



ALASKA WING HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
BLDG 16322 37th St
Elmendorf AFB AK 99506-3915



27 November 2023

MEMORANDUM FOR ALASKA WING CADETS

FROM: 2024 AKWG Summer Encampment Commander

SUBJECT: 2024 AKWG Summer Encampment Cadre Application Process

1. Applications for Cadet Cadre positions for the 2024 Alaska Wing Summer Encampment are open and will be accepted until **2000 hours on Sunday, 7 January 2024**. To be eligible to serve as a Cadet Cadre member, a cadet must have previously graduated from a CAP encampment.

2. Applications for the following positions are currently being accepted. Descriptions for these positions can be found in attachment 2.

- a. Cadet First Sergeant
- b. Cadet Flight Commander
- c. Cadet Flight Sergeant
- d. Cadet Administration OIC/NCOIC
- e. Cadet Administration Assistant
- f. Cadet Logistics OIC/NCOIC
- g. Cadet Logistics Assistant
- h. Cadet Public Affairs OIC/NCOIC
- i. Cadet Public Affairs Assistant

3. Cadets interested in applying for these positions must submit:

- a. A single page letter of intent (LOI) using the attached template
- b. A copy of your member search report

4. Create a PDF copy of your LOI and title it with your last name, first initial, CAPID, and "2024LOI" as follows: CURRY.J.123456.2024LOI (See [CAPP 1-2](#) for details on the business style letter format). Your LOI should include your relevant prior encampment positions, any relevant leadership positions you have held in your unit and your most recent mile run time (or Pacer Score, if mile time is unavailable) and push up score.

5. To obtain your Member Search Report, log into eServices, select "Administration" from the pulldown menu in the upper left, then select "Member Search." Click on the blue link below your picture that says, "Member Search Report." Title the resulting PDF with your last name, first initial, CAPID, and "2024MSR" as follows: CURRY.J.123456.2024MSR (Do not submit your member search report as a link).

6. eMail your LOI and MSR to the following email address:
encampment@akwg.cap.gov Use the title of your LOI document (e.g. CURRY.J.123456.2024LOI) as the subject for your email.
7. Cadets who have already completed this process as part of a Cadet Executive Cadre application will automatically be considered for any of the open positions.
8. As part of the selection process, applicants will be expected to participate in a Cadre Selection Exercise (CSE) that will take place on/about 13 January 2024. We will offer both an in-person and virtual option for completing the CSE requirements. You will be provided additional information on this CSE process after 8 January 2024.
9. Looking forward to working with you as cadet cadre!



BRIAN H. PORTER, Lt Col, CAP
Commander

Attachments:

1. LOI Template, 18 Nov 23
2. Position Descriptions

18 November 2023

C/Amn John F. Curry, CAP
Alaska Wing Civil Air Patrol
1234 Main Street
Anchorage AK 99506

2024 Alaska Wing Encampment Cadre Selection Board
Civil Air Patrol Alaska Wing Headquarters
BLDG 16322 37th St
Elmendorf AFB AK 99506-3915

Dear Selection Board

I am applying for the cadre position of... and am a good fit for this position based on my experience... My other staff position choices are... (include relevant experience for your other preferences).

Leadership is often shown through overcoming adversity. An example of how I have overcome adversity as a leader is...

My last mile run time was XX:XX and my last cadence push up score was XX.

I am available 13-23 June 2024, without interruption, in addition to the May weekend training (dates TBD) to ensure a successful encampment. I will advise my chain of command of any scheduling conflicts and make up for lost training. I will embody the Civil Air Patrol core values at all times at encampment, whether on or off duty. I understand that the selection board will consider my preferences but may offer me a different position based on my experience, qualifications, and the needs of the encampment.

Sincerely

//Signed, jfc, 1 Dec 41//
John F. Curry, C/Amn, CAP
Squadron Name



Alaska Wing 2024 Summer Encampment Cadet Staff Position Descriptions



The following document outlines the cadet staff positions needed for the 2024 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: Cadet First Sergeant		Number of Slots: 1
Must be C/MSgt or higher by time of encampment		
Before Encampment:	<ul style="list-style-type: none"> ● Participate fully in all pre-encampment activities ● Maintain active communication ● Develop comprehensive encampment PT plan ● Read up on CAPR 39-1 and CAPP 60-33 ● Support the Cadet Executive Cadre as needed 	
During Encampment	<ul style="list-style-type: none"> ● Serve as “Eyes and Ears” of the Cadet Commander ● Lead students in physical training activities ● Monitor Drill and Ceremonies training ● Mentor the flight staff ● Participate in inspections ● Pass on information as needed ● Support the Cadet Executive Cadre as needed 	
After Encampment	<ul style="list-style-type: none"> ● Complete your AAR ● Help with cleaning of the facilities ● Support the Cadet Executive Cadre as needed 	

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

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

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

Position Name: Cadet Administrative OIC/NCOIC		Number of Slots: 1
Must be C/MSgt or higher by time of encampment		
Before Encampment:	<ul style="list-style-type: none"> ● Establish communications between team members ● Participate fully in all pre-encampment activities ● Maintain active communication ● Work with Logistics team to develop flight/room assignments and In-Processing/Out-processing plan ● Prepare and coordinate Banquet and Graduation Ceremony scripts with CEC 	
During Encampment	<ul style="list-style-type: none"> ● Work with the Cadet Administration team to In-Process/Out-Process students and cadre, handle files, distribute information and prepare reports ● Revise and update Banquet and Graduation Ceremony scripts with CEC 	
After Encampment	<ul style="list-style-type: none"> ● Help with cleaning of the facilities ● Help prepare the final Encampment Report ● Help organize the continuity files ● Complete your AAR ● Help collect and summarize all AARs 	

Position Name: Cadet Administrative Assistant		Number of Slots: 1
Must be C/Amn or higher by time of encampment		
Before Encampment:	<ul style="list-style-type: none"> ● Participate fully in all pre-encampment activities ● Maintain active communication 	
During Encampment	<ul style="list-style-type: none"> ● Work with the Cadet Administration OIC/NCOIC to develop plans, scripts, handle files, distribute information and prepare reports 	
After Encampment	<ul style="list-style-type: none"> ● Help with cleaning of the facilities ● Complete your AAR 	

Position Name: Cadet Logistics OIC/NCOIC		Number of Slots: 1
Must be C/MSgt or higher by time of encampment		
Before Encampment:	<ul style="list-style-type: none"> ● Establish communications between team members ● Inventory equipment/develop supply process ● Participate fully in all pre-encampment activities ● Maintain active communication 	
During Encampment	<ul style="list-style-type: none"> ● Lead cadet logistics staff in completing supply, transportation, communications, setup/tear down of encampment activities/learning environments ● Work with Admin OIC/NCO to implement In-Processing/Out-Processing Plans 	
After Encampment	<ul style="list-style-type: none"> ● Help with cleaning of the facilities ● Complete your AAR 	

Position Name: Cadet Logistics Assistant		Number of Slots: 3
Must be C/Amn or higher by time of encampment		
Before Encampment:	<ul style="list-style-type: none"> ● Participate fully in all pre-encampment activities ● Maintain active communication 	
During Encampment	<ul style="list-style-type: none"> ● Assist Cadet Logistics Officer or NCO with tasks such as planning and execution of activities as directed 	
After Encampment	<ul style="list-style-type: none"> ● Help with cleaning of the facilities ● Complete your AAR 	

Position Name: Cadet Public Affairs OIC/NCOIC		Number of Slots: 1
Must be C/MSgt or higher by time of encampment		
Before Encampment:	<ul style="list-style-type: none"> ● Participate fully in all pre-encampment activities ● Maintain active communication ● Plan/Execute marketing campaign 	
During Encampment	<ul style="list-style-type: none"> ● Direct daily effort to photograph, document and publish content across social media at encampment 	
After Encampment	<ul style="list-style-type: none"> ● Publish web-friendly graduate “weekbook” product ● Help with cleaning of the facilities ● Complete your AAR 	

Position Name: Cadet Public Affairs Assistant	Number of Slots: 3
Must be C/A1C or higher by time of encampment	
Before Encampment:	<ul style="list-style-type: none"> ● Participate fully in all pre-encampment activities ● Maintain active communication
During Encampment	<ul style="list-style-type: none"> ● Work with the Cadet Public Affairs Officer to photograph, document and publish content across social media at encampment
After Encampment	<ul style="list-style-type: none"> ● Help with cleaning of the facilities ● Complete your AAR