

Specialty Tracks/ Job Opportunities for Senior Members

Aerospace Education Officer. Implements aerospace education activities and duties involving cadets, seniors, aerospace education members, communities and schools. Develops materials and activities and promotes aerospace education programs for the local community. Assists the commander in making aerospace education related policy decisions.

Activities Officer. Plans and conducts interesting and challenging activities for CAP cadets, to include but not limited to: Field trips, Participating in emergency services exercises, Sports competitions, Social functions, Community betterment projects, Aerospace education activities (in coordination with aerospace education officer).

Recruiting and Retention Officer. Responsible for the membership development of the squadron or wing by recruiting new members into CAP and working to retain the current members. These activities include developing recruiting programs and activities and working with public affairs officer to promote CAP. This officer is also responsible for communicating with new members about their expectations to encourage renewal.

Character Development Instructor. The Character Development Instructor is an individual active in and approved by their denomination or faith group. CDIs are part of the CAP Chaplain Service, but have different qualifications and different responsibilities than chaplains. CDIs will: Complete training requirements for character development officers. Develop character development seminars for cadets. Provide non-clergy support to assist chaplains in providing ministry to the CAP community. Perform CDI duties under the direction of a chaplain when one is assigned to their unit. When a chaplain is not assigned, the CDI works under the direction of the unit commander and wing chaplain.

Historian. Responsible for unit historical program. Collects and preserves historically significant material. Publishes general and special histories, monographs, and studies. Publishes material to inform the general public about CAP history. Attends meeting of historical and other learned societies.

Chaplain. Provides worship, liturgies, rites, and religious observations. Conducts pastoral counseling, spiritual nurture, and ethics and values instruction. Provides group pastoral care and spiritual renewal. Gives advice on religious, ethical, and quality of life concerns and maintains ecclesiastical and clergy relations.

Plans and Programs Officer. Gets programs started and completed, and keeps the commander informed on the progress of each program. Develops plans and programs to accomplish assigned tasks. Coordinates activities of other staff sections and assigned units in accomplishing goals and objectives set out by the commander. Assigns personnel, establishes suspense dates, and follows up to ensure task completion.

Cadet Program Officer. Conducts cadet training in aerospace education, leadership, physical fitness, moral leadership and other activities. As special assistant to the commander, implements and monitors programs in cadet personnel and administration, cadet activities, aerospace education or leadership laboratory.

Communications Officer. Maintains and operates radio equipment. Familiarizes communications trainees with the basic concept of CAP communications operations. Operates CAP radio stations.

Develops and implements communications plans, programs, and directives. Plans and conducts communications conferences, meetings, and workshops.

Emergency Services Officer. Assists the commander by managing and directing emergency service activities. Establishes working relationships with local agencies responsible for search and rescue, disaster relief, and other local emergencies. Develops emergency service plans, training programs, and standard operating procedures and maintains a rapid alerting system to assemble emergency service resources as needed.

Standardization/Evaluation Officer. Technician: Performs duties as a CAP instructor pilot and check pilot, responsible for flight and ground instruction as well as flight evaluation in CAP aircraft. Senior: Performs duties as a CAP check pilot, administers check flights, written examinations, and maintains pilot training folders. Master: Wing pilot designated to administer check flights, written examinations, and develop wing training and evaluation procedures.

Safety Officer. Manages the safety program. Develops safety plans, programs, and directives. Coordinates with other staff agencies to develop accident prevention procedures and collects data to determine safety program effectiveness. Conducts accident investigations.

Operations Officer. Develops the operations policies and procedures to ensure mission accomplishment and provide guidance to unit personnel. These activities include developing standing operating procedures, evaluation methods, and accident prevention programs and reporting procedures. Requests transportation and mission authorizations.

Flight Operations Officer. Responsible for the management and control of unit aircrews, aircraft, and flight operations. Understands CAP flight management policies and procedures and the administrative procedures governing flight operations. Assists in the preparation of plans, programs, and directives to govern the unit.

Logistics Officer. Responsible for receipt, storage, distribution, recovery, and proper disposal of all CAP property held by the unit. Recommends allocation of motor vehicle records. Responsible for vehicle maintenance, marking, and painting. Ensures aircraft are painted and identified in accordance with current directives and makes sure aircraft are maintained in an airworthy condition in accordance with FAA requirements.

Administration Officer. Maintains master publications library. Prepares correspondence, re-ports, schedules, inventories, and requisitions. Operates centralized correspondence and message distribution center. Reviews locally developed publications to ensure they are administratively correct prior to publication. Provides management assistance when required.

Finance Officer. Responsible for posting ledgers and preparing vouchers, checks, and deposits, for unit accounts. Prepares unit budget, controls monies, monitors transactions, and prepares monthly activity reports. Keeps commander advised in all financial matters.

Public Affairs Officer. Assists the commander on all media relations and internal information matters. Plans, develops, and implements a public affairs program based on media relations, community relations, and internal information activities. Acts as liaison with other organizations and agencies as required in the performance of these activities.

Personnel Officer. Performs duties related to processing unit personnel actions as membership applications, promotions, and charter changes. Establishes and maintains up-to-date personnel files and ensures all regulations, policy letters, and forms required to administer the unit's personnel program are available and up-to-date. Develops local unit personnel policies and procedures, provides assistance and guidance to the unit commander and other staff members on all personnel matters, and monitors the overall personnel program within their jurisdiction.

Homeland Security Officer. Manages HLS and monitors and supports emergency services activities. This includes: Works closely with the other operations staff officers to prevent duplication of effort and to ensure CAP presents one clear voice to potential Homeland Security customers. Develop agreements and maintain contact with state and local emergency management officials pertaining to HLS. Ensures coordination with unit Emergency Services Officer regarding requirements. Works closely with Emergency Services Officer to ensure unit resources are capable of responding to appropriate requests in support of homeland security. Monitors CAP training to ensure the HLS program is adequate to include, proper equipment (cameras, computers and radios, etc.) and training to accomplish complete aerial and ground photo reconnaissance mission requests. Monitors unit procedures for rapid alerting and assembling of unit personnel to support homeland security tasking requirements. Monitors unit homeland security evaluations, training missions and exercises. Know CAP's homeland security responsibilities in all operational areas.

Search and Rescue Officer. Assists the ES officer in managing and directing search and rescue activities. They shall: Develop SAR agreements with state emergency management officials and other CAP units, if needed. Know CAP SAR responsibilities in areas of operation. Develop a unit SAR force that is capable of responding to request from the appropriate Rescue Coordination Centers or other responsible agencies. Ensure the SAR training program is adequate. Develop operational procedures for rapid alerting and assembling of SAR task force personnel. Coordinate wing SAR evaluations, training missions, and exercises.

Disaster Relief Officer. Assists the ES Officer in managing and directing disaster preparedness activities. They shall: Develop agreements with state emergency management officials pertaining to natural disaster and civil defense activities. Develop a unit disaster preparedness force capable of responding to appropriate requests. Ensure the civil defense and natural disaster training programs are adequate. Develop operational procedures for rapid alerting and assembling of disaster preparedness task force personnel. Coordinate wing DR evaluations, training missions, and exercises. Know disaster preparedness responsibility of CAP in areas of operation.

Drug Demand Reduction Officer. Manages and directs drug demand reduction activities. They shall: Develop annual drug demand reduction (DDR) training plan. Prepare and manage annual DDR financial plan. Conduct annual DDR training at wing encampment(s). Coordinate joint operations with Air Force base DDR Coordinators. Coordinate joint operations with Air Force Reserve base DDR Coordinators. Coordinate joint operations with National Guard DDR Administrator. Submits end of year reports.

Leadership Education Officer. Responsible for leadership laboratory and physical fitness training of CAP cadets to include: Proper wear of the CAP uniform. Customs and courtesies of the service. Leadership techniques and activities. Physical fitness. Squadron drill team.

Testing Officer. The squadron testing officer is a member of the squadron commander's special staff. They shall: Obtain, administer, safeguard, and return education and training materials used in Civil Air Patrol. Administer the testing program in accordance with CAP directives. Monitor cadet progression and test scores, and facilitate tutoring support for cadets who are struggling academically. If a cadet has special educational needs, confers with the parent, and if necessary, recommends testing accommodations to the squadron commander.

Supply Officer. Responsible for all matters pertaining to supply. They shall: Ensure proper accountability for CAP property. Be proficient in the use and capabilities of the Operational Resource Management System (ORMS). Be responsible for receipt, issue, storage and proper disposal of all CAP property. Be responsible for distribution and recovery of property and document in ORMS efforts to reclaim property from deactivated units and inactive members. Recommend to the commander the allocation, reallocation and retirement of property within the unit. Complete all property inventory and reporting requirements.

Transportation Officer. Responsible for all matters pertaining CAP-owned vehicles (COV). They shall: Ensure that all COV are licensed and registered in accordance with applicable laws of the state, commonwealth or other local government jurisdiction where vehicles are operated. When designated, review, approve driver's license applications. Maintain appropriate records on location of all vehicles. Ensure routine and major maintenance is accomplished on COV when required. Ensure timely completion of Vehicle Usage Reports. Ensure expeditious reporting of vehicle mishaps.

Maintenance Officer. Exercises staff supervision and coordination of all aircraft maintenance. They shall: Assist their commander in developing an aircraft maintenance management program that ensures that all CAP scheduled maintenance is performed and discrepancies are corrected promptly. Ensure that CAP aircraft meet FAA standards in order to be issued an FAA Standard Certificate of Airworthiness and are maintained in accordance with FARs and FAA-approved manufacturer's data, to assure continued airworthiness. Coordinate aircraft inspections and repairs with NHQ/LGM. Make recommendations to the commander for the improvement of the maintenance program.

Legal Officer. Advises on legal implications of CAP programs and activities (subject to the constraints imposed by local law on the unauthorized practice of law) to include: Interpretation of laws and regulations. Contracts and agreements. Insurance. Real Estate. Taxation. Investigation. Corporate records and organizations. Relations with local agencies. Render legal advice and opinions regarding CAP activities as requested. Assist the unit safety officer in conducting investigations. Advise the unit commander and investigating officer on processing complaints. Advise commanders on initiation of termination actions and serve as CAP representative at termination appeals hearings as appropriate. Serve on unit membership board as directed by the unit commander.

Health Services Officer. Responsible for advising CAP commanders and units on the health, sanitation and hygiene of CAP members relevant to CAP activities. They shall: Assists the ES Officer in arranging or providing training in first aid and emergency lifesaving measures to include medically recognized cardiopulmonary resuscitation (CPR) techniques. Provide bloodborne pathogen protection training including preventive measures. Report bloodborne pathogen exposures and ensure that those members exposed obtain appropriate follow-up medical care from non-CAP sources. Advise members to obtain necessary physical examinations from their personal physicians and to complete emergency treatment consent forms where required by regulation to participate in various Civil Air Patrol activities. Arrange for necessary medical training materials. Supplies and equipment for unit missions or special activities.

Maintain first aid kits for medical emergencies. Generally advise commanders and unit personnel on preventive medicine matters relevant to CAP activities. Plan conferences and meetings pertaining to special affairs.