



HEADQUARTERS OREGON WING  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
28735 Grumman Drive  
Eugene OR 97402-9542



8 MAY 2023

MEMORANDUM FOR CADET ENCAMPMENT GRADUATES

FROM: WR VII/CC

SUBJECT: Applications for Winter Raptor VII Cadet Exec & Select Command Cadre

1. Cadet Cadre applications for Cadet Exec & Select Command Cadre positions at the 2023/2024 Winter Raptor VII encampment are now open. Pre-encampment is 26-27 Dec 2023 Encampment is 27 Dec – 3 Jan 2024, Staff Release the same day, Camp Rilea, OR. Please note application deadlines and selection announcements will be staggered. Please follow the assigned dates for submission. Seniors may also apply on the same portal linked below. We aim to pick the absolute best staff for encampment. However, we prefer cadre apply for positions they have not done at encampment before.

2. Applications for Cadet Deputy Commanders (Operations and Support), Chief of Staff, Cadet Plans & Curriculum Officer, Cadet Safety Officer, Cadet Director for Public Affairs, and Standards and Evaluation Officer will close **9 JUNE 2023**.

**3. Applicants will submit a cover letter and resume to the registration portal. Additional uploads are optional.**

<https://orwgcap.regfox.com/winter-raptor-staff-apps-vii>

Your cover letter should address what positions you are applying for, why you want those positions, and why you should be chosen for those positions at Winter Raptor. Do not apply for a position you would not be interested in doing. However, if you do not apply for three positions, there is less of a chance of receiving a cadre position. The earlier you apply, the more favorable your application will look.

**4. Important dates:**

- a. Executive staff application deadline **9 June 2023**.
- b. Pre-Encampment: 26-27 December 2023
- c. Encampment: 27 December 2023 – 3 January 2024

## 7. Position Descriptions:

Note: all grade requirements are to be attained NLT December 2023.

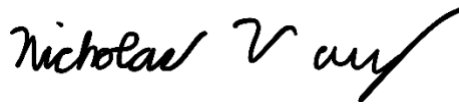
- a) **Cadet Deputy Commander for Operations (C/CDO). C/Capt or above** – The C/CDO is the right hand of the C/CC, managing daily cadet operations, aiding with encampment site preparation, cadre selection, cadre supervision and other tasks as assigned. The C/CDO is responsible for direct supervision and evaluation of the Cadet Squadron Commanders and subordinates. The C/CDO reports directly to the Cadet Commander.
- b) **Cadet Deputy Commander for Support, (C/CDS). C/Capt or above** – The C/CDS is responsible for coordinating, controlling, and directing the support activities of the encampment. The C/CDS manages and leads the support Cadre OICs/NCOICs. The C/CDS reports to the C/CC but is mentored by and works closely with the Senior CD. This cadet also serves as the defacto squadron commander for support.
- c) **Cadet Chief of Staff, (C/CS). C/Capt or above** – Working on the C/Exec Staff the C/CS is in charge of the C/XP and C/DOV who he mentors to accomplish their assignments in a timely manner. In addition to this, he is responsible for assisting in the training and evaluation of support teams, and creating and leading the execution of the activity bug out plan. The C/CS must possess strong leadership, communication, and organizational skills and be able to work collaboratively with a diverse group of individuals. As the C/CS you may be tasked with filling in or assisting someone in filling in for the C/CDO, C/CDS, C/Supt, a C/Squad Comm (permanently or till a new one is found), or even the C/CC if an individual is last minute unable to attend or is temporarily incapacitated. An understanding of the entire encampment is essential.
- d) **Cadet Plans & Curriculum Officer (C/XP) . C/Capt or above** – Working closely with cadet executive staff and senior staff the C/XP partners with his/her SM counterpart and XP team to plan and schedule encampment classes and activities. The C/XP coordinates instructors, locations, and materials required for the encampment curriculum. This position requires advanced initiative, problem solving, creativity, and knowledge of encampment operations. The C/XP reports to the C/CS. However, they work with a wide variety of individuals to synthesis their plans such as the line exec staff and their Senior counterpart.
- e) **Cadet Standards and Evaluation Officer, (C/DOV). C/Capt or above** – The C/DOV reports to the C/CS but works closely with the deputy for operations and group superintendent to create and publish activity standards such as the barracks standards. Additionally, he/she will be responsible for collecting data on the encampment to be used in evaluating honor flight. The C/DOV must possess a strong understanding of the line side of encampment and excellent interpersonal skills in dealing with individuals with different interests.
- f) **Cadet Safety Officer C/1st Lt minimum**–Report to the Encampment Safety officer and the Cadet Deputy for Support (C/CDS) for encampment safety requirements and overall compliance with site safety needs. Depending on Safety officer and cadet commander preference we may hire an assistant.
- g) **Public Affairs Director. C/CMSgt or above** – Reporting to the C/CDS and the Senior PA Director the Cadet PA Director advertises the encampment before the activity and records the encampment as it progresses via photos, video, and works with the Senior Historian Officer to oversee the annual, daily newsletters, and the encampment video. Must be organized, technologically proficient, motivated to excel, and have attention to detail. Proficiency with

online file sharing and digital tools is preferred. Please list in your cover letter what type of camera you have. A DSLR is preferred.

5. The Encampment expects about 160+ first time students to apply. We will be selecting 4 squadron commanders (19<sup>th</sup>-22<sup>d</sup> & 5<sup>th</sup> ATS) and 12 Flight commanders to support that size of registrants. We expect to have an ATS that will fall under the C/CDO.

6. Please contact C/Lt Col Nicholas Vaz, [Nicholas.Vaz@orwgcap.org](mailto:Nicholas.Vaz@orwgcap.org), 503-508-0112 for Cadet Cadre questions and CMSgt Chris Barnett, [Chris.Barnett@orwgcap.org](mailto:Chris.Barnett@orwgcap.org), for Senior Member Training Officer questions. For any other encampment questions or senior positions contact Lt Col Harold Buchanan [Harold.Buchanan@orwgcap.org](mailto:Harold.Buchanan@orwgcap.org).

<https://orwgcap.regfox.com/winter-raptor-staff-apps-vii>



Nicholas Vaz, Lt Col, CAP  
Winter Raptor VII Cadet Commander



Chris Barnett, CMSGT, CAP  
Winter Raptor VII Commandant



Harold Buchanan, LtCol, CAP  
Winter Raptor Commander