



MEMORANDUM FOR INWG PHASE II, III AND IV CADETS

FROM: INWG ENC/Commandant of Cadets

SUBJECT: Call for Applications - Summer Encampment Cadet Cadre

Reference: CAPP 60-70, Cadet Encampment Guide and CAPP 60-31 Cadet Staff Handbook

The 2025 Indiana Wing Summer Encampment is now accepting applications for leaders to serve on the cadet line and support staff.

The following positions need dynamic and engaged cadet officers and non-commissioned officers to step forward and be leaders!

**LINE STAFF** (28 positions available)

- Squadron Commander – 2
- Squadron Deputy Commander – 2
- Advanced Training School Instructor Staff - 5
- Flight Commander - 8
- Adjutant - 1
- Squadron First Sergeant – 2
- Flight Sergeant – 8

**SUPPORT STAFF** (25 positions available)

- Public Affairs - 4
- Logistics - 4

- Communications/IT - 2
- Administration - 2
- Health Services - 3
- Curriculum Delivery and Evaluation – 9
- Safety Officer - 1

## PROCESS

- **No Later than January 24** cadets will have sent in a letter of intent and a resume. AI (artificial intelligence) may not be used in any way in the creation of cadets' application documents. Email [Encampment@inwg.cap.gov](mailto:Encampment@inwg.cap.gov) with
  - Application information
    - A letter of interest indicating their desired positions (PA Member applicants must submit within their letter of interest a link to their portfolio or a file or document containing any photography, videography, or publication work.)
    - A one-page resume of relevant CAP, school, and other experiences to support their application
    - Adjutant, Squadron Commander, and Squadron Deputy Commander applicants only: must submit a brief leadership philosophy and refer to the instructions **in this link**.
    - Flight Commander, First Sergeant, Flight Sergeant, and DE Member applicants **MUST take this assessment**.
- **January 25 – February 21** - Virtual interviews will be conducted. Cadets must click the **link to schedule an interview**.
- **March 8** - Cadet staff assignments will be announced.
- **May 3-4** Cadets selected for staff positions must participate in a face-to-face Cadre Training weekend. The costs of this activity are included in the encampment fee.

## LEADER POSITION DESCRIPTIONS:

### **Operations (Line) Staff (all of these positions require prior basic encampment graduation)**

#### **Squadron Commander:**

- Participates in Cadet Staff Training before Encampment. Creates and standardizes squadron goals and expectations. Leads the squadron staff in training in preparation for encampment. Coordinates with and provides direction for subordinate squadron staff members and flight staff within the squadron. Ensures that encampment directives are met and ensures that their health and

morale are supported. Performs other duties as assigned by the Cadet Executive Staff. Reports to the Cadet Deputy Commander for Operations.

- Minimum grade at the time of Encampment: Cadet First Lieutenant, prefer Cadet Captain or Cadet Major.

**Squadron Deputy Commander:**

- Participates in Cadet Staff Training before Encampment. Supports the Squadron Commander in his/her duties. Handles all administrative and personnel matters related to the Squadron as delegated by Squadron Commander. Performs other duties as assigned by the Squadron Commander. Reports directly to the Squadron Commander.

- Minimum grade at the time of Encampment: Cadet Second Lieutenant, prefer Cadet First Lieutenant or Cadet Captain.

**Advanced Training Squadron Instructor Staff:**

- Participates in Cadet Staff Training before Encampment. Assists the Advanced Training Squadron Director and Staff in running the ATS Program. Works with the ATS Staff to teach classes. Performs, or assists with, daily uniform and barracks inspections. Serves as a mentor to ATS students during the encampment. Performs other duties as assigned by the ATS Director or Staff. Reports directly to the ATS Director.

- Minimum grade at the time of Encampment: Cadet Senior Master Sergeant; Cadet Second Lieutenant and above preferred. Prior Encampment graduation is required; prior service as an Encampment cadre is helpful.

**Adjutant:**

- Participates in Cadet Staff Training before Encampment. The Cadet Adjutant serves as chief assistant to the Cadet Commander, chief steward of the encampment standards, and key mentor to all NCOs at encampment. The Cadet Adjutant will support the NCO chain of command across support and operations staff and provides mentorship and instruction especially to squadron first sergeants and flight sergeants during encampment. Leads physical fitness exercise. In addition, communicate with the DE team and keep Cadet Executive Staff informed of performance progress across the entire encampment. As the chief assistant, records staff meetings, compiles meeting itineraries, and undertakes any assigned errands for Cadet Executive Staff. As the chief steward of encampment standards, maintains an appropriate level of intensity across all activities. Proactively identify and address critical issues as they arise, exercising sound judgment and bypassing the chain of command only when necessary to ensure the safety, integrity, and efficiency of operations. The Cadet Adjutant should be a model for professionalism as a cadet and be an outstanding

example of leadership for all cadets to follow. Reports directly to the Cadet Commander.

- Minimum grade at the time of the Encampment: Cadet Second Lieutenant.

**Flight Commander:**

- Participates in Cadet Staff Training before Encampment. Serves as the primary leadership example for the student cadets within the flight. Fosters teamwork and esprit de corps among the flight members. Ensures that the flight adheres to the training schedule. Monitors the health and morale of all flight members during encampment. Performs other duties as assigned by the Squadron Staff. Reports directly to the Squadron Commander.

- Minimum grade at the time of Encampment: Cadet Chief Master Sergeant, prefer Cadet Second Lieutenant, First Lieutenant, or Captain.

**Squadron First Sergeant:**

- Participates in Cadet Staff Training before Encampment. Serves as a role model for flight sergeants and student cadets within their squadron. Serves as the expert authority within the squadron regarding drills and ceremonies, customs and courtesies, and uniform wear. Performs other duties as assigned by the Squadron Commander. Key link in the NCO Chain of Command from the Flight Sergeant to the Squadron Commander. Reports directly to the Squadron Commander.

- Grade limitations at the time of Encampment: Cadet Master Sergeant – Cadet Chief Master Sergeant; may not have received Mitchell before Encampment.

**Flight Sergeant:**

- Participates in Cadet Staff Training before Encampment. Serves as the primary example of a cadet NCO to the basic cadets. Provides instruction to the flight in the areas of drill and ceremonies, customs and courtesies, and proper uniform wear. Works with the Flight Commander to foster esprit de corps within the flight. Performs other duties as assigned by the Flight Commander. Reports directly to the Flight Commander.

- Grade limitations at the time of Encampment: Cadet Staff Sergeant – Cadet Chief Master Sergeant.

**Support Staff (all of these positions require prior basic encampment graduation)**

**Cadet Administrative Staff:**

- Participates in Cadet Staff Training before Encampment. Works with the Encampment Administrative Officer to maintain personnel records. Assists with

in- and out-processing of all students and staff. Assists with preparing graduation packets and any personnel actions, if required. Reports to the Encampment Administrative Officer during the duty day and to the Cadet Deputy Commander for Support when not on duty.

- Minimum grade at the time of Encampment: Cadet Master Sergeant. Prior encampment graduation is required.

**Cadet Public Affairs Staff:**

- Participates in Cadet Staff Training before Encampment. Assists the Encampment Public Affairs Officer in recording all aspects of the encampment by taking pictures and videos during the week. Writes articles for the encampment newsletter. Assists with writing press releases for the local media. Assists in the creation of the encampment video. Will manage and maintain a social media account in accordance with CAP PA regulations. Reports directly to the Encampment Public Affairs Officer during the duty day and to the Cadet Deputy Commander for Support when not on duty.

- Minimum grade at the time of Encampment: Cadet Master Sergeant. Prior encampment graduation is required.

**Cadet Logistics Staff:**

- Participates in Cadet Staff Training before Encampment. The logistics team keeps the encampment running. Assists the Encampment Logistics Officer with all aspects of the Supply Section. Monitors the supply of paper products and hand soap in all restrooms. Assist with issuing linens and shirts. Plans and coordinates all supply needs for the encampment, map out all rooms being used by the encampment in order to put them back in their original set up, and performs a checklist to determine the initial and final condition of issued items. Assist Encampment Transportation Officer with daily vehicle inspections and ensure that cadets arrive at the airfield promptly. Performs other duties as assigned. Reports directly to the Encampment Logistics Officer during the duty day and to the Cadet Deputy Commander for Support when not on duty.

- Minimum grade at the time of Encampment: Cadet Staff Sergeant. Prior Encampment graduation is required.

**Cadet Health Services Staff:**

- Participates in Cadet Staff Training before Encampment. Assists the Encampment Health Services Officer in monitoring the health and well-being of the staff members and students at the encampment. Administers care to members requiring first aid and determines the need for a higher level of care when necessary. Does not exceed their abilities as a member of Civil Air Patrol at a CAP activity. Reports directly to the Encampment Health Services Officer

during the duty day and to the Cadet Deputy Commander for Support when not on duty.

- EMT, Paramedic, or similar licensure recommended; Current First Aid Training Certificate required.
- Minimum age at the beginning of encampment: 16 years old. Prior Basic Encampment graduation is required. No minimum grade if other requirements are met.

#### **Curriculum Delivery and Evaluation Staff:**

- Participates in Cadet Staff Training before Encampment. Collect feedback to give to the squadron and flight leaders with a focus on leadership performance, instructor feedback, and individual presenter feedback. Evaluation of scheduled drill practices with emphasis on leadership and unit performance. Performance of dorm inspections, with a focus on giving feedback to squadron and flight leaders to help them work with their cadets. Issue and collect student surveys following classes to get student feedback from instructors of the various courses. Perform uniform inspections and issues end-of-encampment survey. One member will be attached to an assigned flight and will perform all inspections and evaluations of their flight. This position will also recruit, schedule and support instructors and speakers to support curriculum delivery and assist in the development, organization and structure of the curriculum to meet program requirements based on National Headquarters guidance and past practice. Reports directly to the Encampment Curriculum Delivery and Evaluation Officer when on duty and to the Cadet Deputy Commander for Support when not on duty.
- Minimum grade at the time of Encampment: Cadet Master Sergeant. Prior Encampment graduation is required.

#### **Cadet Communications Staff:**

- Participates in Cadet Staff Training before Encampment. Assists the Encampment communications and information technology staff with hardware and software support functions, supports wireless network operations and provides classroom technology activities. Operates VHF and HF radios in accordance with CAP requirements. Establishes and maintains communications plans for frequency utilization, assigns functional designators, and tracks functional designators and Air Force Voice Call signs used at the activity. Reports to the Encampment Communications Officer during the duty day and the Deputy Commander for Support when not on duty. Prefer Mission Radio Operator (MRO) qualification for Cadet Officer in Charge. Prefer Introductory Communications User Training (ICUT) qualification for all directory applicants.

- Minimum grade at the time of Encampment: Cadet Master Sergeant. Prior Encampment graduation is required.

**Cadet Safety Officer (C/SE):**

- Participates in Cadet Staff Training before Encampment. Assists the Senior Safety Officer in implementing and maintaining the safety program for all staff and students at the encampment. Monitors safety conditions, including heat indices, and ensures compliance with established safety protocols, such as hydration for all cadets and ORM measures. Plans and conducts daily safety briefings reviews Operational Risk Management (ORM) plans, and provides updates as needed. Reports mishaps or safety concerns to the Senior Safety Officer, provides updates and insights on safety concerns to the C/CC, and ensures timely communication of safety information to all staff members. Coordinates fire drills and other emergency preparedness activities. When not directly engaged in safety duties, the C/SE will assist health services to support overall participant well-being ultimately reporting to the Cadet Commander. Minimum grade at the time of Encampment: Cadet Senior Master Sgt.