

**ANNOUNCEMENT OF THE CIVIL AIR PATROL
CHIEF EXECUTIVE OFFICER / NATIONAL COMMANDER
SELECTION PROCESS**

1. Call for Nominations. In accordance with Article XIII of the Civil Air Patrol (CAP) Constitution and Section 15 of the Bylaws, the CAP Board of Governors announces the selection process for the next Chief Executive Officer (CEO) and National Commander of the Civil Air Patrol. For a full description of the duties, refer to Section 10, Para 10.1 of the CAP Bylaws.

2. Overview of the Process. Qualified officers will self-nominate by sending an application packet either electronically via email or via hard copy including all required documents, to the National Headquarters Director of Personnel and Member Actions (CAP/DP) to arrive no later than 5:00 PM CDT on 5 March 2024. The top candidates will be identified and presented to the full Board of Governors for final interview and selection. Every effort will be made to conclude the selection process in time to allow for an orderly transition at the Summer Command Council and Annual Conference in August 2024.

3. Qualifications. The *minimum* qualifications for the position are listed in Article XIII of the CAP Constitution:

- a. Be a CAP member in good standing.
- b. Have a bachelor's degree from an accredited college or university.
- c. Have completed Level V of the CAP Education and Training Program.
- d. Have served as a CAP Wing Commander who completed their term of office other than due to a removal for cause.

In addition to these minimum qualifications, in accordance with Article XIII 1.b., the Board of Governors has established additional desired qualifications which include:

- e. Demonstrated experience in leading large organizations.
- f. Experience in all of CAP's Congressionally directed missions.
- g. Availability for substantial time and travel commitments.

IMPORTANT NOTE: The CAP Constitution provides that the BOG may waive any qualifications provided the candidate can demonstrate comparable skills and experience.

4. Evaluation. The application packet and supporting documents will be used along with any additional information received from stakeholders that is relevant to the applicant's candidacy and this selection process to determine initial eligibility and qualifications for the position. Errors or omissions in the application packet may affect an applicant's ranking in the process. Final candidates will be required to interview in person with the Board of Governors and may be asked to provide additional information or materials for the final selection process. Top applicants will be required to undergo rescreening through the FBI and will be subject to additional investigation and screening (credit, social media, etc.).

5. How to Apply. To apply for this position, applicants must provide a complete application packet. Application materials may be sent in electronic or hard copy (paper) format. Application packets must include:

- a. Cover Letter
- b. Biography/Background: At a minimum, should address each of the required and desired qualifications as listed in the qualifications section (paragraph 3 above) of this announcement, including both CAP and other professional experience
- c. Proof of Bachelor's (or higher) degree
- d. Proof of Level V completion
- e. Three letters of recommendation
- f. Statement of Command Philosophy
- g. Waiver request and justification (if necessary)

6. Submission. Submit complete electronic packets to: CAPCEOsearch@capnhq.gov. Applicants preferring to send hard copies should submit them to:

CAP National Headquarters
ATTN: CAP/DP
105 S. Hansell Street, Bldg 714
Maxwell AFB, Alabama 36112-5937.

To receive full consideration, packets must be received no later than 5:00 PM CDT on 5 March 2024. National Headquarters (NHQ) staff will acknowledge receipt of application packets via email. Please note that documents submitted as part of the application packet may be shared with stakeholders as part of the evaluation process and may also be shared as part of the background investigation/screening process.

Note: Applicants sending hard copy packages are strongly advised to use a commercial courier service such as Federal Express or UPS rather than US Mail. Commercial courier services deliver directly to NHQ and provide "Proof of Delivery" services. By contrast, US Mail delivered to Maxwell AFB is processed through an Air Force distribution system which may result in delayed delivery.

7. Accommodations. Civil Air Patrol provides reasonable accommodations to applicants with disabilities. If an applicant requires reasonable accommodations for any part of the application process, contact the CAP Chief Operating Officer at the address provided above. Requests will be considered on a case-by-case basis.

8. Questions. Questions concerning this process should be directed to the CAP Chief Operating Officer at CAPCEOsearch@capnhq.gov.