

Specialty Tracks! Job Opportunities for Senior Members

Administration Officer. Maintains master publications library. Prepares correspondence, reports, schedules, inventories, and requisitions. Operates centralized correspondence and message distribution center. Reviews locally developed publications to ensure they are administratively correct prior to publication. Provides management assistance when required.

Aerospace Education Officer. Implements aerospace education activities and duties involving cadets, seniors, aerospace education members, communities and schools. Develops materials and activities and promotes aerospace education programs for the local community. Assists the commander in making aerospace education related policy decisions.

Cadet Program Officer. Conducts cadet training in aerospace education, leadership, physical fitness, moral leadership and other activities. As special assistant to the commander, implements and monitors programs in cadet personnel and administration, cadet activities, aerospace education or leadership laboratory.

Chaplain. Provides worship, liturgies, rites, and religious observations. Conducts pastoral counseling, spiritual nurture, and ethics and values instruction. Provides group pastoral care and spiritual renewal. Gives advice on religious, ethical, and quality of life concerns and maintains ecclesiastical and clergy relations.

Communications Officer. Maintains and operates radio equipment. Familiarizes communications trainees with the basic concept of CAP communications operations. Operates CAP radio stations. Develops and implements communications plans, programs, and directives. Plans and conducts communications conferences, meetings, and workshops.

Emergency Services Officer. Assists the commander by managing and directing emergency service activities. Establishes working relationships with local agencies responsible for search and rescue, disaster relief, and other local emergencies. Develops emergency service plans, training programs, and standard operating procedures and maintains a rapid alerting system to assemble emergency service resources as needed.

Flight Operations Officer. Responsible for the management and control of unit aircrews, aircraft, and flight operations. Understands CAP flight management policies and procedures and the administrative procedures governing flight operations. Assists in the preparation of plans, programs, and directives to govern the unit.

Historian. Responsible for unit historical program. Collects and preserves historically significant material. Publishes general and special histories, monographs, and studies. Publishes material to inform the general public about CAP history. Attends meeting of historical and other learned societies.

Inspection Officer. Performs inspections when required. Prepares inspection checklists for all areas of inspection and prepares written reports of inspection as required. Reviews publications, plans, policies, and statistics to determine areas of special interest. Briefs commander and staff on inspections and recommendations.

Finance Officer. Responsible for posting ledgers and preparing vouchers, checks, and deposits, for unit accounts. Prepares unit budget, controls monies, monitors transactions, and prepares monthly activity reports. Keeps commander advised in all financial matters.

Logistics Officer. Responsible for receipt, storage, distribution, recovery, and proper disposal of all CAP property held by the unit. Recommends allocation of motor vehicle records. Responsible for vehicle maintenance, marking, and painting. Ensures aircraft are painted and identified in accordance with current directives and makes sure aircraft are maintained in an airworthy condition in accordance with FAA requirements.

Moral Leadership Officer. The MLO performs in a capacity similar to a chaplain, but is not required to meet the ecclesiastical endorsement and education level prerequisites for a chaplainry. There is no MLO study guide at this time. Talk to the senior program officer and wing chaplain if you are considering this specialty.

Operations Officer. Develops the operations policies and procedures to ensure mission accomplishment and provide guidance to unit personnel. These activities include developing standing operating procedures, evaluation methods, and accident prevention programs and reporting procedures. Requests transportation and mission authorizations.

Personnel Officer: Performs duties related to processing unit personnel actions as membership applications, promotions, and charter changes. Establishes and maintains up-to-date personnel files and ensures all regulations, policy letters, and forms required to administer the unit's personnel program are available and up-to-date. Develops local unit personnel policies and procedures, provides assistance and guidance to the unit commander and other staff members on all personnel matters, and monitors the overall personnel program within their jurisdiction.

Plans and Programs Officer. Gets programs started and completed, and keeps the commander informed on the progress of each program. Develops plans and programs to accomplish assigned tasks. Coordinates activities of other staff sections and assigned units in accomplishing goals and objectives set out by the commander. Assigns personnel, establishes suspense dates, and follows up to ensure task completion.

Public Affairs Officer: Assists the commander on all media relations and internal information matters. Plans, develops, and implements a public affairs program based on media relations, community relations, and internal information activities. Acts as liaison with other organizations and agencies as required in the performance of these activities.

Safety Officer. Manages the safety program. Develops safety plans, programs, and directives. Coordinates with other staff agencies to develop accident prevention procedures and collects data to determine safety program effectiveness. Conducts accident investigations.

Senior Program Officer: Plans, coordinates, and schedules senior member training activities. Maintains unit training records, training library, and operates audio-visual equipment. Prepares documentation in support of training awards for the commander's review. Coordinates member training accomplishments with other staff members. Instructs at training courses. Advises the commander on training required to meet unit staffing needs.

Standardization/Evaluation Officer. Technician: Performs duties as a CAP instructor pilot and check pilot, responsible for flight and ground instruction as well as flight evaluation in CAP aircraft. **Senior:** Performs duties as a CAP check pilot, administers check flights, written examinations, and maintains pilot training folders. **Master:** Wing pilot designated to administer check flights, written examinations, and develop wing training and evaluation procedures.