



MTWG ENCAMPMENT 2020
MONTANA WING CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
P.O. Box 1887
Great Falls, MT 59403



22 Jan 2020

MEMORANDUM FOR: SENIOR OFFICERS

FROM: MTWG ENCAMPMENT COMMANDER

SUBJECT: Applications for MTWG Encampment Senior Cadre

1. Senior applications for support positions at MTWG Encampment 2020 are now open. Please note application deadlines and selection announcements will be staggered. Please follow the assigned dates for submittal. Encampment is 01 Aug – 08 Aug 2020, Fort Harrison, Helena, MT
2. Senior staff are required to attend a planning meeting in mid-March. Exceptions will be handled on a case by case basis.
3. All staff are required to attend “required staff training” at the beginning of the encampment. If your schedule does not allow you to attend this training but allows you to attend later in the week, exception can be made at the discretion of the Command staff. Additional training opportunities may be offered if required.
4. Current staff needs are as follow; however, all non-command positions are open to application as additional staff, assistants, and trainees will only strengthen our wings future capabilities and our encampments success.
 - a. Safety Officer
 - b. Chaplain
 - c. Plans and Programs
 - d. Medical Officer
 - e. Training Officers
 - f. Fundraising Officer
5. **Please fill out the [Senior Cadre Application Form](#).**
6. For those who are unable to make it to Encampment Planning Meeting, an email must be sent to the Commander requesting a distance skype connection.
7. Important dates:
 - a. Encampment Planning Meeting: March (exact date TBD)
 - b. Pre-Encampment (required for staff training): 28 July -31 July 2020
 - c. Encampment: 01 August – 08 Aug 2020

8. Position Descriptions:

- a. **Curriculum & Plans Officer.** Manages the encampment's instructional content. This position's major functional areas include:
 - i. Investigating opportunities for tours, guest speakers, use of training facilities, etc., at the host facility
 - ii. Programming the curriculum so that the encampment fulfills the minimum required content
 - iii. Developing a plan of instruction for the encampment commander's approval, and coordinating with the host facility and/or outside agencies for tours, guest speakers, classroom facilities, etc.
 - iv. Developing and maintaining the encampment schedule and verifying guest speakers' participation and tour hosts' readiness a day or two in advance.
 - v. Selecting and preparing instructors (senior staff, cadre, or guests) for required courses; monitoring courses to ensure the students attain the learning objectives.
 - vi. Facilitating the student, cadre, and staff end of encampment critique process.

- b. **Training Officers.** Training officers are assigned to each flight at an encampment. They are CAP senior members who are the cadets' first-line adult leaders. They also fulfill a critical role as mentors to the cadets, particularly the flight staff. Assistant training officers are assigned as available. Senior training officers are also assigned as available and serve at the squadron level and supervise flight-level training officers. In large encampments, a chief training officer supervises the full team of training officers and provides guidance and mentoring to newcomers. This position's major functional areas include:
 - i. Ensuring the cadets' safety, health and well-being
 - ii. Observation, training, mentoring, and evaluation of flight staff
 - iii. Observation, training, and evaluation of students
 - iv. Ensuring that the encampment's curriculum and learning goals are progressing as expected
 - v. Personal counseling of cadets, as necessary
 - vi. Responsible stewardship of resources, whether belonging to CAP or the host facility

- c. **Chaplain.** The encampment chaplain is responsible for the moral and spiritual welfare of all participants. The chaplain is a member of the commander's staff and as such is the advisor to the commander and staff on matters of religious freedoms, morals, and well-being of personnel under his or her command. Assistant chaplains may be appointed to assist in discharging these duties. The functional responsibilities include:
 - i. Providing counsel. Any encampment participant may meet with the chaplain(s) at any time. This request will not be denied. Any matter that an encampment participant wishes to share with a chaplain is protected as a

privileged communication of clergy and counselee (see CAPR 265-1). Throughout the encampment, daily opportunity will be afforded for personal contact with encampment participants. As chaplains visit cadets during the various activities and make themselves known, many cadets will, in turn, seek out the chaplain for assistance and advice. Training Officers will often seek the chaplain's assistance when counseling cadets. The chaplain's table in the dining hall will be a place of defusing. Especially during the time following inspections and during personal time in the evenings, chaplains will make a special effort to do a walk-through of the dorms and interact with the cadets as a ministry of presence.

- ii. Supporting cadet character education. Chaplains are a resource for character education activities and the overall Character Block (§5.5). Chaplains may be used as instructors, coordinators, evaluators, or in similar purposes for the Character Block. Character Development Instructors (CDIs) may also assist.
 - iii. Supporting participants' religious needs. Chaplains will provide opportunity for formal worship, and when necessary, coordinate support for participants whose religious needs cannot be served by CAP or the host installation. If a chaplain is unavailable to support an encampment in person, the encampment commander will nevertheless ensure that participants have access to formal worship.
- d. **Logistics Officer:** The Logistics Officers is responsible for making sure all equipment is ready for each day, assigned to whomever needs it, and sources new equipment when requested by other staff members. These senior members will work with a small cadet staff to complete these tasks each day and teach the cadets how to fill the requests being made by the cadet staff. Duties that typically are done by the Logistics Divisions are:
- i. Vehicle inspections each day
 - ii. Laundry organization
 - iii. Food organization and prep
 - iv. Equipment issue and supply
 - v. Housing and Dining Facility coordination
 - vi. Equipment/resource acquisition
 - vii. And others as needed by the Encampment Command
- e. **Public Affairs:** On one of the most critical components to a successful encampment is Public Affairs. This role will work with the other members of staff, squadron Public Affairs, and Wing Public Affairs to get the news about encampment out to CAP members and to the General Public. A small cadet staff will be assisting with these duties and the Public Affairs Officer is expected to instruct, delegate, and involve to these cadets to teach them valuable Public Affairs skills. Duties that typically are done by the Public Affairs Officer are:
- i. Event photography and videography
 - ii. Press releases leading up to encampment

- iii. Coordinating with local and regional new affiliates to get media coverage of the events
 - iv. Daily social media postings
 - v. And more as needed by the Encampment Command
- f. **Safety Officer:** Please read section 3 of the Encampment Guide
- g. **Medical Officer:** Is responsible for assessing the medical needs of the entire encampment body. They are responsible for making sure that any injuries are being treated and coordinating with command officers and with the Safety officer to properly document those injuries. Requirements: Advanced Medical Training to include;
- i. Nurse
 - ii. EMT
 - iii. Paramedic
- h. **Fundraising Officer:** Fundraising is a critical component to lowering the cost for all members, including Seniors. This person will coordinate with the local squadrons to reach out to local businesses to sponsor aspects of the encampment. This position will be primarily focused in the next few months.
9. Please contact the Montana Wing Encampment Deputy Commander for Support Maj Spencer Gilchrist, with questions: SGilchrist@mtwg.cap.gov (406) 431-0628

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AUSTIN M TROTH, 1st Lt, CAP

MTWG Encampment 2020 Commander