

**CHAPTER 2**  
**ORGANIZATION**

**2.3.10 CADET POSITION DESCRIPTIONS [SUPPORT SQUADRON]**

a. **Director of Administration**

The Director of Administration is primarily responsible for the oversight of areas concerning: scheduling, finance, the assignments of cadets to their flights, staff and cadet rosters, graduation essentials, as well as any other administrative support needs of the CTG. The Director of Administration is directly responsible to the Group Executive Officer.

b. **Director of Training**

The Director of Training is primarily responsible for the approval and oversight of all class curriculums, academic presentations, SOP supplements, the monitoring of CAWGF 341's, and the implementation of all standards and evaluation procedures. The Director of Training is directly responsible to the Group Executive Officer.

c. **Director of Logistical Operations**

The Director of Logistical Operations is primarily responsible for ensuring all encampment equipment needs are met. This is to include the oversight of linen distribution and recovery, personnel transportation, the up-keep of building essentials, the preparation and transportation of equipment needs, and the distribution and recovery of flight essentials. The Director of Logistical Operations is directly responsible to the Group Executive Officer.

d. **Director of Public Affairs**

The Director of Public Affairs is primarily responsible for the oversight of The Weekbook, the production of the Encampment Daily Newsletter, collecting and recording photographs taken throughout the encampment by the PA staff, as well as the Audio/Visual needs of the CTG. The Director of Public Affairs is directly responsible to the Group Executive Officer.

e. **Director of Mess Operations**

The Director of Mess Operations is primarily responsible for the coordination of the mess staff, and the functioning of the mess hall. This position will oversee the meal distribution and the scheduling of the flights through the mess hall. The menu will be approved by the Senior Member in charge of Mess with the Director's advice. The Director of Mess Operations is directly responsible to the Group Executive Officer.

f. **Executive Attaché**

The Executive Attaché is a position that is available on an as-needed basis. This position is responsible for assisting the Group Executive Officer in the oversight of all departments, setting up all department and staff meetings, and helping in all technical support of the Support Squadron. This position is also responsible for fulfilling any other needs of the CTG. The Executive Attaché is directly responsible to the Group Executive Officer.

g. **Personnel NCO/Officer**

The Personnel NCO/Officer is responsible for the creation of staff and cadet rosters, the confirmation of all personnel information, the in- processing and out-processing for all personnel, as well as creating graduation and participation certificates and packets for all participants, including fulfilling all other needs of the CTG. The Personnel NCO/Officer is directly responsible to the Director of Administration.

h. **Scheduling NCO/Officer**

The Scheduling NCO/Officer is responsible for monitoring the block schedule and creating the daily schedules. This person will also be responsible for making the appropriate changes to schedules and swiftly distributing updated copies to the appropriate personnel. Coordinating rotations for Encampment events such as O-Flights and Rifle Ranges will be an additional responsibility to this position, as well as fulfilling all other needs of the CTG. The Scheduling NCO/Officer is directly responsible to Director of Administration.

i. **Standards and Evaluations NCO/Officer**

The Standards and Evaluations NCO/Officer is responsible for ensuring that the standards and procedures laid out in the ETM, and other CAP/USAF manuals and regulations, are properly enforced and understood by all cadet staff, as well as fulfilling all other needs of the CTG. The Standards and Evaluations NCO/Officer is directly responsible to the Director of Training.

j. **Logistics NCO/Officer**

The Logistics NCO/Officer is responsible for distributing encampment equipment needs. This includes flight equipment such as canteens, linens, road guard equipment, guidons, covers, etc. This also includes fulfilling any other needs of the CTG. The Logistics NCO/Officer is directly responsible to the Director of Logistical Operations.

k. **Public Affairs NCO/Officer**

The Public Affairs NCO/Officer is responsible for photographically documenting the Encampment, as well as submitting said photographs to the Director of Public Affairs for use in The Weekbook. This position is also in charge of fulfilling the needs for the Encampment Daily Newsletter, i.e. writing articles, interviewing personnel, formatting documents, etc. This position is also responsible for fulfilling any other needs of the CTG. The Public Affairs NCO/Officer is directly responsible to the Director of Public Affairs.

l. **The Audio-Visual NCO/Officer**

The Audio-Visual NCO/Officer is responsible for all A/V needs of the CTG. This is to include the set-up of projectors for academic classes, sound systems for parade and dance, and the set-up of the intercom systems (if applicable). This position is also responsible for fulfilling any other needs of the CTG. The Audio-Visual NCO/Officer is directly responsible to the Director of Public Affairs.

m. **The Mess Operations NCO/Officer**

The Mess Operations NCO/Officer is responsible for the preparation of all meals, distributing meals to all personnel and the set-up and maintenance of the mess hall. This position is also responsible for fulfilling any other needs of the CTG. The Mess Operations NCO/Officer is directly responsible to the Director of Mess Operations.