

ANNOUNCEMENT CONCERNING THE
NATIONAL COMMAND CHIEF SELECTION PROCESS

1. Call for Nominations. The selection process for the next National Command Chief of CAP is hereby announced. The successful applicant will be appointed by Major General Mark Smith, CAP/CC, at the conclusion of the selection process.

2. Overview of the Process. Qualified members will self-nominate by emailing an application packet, including all of the required information, to Ms. Susie Parker, CAP's Director of Personnel and Member Actions, at National Headquarters to arrive no later than 5:00 p.m. central time 5 March 2018. The National staff will perform the initial screening of applicants, and present Major General Smith with the results. One or more candidates will be selected for a final interview by Major General Smith.

3. Qualifications. Volunteers who serve in the grade of CAP Chief Master Sergeant may apply for the position. In addition, CAP volunteers who serve as an officer, but held the rank of Chief Master Sergeant in the Air Force, or the equivalent rank in another service, may apply. The applicant must be a current CAP member in good standing, and have completed at least Level IV of the CAP Professional Development Program. A desired qualification is service as a command NCO at the wing or region level. Major General Smith may waive any qualifications provided the candidate can demonstrate comparable skills and experience. Accordingly, candidates requiring a waiver are encouraged to apply.

4. Evaluation. The application package (resume and supporting information) will be used to determine initial eligibility and qualifications for the position. Errors or omissions in the application package may affect an applicant's ranking in the process. Final candidates may be required to interview with Major General Smith and provide additional information or materials for the final selection process. To facilitate the evaluation, please provide answers to the following questions:

- 1) Why do you think you are the best choice to serve as CAP's National Command Chief?
- 2) What would your top three priorities be as the National Command Chief?
- 3) What challenges face successful implementation of the CAP NCO program, and how can these challenges be overcome?

5. How to Apply. To apply for this position, applicants must provide a complete application package. Electronic submissions are preferred, but application materials may be in paper format. Application packages must include:

- a. Cover Letter
- b. Resume: Should include both CAP and other professional experience
- c. Answers to Command Chief Applicant questions posed in paragraph 4 above
- d. Waiver Request and Justification (if applicable)

Do NOT submit additional materials such as photographs, videos, letters of recommendation or documents not listed above. Additional materials will not be considered and may result in the application package being rejected.

Send complete packages to:

E-mail:

SPARKER@capnhq.gov

Mail:

Ms. Susie Parker, CAP's Director of Personnel and Member Actions

CAP National Headquarters

105 S. Hansell Street, Bldg 714

Maxwell AFB, Alabama 36112-5937

To receive full consideration, packages must be received no later than 5:00 PM CDT on 5 March 2018. NHQ staff will acknowledge receipt of application packages via email.

Note: Applicants are strongly advised to use e-mail. If not, use a commercial courier service such as Fed Ex or UPS rather than US Mail. Commercial courier services deliver directly to NHQ and provide "proof of delivery" services. By contrast, US Mail (including certified or priority mail) delivered to Maxwell AFB is processed through an Air Force distribution system which may result in delays as long as two weeks. No proof of delivery to NHQ is available for US Mail.

6. Questions concerning the process should be directed to Ms. Parker.

National Command Chief.

The Command Chief is the senior NCO Corps leader of Civil Air Patrol. The Command Chief provides leadership to the NCO members and advises the National Commander and staff on mission effectiveness, professional development, training and utilization of the command's NCOs and takes action to address shortfalls or challenges. The Command Chief is expected to travel an average of once per month. The Command Chief will:

Participate in the decision making process, as appropriate, on technical, operational and organizational issues.

Review Air Force, CAP-USAF, and CAP Wing Instructions and policies, provide input and recommend changes for those instructions and policies affecting CAP members

Advise the National Commander for dress and personal appearance items affecting CAP members and specifically NCOs.

Serves as a representative of the National Commander.

Participates on the CAP Senior Advisory Group as a non-voting member.

Serves as the chair to the CAP NCO Corps Committee.

Serves as a member of the CAP National Uniform Committee.

Serves on award and recognition selection committees.

Encourage recognition of deserving CAP NCO members during annual functions.

Encourage the recruitment of enlisted service members currently serving or retired from military service for CAP membership.