

Command Staff

1. Commander. The Encampment Commander is responsible for the overall administration of the CAP encampment. He or she is responsible for all the actions of all CAP personnel attending the encampment and for their compliance with both CAP directives and instructions issued by the installation. The Encampment Commander will select a Command Staff and work with that Command Staff to select and appoint qualified members and trainees to encampment staff positions.

Additionally, the Encampment Commander will coordinate administrative and training matters with CAP, military and other appropriate personnel prior to, during the operation of, and at the close of the CAP encampment. Likewise, the commander sets the encampment goals and approves the training schedule. At the close of the encampment, the Commander selects Honor Cadet and Senior Members and certifies the final encampment reports.

1.a. Safety Officer. The Safety Officer is responsible for advising the Commander regarding safety practices during all facets of the encampment. The safety program begins with planning an encampment and terminates when the encampment is finished and all participants are safely home. The safety program includes a pre-encampment review of plans to assure the program stresses safe practices and will instill an attitude of "safety first" in all participants and a proactive daily routine to ensure that the encampment program is administered in a safe manner. This officer will immediately handle any potential safety issue.

1.b. Chaplain. The Chaplain is responsible for the moral and spiritual welfare of encampment participants, including performing religious services, holding Chaplain's Call, instructing moral leadership classes and counseling encampment attendees.

1.c. Officer of the Day. The Officer of the Day takes charge of the safety of the encampment at night, from the end of the duty day to the beginning of the next duty day. The Officer of the Day is an additional duty assignment.

2. Deputy Commander. The Encampment Deputy Commander assists the Commander in the administration of the encampment. The Deputy Commander relieves the Commander of supervisory details and performs the duties assigned by the Commander.

3. Commandant of Cadets. See below.

4. Executive Officer. See below.

Line Staff

3. Commandant of Cadets. The CAP Encampment Commandant of Cadets implements, controls, and evaluates training activities for cadets. Prior to the start of the encampment, the Commandant works with the Commander to select qualified staff members and coordinates with the Training Officer and School Directors to establish an encampment schedule. The Commandant coordinates with the encampment staff in the preparation of standard operating instructions to accomplish cadet functions, organizes cadet activities not prescribed by National Headquarters and supervises subordinate staff officers. Additionally, the Commandant oversees the Cadet Honors and Discipline Program and recommends Honor Cadet and Senior Members to the Encampment Commander.

3.a. Cadet Commander. The Cadet Commander coordinates with the School Directors and the Commandant of Cadets to select and appoint the cadet staff and develop the training schedule in addition to scheduling, coordinating, and conducting cadet staff meetings. This officer will supervise subordinate cadet staff and delegate duties and commensurate authority to selected cadet personnel for execution of the encampment training program. The Cadet Commander commands at all cadet encampment formations and observes cadet attitudes and takes steps necessary to maintain proper morale, discipline, and performance. The Cadet Commander is responsible to the Commandant of Cadets.

3.a.1. Cadet Staff. While the senior staff works primarily behind the scenes and in a supporting role to ensure the success of the encampment, it is the cadet staff that is responsible for actually implementing the encampment training plan.

3.b. Director of Wisconsin Basic School. The School Directors work with the Commandant and the Director of Training to develop an encampment training program and to select qualified staff members. These officers also implement all policies and rules set down by the Encampment Command Staff, assure all the requirements of encampment are met and also perform other duties as assigned.

3.b.1. Chief Tactical Officer. The Chief Tactical Officer works with the Commandant to select qualified staff personnel, assigns the Tactical Officers to provide supervision for the encampment flights and squadrons and oversees the performance of the Tactical Officers.

3.b.1.a. Mobile Tactical Officer. The Mobile Tactical Officer assists in safely executing the Encampment Training Plan by providing necessary transportation for non-mobile cadets, rapid response to health & welfare issues in the field, and supplemental supervision of cadet personnel when other Tactical Officers are unavailable.

3.b.1.b. Senior Tactical Officers. The Encampment Senior Tactical Officers assure compliance with all CAP and installation directives at the encampment. They advise the cadet staff, provide necessary supervision of the cadet flights, and ensure all activities are conducted safely and professionally.

3.b.1.b.1. Tactical Officers. The Encampment Tactical Officers assure compliance with all CAP and installation directives at the encampment. They advise the cadet staff, provide necessary supervision of the cadet flights, and ensure all activities are conducted safely and professionally.

3.c. Director of Wisconsin Cadet Academy. The School Directors work with the Commandant and the Director of Training to develop an encampment training program and to select qualified staff members. These officers also implement all policies and rules set down by the Encampment Command Staff, assure all the requirements of encampment are met and also perform other duties as assigned.

3.c.1. Senior WCA Leadership Officer. The WCA Leadership Officer assists the WCA Director in implementing the WCA training schedule. Additionally, these officers observe the WCA candidates, counsel them and actively rate their performance throughout the encampment.

3.c.2. WCA Leadership Officer(s). The WCA Leadership Officer assists the WCA Director in implementing the WCA training schedule. Additionally, these officers observe the WCA candidates, counsel them and actively rate their performance throughout the encampment.

3.d. Director of Training. The Director of Training supervises the conduct of the encampment training program; coordinates with the Encampment Commander, the Command Staff, the School Directors and the State Director in preparing the encampment training plan for all schools; ensures the encampment training plan meets all curriculum requirements; arranges for the use of necessary training facilities, training aids, and training areas; implements the scheduled training program and supervises staff instructors. \

3.d.1. Scheduling Officer(s). The Scheduling Officer writes the daily encampment schedules for all schools, publishing the next day's schedules daily by 1600L; schedules instructors; coordinates the use of training equipment and the preparation of training materials.

3.d.2. Special Projects Officer. The Special Projects Officer aids in the execution of the encampment training plan by coordinating special training projects, primarily utilizing military or other non-CAP personnel and specialized equipment not operated by CAP.

3.d.3. Instructors. Individual instructors are subject matter experts who conduct classroom or field training with encampment participants in furtherance of the encampment training plan. These instructors may come from CAP, military, or other agencies. CAP members typically serve as instructors on an additional duty assignment-basis.

3.d.4. (USAF Bus Drivers). The bus drivers aid in the execution of the encampment training plan by transporting cadets and other personnel to and from the encampment site as well as in and around the site.

Support Staff

4. Executive Officer. The CAP Encampment Executive Officer works with the Commander to select qualified staff members and coordinates the operational and administrative functions required to conduct the encampment. Also, this officer supervises and exercises control over subordinate staff officers and additionally recommends Honor Senior Members to the Encampment Commander.

4.a. Director of Finance. The Director of Finance is responsible for receiving and disbursing encampment funds and providing for safekeeping of any valuables. At the close of the encampment, this officer will also prepare a final financial statement for to the Encampment Commander and the Wing Commander.

4.a.1. Purchasing Officer. The Purchasing Officer ensures that encampment funds are best utilized and not wasted on unneeded, duplicated, or overpriced purchases. This officer consolidates all purchase requests, issues purchase orders, and when unable to make the purchases himself/herself, authorizes other officers to make the purchase.

4.b. Director of Information & Technology. The Director of Information and Technology is the encampment's MIS (Management Information Systems) Officer and Network Administrator, acquiring internet service for the encampment, supervising the installation and operation of the encampment intranet, ensuring all encampment computer and technology needs are fulfilled, and at the close of the encampment backs up all electronic files.

4.b.1. Photographer. The Photographer is the official encampment photographer and archivist. This officer is responsible for documenting all encampment activities in picture and video, providing those products to all staff

members that require it, including to wing and higher staff. This officer will especially work in close concert with the Public Affairs Officer to help produce the encampment newsletters and other publications, as well as the Webmaster in updating the official website with photos of the encampment “in action.” This officer is also responsible for taking official unit photographs.

4.b.2. Public Affairs Officer. The Public Affairs Officer is responsible for the release of all official information concerning the encampment, including preparation of all news releases. This officer will also oversee and contribute to the preparation of the daily encampment newsletter for dissemination to all encampment participants. Additionally, the Public Affairs Officer will coordinate the encampment open house and will produce all necessary programs and biographical information for this and the graduation banquet. At the close of the encampment, this officer will forward appropriate information and photographs to National Headquarters, write “thank you” letters to all who have aided in the encampment's success and coordinating with the encampment staff in the preparation of a history or “annual” of the encampment.

4.b.3. Webmaster. The encampment Webmaster creates, maintains and regularly updates the official encampment website, gathering and collating information from every staff section to ensure that the most up-to-date information is available to all, both at the encampment as well as outside.

4.c. Director of Logistics. The Director of Logistics is ultimately responsible for all encampment materiel and facilities. At the start of the encampment, this officer receives custody of all buildings and supplies assigned to the encampment and maintains control throughout the encampment. At the close of the encampment, the Director of Logistics ensures that all equipment and facilities are returned in good condition to the proper custodian. Additionally, this officer directs a number of staff officers who are responsible for a number of logistical duties.

4.c.1. Communications Officer. The Communications Officer is responsible for developing and implementing the encampment communications plan, including working with the Supply Officer and Wing Director of Communications to draw necessary equipment, setting up the communications equipment and verifying proper operation. Additionally, this officer coordinates encampment communications needs with other agencies, publishes the communications roster and serves as the Encampment Net Control Station.

4.c.2. Dayroom Officer. The Dayroom Officer has complete charge of the Encampment Dayroom, managing all of its operations. This officer coordinates with the Purchasing Officer to ensure all required supplies for the dayroom are purchased, and with the Director of Finance to deposit monies taken in during its operation.

4.c.3. Facilities Officer. The Facilities Officer accepts responsibility for all encampment buildings, assigning personnel to appropriate quarters, coordinating cleaning & supplies for all buildings, sees to any building repair or support requests, and oversees building clean-up and turn-in at the end of the encampment. The Facilities Officer is an Additional Duty Assignment.

4.c.4. Supply Officer. The Supply Officer is responsible for all encampment property and CAP property assigned to the encampment not under the control of any other officer, arranges for supplies and equipment, necessary maintenance and facilities, as well as supervises personnel responsible for handling supplies and equipment.

4.c.5. Transportation Officer. The Transportation Officer is responsible for the safe transport of CAP Encampment personnel on and around the Encampment area, as well as the care of the vehicles assigned to the encampment.

4.c.6. (Chief Cook & Cooks). The cooks set the encampment menu, order appropriate food and food service supplies, take responsibility for the dining facility and kitchen, prepare the daily encampment meals, and oversee the dining facility.

4.d. Director of Mission Support. The Director of Mission Support oversees the Mission Support Staff, ensuring that all required files are maintained and reports completed. Additionally, this officer functions as the Encampment Headquarters/Office Manager.

4.d.1. Administrative Officer. The Administrative Officer is responsible for administrative functions including the maintenance of records and files, initiating and processing correspondence, preparing encampment reports, operating and supervising a message center and receiving and dispatching mail. Additionally, this officer may assist the Personnel Officer in his or her duties.

4.d.2. Office Manager. The Office Manager is responsible for the operation of encampment administrative offices and/or command post. This officer ensures the offices are opened and closed at the prescribed times, creates work schedules for appropriate personnel, and coordinates all necessary office supply purchases with the Purchasing Officer. The Office Manager is an Additional Duty Assignment

4.d.3. Personnel Officer. The Personnel Officer is responsible for the inprocessing of all encampment personnel, publishing personnel authorizations and processing all awards. Additionally, this officer may assist the Administration Officer in his or her duties.

4.e. Director of Operations. The Director of Operations is responsible for all CAP aircraft assigned to the encampment, all flight operations as well as the administration of the encampment Flight Orientation Program.

4.e.1. Flight Release Officer. The Flight Release Officer ensures that all flights are released IAW appropriate regulations (CAP and other) and that all required information is entered into WMIRS. The Flight Release Officer may be an Additional Duty Assignment.

4.e.2. Orientation Pilots. The CAP Encampment Orientation Pilot works under the direction of the Director of Operations for the safe conduct of flight operations as well as the Flight Orientation Program.

4.f. Medical Officer. The Medical Officer is responsible for safeguarding the health of encampment participants, establishing liaison with medical personnel at the closest medical hospital and arranging for a daily sick call.

4.f.1. Medical Assistants. The Medical Assistants work with the Medical Officer to help safeguard the health of encampment participants, assist with daily sick call, make themselves available at all field training activities, and serve as first responders for all medical emergencies.

Cadet Command Staff

5. Cadet Commander. The Cadet Commander coordinates with the School Directors and the Commandant of Cadets to select and appoint the cadet staff and develop the training schedule in addition to scheduling, coordinating, and conducting cadet staff meetings. This officer will supervise subordinate cadet staff and delegate duties and commensurate authority to selected cadet personnel for execution of the encampment training program. The Cadet Commander commands at all cadet encampment formations and observes cadet attitudes and takes steps necessary to maintain proper morale, discipline, and performance.

5.a. Commander Of The Guard. The Cadet Commander of the Guard is responsible for maintaining the security of the encampment and its property to prevent damage or destruction and to prevent unauthorized use. This officer coordinates guard schedules and regularly inspects the interior guard and assigned posts. The Commander of the Guard reports to the Cadet Commander, though this officer also works closely with the Officer of the Day to ensure the safety of the encampment after regular duty hours.

5.b. Adjutant. The Adjutant oversees the instruction of military drill and ceremonies, assists in the evaluation of flight drill proficiency, and oversees the successful execution of the Pass in Review. The Adjutant is responsible to the Cadet Commander.

6. Cadet Deputy Commander. See below.

7. Cadet Executive Officer. See below.

Cadet Line Staff

6. Cadet Deputy Commander. The Cadet Deputy Commander assists the Cadet Commander in the above items, serves as the Cadet Commander in his or her absence, and coordinates, monitors, and administers the evaluation programs in addition to directing the Cadet Line Staff. This officer's other duties include evaluation of drill, inspection, and morale; posting current evaluation program standings; distributing daily evaluation results to Squadron and Flight Commanders; and reviewing those results with them.

6.a. WCA Cadet Leadership Officer. The WCA Cadet Leadership Officer works with the WCA staff to implement the WCA training plan. Additionally, this cadet also serves as a mentor to and evaluator of the WCA candidates.

6.b. Squadron Commander. The Squadron Commanders supervise subordinate cadet officers and NCOs. They supervise and conduct instruction of CAP customs and courtesies and drill and ceremonies; observe cadet attitudes and take steps necessary to maintain morale and effectiveness within their squadrons; participate in the daily inspection program; and review standings with the Flight Commanders.

6.b.1. Squadron Deputy Commander/Executive Officer. The Squadron Deputy Commander works with and assists the Squadron Commander in evaluating the Flight Commanders, assists in providing necessary services for their squadron, prepares duty rosters, assists in preparing necessary participant data, and performs other duties as required. This officer also commands the squadron in the absence of the Squadron Commander, and is available to replace any staff member at the squadron or flight level.

6.b.2. Flight Commander. The Flight Commander is directly responsible for the day to day training and administration of the cadet flight. This officer supervises all flight activities and conducts drill instruction of the flight.

6.b.2.a. Flight Sergeant. The Cadet Flight Sergeant assists the Flight Commander in supervision, instruction, and administration of the flight, and commands the flight in the absence of the Flight Commander.

Cadet Support Staff

7. Cadet Executive Officer. The Cadet Executive Officer supervises the Cadet Support Staff, monitors cadet activities and indicators of low morale, and keeps the Cadet Commander informed. This cadet also serves as the Cadet Safety Officer and assists the Encampment Safety Officer in implementing the safety program. Further, this officer monitors reporting and coordinates cadet encampment activities. The Cadet Executive Officer is responsible to the Cadet Commander.

7.1. Administration/Personnel Officer/NCO. The Cadet Administration/Personnel Officer assists the Encampment Administration Officer in processing cadet applicants, publishing encampment directives, and preparing schedules and reports. This officer may also assist the Director of Communications and the Personnel Officer.

7.2. Logistics Officer/NCO. The Cadet Logistics Officer assists the Director of Logistics in issuing encampment property and taking inventory of assigned materiel. This officer may also assist in managing the Dayroom.

7.3. Operations Officer/NCO. This officer and any subordinates assist the Director of Operations and the Orientation Pilots in effectively carrying out the Flight Orientation Program and other flight operations. Duties may include briefing the cadets in Orientation Flight procedures and assisting with flight line activities.

7.4. Public Affairs Officer/NCO. The Cadet Public Officer assists in publishing the encampment newsletter, recording encampment activities on video and still picture, and putting together an encampment annual.