



FLORIDA WING, CIVIL AIR PATROL
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MEMORANDUM FOR All FLWG 2023/24 Winter Encampment Cadet Cadre & Cadre Applicants

FROM: C/Maj Ian C. Purrone, FLWG 2023/24 Winter Encampment Cadet Commander

SUBJECT: Cadet Cadre Positions & Responsibilities

1. **INTRODUCTION.** This document provides positions and their responsibilities for Cadets serving as Cadre at the FLWG 2023/24 Winter Encampment. It should be used as a guideline in choosing your Cadre position and give an overview of the position.
2. **TERMS.** The below terms are described below to ensure all users of this memorandum are applying the same meaning and definitions uniformly.
 - a. **Group Staff.** Group Staff includes the Cadet Training Group Commander (CTG/CC; Encampment Cadet Commander), Cadet Deputy Commander For Operations (CTG/CDO), Cadet Deputy Commander for Support (CTG/CDS), and Standardization and Evaluation Staff (CTG/TGV).
 - b. **Line/Squadron Staff.** Line Staff includes all Cadet Cadre in the positions of Flight Sergeant (FLT/CCS), Flight Commander (FLT/CC), Squadron First Sergeant (CTS/CCF), and Squadron Commander (CTS/CC)
 - c. **Flight Staff.** Flight Staff includes Flight Commander (FLT/CC) and Flight Sergeant (FLT/CCS).
 - d. **Support Staff.** Support Staff includes Training Support Squadron Commander (TSS/CC), Curriculum (CTG/XPC), Operations (CTG/DO), Communications (CTG/DC), Safety (CTG/SE), Admin (TSS/DA), Logistics (TSS/LG), Public Affairs (TSS/PA), and Food Services (TSS/FS).
 - e. **Senior Staff.** The senior Staff includes all senior members assigned a duty assignment at the Encampment.
3. **CADRE POSITIONS & RESPONSIBILITIES.** The following are descriptions for all Cadet duty assignments.
 - a. **Cadet Group Commander/Cadet Commander (CTG/CC).** [C/Maj - C/Col] The Cadet Group Commander is the Encampment Cadet Commander. The CTG/CC reports to the Commandant of Cadets (ENC/CW). Responsibilities include:
 - i. Review all Cadet Cadre applications and select the Cadet Cadre for Encampment.
 - ii. Create the preliminary schedule, work with the senior Staff, schedule activities, training opportunities, and other items as they arise.
 - iii. Review Encampment publications and provide recommendations for changes.

- iv. Exercise Cadet communication channels to encourage maximum participation at all levels of the Cadet program at Encampment.
- v. Ensure all members of the Cadet Cadre understand their duties and responsibilities as described in this memorandum and any other applicable regulation or policy.
- vi. Provide training opportunities - in-person, electronic, telephonic - to the Cadre to help them prepare for their duties.
- vii. Delegate requirements to Cadet Cadre and ensure tasks are completed. The Cadet Cadre should be tasked prior to Encampment. Planning shall occur prior to the Encampment.
- viii. Lead all Encampment formations. When a parade is held for graduation, march the command in review.
- ix. Review all leadership feedback and Cadet progression evaluations for all Phase III and IV Cadre. Assist the Cadet Deputy Commanders in providing counseling and feedback to those Cadets face to face.
- x. Brief the Cadet Cadre on the Encampment schedule on any special interests or concerns.
- b. **Cadet Deputy Commander for Operations (CTG/CDO).** [C/Capt - C/Col] The CTG/CDO reports to the CTG/CC. The CTG/CDO is the Cadet focal point for Encampment operations and serves as the main decision maker for the line Staff on site.
 - i. The CTG/CDO is responsible for coordinating with the CTG/CC and CTS/CC's in order to plan and implement Encampment training.
 - ii. The CTG/CDO is tasked with developing and maintaining Encampment objectives, with the guidance and support of the CTG/CC, CTG/CDS, and CTS/CC's.
 - iii. The CTG/CDO will assist with evaluating senior Cadet Cadre, as well as enforce Encampment wide standards and discipline.
 - iv. The CTG/CDO will also command the CTG in the absence of the CTG/CC.
 - v. Passes down the objectives and standards of the Group Staff (CTG/CC and ENC/CW)
 - vi. Perform other duties as assigned by the CTG/CC
- c. **Cadet Deputy Commander for Support (CTG/CDS).** [C/Capt - C/Col] The CTG/CDS reports to the CTG/CC. The CTG/CDS is the Cadet focal point for Encampment support services requests and is the manager of all support functions. Responsibilities include:
 - i. Task the appropriate departments through their OICs to each support need daily. All requests for support must be evaluated and assigned.
 - ii. Identify ways to better support the Encampment and account for Encampment services.
 - iii. Manage the Cadet Cadre feedback program. Track leadership feedback provided to all Staff and maintain a copy of feedback given for each Cadet. (This feedback will be stored electronically for after Encampment reference. Additionally, each Cadet will receive a copy of their performance feedback within 1 month of the Encampment graduation.
 - iv. Manage Encampment special programs.
 - v. Perform other duties as assigned by the CTG/CC.

- d. **Standardization and Evaluation Staff (CTG/TGV).** [C/Capt - C/Col] Standardization and Evaluation (Stan/Eval) Staff report directly to the CTG/CC. They are responsible for gauging the effectiveness of the training throughout the Encampment. Responsibilities include:
 - i. Administer daily and warrior knowledge quizzes.
 - ii. Inspect barracks and uniforms.
 - iii. Provide recommendations to the CTG/CC for daily and Encampment awards.
 - iv. Provide feedback and mentorship to Squadron Commanders regarding standards.
 - v. Provide a detailed Cadet readiness report to the CTG/CC by the end of the Encampment.
 - vi. Create, maintain, and enforce the standard operating procedures as per the CTG/CC and ENC/CW.
- e. **Cadet Squadron Commander (CTS/CC).** [C/Capt - C/Col] Squadron Commanders report to the CTG/CDO. CTS/CC's are responsible for ensuring their Flights conduct training in accordance with the Encampment training syllabus and that all Flight time is used correctly. Responsibilities include:
 - i. Verify all Flights are meeting the daily Encampment training objectives.
 - ii. Identify Flight Cadre members experiencing difficulty and provide assistance to those individuals.
 - iii. Ensure all Flights are on time to all activities or other appointments.
 - iv. Provide daily verbal performance feedback.
 - v. Ensure goals are set and evaluated daily. If goals are missed, identify why and determine a means of correcting.
- f. **Cadet First Sergeant (CTS/CCF).** [C/MSgt - C/CMSgt] CTS/CCF's report directly to their Squadron Commander and are adjacent to the chain of command. First Sergeants serve as a link between the Squadron Commanders and the enlisted force. Encampment first Sergeants shall be vigilant in the monitoring of Cadet welfare and shall notify their CTS/CC anytime a situation that could compromise Cadets' wellbeing is discovered. CTS/CCF shall not be placed in charge of any Encampment unit. Responsibilities include:
 - i. Observe all Squadron Flight Sergeants and provide verbal feedback daily to each.
 - ii. Help the Flight Sergeants in weak areas and assist in setting daily goals to rapidly improve their ability to perform as a Flight Sergeant.
 - iii. Serve as the first line disciplinarian to Cadets displaying poor behavior or attitude at Encampment. CTS/CCF should attempt to determine what is motivating the Cadet to act in that particular manner and then help the Cadet work through the difficulty. ENC/TO should be asked to assist in counseling or serve as an observer.
 - iv. Provide a knowledge base for Flight Staff to draw upon in all Cadet areas (i.e. drill, uniforms, feedback, etc).
 - v. Provide motivation and maintain morale within the Squadron.
 - vi. Additional duties may be assigned by the CTS/CC.

- g. **Cadet Flight Commander (FLT/CC).** [C/2d Lt - C/Capt] The Flight Commander reports to their assigned Squadron Commander. FLT/CC's hold one of the most critical Staff duties during Encampment. The FLT/CC is ultimately responsible for the actions of all Flight personnel and for ensuring the Flight satisfies all training requirements and objectives. Responsibilities include:
- i. Prepare detailed training plans for the Flight to execute that ensure the Encampment training syllabus objectives are met.
 - ii. Teach Flight led classes and provide "refresher" lessons during Encampment as needed.
 - iii. Assist the FLT/CCS in the instruction of drill and ceremonies.
 - iv. Maintain 100% accountability of all Flight personnel at all times.
 - v. Ensure the Flight complies with the Encampment training schedule.
 - vi. Inspect the Flight to ensure standardization and evaluation compliance for standard and no notice inspection readiness.
 - vii. Provide guidance and direct feedback to the Flight Sergeant. ("Train your replacement" mentality should be adopted).
- h. **Cadet Flight Sergeant (FLT/CCS).** [C/SSgt - C/SMSgt] FLT/CCS's report directly to their FLT/CC's. FLT/CCS is a critical component in the Flight training team and is one of the most visible Cadet Cadre members to the Cadet. FLT/CCS's must always demonstrate military bearing, respect, and perform proper customs and courtesies without exception. Basic Cadets will look to the FLT/CCS as a role model and example to follow. Responsibilities include:
- i. Forming the Flight and conducting accountability checks.
 - ii. Drill the Flight in standard drill.
 - iii. Provide performance feedback to all Cadets in the Flight. This feedback may be informal and verbal.
 - iv. Assist the FLT/CC inspecting the Flight to ensure standardization and evaluation compliance for standard and no notice inspection readiness.
- i. **Officer In Charge (OIC).** [C/1st Lt - C/Lt Col] OIC's report directly to the CTG/CDS. OIC's are department heads that lead their department members while fulfilling the duties of their specific departments. OIC's are expected to uphold discipline and professionalism in their departments while executing the department mission. OIC's have the responsibility of developing their department members into a functional team capable of executing their portion of the Encampment mission.
- i. Prepare detailed department plans for the department to execute that ensure the department has a foundational base.
 - ii. Teach Flight led classes and provide "refresher" lessons during Encampment as needed.
 - iii. Execute orders and directives given by CTG/CDS and CTG/CC.
 - iv. Maintain 100% accountability of all department personnel at all times.
 - v. Ensure the department complies with the Encampment training schedule.
 - vi. Hold department members accountable for their work.

- j. **Operations (CTG/DO).** [C/1st Lt - C/Lt Col]
 - i. Coordinate/organize van transportation and movement.
 - ii. Create and modify the schedule during the week with the Executive Cadre and Senior Staff.
 - iii. Brief and coordinate with base personnel for hosted events.
 - iv. Brief the Cadre on the schedule for the following day at the evening Cadre briefings.
 - v. Create and execute operational plans for special events and programs.
- k. **Curriculum (CTG/XPC).** [C/1st Lt - C/Lt Col]
 - i. Audit the Encampment schedule to ensure all national requirements in accordance with CAPP 60-70 are met.
 - ii. Coordinate instructors for the various Encampment classes throughout the activity.
 - iii. Review lesson plans/presentations created by Cadet Cadre for their particular class.
 - iv. Ensure that the presentation materials are brought to and set up at each class location.
 - v. Introduce instructors and/or guest speakers before each class.
 - vi. Create pocket class guidelines organized by importance for Squadron and Flight Cadre.
 - vii. Create the final Encampment test based off of the ETG, Encampment classes, and expected knowledge.
- l. **Communications (CTG/DC).** [C/CMSgt - C/Capt]
 - i. During RST, go over and conduct an ICUT refresher: things you can/cannot say, common misconceptions, callsigns, etc.
 - ii. Conduct ICUT training for those Cadre members without certification before activity.
 - iii. Work with the senior members to hand out/administer radios to Staff daily.
 - iv. Assist Operations Cadre with their duties.
- m. **Safety (CTG/SE).** [C/SMSgt - C/Capt]
 - i. Ensure the safe transportation of Cadets to and from health services.
 - ii. Monitor the self-administration of prescription medication by Cadets.
 - iii. Keep and maintain a required safety kit including but not limited to: water, granola/protein bar, gauze, Band-Aids, and a cold pack.
 - iv. Monitor Cadets complaining of sickness and assist with wellness supervision.
 - v. Monitor any Cadets with injuries throughout the week.
- n. **Administration (TSS/DA).** [C/SMSgt - C/Maj]
 - i. Assist Senior Staff in organization of paperwork.
 - ii. Create map detailing which people are assigned to which barrack.
 - iii. Maintain building roster and bed placement.
 - iv. Organize the shirts, Encampment coins, and certificates.
 - v. Assist Senior Staff with other administrative tasks as needed.
- o. **Logistics (TSS/LG).** [C/SSgt - C/Capt]

- i. Ensure that the Encampment buildings are thoroughly stocked with necessary supplies: hand soap/sanitizer, paper towels, toilet paper, cleaning supplies (brooms, mops, sponges).
 - ii. Keep and maintain an inventory of FLWG administrative supplies.
 - iii. Ensure cleanliness of host facilities on base.
 - iv. Keep a record of van fuel to report to transportation at the end of each training day.
 - v. Support special the facilitation of special programs and activities during the week.
- p. **Public Affairs (TSS/PA).** [C/SrA - C/Capt]
- i. Write and publish the Blanding Blaze daily for the Encampment to read.
 - ii. Conduct interviews of different Cadre members to be published on the FLWG Facebook page.
 - iii. Take and publish pictures throughout the week of the Encampment.
 - iv. Create the final Encampment video to be presented during the banquet.
 - v. Create pre-encampment information guides and presentations.
- q. **Food Services (TSS/FS).** [C/SrA - C/Capt]
- i. Assist in the serving/preparation of food to Cadets during mealtime.
 - ii. Ensure cleanliness of the DFAC at all times.
 - iii. Direct Cadets/Seniors to tables during meals.
 - iv. Supervise trash disposal.
 - v. Maintain a sanitary environment in and around the DFAC at all times.
 - vi. Create standard operating procedures for the DFAC.
4. **CONCLUSION.** The above items should be used to guide you in your selection of positions and actions for those selected. Use them as a basis to build your leadership philosophy and style for this event. Remember to always keep learning.

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