TRI-WING ENCAMPMENT
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
3085 Herwood Rd
Woodstock MD 21136

21 February 2024

MEMORANDUM FOR MARYLAND WING
DELAWARE WING

FROM: SUMMER TWE/CC

SUBJECT: Summer Tri-Wing Senior Cadre Application Announcement

1. The 2024 Tri-Wing Summer Encampment, scheduled for 19-28 July, is now accepting applications for **ALL** senior cadre positions. Position descriptions of vacant positions and any desired, but not required, experience is listed on the attachment below. Applicants can apply for more than one position on senior cadre. Please include details on all desired positions in a single application, listed in order of preference. Please see below for details on application requirements.

a. Civil Air Patrol Resume. Please include a professionally formatted resume. All relevant information including previous duty positions, activity participation, awards, ratings, and completed courses should be included. Consult AFH 33-337 as needed for examples of proper formatting.

b. Letter of Intent. The letter of intent is required for Chief Training Officer applicants but is optional for other senior cadre positions. For Chief Training Officer applicants, the letter of intent, written in memorandum style, should include relevant experience, details on why they believe they are qualified for the position(s), what they believe is the role of the position in the Encampment, and how they intend to interact with/oversee their staff. For other applicants electing to submit a letter of intent, it should include the position(s) being applied for, list relevant experience and outline why they are fit for the position(s). Consult CAPP 1-2 as needed for instructions on proper memorandum style formatting.

c. References or Letter of Recommendation. Applicants must include a minimum of two Civil Air Patrol Members who can be contacted as references OR must submit a letter of recommendation. If submitting references, applicants must include the reference's name, affiliation, e-mail and phone contact. The letter of recommendation should be submitted by a fellow CAP member, preferably someone in their direct chain of command, above or below.

d. Endorsement Form. Applicants must have their commander or designee complete the online endorsement form found here: https://forms.office.com/r/emeJkptb5A. This form will take less than 5 minutes to complete and provides an opportunity to endorse the applicant and provide pertinent information for consideration.

e. Online Application. Applicants must complete the online registration form found at the following link: https://forms.office.com/r/5YbSWRE4XQ

f. Interview. Applicants will be required to conduct a virtual/phone interview scheduled by the Encampment Commander, Deputy Encampment Commander for Support and/or Commandant of Cadets.

g. Attendance Requirements. Applicants must be able to participate in a minimum of two cadre training activities and the scheduled encampment dates.

2. Applications for senior cadre positions will be accepted until vacancies are filled. **However, applications received by 2359 hours EST on Wednesday, 13 March 2024 will be given priority consideration**. Applicants can expect to be contacted via email upon submitting their applications to schedule an interview. Resumes, letters of intent, letters of recommendation and any questions can be submitted to vsantos@md.cap.gov.

3. Thank you for putting in the time and effort to complete this application process. Your desire to volunteer your time and talents in support of the encampment mission is greatly appreciated!



VICTOR S. SANTOS, Maj, CAP
Summer Encampment Commander

Attachment
1: Tri-Wing Senior Cadre Duty Position Descriptions

Tri-Wing Senior Cadre Duty Position Descriptions

Chief Training Officer (CTO):
Position Description: Serves as member of the Senior Executive Cadre. Supervises the full team training officers and provides them with guidance and mentoring. This position's major functional areas include:

- Ensuring the cadets' safety, health, and well-being
- Observation, training, mentoring and evaluation of operational cadet cadre
- Observation, training, and evaluation of students to include monitoring of notable statistics (chaplain visits, health services visits) and accountability of following up reported issues
- Ensuring the encampment's curriculum and learning goals are progressing as expected
- Personal counseling of cadets, as necessary
- Responsible stewardship of resources, whether belonging to CAP or the host facility
- Filling training officer duties as needed to support Squadron/Flight training officers
- De-stressing situations and assisting training officers in maintaining a positive leadership laboratory that the cadet cadre operate within
- Facilitation of daily meetings with training officers to review the day's events and ensure their awareness of key requirements, upcoming schedules, special requests, etc.
- Collect and communicate feedback from training officers to the Commandant and/or cadet executive cadre (at Commandant's discretion) to facilitate a positive training environment that includes cadre training and development
- Update Commandant on key training, morale and intensity concerns as appropriate
- Assists the Commandant with other duties and tasks, as assigned

Desired, But Not Required, Experience:
- Technician rating in the Cadet Programs Specialty Track
- Prior service at encampment as senior member including service as a training officer
- Some level of cadet-oriented activity in their home unit or diverse and consistent CAP involvement beyond encampment-related activities
- Demonstrable history of working with, developing and mentoring cadets and senior member cadet programs officers

Encampment Commander's Special Staff

Safety Officer (SE):
Position Description: The safety officer reports to the encampment commander and advises them on all aspects of safety and mishap prevention. The safety officer is responsible for 5 categories of safety.

- Administrative Readiness for Safety: Reviewing personnel records, reviewing participants medical data and noting what accommodations or limitations are needed due to pre-existing

conditions, ensuring CPPT is complete for those required, and reviewing the previous year's reports, mishap reports and mishap trends in order to prepare for or prevent repeats.

- Planning for Safety: Conducting ORM for encampment activities, understanding and communicating what students and staff need to be briefed on prior to traveling to or conducting an activity, coordinating with and being aware of local emergency responders (fire, ambulance, police, local hospitals, etc.), identifying and communicating rallying points in case of severe weather/fire/other emergencies, and identifying and obtaining necessary material safety items to conduct the encampment curriculum.
- Vigilance: Physically monitoring activities, ending unsafe behavior, ensuring compliance with all CAP and local safety laws, etc. Ensures all cadre (cadet and senior) maintain a safe environment, and promote all as acting as individual safety representatives
- Education of Participants: Developing and conducting safety briefings, communicating all procedures and policies regarding emergency situations and everyday activities such as transportation.
- Reporting and Investigating Mishaps: Reporting via the correct procedures and mitigating future issue

Chaplain (HC):

Position Description: The encampment chaplain is responsible for the moral and spiritual welfare of encampment participants. The chaplain will also serve as an advisor to the Commander on matters of religious freedoms, morals, and overall well-being. This position's major functional areas include:

- Providing counsel: Any encampment participant may meet with the chaplain at any time. Chaplains will be asked to make themselves known and visible to the students and cadre by visiting various activities and daily events. TOs may also seek out the chaplain to better counsel cadets. Chaplains will inform the flight staff and TOs of any appointments/requests with students to ensure that accountability and situational awareness is maintained
- Supporting character education: Chaplains may be asked to teach and coordinate the required character education training at encampment. Character Development Instructors may also teach this content.
- Supporting participants' religious needs: Chaplains will coordinate and accommodate the various religious requests of participants, such as organizing a room for those of the same faith to meet in, organizing and advertising religious services, etc.
- Supporting participants' religious needs: Chaplains will provide opportunity for formal worship, and when necessary, coordinate support for participants whose religious needs cannot be served by CAP.
- Flexibility: Chaplains have one of the most unpredictable jobs at an encampment. Both students and staff alike may seek out their guidance. Chaplains may be called to counsel home sick cadets, diffuse situations, instruct classes, drive vans, or even accompanying cadets that must be transported to a hospital.

Commandant of Cadets Staff

Curriculum and Plans Officer (DO):
Position Description: Responsible for the management and direction of the Encampment's instructional content. This position's major functional areas include:

- Investigating opportunities for tours, guest speakers, use of training facilities, etc., at the host facility
- Programming the curriculum so that the encampment fulfills the minimum required content
- 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.
- Developing and maintaining the encampment schedule and verifying guest speakers' participation and tour hosts' readiness a day or two in advance.
- Selecting and preparing instructors (senior staff, cadre, or guests) for required courses; monitoring courses to ensure the students attain the learning objectives.
- Facilitating the student, cadre, and staff end of encampment critique process.
- Provide mentoring to the Cadet Plans and Programs Officer and provides ample opportunities for the cadet to take lead in major encampment planning efforts (while providing supervision/preventing overall failure)
- Communicates logistical requirements and challenges to the Deputy Encampment Commander for Support; ensures all staff are aware of master schedule and key events
- Coordinate with Personnel OIC and Transportation Officer on transportation needs and vehicle/flight manifests

Leadership Officer:
Position Description: The Leadership Officer serves as an assistant to the Commandant of Cadets and supports the encampment through training/education of cadets in the fundamental cadet skills/concepts and mentorship of the cadet cadre/TOs. This position's major functional areas include:

- Ensuring cadets are instructed in drill and ceremonies, wearing their uniforms properly, practicing military customs and courtesies, and achieving the encampment's training objectives
- Ensuring that each level of cadet cadre is monitoring and addressing the overall morale and welfare of their subordinate cadet cadre or cadets
- Handling specific instances of failures in leadership and ensuring lessons are learned
- Mediating disputes between cadet cadre or between cadet and senior cadre
- Providing mentorship to foster and promote an effective leadership laboratory with focus on cadet cadre leadership development
- Ensuring daily meetings between squadron/flight cadre and assigned TOs are accomplished; keeping track of key issues and informing leadership as required; hosting meetings on an as-needed basis; facilitating effective communication

- Assisting the CTO in guiding TOs on how to effectively handle challenging cadet cadre situations and/or teaching moments; working with TOs and cadet cadre to prevent overstepping one another during the duty day; suggesting methods for TOs to provide critical feedback/intervention to cadet cadre with consideration of proper time/place
- Assisting the Commandant of Cadets with other duties and tasks, as assigned

Training Officer (TO)
Position Description: Training Officers are assigned to each flight at encampment. They are CAP senior members who are the cadets' first-line adult leaders and frequently their primary means of transportation. They also fulfill a critical role as mentors to the cadets, particularly the flight staff. Depending on availability, Senior Training Officers may be identified who work primarily with squadron level cadet cadre and supervise flight-level training officers. This position's major functional areas include:

- Ensuring the cadets' safety, health and well-being
- Observation, training, mentoring and evaluation of flight staff. Exercising discretion on how/when immediate feedback to cadet cadre is used (i.e. during critical safety situations or situations leading to negative training environment/hazing.) Collecting and passing feedback up to CTO during daily meetings.
- Ensuring that the encampment's curriculum and learning goals are progressing as expected. Communicating student time away from flights to cadet flight cadre and up to the CTO.
- Personal Counseling of cadets, as necessary, and/or link to "Tier II" support that may include the chaplain, health services, and/or safety.
- Responsible stewardship of resources, whether belonging to CAP or the host facility

Support Staff:

Finance Officer (FM):
Position Description: The Finance Officer is responsible for overseeing the encampment budget and coordinating with the Deputy Commander for Support and Logistics Officer in regard to encampment spending. The Finance Officer will also be tasked with overseeing the encampment credit cards and accounts as well as coordinating any necessary reimbursements. This position's major functional areas include:

- Assisting in determining the Encampment Budget
- Facilitating reimbursements for cadre purchasing encampment resources, with approval of Encampment Commander
- Facilitating refunds for those withdrawing from Encampment, as approved by Encampment Commander
- Serving as a member of the Encampment Scholarship Committee

Communications/Information Technology Officer (DC/IT):
Position Description: The Communications/IT Officer is responsible for the management of the encampment's communication systems. This position's major functional areas include:

- Coordinating, acquiring, and supervision of the necessary number of radios to support the encampment
- Providing training, as required, in using communications equipment (i.e. ICUT)
- Coordinating and acquiring the infrastructure for the radios (repeaters, shoulder microphones, etc.)
- Troubleshooting technical issues relating to communications systems and infrastructure
- Overseeing the setup and maintenance of working internet/Wi-Fi
- Overseeing the maintenance, update and regulatory compliance of the encampment website/social media accounts

Transportation Officer (LGT):
Position Description: The Transportation Officer is responsible for the overall coordination of all travel and vehicles for the encampment. This position's major functional areas include:

- Coordinating the request, delivery/pickup and return of the necessary number of COVs (vans, pickup trucks, mini vans, and trailers) for encampment
- Keeping track of all COV keys and developing a comprehensive plan for checking in and out vehicle keys
- Securing all keys from Personally Owned Vehicles (POVs) during Encampment
- Ensuring that all COVs are fueled, maintained and operable
- Ensuring that all keys and COVs are ready in time for major encampment transports
- Ensuring that there are enough drivers to support major encampment transports
- Developing and communicating all driving instructions to CAP drivers
- Assigning CAP drivers to transport cadets as needed both on and off post to ensure all cadets arrive in a timely manner.
- Coordinating with the Curriculum and Plans Officer regarding transportation needs and vehicle manifests.

Logistics Officer (LG):
Position Description: The Logistics OIC is responsible for the coordination of all logistical needs for the encampment. This position's major functional areas include:

- Coordinating with the Deputy Encampment Commander for Support and Transportation Officer to meet encampment logistical requirements to include order of encampment supplies (i.e. t-shirts, hats, wrist bands, patches, etc.)
- Mentorship of the Cadet Logistics OIC and Cadet Logistics Cadre in planning and execution of the logistics program

- Coordinating with the Cadet Logistics OIC to inventory all supplies prior to and during encampment
- Coordinating with the SEC/CEC on ordering printed materials (i.e. OIs, workbooks, flight photos, Dining Out Programs, etc.)
- Coordinating with the SEC/CEC on developing a supply list and purchasing/ordering those items
- Overseeing, in coordination with the Cadet Logistics OIC, the sorting and distribution of supplies to the encampment
- Ensuring the acquisition of and accountability for the tables and chairs to support meals, Banquet, Pass-in-Review, etc.)
- Coordination of completing daily tasks (i.e., emptying of trash, cleaning of common use facilities by cadet logistics cadre, replenish of paper goods in restrooms, setup/refill of water sources, etc.)

Health Services Officer (HS):
Position Description: The Health Services Officer works closely with the Safety Officer and exercises their expertise by advising cadre and students on health, fitness, disease, and injury prevention. Health Services Officers will also provide care in emergency situations, stabilizing patients until medical care can be obtained. This position's major functional areas include:

- Screening medical forms prior to encampment in order to recognize those who may require extra care or accommodation and who may not be fit enough to attend an encampment.
- Communicating with parents and guardians regarding medication administration, pre-existing conditions, and emergency situations during encampment
- Communicating with cadre about specific students who may require a higher level of attention, have extenuating circumstances, or may require emergency medication in the form of an inhaler or EpiPen.
- Acting as the point of contact when any cadet or cadre member is transported off base for a medical reason, whether by ambulance or by encampment staff
- Mentoring and teaching the cadet health services cadre
- Coordinating with other agencies involved in providing health services coverage

Public Affairs Officer (PA):
Position Description: The Public Affairs Officer is responsible for will work closely with the Cadet Public Affairs Officer-in-Charge and their cadre in order to coordinate all encampment public affairs matters. They will work in the following areas:

- Coordinating with public affairs counterparts at facilities to learn and communicate the base security requirements regarding photography/videography.
- Screening all photos and videos before they are posted to the encampment website/social media
- Overseeing the creation and publishing of content on encampment accounts (website/social media).

- Managing online engagement and responses to messages, comments, emails, etc.
- Ensuring that a video presentation/slideshow is prepared for the banquet.
- Overseeing all PAO resources such as cameras, go-pros, tripods, mics etc.
- Preparing informational packets for distribution to Distinguished Visitors and media
- Mentoring and teaching cadet public affairs OIC and assigned cadet cadre
- Coordinating transportation for cadet public affairs cadre

Admin/Personnel Officer (DA/DP):
Position Description: The Admin/Personnel Officer is responsible for the overall documentation and tracking of all personnel at encampment. The Admin/Personnel Officer can expect to work closely with the TWE Finance Officer prior to Encampment to ensure students have completed registration. This position's major functional areas include:

- Coordinating and documenting all paperwork and payment for both cadre and students prior to encampment and ensuring all paperwork is complete
- Overseeing the Cadet Admin/Personnel OIC and assigned cadet cadre in making flight and room assignments for cadre training and Encampment,
- Obtaining needed E-Services access to verify cadre members meet requirements for participation
- Coordinating with the Logistics Officer to provide information on supply order numbers as needed
- Providing information from applications to other cadre as requested/needed (i.e. dietary restrictions, religious needs etc.)
- Coordinating with SEC and CEC on all informational e-mails to students.
- Managing in-processing of cadre and students (checking them in, applying wristbands, etc.)
- Assisting with the creation of vehicle manifests as needed
- Managing sign-in and sign-out of any personnel leaving from/returning to encampment
- Printing and putting together graduation packets
- Representing the encampment to all cadre, students and parents who reach out with questions
- Coordinating registration and overseeing content on related pages of the encampment website
- Providing contact information in case of emergencies