safety Officer's primary role is to implement the full scope of the CAP Safety Program within the context of the encampment operation and for the direct benefit of the encampment participants. The Enc/SE will appropriately blend all the disciplines of the Safety Management System - risk management, continuous improvement, and education and training – into the encampment program during both the planning and execution phases. This individual both mentors and guides the CTG/SE in their growth and development as a young leader by providing meaningful tasks and challenges that are applicable to the safety of the encampment program and consistent

with the principles and practices of cadet leadership development. This position's major functional responsibilities include: (A) Acts as advisor to the Enc/CC on all aspects of safety and mishap prevention; (B) Fulfills the administrative duties necessary during the planning and preparation that leads up to the encampment; (C) Develops appropriate safety plans that address all aspects and activities of the encampment in accordance with CAPP 60-70; (D) Develops appropriate safety education methods that help to keep all participants informed, aware and aligned with the goals of a safe encampment; (E) Serves on-site with vigilance, ensuring the success of the program and the safety of all participants; (F) Serves as the lead in reporting and investigating any mishaps and advises the Enc/CC on any necessary remediation or recommended improvements to the safety program.

ii. Minimum Experience Requirements

- (1) 5 years of CAP membership
- (2) Senior rating in the Safety Officer Specialty Track
- (3) Prior successful service at multiple encampments as a senior member
- (4) Some level of cadet-oriented activity in their home unit or diverse and consistent CAP involvement outside encampment-related activities
- (5) Proven history of CAP support position(s) working directly with cadets and building positive and productive relationships with cadets.
- (6) Positive endorsement of prior experience and effectiveness by the CAWG/SE

4. The following are the eligibility requirements for ALL positions:

- a. Attendance at a prior CAWG encampment in some senior staff role
- b. An understanding of encampment related documents such as: CAPR 60-1, CAPP 60-70 and CAWGP 60-70.
- c. Potential ability to attend an in-person Cadre Assessment Exercise to be held in May at Camp Roberts.
- d. Attendance at encampment for the entire duration (pre-encampment attendance also desired).

5. All applicants must submit their application package no later than 9 March 2023 via email to the Encampment Commander (timothy.albert@cawgcap.org) and include the following items:

- a. Cover Letter/Email
 - i. Statement of the position being applied for
 - ii. Reason for wanting the position
 - iii. Qualification for the position
 - iv. A statement of what that applicant wants to accomplish and contribute by serving in that position
 - v. Any other relevant information
 - vi. A request for waiver of minimum requirements, if desired, which may be granted at the discretion of the selection panel
 - vii. Applicants are asked to consider using the business style letter (w/o letterhead) format presented on page 33 and following of The CAP Guide to Effective Communication (CAPP 1-2)

- b. Resume of your CAP career pertinent to the position for which you are applying (accomplishments, positions held, CAP activities attended)
- c. ~~A full-length photo of yourself in a CAP Class A uniform or corporate equivalent (this item has been rescinded)~~

6. The Encampment Commander will review all applications for the senior executive staff positions and may consult with trusted advisors during the selection process to ensure the best outcome for the applicants and the Encampment.

- a. Applicants will be contacted to set up a Teams interview between 10-13 March
- b. The Encampment Commander may ask trusted advisors to participate in the interview process
- c. The Encampment Commander will present selectees for the Enc/CDS and Enc/CDC roles to the CAWG/CC who will have final decision authority for approval or rejection of the recommendations

7. Applicants not receiving the positions they applied for will receive 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.

8. Applicants having served in a specific position for 3 separate encampments who are desiring to serve for a 4th time are encouraged to apply for another position at encampment. Their application for positions in which they have served 3 or more times will be considered only if there are no other qualified applicants.

9. Please direct any questions concerning the applications for senior executive staff to Major Tim Albert at timothy.albert@cawgcap.org, (925) 316-3040.

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TIMOTHY B. ALBERT, Maj, CAP
Commander, 2023 CAWG Summer Encampment

cc:
CAWG/CC
CAWG/DCP