



STAFF POSITION DESCRIPTIONS

Current as of 10 December 2023

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The following handbook outlines the duties and responsibilities of each position at the Green Mountain Academy. Please note that the responsibilities outlined in this handbook are guidelines meant to give staff members an idea of their duties and not an all-encompassing list. For further questions, please refer to your chain of command.

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SENIOR STAFF

Senior Command Staff

Encampment Commander and Coordinator: The Encampment Commander leads the overall administration, operation, and training program of the training environment. In addition, the Encampment Commander is responsible for the actions and facilitating of all CAP personnel attending the Encampment, and/or other schools being held concurrently and said personnel's compliance with both National CAP & VT Wing directives along with instructions issued by the installation.

Reports to: Wing Commander

Duties Include:

- Selection of key event staff to include the Chief TAC and Plans and Programs Officer.
- Facilitating and approving selections for Cadet Command Staff
- Coordinating administrative and operational matters with appropriate installation authorities prior to, during the operation of, and at the close of the event
- Supervising the preparation of the training schedules for all schools, and coordinating working timelines between programs during execution.
- Directly advise and assist the Commandant of Cadets and Encampment Cadet Commander in planning and executing the event including pre-event staff selection and training

Executive Officer (XO): The XO assists the commander in the administration of the event. The XO relieves the Encampment Commander of supervisory details and performs duties assigned by the commander.

Reports to: Encampment Commander

Duties Include:

- Facilitating the selection of the Cadet Support Staff
- Proper administration of the event and its personnel
- Supervising registration, in-processing, and personnel authorizations.
- Supervising administration, finance, public affairs, logistics, communications, transportation, health services, and other operational responsibilities deemed necessary by the commander

Commandant of Cadets

The Encampment Commander implements, controls, and evaluates training activities for encampment cadets. The Encampment Commander is responsible for the implementation of the encampment curriculum prescribed by National Headquarters and VT Wing.

Reports to: Encampment Commander

Duties Include:

- Facilitating the selection of the Cadet Command Staff and Cadet Encampment Cadre
- Mentoring the Encampment Cadet Commander with planning and fulfilling their duties
- Assists in the development of the encampment schedule and training processes
- Prepares the Cadre to execute the encampment mission to train cadets
- Supervises the Encampment Cadet Cadre throughout the encampment.
- Completing encampment reports via eServices described in CAPP 60-70 at the close of the encampment.

Safety Officer

The safety officer advises on all aspects of safety and mishap prevention. Safety is inherently a command responsibility; while commanders ought to delegate authority to safety officers to lead an encampment's safety efforts, and in a very real way safety is everyone's concern, the responsibility of keeping participants safe cannot be delegated; the commander or the ranking on-scene adult is responsible for participant safety.

Reports to: Encampment Commander

This position's major functional areas include:

- Facilitation of CAP safety risk management and safety compliance programs
- Commander's principal advisor on unit safety issues and identified hazards, with a straight reporting line to the Commander for any imminent safety threat or concern which needs to be addressed immediately
- Completion of the Event CAPF 160

Program Management & Training Advising and Counseling Staff

Plans and Programs Officer: The Plans and Programs officer manages the event's instructional content and works as an advisor to the event's Command Staff. Typically a former member of the Senior Command Staff or a staff member familiar with coordinating and implementing CAP programs and instruction

Duties Include:

- Advising Senior and Cadet Command Staff on topics related to the planning and execution of the event and assisting in coordinating ceremonies such as Pass in Review
- Investigating opportunities for tours, guest speakers, use of training facilities, etc., at the host facility
- Advising the Cadet Superintendent on the assignment and production of required courses for the schools and areas for improvement amongst the cadet body
- Verifying guest speakers' participation and tour hosts' readiness a day or two in advance
- Explaining and facilitating the encampment critique process for students, cadre, and staff and ensuring the selection of awards across all schools at the event

Chief Training Advising and Counseling (TAC) Officer: The Chief TAC is an individual with extensive TAC experience and is selected to select, train, and supervise the TACs leading up to and during the event and serve as a TAC to senior cadet staff.

Reports to: Commandant of Cadets

Duties Include:

- Recruiting, selection, pairing, communicating with, training, and evaluating Flight TACs and Assistant TACs.
- Planning TAC-specific curriculum during training days
- Conducting the daily TAC meetings
- Enforcing the Encampment Commander's Commander's vision throughout the TACs
- Providing TAC guidance and assistance to the Cadet Command Staff and Cadet Squadron Staff.

TAC Officers: Training officers are assigned to each flight at an encampment. They are CAP senior members who are the cadets' first-line adult leaders. They also fulfill a critical role as mentors to the cadets, particularly the flight staff. Assistant training officers are assigned as available. Senior training officers are also assigned as available and serve at the squadron level

and supervise flight-level training officers. In large encampments, a chief training officer supervises the full team of training officers and provides guidance and mentoring to newcomers.

Reports to: Chief Training Officer

Duties Include:

- Ensuring the safety, health, and well-being of the cadet students within their assigned flight.
- Providing guidance and assistance to the flight cadre.
- Ensuring that the encampment training program is progressing in a satisfactory manner.
- Training and evaluating Assistant TACs.

Assistant TAC Officer: Based on the availability and experience of personnel, The Chief TAC may assign Assistant TACs to flights at the event. Assistant TAC Officers are important for balancing the workload and lessening fatigue for the flight TAC.

Reports to: Chief Training Officer

Duties Include:

- Ensuring the safety, health, and well-being of the cadet students within their assigned flight.
- Providing guidance and assistance to the flight cadre.
- Ensuring that the encampment training program is progressing in a satisfactory manner.

Senior Support Staff

Chaplain/CDI

The Chaplain is available for many types of services and assistance. Counseling, mediating, and listening are just some of the skills and abilities that the Chaplain brings to the encampment setting. Do not feel that you need to solve or counsel all of the problems that your cadets may have. Involve the Chaplain early on so that he can help “manage” the load. Remember that many of our cadets will bring emotional “baggage” from home. While we cannot usually change their situation and we did not create it, we do have to effectively work with it to help the cadet be successful in reaching the encampment goals. If a cadet asks to see the Chaplain they must be given the opportunity

Reports to: Encampment Commander

Health Services Officer

Health Services Officers provide emergency care if necessary and lend their expertise by advising commanders and participants on health, fitness, disease, and injury prevention topics. They are also authorized to provide training in CPR, first aid, and similar topics, consistent with their professional competencies (see CAPR 160-1, §7). In these capacities, Health Services Officers should work closely with the encampment safety officer.

Reports to: Encampment XO

Admin/Logistics Officer-In-Charge (OIC):

The Admin/Logistics OIC is primarily responsible for ensuring all encampment equipment needs are met. This includes the oversight of linen distribution and recovery, personnel and equipment transportation to and from facilities and airports, the upkeep of building essentials, and the distribution and recovery of flight essentials. They are also responsible for the oversight of areas concerning verification of scheduling, printing, finance, the assignment of cadets to their flights, staff and cadet rosters, graduation essentials, as well as any other administrative support needs of the event. The Admin/Logistics OIC oversees the Cadet Admin/Logistics OIC and other Admin and Logistics Officers. The Admin/Logistics OIC is directly responsible to the XO.

Reports to: Encampment XO

Logistics Officer

The Logistics Officers are responsible for distributing encampment equipment needs. This includes flight equipment such as canteens, linens, road guard equipment, guidons, covers, etc., and fulfilling any other needs required by the Encampment Commander. The Logistics Officers are directly responsible to the Admin/Logistics OIC.

Reports to: Admin/Logistics OIC

Transportation Officers:

Transportation Officers are responsible for transporting equipment and personnel to and from locations at the installation. Transportation Officers are also responsible for ensuring cadets get to and from the airport in a timely manner to attend scheduled O-Flights. The Transportation Officers are directly responsible to the Admin/Logistics OIC.

Reports to: Admin/Logistics OIC

Administration Officers:

The Administration Officers are primarily responsible for the creation of rosters, confirming personal information, and printing new materials and schedules along with other administrative activities. The Administration Officer is directly responsible to the Admin/Logistics OIC.

Reports to: Admin/Logistics OIC

Communications Officer

The Communications Officer provides support for the unit's Communications-Electronics needs, to include ensuring that communications infrastructure—to include radio communications and web-based technologies—are emplaced to effectively conduct unit operations.

Reports to: Encampment XO

Marketing and Communications (MAC) OIC

The MAC OIC is primarily responsible for the oversight of the encampment website, social media, the production of the encampment daily updates, collecting and recording photographs taken throughout the event by the MAC staff, overseeing the production of the final video, as well as fulfilling the audio/visual needs of the event. The MAC OIC oversees the Cadet MAC OIC.

Reports to: Encampment XO.

MAC Officer:

The Public Affairs Officers are responsible for documenting the encampment using photos, video, and social media; as well as submitting said photographs to the Public Affairs OIC for use in the final video. This position is also in charge of completing requirements for the encampment's daily updates, i.e. writing articles, interviewing personnel, formatting documents, etc. The Public Affairs Officers are directly responsible to the Public Affairs OIC.

Reports to: Deputy Director for Logistics and Support

CADET STAFF

Cadet Command Staff

Cadet Encampment Commander

The Encampment Cadet Commander is the senior cadet position at the event. This is the ultimate challenge for a cadet officer. It is an enormous test of leadership skill, especially one's ability to articulate a vision and point all cadets toward meaningful goals. The Cadet Commander oversees the cadet body for the encampment. They are responsible for the overall administration, operation, and training program of the training environment. They are also responsible for coordinating, managing, and mentoring the Cadet Executive Officer and the Cadet Deputy Commander to ensure that each program is fulfilling the standards set by the Wing.

Reports to: Encampment Commander

Advised by: Encampment Commander

This position's major functional areas include:

- Set Goals for the Encampment
- Coordinate Cadet Staff Activities
- Make Personnel Recommendations
- Direct the Cadet Corps
- Promote Excellence
- Lead Drill and ceremonies

Duties Include:

- Prior to Encampment:
 - Working with the Commandant of Cadets and the Encampment Commander to facilitate and advise on the selection of the Cadet Command Staff
 - Working with the Senior and Cadet Command Staff to plan for and execute staff training days
 - Develop Standard Operating Procedures (SOP) and set standards for Physical Training (PT), inspections, and awards.
 - Other details as directed by the Senior Command Staff
- During Encampment:
 - Leading the Cadet Command Staff to ensure proper implementation of the program
 - Enforces the maintenance and consistency of training standards throughout the event programs
 - Serving as a role model and example for all the members of the Encampment
 - Providing counseling services when appropriate

- Providing an appropriate forum for feedback and criticism of the programs offered at the event
- Fostering cohesiveness, teamwork, and unity of purpose within the unit

Cadet Deputy Commander

The Cadet Deputy Commander is primarily responsible for coordinating, controlling and directing the training activities of the Encampment. The Cadet Deputy Commander supervises the Cadet Training Squadron Commanders.

Reports to: Cadet Commander

Advised by: Commandant of Cadets

This position's major functional areas include:

- Manage Cadet Operations
- Supervise and mentor Squadron Commanders
- Manage personnel programs, like uniform inspection records and Honor Flight Program
- Recommend Duty Assignments

Duties Include:

- Prior to Encampment:
 - Working with the Cadet and Senior Command Staff to select the Encampment Cadet Cadre
 - Working with the Senior and Cadet Command Staff to plan for and execute MST and staff training days
 - Assist Cadet Superintendent with filling class slots and setting timelines
 - Ensuring the Line Staff is on the same page regarding standards, drill, and inspections.
 - Ensuring Squadron Commanders are informed of information passed down the chain of command.
 - Other details as directed by the Senior Command Staff
- During Encampment:
 - Supervising the Line Staff and ensuring they are successfully executing their duties
 - Ensure the Line Staff is on the same page regarding standards, drill, and inspections.
 - Working with the Cadet Superintendent to ensure training is being conducted within standard
 - Planning and hosting daily meetings with the Encampment Cadet Cadre, Cadet Commander, and the Senior Staff on successes and issues that may have arisen over the course of the day
 - Ensuring the curriculum is being followed and Cadre are acting within their duties

- Providing counseling services when appropriate

Cadet Executive Officer

The Cadet Executive Officer's primary role is to manage all the mission support functions of the cadet corps, ensuring that mission support is assigned and present and all support staff needs are met for the event. The Cadet Executive Officer works with the Senior Member Executive Officer to coordinate the efforts of the Cadet support staff with the Senior support staff.

Reports to: Cadet Commander

Advised by: Encampment XO

This position's major functional areas include:

- Supervise and coordinate cadet support staff activities.
- Manage the event mission support functions.
- Develop and/or help maintain marketing and communications paraphernalia including social media posts, Encampment yearbook, and Encampment video.

Duties Include:

- Prior to Encampment:
 - Working with the Senior Member XO and Encampment Cadet Commander to select the Cadet Support Staff
 - Work with Senior Members to develop Support Staff MST Curriculum
 - Work with PAOs to develop template/shell for yearbook
 - Vetting, validating, and ensuring the compilation of an event schedule and SOP
- During Encampment:
 - Supervision cadet personnel responsible for administration, logistics, public affairs, and other operational responsibilities deemed necessary by the Cadet Commander or Senior Member XO
 - Review of Public Affairs materials
 - Ensuring proper administration of the event and its cadet personnel
 - Serving as Adjutant in Pass in Review

Cadet Line Staff

Cadet Training Squadron (CTS) Commander

Cadet Training Squadron Commanders lead their squadron in the implementation of the encampment program within the Cadet Training Squadron. This includes academic, physical fitness, and general training objectives. The Cadet Training Squadron Commander reports to the Cadet Deputy Commander and Supervises the Cadet Training Squadron First Sergeant and subordinate Flight Commanders.

Reports to: Cadet Commander
Advised by: Chief Training Officer

Duties Include:

- Prior to Encampment:
 - Attending and participating in MST and other staff training activities
 - Updating Flight Commanders and First Sergeant with information passed down from the Cadet Deputy Commander
 - Other details as directed by the Cadet Deputy Commander
- During Encampment:
 - Evaluates the effectiveness of the training within the Cadet Training Squadron through guidance and direction of the flight cadre and makes appropriate adjustments
 - Coordinates necessary logistical and administrative support for the Squadron
 - Plans the activities of the CTS in accordance with established guidelines
 - Fostering cohesiveness, teamwork, and unity of purpose within the unit

Flight Commander

The Flight Commander leads the flight in the implementation of the encampment program to the students within the flight.

Reports to: Squadron Commander
Advised by: Training Officer

Duties Include:

- Prior to Encampment:
 - Attending and participating in MST and other staff training activities
 - Learning and mastering performance and instruction of drill and ceremonies in accordance with the CAP Drill Manual

- Learning and mastering the performance and instruction of barracks and uniform inspection standards
- Mentor Flight Sergeant, ensuring communal knowledge of drill and standards.
- Other details as directed by the CTS Commander
- During Encampment:
 - Supervises, directs, and mentors the Flight Sergeant.
 - Coordinates drill and barracks instruction.
 - Enforces customs and courtesies
 - Fostering cohesiveness, teamwork, and unity of purpose within the unit

CTS First Sergeant

Cadet Training Squadron First Sergeant leads the noncommissioned officers of the CTS and ensures that they are familiar with their duties and responsibilities. The First Sergeants are responsible for developing and implementing the encampment PT Program.

Reports to: Squadron Commander

Advised by: Training Officer

Duties Include:

- Prior to Encampment:
 - Attending and participating in MST and other staff training activities
 - Develop the encampment PT curriculum
 - Mentor Flight Sergeants, ensuring communal knowledge of drill and standards
 - Other details as directed by the CTS Commander
- During Encampment:
 - Maintains and reinforces the ideals and performance of the NCO.
 - Mentors Flight Sergeants and gives advice
 - Coordinates successful implementation of the Cadet Training Squadron physical fitness program
 - Fostering cohesiveness, teamwork, and unity of purpose within the unit

Flight Sergeant

The Flight Sergeant is directly responsible for the personal implementation of the encampment training program.

Reports to: Flight Commander

Advised by: CTS First Sergeant and Training Officer

Duties Include:

- Prior to Encampment:

- Attending and participating in MST and other staff training activities
- Learning and mastering performance and instruction of drill and ceremonies in accordance with the CAP Drill Manual
- Learning and mastering the performance and instruction of barracks and uniform inspection standards
- Other details as directed by the Flight Commander
- During Encampment:
 - Maintains and reinforces the ideals and performance of the NCO.
 - Performs drill and barracks instruction.
 - Quizzing the flight members on assigned memory work
 - Plans the activities of the CTS in accordance with established
 - Fostering cohesiveness, teamwork, and unity of purpose within the unit

Advanced Training Squadron Line Staff

Advanced Training Squadron (ATS) Commander: Cadet Advanced Training Squadron Commanders lead the ATS in the implementation of the advanced encampment program. This includes academic, physical fitness, and general training objectives.

Reports to: Cadet Commander

Advised by: Chief Training Officer

Duties Include:

- Prior to Encampment:
 - Attending and participating in MST and other staff training activities
 - Updating Flight mentors with information passed down from the Cadet Deputy Commander
 - Assists in the development of the ATS curriculum
 - Other details as directed by the Cadet Deputy Commander
- During Encampment:
 - Evaluates the effectiveness of the training within the Advanced Training Squadron through guidance and direction of the flight cadre and makes appropriate adjustments
 - Coordinates necessary logistical and administrative support for the Squadron
 - Plans the activities of the ATS in accordance with established guidelines
 - Fostering cohesiveness, teamwork, and unity of purpose within the unit
 - Assess measurable outcomes

ATS Flight Mentor: The Flight mentor leads the flight in the implementation of the advanced encampment program to the students within the flight.

Reports to: ATS Commander

Advised by: Training Officer

Duties Include:

- Prior to Encampment:
 - Attending and participating in MST and other staff training activities
 - Learning and mastering performance and instruction of drill and ceremonies in accordance with the CAP Drill Manual
 - Learning and mastering leadership skills and techniques
 - Other details as directed by the ATS Commander

- During Encampment:
 - Supervises, directs, and mentors the rotating Flight Sergeant.
 - Coordinates leadership instructions and shares experiences
 - Enforces customs and courtesies
 - Fostering cohesiveness, teamwork, and unity of purpose within the unit
 - Assess measurable outcomes

ATS Instructor: The Instructor's primary role is to lead classes and teach members of the ATS.

Reports to: ATS Commander

Advised by: Training Officer

Duties Include:

- Prior to Encampment:
 - Attending and participating in MST and other staff training activities
 - Develop training classes as necessary
 - Learning and mastering leadership skills and techniques
 - Other details as directed by the ATS Commander
- During Encampment:
 - Lead classes as directed by the ATS Commander
 - Coordinates leadership instructions and shares experiences
 - Assess measurable outcomes

Cadet Support Staff

Cadet Admin/Logistics OIC/NCOIC: The Cadet Admin/Logistics OIC is primarily responsible for coordinating cadet admin and logistics officers to ensure all encampment equipment needs are met as well as any other administrative support needs of the event as directed by the admin/logistics staff. The Cadet Admin/Logistics OIC oversees the Cadet Admin and Logistics Officers. The Cadet Admin/Logistics OIC is directly responsible to the Cadet XO and receives guidance and instruction from the Senior Admin/Logistics OIC.

Reports to: Cadet XO
Advised by: Admin Logistics OIC

Cadet Admin/Logistics Officers: The Cadet Admin/Logistics Officers are responsible for distributing encampment equipment needs, assisting with admin work, and fulfilling any other needs required by the admin/logistics staff. Cadet Admin/Logistics Officers are directly responsible to the Cadet Admin/Logistics OIC.

Reports to: Cadet Admin/Logistics OIC
Advised by: Admin Logistics OIC

Communications Officer/NCO

The Communications Officer provides support for the unit's Communications-Electronics needs, to include ensuring that communications infrastructure—to include radio communications and web-based technologies—are emplaced to effectively conduct unit operations.

Reports to: Cadet XO
Advised by: Communications Officer

Cadet MAC OIC/NCOIC: The Cadet MAC OIC is primarily responsible for the oversight of the Encampment website, the production of the encampment daily updates, collecting and recording photographs taken throughout the event by the PA staff, overseeing the production of the final video, as well as fulfilling the audio/visual needs of the event.

Reports to: Cadet XO
Advised by: MAC OIC

Cadet MAC Officer/NCO

The Cadet MAC Officers are responsible for documenting the encampment using photos, video, and social media; as well as submitting said photographs to the Public Affairs OIC for use in the final video. This position is also in charge of completing requirements for the encampment's daily updates, i.e. writing articles, interviewing personnel, formatting documents, etc.

Reports to: Cadet MAC OIC

Advised by: MAC OIC

Cadet Color Guard OIC: The Cadet Color Guard OIC is primarily responsible for organizing, training, and managing the encampment color guard for optimal performance during formations and parades in accordance with regulations. The Cadet Color Guard OIC is directly responsible to the Cadet XO.

Reports to: Cadet XO

Advised by: XO