

Documentation Specialist, Cadet Aviation

Reports to: Senior Program Manager, Cadet Aviation

Directorate: Cadet Programs

Function:

Civil Air Patrol's Cadet Programs seeks a detail-oriented, research-minded volunteer to serve as the Cadet Aviation Program Documentation Assistant to support Cadet Aviation. This role supports the Cadet Wings and Accelerate to Aviator Award programs by monitoring and ensuring compliance with requirements for contracted flight schools, specifically instructor background checks, cadet protection training, and conflict-of-interest tracking. The assistant will help safeguard the integrity of aviation training partnerships by supporting FBOs so that all instructors providing flight training to cadets meet Civil Air Patrol safety and suitability practices.

This individual collaborates with CAP staff, volunteers, and flight school partners to coordinate requested background checks, monitor FBO compliance status, and provide clear communication about requirements. The role is essential in reinforcing CAP's commitment to youth protection and program integrity.

This is a virtual volunteer position open to senior members in good standing with strong organizational, administrative, or compliance experience.

Responsibilities include:

- Serve as a resource to support cadet safety-related questions from flight schools, instructors, and cadet families.
- Monitor FBO compliance actions in accordance with CAPR 60-2, Section 2.10.
- Monitor contracted flight schools' compliance with requirements to conduct criminal background checks that include national, state, and local records as well as sex offender registries.
- Review and track flight school statements that background checks have been completed on instructors, and that FBO provided documentation meets CAP standards.
- Collaborate with CAP/DP and FBOs to communicate that instructors with pending background checks or background checks not approved by CAP/DP are not approved for cadet training.

- Maintain accurate records of FBO initiated instructor background check status and CAP/DP provided instructor background checks by instructor.
- Maintain accurate records of instructor compliance status and acknowledgments of **“Understanding Cadet Protection for Flight Instructors Supporting Civil Air Patrol Cadets.”**
- Provide reminders and follow-up communication with schools and instructors to ensure all compliance documents are current and submitted before training begins.
- Prepare periodic FBO documentation summary reports for the Cadet Aviation Program and Cadet Programs leadership.
- Cross-reference Zulu log entries and other records to identify new instructors without cadet protection or background checks and work with FBOs to obtain documentation.
- Assist with refining documentation processes to improve efficiency, clarity, and accountability.

Preferred Qualifications:

- Completion of Level IV; Level V preferred.
- Strong administrative, compliance, or risk management background.
- Cadet Protection Advanced
- Attention to detail with excellent organizational and record-keeping skills.
- Familiarity with Civil Air Patrol’s Cadet Aviation programs (Cadet Wings, Accelerate to Aviator Award) preferred.
- Familiarity with background check processes, cadet protection standards, or aviation training environments strongly preferred.

Time Commitment & Expectations:

- Approximately 4–6 hours per week, with increased activity during peak program periods (e.g., summer flight training).
- Timely communication with CAP staff, flight schools, and instructors.
- Participation in periodic compliance review meetings with the Cadet Aviation Group.

- Ability to work independently, maintain confidentiality, and uphold CAP's professional standards.

Term Limit: 3 years. Eligible for renewal

Additional Duty: Yes

Eligible for National Staff Badge: No

Requires capnhq.gov or cap.gov email: Yes – capnhq.gov

Requires NHQ access to Microsoft Teams: Yes

This is a volunteer position, and there is no salary or benefits.