

## Senior Member Position Descriptions

The descriptions below are specific to the squadron-level of organization within Civil Air Patrol. Descriptions are obtained directly from CAP Regulation 20-1, *Organization of Civil Air Patrol*.

### **Emergency Services (ES) Officer**

Manages and directs emergency services activities. They shall:

- Develop agreements with agencies responsible for search, domestic emergencies, and civil defense.
- Develop and maintain an adequate emergency service force.
- Develop training programs to ensure that highly qualified ES personnel are available for search and rescue, and disaster relief missions.
- Develop plans and standard operating procedures to support the wing's emergency services program.
- Maintain records to determine the status of resources (personnel, vehicles aircraft, radios and other emergency equipment) available for ES missions.
- Develop and maintain a rapid alerting system for assembling necessary resources in a timely manner.

*The emergency services officer should be familiar with CAPP 2 and CAPP 213; CAP directives in the 60, 62, 66, 77 and 100 series; applicable federal, state and local MOUs, and applicable FEMA publications.*

### **Emergency Services Training Officer**

- Assists the ES Officer in managing and directing ES training activities. They shall:
- Document ES training accomplished and qualifications earned.
- Coordinate with the SAR and DR officers to ensure that training programs are adequate.
- Coordinate with external agencies for other ES training.
- Prepare and process CAPFs 101 for new or requalifying personnel.

*The ES training officer should be familiar with CAPP 213, and applicable FEMA publications.*

### **Search and Rescue (SAR) 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.

*The search and rescue officer should be familiar with CAP directives in the 60, 62, 66, 77 and 100 series; CAPP 213 and CAPP 2; applicable FEMA publications; and SAR related federal, state and local MOUs.*

### **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.

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*The disaster preparedness officer should be familiar with CAP directives in the 60, 62, 66, 77 and 100 series; CAPP 213; DR related federal, state and local MOUs, and applicable FEMA publications.*

### **Communications Officer**

Manages and directs communications activities. They shall:

- Develop and implement communications plans, programs, and directives in close coordination and in support of command, and all operations programs and activities.
- Establish requirements and track acquisition and disposition of communication equipment in coordination with logistics.
- Coordinate communications plans and programs with other staff agencies and with subordinate and higher headquarters.
- Develop detailed operating procedures for communications operations and guidance to subordinate units and personnel.
- Collect and report data to determine the effectiveness of communications operations.
- Coordinate licensing or frequency authorizations for all radio operations.
- Develop communications training programs.
- Develop and participate in communications exercises.
- Coordinate communications conferences, meetings, and workshops.
- Monitor unit communications.
- Establish programs to maintain and operate unit radio equipment.

*The communications officer should be familiar with CAPP 214; and CAP directives in the 60, 62, 66, 77, and 100 series; the NTIA manual of regulations and procedures for Federal Radio Frequency Management, applicable FEMA publications; applicable federal, state, and local MOUs requiring communications support.*

### **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.

*The Drug Demand Reduction Officer should be familiar with CAPR 55-1 and CAPR 52-16.*

### **Aerospace Education Officer (AEO)**

- Directs the aerospace education program at their level of command. They shall:
- Implement aerospace education policy and advise the commander on status of AE programs under his/her command.
- Recruit, train and assist subordinate AEOs.
- Ensure that AE staff positions are filled at their level and subordinate levels.
- Maintain a current roster of AEOs at their level and subordinate levels.
- Establish and review budget requirements.
- Monitor aerospace education requirements from higher headquarters to ensure compliance.
- Develop an AE Plan of Action. (Wing, Group, and Squadron)
- Regularly update your immediate commander on the progress of the AE Plan of Action.

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- Complete the Yeager Award or be working on completing it.
- Complete the end-of-year AE Activity Report. (Wing, Group and Squadron)
- Enroll in the Aerospace Education Specialty Track 215 or have completed it.
- Visit or communicate with subordinate units.
- Encourages interest in the Teacher Orientation Program (TOP) Flights. (Wing, Group and Squadron)
- Solicit the submission of AE Awards from subordinate units including: Brewer Awards, Mission Awards, AEO of the Year Award, and AE Teacher of the Year Award.
- Convene a committee to select winners for AE awards including: Brewer Awards, Mission Awards, AEO of the Year Award, AE Teacher of the Year Award. (Region and Wing)
- Conduct the weekly AE current events update. (Group and Squadron)

### **Internal Aerospace Education Officer**

- Responsible for completing duties as assigned by the Region, Wing, Group, or Squadron Aerospace Education Officer. They shall:
- Direct the internal aerospace education program.
- Complete the Yeager Award or be working on completing it.
- Enroll in the AEO 215 Specialty Track or have completed it.
- Implement the aerospace education portion of the cadet program in their unit or units.
- Implement the Aerospace Education Program for Senior Members.
- Encourage senior members to take the Yeager Test.
- Encourage senior members to participate in the AE 215 Specialty Track.
- Review AE Plan of Action and determine a schedule for AE activities.
- Encourage unit participation in the voluntary Aerospace Education Excellence (AEX) Program.
- Encourage unit participation in the voluntary Model Rocketry Program.
- Encourage unit participation in the Air Force Association/Civil Air Patrol grant program.
- Develop special aerospace education activities for cadets and seniors.

### **External Aerospace Education Officer**

- Responsible for completing duties assigned by the Region, Wing, Group, or Squadron Aerospace Education Officer. They shall:
- Direct the external aerospace education program.
- Complete the Yeager Award or be working on completing it.
- Enroll in the AEO 215 Specialty Track or have completed it.
- Recruit Aerospace Education Members (AEM) into CAP.
- Support AEMs with visits to their classrooms and by conducting aerospace education activities.
- Encourage AEMs to participate in the voluntary Aerospace Education Excellence Program.
- Encourage AEMs and other CAP teacher members to participate in the Fly-a-Teacher Program.
- Promote and assist with aerospace education projects such as workshops and seminars.
- Promote CAP aerospace education programs and educational materials in schools.
- Promote CAP's external AE mission to the regular uniformed CAP members.
- Establish and maintain contact with educational agencies promoting CAP AE products.
- Present AE lessons and activities in many different educational settings.

### **Professional Development Officer**

Manages and directs the CAP professional development program. They shall:

- Create a positive unit training environment where CAP's adult members can develop their required skills in a comfortable, professional atmosphere.

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- Instruct the Level I Foundations Course to ensure that all new adult members receive a thorough orientation and have properly assimilated into the unit.
- Make adult members aware of training material and opportunities available to them through CAP and other sources to prepare them to perform operational missions, staff assignments and other assigned duties.
- Encourage and assist the adult members to take advantage of all appropriate training.
- Help ensure that CAP provides the best quality training with sufficient availability to support CAP's missions
- Apply all directives applicable to professional development programs as necessary.
- Comprehend the structure of the CAP professional development program and its component programs, activities and events.
- Ensure quick and easy access to applicable forms, directives and instructions.
- Maintain a unit training library.
- Assist unit members in proper completion and processing of forms if needed.
- Maintain unit training records regarding professional development activities.
- Assure proper test administration and security for the unit's adult members.
- Correctly prepare documentation in support of training awards for the commander's review.
- Submit applications for awards, ensure they are processed in a timely fashion and presented appropriately
- Coordinate member training accomplishments with other members of the staff.
- Mentor PD officers at subordinate units if applicable.

*The professional development officer should be familiar with CAPP 204, CAPR 50-17 and other directives in the 35, 39, 50, 52, 200, 280, and 900 series.*

### **Leadership Education Officer (Applicable to Cadet and Composite Squadrons Only)**

- 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.
  - Squadron color guard.

*The leadership officer should be familiar with CAPM 39-1, CAPR 52-16, CAPP 216 and other CAP directives in the 52 and 160 series and particularly with the cadet leadership textbooks located on the national cadet programs website.*

### **Activities Officer (Applicable to Cadet and Composite Squadrons Only)**

- 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).

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*The squadron activities officer should be familiar with CAPR 52-16, CAPP 216 and CAP directives in the, 52, 76, 160, and 900 series.*

### **Testing Officer (Applicable to Squadrons Only)**

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. (Cadet and Composite Squadrons)
- If a cadet has special educational needs, confers with the parent, and if necessary, recommends testing accommodations to the squadron commander. (Cadet and Composite Squadrons)

*The testing officer should be familiar with the provision of CAPR 50-4, CAPR 50-17, CAPR 52-16, CAPP 8 and CAPP 216.*

### **Deputy Commander For Cadets (Applicable to Composite Squadrons Only)**

Directs and evaluates implementation of the CAP cadet program within the squadron. They shall:

- Coordinate to assure attainment of cadet program objectives and adherence to cadet program directives.
- Ensure Cadet Protection policies and training are in place and being enforced.
- Select and supervise the senior member staff officers to direct the cadet program.
- Monitor funds and property used for cadet program.

*The deputy commander for cadets should be familiar with all CAP directives, with particular emphasis on CAPR 52-16, CAPP 216 and other CAP directives in the 35, 39, 52, and 280 series. Also, he/she should be familiar with cadet program aerospace education texts and other training materials located on the national cadet programs website, CAP Index 0-2 and CAP Index 0-9.*

### **Logistics Officer (Applicable to Squadrons Only)**

- Manages and directs the logistics program to include the areas of supply, transportation, maintenance, and installation engineering. They shall:
- Advise the commander on status of logistics programs and establish logistics policies.
- Review budget requirements of logistics activities and direct consolidation of logistics budget.
- Be responsible for real property management in accordance with CAPR 87-1.

*The logistics officer should be familiar with the CAP directives in the series indicated below:*

*Transportation matters 76, 77 series*

*Usage of DOD real property 87 series*

*Aircraft status/inventory 67 series*

*Aircraft marking 66 series*

*Aircraft maintenance 66 series*

*Supply matters 67 series*

*VSI/HIS Insurance Matters 900 series*

### **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.

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- Recommend to the commander the allocation, reallocation and retirement of property within the unit.
- Complete all property inventory and reporting requirements.

*The supply officer should be familiar with CAPP 206 and CAP Regulation 174-1.*

### **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.

*The transportation officer should be familiar with CAPR 77-1 and CAPR 174-1.*

### **Administrative Officer**

Implements, manages and directs administrative services activities. They shall:

- Implement administrative policies and procedures.
- Control correspondence (including messages).
- Prepare and authenticate administrative authorizations.
- Prepare local publications and forms.
- Perform related duties as assigned by the unit commander.

*The administrative officer should be familiar primarily with CAPP 205 and CAP directives in the 5 and 10 series.*

### **Personnel Officer**

Manages and administers the CAP personnel program and associated administrative procedures to include:

- Membership records and applications
- Confidential screening (FBI fingerprint cards)
- Organizational actions (charters, deactivations, etc.)
- Appointments
- Promotions and demotions
- Awards and decorations
- Duty assignments
- Transfers
- Retirements
- Membership terminations
- Uniforms

*The personnel officer at all levels should be familiar with the Constitution and Bylaws, CAPP 200 and CAP directives in the 20, 35, and 39 series.*

### **Recruiting Officer**

Formulates plans and establishes policies, procedures, and programs, designed to assist CAP in attracting new members and retaining current members. They shall:

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- Plan and conduct periodic membership drives and open houses to attract new members and to stimulate interest in current inactive members.
- Make presentations to outside groups, both youth and adult, to attract new members.
- Place posters and other recruiting materials in strategic locations advertising local meeting times and places.
- Stage display booths and provide recruiting coverage at local high schools, shopping centers, air shows, and other public events.
- Personally contact individuals expressing an interest in CAP by telephone, written inquiry, etc., and follow up to ensure that all interested persons are fully informed on the CAP program and local unit activities.

*The recruiting officer should be familiar with all aspects of the Civil Air Patrol program, particularly the CAP Constitution and Bylaws, CAPR 20-1, and CAPM 39-2.*

### **Public Affairs Officer**

Reports directly to the commander at all echelons of command and as such, is the adviser to the commander on all internal and external public affairs matters. They will:

- Work with the commander on all public affairs matters.
- Implement and manage a Public Affairs Program.
- Comply with CAPR 190-1 and other public affairs publications.
- Conduct an Internal Information Program.
- Conduct an External Information Program to include Media and Community Relations.
- Insure National's Public Affairs objectives and missions are met.
- Supervise and assist all subordinate unit public affairs activities.

*The Public Affairs Officer, to be effective, must be familiar with all CAP publications and policies pertaining to public affairs, and complete training opportunities presented.*

### **Finance Officer**

Responsible for overall financial management of the unit program. They shall:

- Serve as a member of the unit finance committee
- Ensure accounting controls are adequate
- Ensure authorized approvers list and all policies have been sent to wing
- Ensure the finance committee meets and records minutes at least quarterly
- Ensure all expenses are properly approved and that expenses over \$500 are approved by the finance committee
- Ensure the annual budget is developed, reviewed quarterly and sent to wing
- Ensure all deposit documentation is sent to wing timely to enable proper classification
- Ensure all reporting requirements and deadlines are met

*The finance officer must be familiar with CAP regulations in the 173 series and CAPP 202.*

### **Chaplain**

The chaplain is a member of the commander's staff at all echelons of command, and as such is the advisor to the commander and his/her staff on matters of religion, morals, and the well-being of personnel under his/her command. The chaplain implements and executes the CAP Chaplain Corps program as recommended by the Chaplain Service Advisory Council and as stated in CAPR 265-1. This program includes, but is not limited to:

- Providing pastoral care of senior and cadet members, including counseling, visitation, encouragement, and other special assistance as the chaplain may be able to provide.
- Performing professional functions as necessary, for example, religious services, liturgies, pastoral counseling, etc.

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- Conducting character development programs as outlined in the CAPP 265 series entitled “Values for Living,” and CAPR 52-16.
- Participating as chaplains in cadet summer encampments and other cadet activities. (Reference CAPR 52-16.)
- Participating in Emergency Services missions and exercises by providing a chaplain presence and resource for members participating in the mission/exercise and those on the scene who may be in distress.
- Participating in ecclesiastical public relations activities.

*The specific duties of CAP chaplains at each echelon of command are stated in CAPR 265-1. Every chaplain should be familiar with the following CAP directives: CAPR 20-1, CAPR 265-1, CAPP 221, CAPP 221A and CAPP 265-4.*

### **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.

### **Legal Officer**

Advise 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 in accordance with CAPR 123-2.
- 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.

*The legal officer at all levels should be familiar and monitor compliance with the CAP Constitution and Bylaws, CAP regulations and with 5 U.S.C. 8141, 10 U.S.C. 9441, and 36 U.S.C. 40301-40307.*

### **Health Services Officer**

Responsible for advising CAP commanders and units on the health, sanitation and hygiene of CAP members relevant to CAP activities. (See CAPR 160-1 for policy on emergency medical treatment). 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.

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- 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. NOTE: Under no circumstances will CAP medical personnel perform physical examinations as part of their Civil Air Patrol duties.
- Arrange for necessary medical training materials. Supplies and equipment for unit missions or special activities.
- Maintain first aid kits for medical emergencies. (See CAPR 160-1 for policy on emergency medical treatment.)
- Generally advise commanders and unit personnel on preventive medicine matters relevant to CAP activities.
- Plan conferences and meetings pertaining to special affairs.

*Health Services Officers should be familiar with all CAP directives in the 160 series and applicable portions of CAPRs 55-1, 50-15, 52-16, 50-17 and 62-2.*

### **Safety Officer**

Assists and advises the commander in developing the overall accident prevention program. They shall:

- Direct and perform safety inspections and surveys of operational areas for hazards.
- Direct and perform mishap reviews and prepare mishap review factual narratives.
- Plan operational risk safety briefings to make personnel aware of hazards for various activities and provide safety education that teaches the requirement for safe practices on various topics.
- Make visits to subordinate units, and assist units with safety program guidance and guidance to mitigate safety related concerns, as required.
- Review and analyze mishap reviews for trends and other mishap prevention information.
- Provide and publicize safety awareness information through various means, but not limited to: newspapers, posters, etc. and familiarize CAP members with online safety education programs in CAP's Safety Management System (SMS).

*The safety officer should be familiar with CAP directives in the 62 series.*

### **Historian**

Manages and directs historical activities to include:

- Developing policies and procedures that relate to historical activities.
- Establishing and conducting a program for the publishing of general and special histories, monographs, studies, and similar works for issue both internally and externally to CAP.
- Establishing and conducting a program to specifically inform the general public as to the history of CAP as it relates to CAP's current missions.
- Issuing bibliographies, catalogs, indices, and abstracts containing information relative to publications relating to CAP history.
- Establishing and conducting a program of the collection and preservation of items of historical significance either of a documentary or physical property nature.
- Establishing and conducting an oral history program.
- Representing the Civil Air Patrol at meetings of historical and other learned societies.

*The Historian should be thoroughly familiar with CAPR 210-1 (the Civil Air Patrol Historical Program) and other internal and external*