



# Alaska Wing 2022 Summer Encampment Cadet Staff Position Descriptions



The following document outlines the cadet staff positions needed for the 2022 Alaska Wing Summer Encampment and a summary of the tasks that will be performed by cadets serving in those positions before, during, and after the encampment. This list is subject to change depending on the needs of the encampment.

Position Name: <b>Cadet First Sergeant</b>		Number of Slots: <b>1</b>
<b>Must be C/MSgt or higher by time of encampment</b>		
Before Encampment:	<ul style="list-style-type: none"> <li>● Participate fully in all pre-encampment activities</li> <li>● Maintain active communication</li> <li>● Read up on CAPR 39-1 and CAPP 60-33</li> <li>● Support the Cadet Executive Cadre as needed</li> </ul>	
During Encampment	<ul style="list-style-type: none"> <li>● Serve as “Eyes and Ears” of the Cadet Commander</li> <li>● Lead students in physical training activities</li> <li>● Lead formations</li> <li>● Oversee Drill and Ceremonies training</li> <li>● Mentor the flight staff</li> <li>● Participate in inspections</li> <li>● Pass on information as needed</li> <li>● Support the Cadet Executive Cadre as needed</li> </ul>	
After Encampment	<ul style="list-style-type: none"> <li>● Complete your AAR</li> <li>● Help with cleaning of the facilities</li> <li>● Support the Cadet Executive Cadre as needed</li> </ul>	

Position Name: <b>Cadet Flight Commander</b>		Number of Slots: <b>3</b>
<b>Must be C/2d Lt or higher by time of encampment</b>		
Before Encampment:	<ul style="list-style-type: none"> <li>● Participate fully in all pre-encampment activities</li> <li>● Maintain active communication</li> <li>● Develop standards and expectations for you and your Flight Sergeant to achieve the Cadet Commander’s goals and maintain discipline within the flight</li> <li>● Read up on CAPR 39-1 and CAPP 60-33</li> <li>● Increase Physical Fitness (focus on strength and endurance to lead by example)</li> <li>● Support the Cadet Executive Cadre as needed</li> </ul>	

During Encampment	<ul style="list-style-type: none"> <li>• Lead the flight (directly &amp; indirectly through your Flight Sergeant)</li> <li>• Mentor your Flight Sergeant</li> <li>• Master Drill and Ceremonies</li> <li>• Motivate and discipline the flight</li> <li>• Coach and counsel students (including proper documentation of poor behavior)</li> <li>• Support the Cadet Executive Cadre as needed</li> </ul>
After Encampment	<ul style="list-style-type: none"> <li>• Complete your AAR</li> <li>• Help with cleaning of the facilities</li> <li>• Support the Cadet Executive Cadre as needed</li> </ul>

Position Name: <b>Cadet Flight Sergeant</b>		Number of Slots: <b>3</b>
<b>Must be C/SSgt or higher by time of encampment</b>		
Before Encampment:	<ul style="list-style-type: none"> <li>• Participate fully in all pre-encampment activities</li> <li>• Maintain active communication</li> <li>• Develop standards and expectations for you and your Flight Sergeant to achieve the Cadet Commander's goals and maintain discipline within the flight</li> <li>• Read up on CAPR 39-1 and CAPP 60-33</li> <li>• Increase Physical Fitness (focus on strength and endurance to lead by example)</li> <li>• Memorize All Student Memory Work</li> <li>• Support your Cadet Flight Commander as needed</li> </ul>	
During Encampment	<ul style="list-style-type: none"> <li>• Instruct students in basic subjects</li> <li>• Lead your flight in Drill and Ceremonies</li> <li>• Motivate and discipline the flight</li> <li>• Lead Physical Fitness activities</li> <li>• Serve your flight</li> <li>• Get the flight where they need to be on time</li> <li>• Know where all of your cadets are at any given time</li> <li>• Support your Cadet Flight Commander as needed</li> </ul>	
After Encampment	<ul style="list-style-type: none"> <li>• Complete your AAR</li> <li>• Help with cleaning of the facilities</li> <li>• Support your Cadet Flight Commander as needed</li> </ul>	

Position Name: <b>Cadet Administrative OIC/NCOIC</b>		Number of Slots: <b>1</b>
<b>Must be C/MSgt or higher by time of encampment</b>		
Before Encampment:	<ul style="list-style-type: none"> <li>• Establish communications between members of their team</li> <li>• Participate fully in all pre-encampment activities</li> </ul>	

	<ul style="list-style-type: none"> <li>• Maintain active communication</li> </ul>
During Encampment	<ul style="list-style-type: none"> <li>• Work with the Cadet Administration team to handle files, distribute information and prepare reports.</li> </ul>
After Encampment	<ul style="list-style-type: none"> <li>• Help with cleaning of the facilities</li> <li>• Help prepare the final Encampment Report</li> <li>• Help organize the continuity files</li> <li>• Complete your AAR</li> <li>• Help collect and summarize all AARs</li> </ul>

Position Name: <b>Cadet Administrative Assistant</b>		Number of Slots: <b>2</b>
<b>Must be C/A1C or higher by time of encampment</b>		
Before Encampment:	<ul style="list-style-type: none"> <li>• Participate fully in all pre-encampment activities</li> <li>• Maintain active communication</li> </ul>	
During Encampment	<ul style="list-style-type: none"> <li>• Work with the Cadet Administration OIC/NCOIC to handle files, distribute information and prepare reports.</li> </ul>	
After Encampment	<ul style="list-style-type: none"> <li>• Help with cleaning of the facilities</li> <li>• Complete your AAR</li> </ul>	

Position Name: <b>Cadet Logistics OIC/NCOIC</b>		Number of Slots: <b>1</b>
<b>Must be C/MSgt or higher by time of encampment</b>		
Before Encampment:	<ul style="list-style-type: none"> <li>• Establish communications between members of their team</li> <li>• Participate fully in all pre-encampment activities</li> <li>• Maintain active communication</li> </ul>	
During Encampment	<ul style="list-style-type: none"> <li>• Lead Cadet logistics staff in successfully completing tasks such as planning transportation organization and setup of encampment activities/learning environments.</li> </ul>	
After Encampment	<ul style="list-style-type: none"> <li>• Help with cleaning of the facilities</li> <li>• Complete your AAR</li> </ul>	

Position Name: <b>Cadet Logistics Assistant</b>		Number of Slots: <b>2</b>
<b>Must be C/A1C or higher by time of encampment</b>		
Before Encampment:	<ul style="list-style-type: none"> <li>• Participate fully in all pre-encampment activities</li> <li>• Maintain active communication</li> </ul>	

During Encampment	<ul style="list-style-type: none"> <li>Assist Cadet Logistics Officer or NCO with tasks such as planning and set up of encampment activities and learning environments.</li> </ul>
After Encampment	<ul style="list-style-type: none"> <li>Help with cleaning of the facilities</li> <li>Complete your AAR</li> </ul>

Position Name: <b>Cadet Public Affairs Assistant</b>	Number of Slots: <b>2</b>
<b>Must be C/A1C or higher by time of encampment</b>	
Before Encampment:	<ul style="list-style-type: none"> <li>Participate fully in all pre-encampment activities</li> <li>Maintain active communication</li> </ul>
During Encampment	<ul style="list-style-type: none"> <li>Work with the Cadet Public Affairs Officer to photograph, document and work with social media at encampment through its entire duration</li> </ul>
After Encampment	<ul style="list-style-type: none"> <li>Help with cleaning of the facilities</li> <li>Complete your AAR</li> </ul>

Position Name: <b>Cadet Safety OIC/NCOIC</b>	Number of Slots: <b>1</b>
<b>Must be C/MSgt or higher by time of encampment</b>	
Before Encampment:	<ul style="list-style-type: none"> <li>Establish communications between members of their team</li> <li>Participate fully in all pre-encampment activities</li> <li>Maintain active communication</li> <li>Complete risk assessment worksheets (CAPF160) for every planned activity</li> <li>Coordinate with logistics to provide all necessary safety equipment</li> </ul>
During Encampment	<ul style="list-style-type: none"> <li>Work with the Senior member safety officer to ensure the encampment functions as safely as possible, includes morning safety briefs and check-ins with each flight daily.</li> </ul>
After Encampment	<ul style="list-style-type: none"> <li>Help with cleaning of the facilities and provide safety oversight while others are also cleaning the facility</li> <li>Complete your AAR</li> </ul>

Position Name: <b>Cadet Safety Assistant</b>	Number of Slots: <b>1</b>
<b>Must be C/MSgt or higher by time of encampment</b>	
Before Encampment:	<ul style="list-style-type: none"> <li>Participate fully in all pre-encampment activities</li> </ul>

	<ul style="list-style-type: none"> <li>● Maintain active communication</li> </ul>
During Encampment	<ul style="list-style-type: none"> <li>● Assist Cadet safety officer with tasks and help maintain a safe environment through all of encampment</li> </ul>
After Encampment	<ul style="list-style-type: none"> <li>● Help with cleaning of the facilities</li> <li>● Complete your AAR</li> </ul>

Position Name: <b>Cadet Standards &amp; Evaluations NCO</b>		Number of Slots: <b>2</b>
<b>Must be C/MSgt or higher by time of encampment</b>		
Before Encampment:	<ul style="list-style-type: none"> <li>● Participate fully in all pre-encampment activities</li> <li>● Maintain active communication</li> <li>● Develop standards and expectations for you and your OIC to achieve the Commander's goals of fair, thorough and relevant evaluation of all encampment training requirements</li> <li>● Master CAPR 39-1 and CAPP 60-33</li> <li>● Increase Physical Fitness (focus on strength and endurance to lead by example)</li> <li>● Memorize All Student Memory Work</li> <li>● Support your Cadet OIC and teammates</li> </ul>	
During Encampment	<ul style="list-style-type: none"> <li>● Work with Standards &amp; Evaluations Team (SET) to evaluate all encampment training requirements</li> <li>● Remain credible, fair and impartial throughout all SET processes</li> <li>● Safeguard confidential information and preserve the equity of the evaluation system at all times</li> <li>● Maintain a calm, professional demeanor at all times when interacting with both students and cadre</li> <li>● Support Safety and Health Posture oversight by reporting lapses through the chain of command</li> </ul>	
After Encampment	<ul style="list-style-type: none"> <li>● Help with cleaning of the facilities</li> <li>● Complete your AAR</li> </ul>	