



HEADQUARTERS OREGON WING
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UNITED STATES AIR FORCE AUXILIARY
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19 MAY 2020

MEMORANDUM FOR CADET ENCAMPMENT GRADUATES

FROM: WRV/COC

SUBJECT: Applications for Winter Raptor V Cadet Cadre

1. Cadet Cadre applications for **all** positions at Winter Raptor V are now open. PRE - Encampment is 26 1200 (Sat) –27 1400 Dec 2020 (Sun) Encampment is 27 1400 Dec 2020 3 January 2021 (Sun), 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.

2. Applications for Cadet Commander, Cadet Deputy Commander, and Cadet Plans and Curriculum Officer will close **30 June 2020**.

3. Applications for Cadet Squadron Commanders, Advance Training Squadron Commander, and Cadet Mission Support Flight Commander will close **15 July 2020**.

4. Applications for the below positions will close **31 July 2020**.

- a. Cadet First Sergeant
- b. Cadet Flight Commander
- c. Cadet ATF Commander, ATS Deputy Commander
- d. Cadet Flight Sergeant
- e. Cadet Public Affairs, Cadet Logistics, HSO Assistant, Safety Officer, Cadet Mission Staff Assistant, Assistant Plans officer, Cadet DFAC (DFAC will have no charge for encampment)

5. Applicants will submit a cover letter and resume to the Registration portal

<https://orwgcap.regfox.com/staffwrv>

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 favorably your application will look.

6. Important dates:

- a. Cadet Commander and Executive staff Deadline 30 June 2020
- b. Squadron Commander level deadline 15 July 2020
- c. ALL other cadet cadre application deadline 31 July 2020
- d. Full Cadet staff announced ~ 20 August 2020
- d. Pre-Encampment: 26-27 December 2020
- e. Encampment: 27 December 2020 – 4 January 2020

7. Position Descriptions:

a. **Cadet Commander (C/CC). C/Capt or above** – The C/CC is responsible for the overall organization, operations, training, and conduct of all Cadet Cadre and Students. The Cadet Commander is responsible for the entire encampment Cadet Corps, and must be able to direct subordinate leaders to achieve success: the Cadet Deputy Commander for daily operations and evaluation, the Cadet Plans and Curriculum Officer for overall curriculum and instructor planning, the Cadet Mission Support Flight Commander for logistical and administrative support, and the Advance Training Flight Commander for advanced NCO training. The C/CC reports directly to the Commandant of Cadets, and is the primary link between the Senior and Cadet Command teams.

b. **Cadet Deputy Commander (C/CD). C/Capt or above** – The C/CD 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/CD is responsible for direct supervision and evaluation of the Cadet Squadron Commanders and subordinates. The C/CD reports directly to the Cadet Commander. The C/CD is in overall command when the C/CC is not present.

c. **Cadet Curriculum & Plans Officer (C/XP) . C/Capt or above** – Working on the cadet command team, the C/XP partners with his/her SM counterpart 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/CC but also works directly with the Senior XP to create a practical, challenging, informative, engaging, and fun curriculum.

d. **Cadet Mission Support Flight Commander, (C/MSF CC). C/1st Lt by encampment** – In conjunction with the encampment Deputy Commander, the C/MSF CC is responsible for coordinating, controlling, and directing the support activities of the encampment. The position is works on the same level as a Squadron Commander. The C/MSF CC manages and leads the support Cadre OICs/NCOICs. The C/MSF CC reports to the C/CC but is mentored by and works closely with the Senior CD.

e. **Cadet Advanced Training Squadron Commander - C/Capt by encampment and Deputy ATS Commander 2LT By Encampment** –The Advanced Training Squadron Commanders report to the Cadet Deputy Commander. The ATS Commander is responsible for the coordination, control, and direction of the advanced training program for the flight. He or she takes charge of the two ATF Commanders and works with their senior members on their team to create the curriculum and plan for the week. The ATS Commander is responsible for the training, safety, discipline, and efficiency of their assigned students, and he/she accomplishes this charge by working through subordinate cadre members.

f. **Cadet Advanced Training Flight Commander - C/2d Lt by encampment** – The Advanced Training Flight Commanders report to the Cadet Advanced Training Squadron Commander. The work in conjunction with each other to create and execute the plan for the week. They are expert teachers who are able to instruct on the ins and outs of being a Cadet NCO in CAP.

g. **Cadet Squadron Commander - C/1st Lt by encampment** – The Squadron Commanders report to the Cadet Deputy Commander. The Squadron Commanders are responsible for the coordination, control, and direction of the encampment program within their squadron. Squadron CCs are responsible for the training, safety, discipline, and efficiency of their assigned students, and accomplish this charge by working through subordinate cadre members.

h. **Cadet First Sergeant - C/MSgt or above** – The Cadet First Sergeants are responsible for ensuring that the NCOs of the squadron are familiar with their duties and responsibilities, and ensuring

that standards of discipline and proficiency are being met by students and cadre NCOs through the NCO support channel. The Cadet First Sergeant interfaces with cadet students primarily when extra recognition, encouragement, or counseling are warranted, and are constantly vigilant of their charges' morale, and welfare. The First Sergeant reports to, and provides performance and morale feedback to their Cadet Squadron Commander. Duties and responsibilities include: maintaining and reinforcing the ideals and performance of the NCOs as outlined in the Cadet Leadership Manuals, conducting drill and ceremonies IAW CAPP 60-20, and conducting the physical fitness program for the squadron. We are considering hiring a headquarters 1SG, from the list of 1SG applicants.

i. Cadet Flight Commander - C/CMSgt by encampment – The Flight Commanders are responsible for the implementation of encampment training at the flight level. The C/Flt CC reports to their Cadet Squadron Commander. Duties and responsibilities include: ensuring the flight reaches daily training goals, planning flight time effectively, mentoring their Cadet Flight Sergeant, motivating their flight, and advanced mentoring of Cadet Students. Cadet Flight Commanders are expected to track their students' individual and team progression in relation to daily training objectives, and to coordinate and adjust their training plan accordingly. They must be constantly mindful of the well-being of the cadets in their charge.

j. Cadet Flight Sergeant - C/SSgt or above – The Cadet Flight Sergeant is the NCO tasked with assisting the Cadet Flight Commander in carrying out the instruction and training of the flight. The Flt Sgt will be responsible for the mentoring of their students in military courtesy, personal conduct, drill & ceremonies, Esprit-de-corps of the flight, and the development of teamwork, and the management of daily student life. The C/Flt Sgt reports directly to the C/Flt CC, and also interfaces closely with their Cadet First Sergeant.

k. Public Affairs Section. C/SrA or above – Reporting to the Cadet Mission Support Flight Commander, The Cadet Historian Section 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.

l. Logistics Section. C/SrA or above – Reporting to the Cadet Mission Support Flight Commander, The Cadet Logistics Section prepares for, sets up, and breaks down equipment in a timely manner to assist with successful encampment operations. Logistics is also responsible for equipment distribution, maintaining an inventory, and will direct resource allocation. The Logistics Section will work with the Senior Logistics Officer to accomplish set tasks.

m. Mission Staff Assistant Section. C/SrA or above – Reporting to the Cadet Mission Support Flight Commander, The MSA Section will assist with encampment headquarters organization and administration, the staff and student sign-in process, handle vital radio communications, organize digital and hardcopy records, and assist with other support activities when needed. MSA staff must be organized, flexible, and have a working knowledge of online file sharing and digital tools. MSA staff will work with the Senior MSA Officer.

n. Dining Facilities Section. C/SrA or above – The DFAC team plans, creates, and cleans up after every meal. Working with the Senior Member DFAC officer, the team ensures all encampment members remain well-fed throughout the activity. DFAC staff must be able to work with others comfortably in the kitchen. DFAC will not pay the encampment fee. A Kitchen Chief will be selected for each kitchen.

o. **Health Services assistant. C/SSG or above** – The health service assistants will perform duties as required for the HSO staff. These could include runner, staff liaison, meetings, and performing first aid as required by HSO Staff. Include any medical training in your resume or cover letter.

p. **Cadet Curriculum & Plans Staff. - C/2d Lt** – one assistant to the C/XP is required to assist in pre-encampment planning. During Encampment daily schedule updates as required. Departure planning, and assist in Executive cadre requirements

q. **Cadet Safety Officer C/1st Lt** –Report to the Encampment Safety officer and the Cadet Commander for encampment safety requirements and overall compliance with site safety needs. Depending on Safety officer and cadet commander preference we may hire an assistant. **C/SRA** or above.

r. **Cadet Assistant to the Senior Training Officers C/CAPT** –Earhart cadets that have been a former encampment staff. Preferably Squadron Commanders to provide advice and support to the individual Squadron's Senior Training Officers. At any time this Assistant STO may be required to serve as a flight TO as needed.

8. The Encampment expects about 200 to apply. We will be selecting 4 squadron commanders (12th-15th) and 13 Flight commanders to support that size of registrants. We are expecting 40-50 Advanced Training cadets, so as such – we are considering two options. Either a single ATS with 2-4 flights or two ATS Squadrons. There will be a dual enrollment for ATS – either ES focused or AE Focused. Both ATSs will also conduct an NCOS during encampment. The intent is for the ES focused ATS to earn UDF qualification and the AE focused to earn a STEM badge. Applicants with an interest in ATS Staff should consider those differences in curriculum in their applications

9. Please contact Capt Zachary Cobb zachary.cobb@wawg.cap.gov for Cadet and Senior Member Training Officer questions. Any other encampment questions or other senior positions contact LTC Harold Buchanan harold.buchanan@orwgcap.org or 760-475-3009.

<https://orwgcap.regfox.com/staffwrv>



Zachary Cobb, CAPTAIN, CAP
Winter Raptor V Commandant of Cadets



Harold Buchanan, Lt Col, CAP
Encampment Commander