

CADET COMMAND STAFF POSITIONS AVAILABLE

Position	Suggested Minimum Rank
<p>ELEMENT LEADER Element leader is the entry-level leadership position on the cadet staff. Their key responsibility is to assist the flight commander and flight sergeant by taking charge of the members of an element (4 or 5 cadets, on average). Although the element leader occupies the lowest rung in the cadet chain of command, their job is incredibly important because they are the first person basic cadets should turn to for guidance.</p>	C/A1C
<p>FLIGHT SERGEANT The flight sergeant is the direct, hands-on leader who helps the flight commander motivate and train the cadets in a flight. On average, flight sergeants will lead 8 to 15 cadets, including 2 to 4 element leaders. Their main area of concern is the leadership laboratory. Flight sergeants teach in-ranks cadets the basics of cadet life: drill, wear of the uniform, customs and courtesies, and physical fitness. Although flight sergeant is an entry-level leadership position, this cadet needs to be responsible and resourceful enough to take complete charge of the flight in the flight commander's absence.</p>	C/SSgt
<p>FIRST SERGEANT Holding the most prestigious and challenging position available to a cadet NCO, the cadet first sergeant's role is a varied one. The "shirt" is expected to be a master trainer, a great motivator, a fair referee, a just disciplinarian, and an aide-de-camp to the cadet commander.</p>	C/MSgt
<p>FLIGHT COMMANDER The cadet flight commander leads a flight of 8 to 15 cadets. It is the first cadet position to have significant managerial and oversight responsibilities, as the flight commander supervises and mentors a flight sergeant and 2 to 4 element leaders. Having developed some basic instructional skills, flight commanders are called on to teach almost any cadet-related topic. As commanders, they set goals and develop training plans for the flight, informally counsel cadets and formally evaluate their leadership skills. As officers, flight commanders serve on the squadron's leadership team, working with the cadet commander and other officers to grow the squadron. In short, the flight commander creates the conditions necessary for the flight to succeed.</p>	C/2d Lt
<p>CADET DEPUTY COMMANDER FOR OPERATIONS Cadet deputy commander is a challenging position partly because it can be so ambiguous. The deputy is the commander's right hand, but each commander will use their deputy in a different way. There is no universal job description for deputy. Traditionally, the deputy manages cadet operations and acts as commander when the commander is absent. Additionally, the deputy is usually the cadet next in line to become cadet commander, so this cadet will need to learn the cadet commander's job as well.</p>	C/1st Lt
<p>CADET DEPUTY COMMANDER FOR SUPPORT The cadet deputy commander for support is the member of the command staff who manages the mission support functions of the cadet corps. The position exists with the assumption that the squadron has a handful of cadets managing support functions (i.e.: Supply, Leadership, Aerospace, Emergency Services, Public Affairs, Safety, etc.) that for span of control reasons require a cadet officer to supervise on behalf of the cadet commander.</p>	C/1st Lt

<p>CADET COMMANDER (ONE-YEAR TERM)</p> <p>Cadet commander is the ultimate challenge for a cadet officer. It is an enormous test of leadership skill, especially one's ability to articulate a vision and point all cadets toward meaningful goals. The position stands at the epicenter of the squadron: The cadet commander is the most visible cadet, a role model for the entire cadet corps, and the liaison between the senior staff and the cadet staff.</p>	C/Capt
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CADET SUPPORT STAFF POSITIONS AVAILABLE

<p>ACTIVITIES OFFICER OR NCO</p> <p>Assist squadron activities officer in planning and conducting 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).</p>	C/2d Lt or C/SSgt
<p>ADMINISTRATION OFFICER OR NCO</p> <p>Assist squadron administrative officer in implementing, managing and directing administrative services activities that include: Implementing administrative policies and procedures. Controlling correspondence (including messages). Preparing and authenticating administrative authorizations. Preparing local publications and forms.</p>	C/2d Lt or C/SSgt
<p>AEROSPACE OFFICER OR NCO</p> <p>The cadet aerospace officer instructs cadets in aerospace topics and leads or supervises aerospace activities.</p>	C/2d Lt or C/SSgt
<p>COMMUNICATIONS OFFICER OR NCO</p> <p>Assists the senior member communications officer in the performance of his/her duties, to include: Operation of squadron net control stations. Communications training. Communications supply. Related duties as required. Establish programs to maintain and operate unit radio equipment.</p>	C/2d Lt or C/SSgt
<p>EMERGENCY SERVICES OFFICER OR NCO</p> <p>Assist the senior staff in training cadets in emergency services. Assist the senior staff in developing emergency services plans.</p>	C/2d Lt or C/SSgt
<p>FINANCE NCO</p> <p>Assist the finance officer by collecting and recording payment of squadron dues, if the squadron has a dues program.</p>	C/SSgt
<p>HISTORIAN OFFICER OR NCO</p> <p>Assist the historian managing and directing historical activities to include: Establishing and conducting a program of the collection and preservation of items of historical significance either of a documentary or physical property nature. Representing the Civil Air Patrol at meetings of historical and other learned societies.</p>	C/2d Lt or C/SSgt
<p>LEADERSHIP OFFICER OR NCO</p> <p>The cadet leadership officer instructs cadets in leadership topics and leads or supervises leadership activities.</p>	C/2d Lt or C/SSgt
<p>PERSONNEL NCO</p> <p>Assist the safety officer in presenting monthly safety briefings. Assist the safety officer in conducting risk management (RM) reviews during special events and when in the field.</p>	C/SSgt

PUBLIC AFFAIRS OFFICER OR NCO Assist the senior staff with documenting unit activities using print and electronic media through photography, videography and news article submissions.	C/2d Lt or C/SSgt
RECRUITING OFFICER OR NCO Should be working together with the Cadet Public Affairs Officer/NCO (to help promote the Unit for recruiting efforts) and the Cadet Commander (to focus on retention ideas/problems).	C/2d Lt or C/SSgt
SAFETY OFFICER OR NCO Study and mentor under the supervision of the unit safety officer. The cadet safety officer/NCO will learn the primary functions of the unit safety officer and be given the opportunity to demonstrate skills in safety leadership, education and presentations. Cadet safety officers/NCOs will provide liaisons between the unit safety officer and cadet command staff.	C/2d Lt or C/SSgt
SUPPLY OFFICER OR NCO Assist the supply officer in outfitting cadets with uniforms and equipment. Monitor inventory of chevrons, ribbons, and other items in the "squadron BX," (base exchange or supply box).	C/2d Lt or C/SSgt

All duty assignments are 6-month terms unless otherwise noted. At the end of the term cadets are welcome to re-apply for their existing role or try something different. Terms run January 1st – June 30th, and July 1st – December 31st. Because of our meeting schedule uniform of the day, the official change of command is held the second Thursday of the month.

REMINDER – All cadet officers are required to have at least one Support position assigned to meet SDA requirements.