

SM Staff Position Descriptions for COWGE 2009

Commander (CC).
Deputy or Vice Commander (CV).
Executive Officer (CCE).
Commandant (CoC).

Safety Officer (SE). The SE will be responsible for advising the CC regarding safety practices during all facets of the encampment.

Duties and responsibilities:

- A pre-encampment review of plans to assure the program stresses safe practices and will instill an attitude of "safety first" in all participants.
- Review schedules of activity to ensure that adequate rest is available for all participants.
- A pre-encampment survey of the area and facilities to assure items such as: fire extinguishers, first aid equipment, potholes and glass in athletic areas, and that all hazards are marked if they cannot be repaired.
- Plan and implement the fire drill and fire safety plan.
- Safety briefings for each activity as necessary.
- Supervision of all athletic activities for proper warm-up.

Chaplain or Moral Leadership Officer (HC or MLO). The Chaplain is vital to encampment. Two of the 40 hours of instruction at encampment are designated for moral leadership/character development. The Chaplain's main job is to keep an eye on the morale and welfare of the participants at encampment. The bulk of their counseling will take place in the evenings, so be prepared for the chaplain to sleep-in in the morning.

Duties and responsibilities:

- Offer counseling for any individual who requests it.
- Provide opportunity for formal prayer and worship.
- Organize a moral leadership/character development seminar.
- Provide emergency ministrations.
- Coordinate with the installation Chaplain for facility usage and worship opportunities.
- Conduct evening devotions as an informal session, usually during personal time just before lights out.
- Allow for cadets to meet with the chaplain at any time, requests will not be denied.
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Assistant Administrative Officer (ADM). The ADM Officer is the point of contact for all encampment paperwork. They receive assistance from the C/ADM. The ADM Officer should allow the cadets to do as much of the paperwork as possible after they are trained in the system.

Duties and responsibilities:

- Maintain a filing system for all records.
- Collect all pre encampment paperwork and process it with the C/ADM.
- Assist the C/ADM in development of his/her part of the in-processing and out-processing plans.
- Report daily to the CCE.

Standardization and Evaluation Officer (OGV). Coordinates the training schedule with Training, maximizing cadet participation.

Duties and responsibilities:

- Assists cadets in teaching classes or finding qualified instructors.

- Teach C/OGV to work with C/TRN on scheduling and instruction for the whole encampment.
- Monitor completion of encampment requirements.
- Report daily to the CoC.

Public Affairs Officer (PAO). Assists C/PAO in learning all functions of Public Affairs Office.

Duties and responsibilities:

- Assist with photography and videography.
- Assist with proofreading articles.
- Help cadets with visitor greeting and outside press visitations.
- Mentor the PAO staff.
- Report daily to the CCE.

Logistics Officer (LOG).

Duties and responsibilities:

- Perform any logistics task that cannot be done by cadets, such as filling the vans with gas or going off base for supplies.
- Coordinate with suppliers on base for items needed.
- Mentor the C/LOG.
- Report daily to the CCE

Medical Officer (MED). The encampment medical officer should be at least first aid qualified.

Duties and responsibilities:

- Review the applications of all encampment participants to screen for medical issues.
- Participate in the in-processing event to log all cadet medications brought to the activity.
- Help cadets conduct encampment medical safety briefings.
- Mentor C/MED staff in their duties.
- Ensure that cadets don't perform medical service beyond their capabilities or CAP regulations.
- Maintain a file for each personnel of information such as allergies, medications currently on, old injuries to watch for, etc.
- Maintain a supply of basic pain relievers, band-aids, moleskin, ice packs, etc.
- Help TAC officers and cadet staff with the care of blisters.
- Keep records of all medical activity.
- Keep handy all emergency medical numbers.
- Assist the LO or RAC in coordination of care for personnel at the base hospital if needed.
- Report daily to the CCE.

Chief Tactical Officer (Chief TAC). The CoC will select an individual with extensive TAC officer experience to supervise the tactical officer staff and may or may not be assigned to a flight, depending on the availability of Senior Staff Members.

Duties and responsibilities:

- Assisting in the training of the TAC officers.
- Provide assistance to the command staff in support of the CoC.
- May conduct the TAC officer meeting.
- May step in for the CoC in an emergency.
- Any duty that a TAC officer is responsible for.
- Reports daily to the CoC.

Senior TAC Officer (Senior TAC) (2 open positions). The Senior TAC is usually the most experienced TAC in the squadron and may or may not be assigned to a flight. This position can be used if the Commander and Commandant feel that it will aid in the efficiency of the chain of command. It can also provide a person for the other TACs in the squadron to look to for advice and assistance.

Duties and responsibilities:

- Provide assistance to the SQ/CC and 1st Sgt.
- Provides assistance and support to the TAC officers.
- Rotate through the flights as a TAC to provide needed breaks.
- Any duty that a TAC officer is responsible for.
- Report daily to the Chief TAC or CoC.

TAC Officer (TAC) (7 standard flights open positions and 2 for ATF). This position is the very important mentor for each flight. The CoC will select people strong in cadet programs and that have a great desire to help cadets grow. The TAC will always accompany the flight or if the squadron is traveling as a unit, let the senior TAC or Chief TAC know who is accompanying his or her flight. They are not in charge of the flight but there to provide support and guidance to the flight commander and flight sergeant.

Duties and responsibilities:

- Teach the cadet staff in the most unobtrusive way possible about good decision-making and guiding young people.
- Advise the cadet staff about their decisions and potential outcomes to facilitate the development of problem solving skills.
- Counsel the cadet staff when they make mistakes or have room for improvement.
- Safety, health, and well being of the entire flight.
- Assisting the supervisory cadet staff in the evaluation of the flight staff.
- Report daily, their feedback on the program at the TAC meeting or to the Chief/Senior TAC.