

Staff Duty Descriptions

Deputy Director

The staff college Deputy Director is a key staff member and must be chosen with extreme care. This officer is responsible for all student affairs, ranging from proper wear of the CAP uniform to assuring medical support is available. Because the Deputy Director must also handle disciplinary matters, the individual should be a senior CAP officer with considerable knowledge of CAP customs and courtesies and corporate policies. S/he must be equipped to deal with disciplinary matters diplomatically and impartially. Although disciplinary hearing procedures are included in this handbook (Attachment 1), the successful deputy director will be able to resolve most problems informally. Excessive absences from lecture or seminar, improper uniform wear, and misconduct can probably be handled through interviews and counseling with the student involved.

The Deputy Director serves as liaison to staff college officers and servicing institutions to resolve student problems and counsels/assists students regarding personal problems which may arise. Under the direction of the staff college director, the deputy director:

1. Administers policies regarding student infractions of rules or regulations.
2. Coordinates with the following in relation to infractions:
 - Staff college director.
 - Installation commander or college/university authorities, if appropriate.
 - Security Forces/Military Police (if the college is held on a military installation).
 - Civil authorities.
 - CAP echelon commanders.
3. Reviews and recommends changes to policies and procedures related to infractions of rules and regulations.
4. Selects and briefs seminar representatives the evening prior to the first day's programs.

5. Recommends actions to the director in relation to student infractions of rules or regulations.

Curriculum Coordinator

The curriculum coordinator is responsible for the sequencing of topics for the staff college as well as coordinating with the college director for development of the 'Director selected' portion of the curriculum.

The curriculum coordinator will select and recruit the instructors for the staff college in concert with the director and chief of training and ensure they are fully briefed on what to teach, the purpose of the staff college, the missions of CAP, and the characteristics of prospective students. The coordinator will also ensure the instructors know when and where they are to teach, and coordinate to meet their audiovisual requirements.

The curriculum coordinator will, with the advice of the Academic Council, select curriculum materials and ensure they are on hand in sufficient quantity to meet the needs of the students.

Seminar Advisor

Seminar advisors ensure students have the maximum opportunity for self-improvement through participation in leadership positions. They designate seminar leaders, brief students on selection and rotation of seminar duties, distribute materials, and make administrative announcements. They supervise the activities of the seminar room. Also, they must be continually available to assist students when problems arise in areas such as housing, illness, emergencies, etc. Seminar advisors are responsible for reporting absences and problem areas to the Deputy Director.

Public Affairs Officer (PAO)

The CAP officer selected for this position needs to be versatile and creative.

- Internal information. Monitoring all in-house activities. A good way to keep students informed is a bulletin board. Use it for notices, tasteful puns, photos, etc.

- External information. Get the story to the outside! Publish press releases for the local newspaper or base newspaper. Send press releases to the local newspapers of students as well as one to CAP Volunteer.
- Newsletter. Publish a daily newsletter with announcements, stories from the college, and photos.
- Yearbook. Survey the students and determine their interest in having a college yearbook.

Develop a slide presentation or video of college activities to show at region and wing conferences and other CAP meetings to recruit students and build interest in staff colleges.

Finance Officer

The finance officer reports directly to the staff college director.

The finance officer is responsible for all financial matters affecting the college. Records must be kept of all incoming cash from the students, from NHQ CAP/PD, and from the region headquarters (if applicable).

Funds will be maintained in a checking account and all checks must have two signatures.

The finance officer will establish a petty cash fund for use during the staff college. Keep receipts on expenditures.

The finance officer will provide the director with a daily update on the status of all funds.

Within 60 days after the conclusion of the RSC and when all bills are paid, the finance officer will forward the financial report to the director. The director will review and submit the report to the Region Commander.

Evaluations Officer

The program evaluation officer should not be an academic instructor. This officer assists with the evaluation program, compiles the results of the student end-of-course critiques. These reports are provided to the director, who in turn forwards a copy to the region commander.

Specific Duties

- Establishes procedures for distribution and collection of critique sheets.
- Tabulates results for student critiques.
- Submits a summary of student critiques and staff recommendations to the director (Time permitting, the summary of student critiques should be completed and discussed at the staff debriefing).
- Distributes and collects seminar advisor evaluation forms, and submits a summary to the director.

Director of Administration

The director of administration is a very important staff officer and must function effectively for the college to be successful. This person is responsible for in-and-out processing of students. The students' initial impressions of the college are largely determined by the manner in which the in-processing is conducted. Therefore, be helpful, courteous, and friendly toward the students when they arrive. Make them feel welcome.

Typists, computer operators, runners, and other support staff (the need of which will be determined by the director) are under the direct supervision of the director of administration.

Transportation Officer

Transportation should be available for students who arrive at local airports, local rail stations and bus terminal, if possible.

The transportation officer must ensure a vehicle is available for pickup of material and transportation of distinguished visitors (DVs).

Logistics Officer

The logistics officer is responsible for housing and dining accommodations, office and classroom space, and auditorium facilities. S/he also provides tables, chairs, computers, typewriters, and other equipment for the administrative staff, and provides the podium, chairs, and other non-audiovisual aids needed by the lecturers. The logistics officer plans and implements the recreational program for the students and staff and is responsible for the cleanup and return of borrowed material after the college is completed.

Protocol Officer

The protocol officer arranges the social mixer and banquet after coordinating with the director of the staff college and the information officer. Also, the protocol officer ensures proper reception and escort of DVs. They will also be expected to coordinate with the Peterson AFB Protocol Office to ensure any base protocol needs/procedures are also followed.

Communications Officer

The communications officer is responsible for all radio communications during the staff college, including coordinating the use of frequencies with base communications (note: this coordination should begin several months ahead of time and through the Region Communications Officer). Additionally they will coordinate for necessary wireless and telephone support including the production of recall rosters.

- Three months before the staff college, the Region Director of Communications should be contacted to establish a call sign for the staff college. This information should be announced on all nets to the wings involved.
- On the day of arrival, the frequencies should be monitored to assist students.
- The Region Control Station should be advised of the times the staff college station will be picking up traffic.
- Radio logs should be filed in the records of the staff college.

Safety Officer

The Safety officer is responsible to the RSC Director for the overall safety of the College.

- Develops a safety plan in conjunction with the RSC Director.
- Completes an ORM assessment and makes recommendations to reduce risk to staff and students to the RSC Director.
- Develops required safety briefings for presentation to staff and students before and during the college.
- Conducts a safety survey of all sites, vehicles, and events. Works with staff and students to take action to reduce or eliminate risk/hazards if and when they are identified.
- Develops positive working relationship with facilities' safety staff, if one exists.
- Encourages staff and students to promote a culture of safety at the College.
- Works with staff and students to report safety mishaps and eliminate immediate danger of reoccurrence in the event a mishap has occurred.