

## National HQ Communications Training and Education Cadet Advisor

10/2018

**Reports to:** National HQ communications exercise and training head (DOKT)

**Function:** Full member of the NHQ Communications DOKT team with focus on cadet perspective and impact regarding communications training and exercise initiatives. This team is responsible for online communications training modules, training material as needed, National Communications Schools and Other duties as assigned by the Senior Program Manager for Communications (DOK)

**Term:** Six months, extendable an additional six months.

**Responsibilities include:**

- Participating in weekly 30-minute DOKT conference call
- Review of communications training material before release to the field
- Assist in suggesting and preparing training material (PowerPoint experience helpful)
- Assist in gathering data following exercises and assist in after action review preparation
- Advise the DOKT team from a cadet perspective to include ideas, impacts, suggestions

**Desired requirements for the position:**

- Cadet officer or Senior NCO and age 15
- Excitement for the CAP communications program
- Participant in the communications program
- Active in the cadet program (progressing in advancements and in squadron meetings)
- Ability to articulate and participate actively in DOKT discussions (i.e. not shy)
- Must be able to participate in regular DOKT conference calls (scheduled on a weekday evening, presently Tuesday evenings 2000 Eastern)

Note:

Approval will be sought from squadron and wing commanders by DOKT prior to appointment

Successful cadet will be considered a fully functional member of the NHQ DOKT team with appropriate expectations to participate and offer insight from a cadet perspective

This staff assignment must not impact a cadet's progression in the program or affect family or school activities. DOKT is aware of the demands a cadet faces and assignments will be appropriately discussed to limit impacts to family, school, and local CAP participation.