

**Brief Position Description for Duty
Assignments**

Specialty Track	Main Duties
Administration	Establish and administer policies, procedures, and standards concerning publications, forms, and correspondence management; prepare administrative authorizations.
Aerospace Education	Implement aerospace education programs for cadets and senior members at the squadron level and promote AE in local schools.
Cadet Programs	Broad field: see CAPR 20-1 and CAPP 52-15 for details. The primary responsibility of every CP is to create the conditions necessary for youth to succeed as CAP cadets in the areas of leadership, aerospace, activities, DDR or testing.
Chaplain	Conduct character development instruction for cadets; provide a comprehensive ministry to CAP members and families affected by the SAR mission. This must be done in a pluralistic setting that recognizes personal ministry limitations while ensuring religious needs of all parties are accommodated as much as possible.
Character Development	Assist and support CAP chaplains and squadron commanders by providing moral and ethical instruction to cadets, and by supporting chaplains during emergency services missions.
Command	Lead unit; must be knowledgeable of CAP regulations, pamphlets, duty positions, and missions.
Communications	Establish programs to maintain and operate unit radio equipment; monitor unit communications; implement communications plans and programs from higher headquarters; maintain accountability of equipment issued from higher headquarters and equipment issued or acquired at the unit level.
Education and Training	Assure the training and manning of the unit's staff and senior membership; maintain unit training records and resources; assist testing officer in security of any training examinations; prepare documentation in support of training awards for the commander's review; submit applications for awards.
Emergency Services	Coordinate ES activities; develop working relationships with local search and rescue/disaster relief agencies; develop and maintain an adequate ES force (personnel and equipment) and alerting system.
Finance	Manage and maintain unit's finances, ensuring accountability
Health Services	Advise commander and unit of medical issues (health, sanitation and hygiene) related to missions, training, and mitigation of risks. Teach first aid and CPR classes.
Historian	Assist the commander on all historical matters and implement a unit historical program; collect and preserve material of historical significance.
Information Technology	Manage and direct unit information technology (IT) program; serve as the unit web security administrator (WSA); assign and edit permissions for assigned members; ensure that operational security (OPSEC), information security (INFOSEC), virus definition and appropriate software updates are performed in a timely manner; develop and implement local unit IT policies and procedures in support of CAP's missions; develop and implement training programs for unit members to ensure efficient use of all IT assets; oversee the development and maintenance of the unit's website in coordination with public affairs; assist the unit commander in generating up-to-date measurable performance data extracted from available information systems; provide support for network administration, approved hardware, and approved software. Track IT related support issues and inquiries for submission, through proper channels, to higher headquarters.
Inspector General	Assist with complaint investigation and resolution as well as unit compliance inspections (wing-level assignment)
Logistics	Responsible for receipt, issue, storage and proper disposal of all CAP property. Ensure that all vehicles are licensed and insured and those drivers are qualified and licensed to operate the vehicles.
Operations	Develop and implement operations plans, programs and directives; establish reporting procedures to determine the success of operations programs; coordinate operations matters with other staff agencies or interested agencies; develop standard operating procedures for the control and operation of CAP aircraft; assist in the establishment of continuing training programs.
Personnel	Process applications, duty assignments, promotions; be knowledgeable about uniform requirements
Public Affairs	Promote CAP within the community. Create and distribute news releases, event promotions, web page content, etc.
Recruiting and Retention	Establish and maintain a list of local schools (middle school to college), Experimental Aircraft Association (EAA) Chapters, Aircraft Owners and Pilots Association (AOPA) chapters, classified advertisers, and other educational, emergency services, and aerospace related contacts; give presentations on Civil Air Patrol to non-CAP organizations and groups; arrange for and visit non-CAP facilities (such as schools, colleges, aerospace clubs) for the purpose of recruiting.
Safety	Implement safety programs for education and mishap prevention; assess risk and mitigation of risks; give safety briefings;
Standardization/Evaluation	Development and oversight of the training for unit pilots; conduct ground and flight training in specific aircraft; assist in the implementation of the accident prevention programs; assist in the establishment of continuing training programs.