

ILWG Summer Encampment 2025 Position Descriptions

Operations Staff Positions

Cadet Executive Officer (XO)

Ideal Rank: C/2d Lt-C/Col

The Cadet Executive Officer (CTG/XO) is primarily responsible for controlling and conducting the daily activities of the encampment. The CTG/XO leads and manages the staff's executive responsibilities. The CTG/XO is directly responsible to the CTG/CC.

Duties include:

- Assist the Cadet Executive Staff with routine tasks
- Organize and oversee assigned responsibilities

Squadron Commander

Ideal Rank: C/1st Lt-C/Col

The Squadron Commander (SQ/CC) is directly responsible to the CTG/CDO. The SQ/CC is responsible for the coordination, control and direction of the training program within his/her squadron. The SQ/CC directs and supervises the members of the squadron.

Duties to include:

- Evaluates the effectiveness of the training within the squadron and, through guidance and direction of the subordinate staff, makes the appropriate adjustments.
- Monitors flight position training, ensuring adherence to rules.
- Fosters cohesiveness, teamwork, and a unity of purpose within the squadron.
- Ensures the most effective use of squadron time and other free time.
- Ensures the health and safety of the squadron.

- Familiarizes the squadron members with all rules and procedures.
- Adheres to all customs and courtesies.
- Adheres to the established cadet training schedules.
- Manages the morale of his/her squadron

Squadron XO

Ideal Rank: C/CMSgt-C/Capt

The Squadron XO (SQ/XO) assists the Squadron Commander in day-to-day operations of the squadron.

Duties include:

- Monitor cadets to ensure they are maintaining personal hygiene.
- Assist with managing showers.
- Ensure that cadets are staying hydrated.
- Escort individual cadets who must leave their squadron for any reason.
- Mentor and support the Flight Sergeants in the squadron

CLASS Commander

Ideal Rank: C/1st Lt-C/Col

The CLASS commander is responsible for leading and training second-year (CLASS) students. The CLASS commander functions as a squadron commander, and CLASS students take turns as flight staff for their flight.

Duties include:

- Same as Squadron Commander
- Develop a training curriculum and schedule for CLASS students
- Ensure that all cadets regularly rotate through CLASS flight staff positions.

CLASS XO

Ideal Rank: C/CMSgt-C/Capt

The CLASS XO is responsible for managing the day-to-day operations of CLASS.
The CLASS XO functions as a Squadron XO.

Duties include:

- Same as Squadron XO
- Assist with administrative work for CLASS, such as grading quizzes.

Flight Commander

Ideal Rank: C/CMSgt-C/Capt

The flight commander is directly responsible to the squadron commander. The FC is primarily responsible for the implementation, instruction and reinforcement of the training program within his/her flight. The FC directs and supervises the members of the flight.

Duties to include:

- Foster cohesiveness, teamwork, and a unity of purpose within the flight.
- Ensure the most effective use of flight time and other free time.
- Ensure the health and safety of the flight.
- Familiarize the flight members with all rules and procedures.
- Measure proficiency of all drill movements and procedures.
- Ensure adherence to all customs and courtesies by flight members.
- Appoint element leaders and guides with the approval of the Squadron Commander

Flight Sergeant

Ideal Rank: C/MSgt-C/CMSgt

The flight sergeant is directly responsible to the Flight Commander. The Flight Sergeant assists the Flight Commander in his/her duties and serves as the

Flight Commander in the absence of the Flight Commander. The Flight Sergeant is responsible for implementation, instruction and reinforcement of the training program within his/her flight. The Flight Sergeant directs and supervises the members of the flight.

Duties to include:

- Same as those listed for FC.

Support Staff Positions

Support XO

Ideal Rank: C/Capt -C/Col

The Support Executive Officer (MSS/XO) is directly responsible to the CTG/CDS. The MSS/XO acts as the assistant to the CTG/CDS, and in the absence of the CTG/CDS, they control Mission Support Squadron.

Duties include:

- Assisting the CTG/CDS in conducting daily MSS sync meetings with Section OICs.
- Supervising and coordinating MSS activities alongside the CTG/CDS.
- Ensuring proper administration of the encampment and its cadet support personnel.
- Acts as the liaison between the CTG/CDS and all OICs.
- Oversees section needs/concerns and ensures task progress.
- Conducts conflict resolution when necessary, includes the CTG/CDS and seniors if problematic.
- Organizing daily medication administration.
- Assists OICs in their duties as necessary.

SET Staff

Ideal Rank: C/2d Lt - C/Col

SET staff evaluate the flow and adherence to encampment standards. They primarily evaluate cadets through inspections and quizzes.

Duties include:

- Perform daily room and uniform inspections.
- Write inspection criteria pre-encampment.
- Assist with determining encampment Honor Flight (daily and overall).
- Assist the cadet executive staff in ensuring training objectives are met.

Safety Officers

Ideal Rank: C/1st Lt-C/Col

The Cadet Safety Officers assist the Senior Encampment Safety Officer and Health Services officer in performing their duties. The Cadet Safety Officers are responsible to the Deputy Commander for Support when not actively working with senior members. The MSS/SO will work intensively with the senior staff of the encampment, and as such applicants must possess a high degree of maturity.

Duties include:

- Assist with safety briefings.
- Assist with writing and executing safety plans and risk assessments.
- Assist with supervision of activities for safety hazards/practices.
- Organizing daily medication administration.

General Support

Ideal Rank: Any (C/2d Lt or above for OIC)

General Support Staff perform the necessary day-to-day support functions of the encampment. GS staff can expect to be detailed to support a variety of staff sections throughout the encampment.

Duties include:

- Cleaning the DFAC after meals, daily bathroom cleaning, etc.
- Ensure that facilities are thoroughly stocked with necessary supplies: hand soap/sanitizer, paper towels, toilet paper, cleaning supplies (brooms, mops, sponges, etc).
- Other tasks as assigned by the CTG/CDO.

Color Guard

Ideal Rank: Any (C/2d Lt or above for OIC)

The primary responsibility of Color Guard is to present the colors during formations and Pass In Review. Color Guard members must also choose a secondary section of Support Staff to serve on when not conducting CG duties. The Color Guard reports to the Deputy Commander for Support. Color Guard applicants must be proficient in drill IAW CAPP 60-33.

Duties include:

- Plan and practice color guard performance for formations and Pass In Review
- Teach introductory color guard lessons to first-year or CLASS students as necessary.
- Assist with other support duties in spare time.

Food Services

Ideal Rank: Any (C/2d Lt or above for OIC)

Food Services staff are responsible for managing and cleaning the kitchen and food line. Food Services staff will spend a majority of the duty day in the DFAC.

Duties include:

- Preparing food for the encampment.
- Serving food to students and cadre.
- Cleaning the DFAC after meals.
- Maintaining the cleanliness of the DFAC at all times.

Admin Assistant

Ideal Rank: Any

The Admin assistant will be responsible for attending to any administrative duties assigned by SM encampment staff. During free time, the Admin assistant will assist other support sections in their duties.

Duties include:

- Assist SM staff with assigned duties
- Handle administrative tasks assigned by cadet cadre
- Assist with other support duties in free time