Preparing to Serve on Region or National Staff

Lesson Objective: To make students aware of the opportunities available for those who wish to serve at the region and national levels, how to apply, and the nature of positions at these levels.

Desired learning outcomes (DLO):

1. Understand the opportunities available to serve on region and national staff.
2. Understand how to pursue a position on region or national staff.
3. Understand the nature of region and national staff positions.

Readings: CAPR 30-1, CAPP 30-1, national website

Scheduled lesson time: 60 Minutes

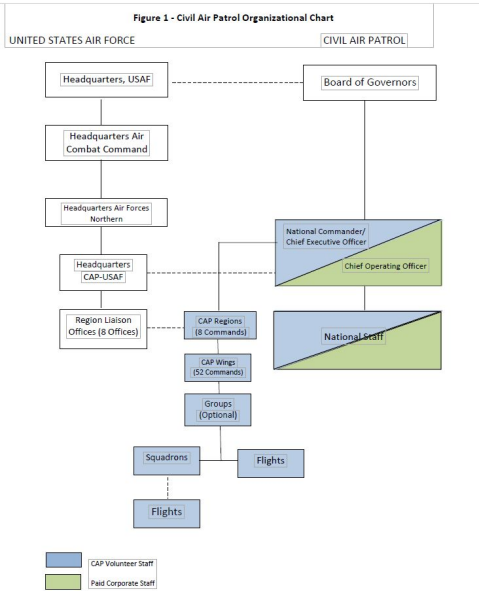
Introduction

Serving on staff at Region or National Headquarters is very different from serving in command or a staff position at the wing, group, or squadron levels. In this lesson, we will explore service on staff at the region and national levels.

1. **Understand the opportunities available to serve on region and national staff.**

According to CAPR 30-1, 2.7,

“The National Staff are those volunteer and paid personnel appointed with responsibilities to accomplish goals and objectives that have a nationwide impact. Paid National Staff members are employed at the direction of the Chief Operating Officer, unless otherwise directed by CAP regulations or policies. The Chief Operating Officer coordinates with volunteer leadership and the National Commander, or his designee, and appoints volunteer National Staff who normally function under their appointed director.”

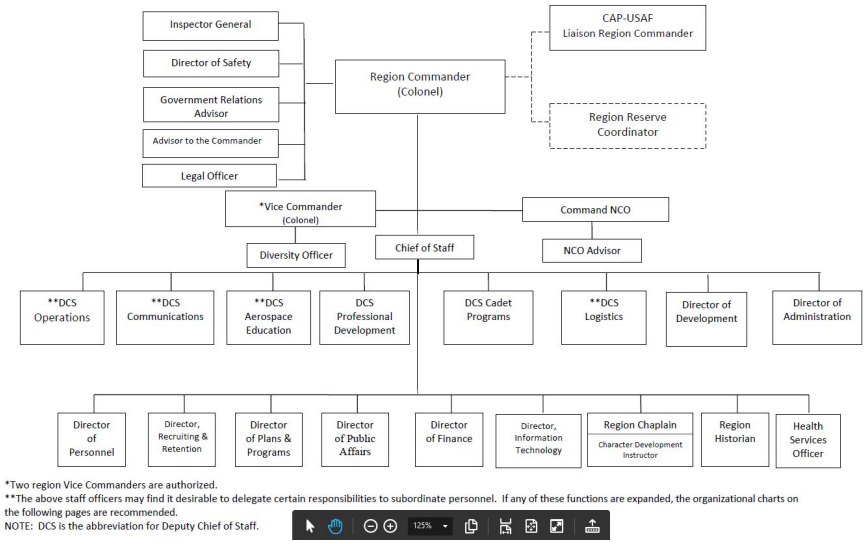


Some national staff positions are selected by the National Commander. Positions selected by the National Commander include the National Vice Commander (confirmed by the Board of Governors), the National Executive Officer, the CAP Command Chief Master Sergeant, Chief of the Chaplain Corps, Chief of the Legal Officer Corps, and National Historian. The National Inspector General is also appointed by the National Commander and confirmed by the Board of Governors.

To find out more about the wide variety of staff positions available at the national level, download the CAP-USAF Directory from eServices. Look at all the volunteers who serve on National Staff. Think about what positions you might wish to consider.

The region staff is selected by the region commander. The region organizational chart from CAPR 30-1 follows.

Figure 3–Region Headquarters Organizational Chart



Most wing level leaders are directors or officers in various areas. At the region level, there are some positions that are directors and others that are Deputy Chiefs of Staff. Directors include Personnel, Recruiting & Retention, Public Affairs, Plans & Programs, Finance, Safety, IT, Administration, and Development. Deputy Chiefs of Staff are utilized for Operations, Cadet Programs, Professional Development, Logistics, Communications, and Aerospace Education. Some areas simply have an "officer" at the region level including Diversity, Legal, and Health Services. Several of the DCSs can have "officers" who serve under them (Internal AE Officer, External AE Officer), etc. A few positions have unique titles: Historian, Chaplain, Government Relations Advisor, Inspector General, and Command NCO, NCO Advisor, Vice Commander, and Chief of Staff.

Regions often list their staff vacancies on their websites. The region staff is also listed. You can use this information to find openings in which you might like to serve and to network. Service at a higher level often begins with serving as an assistant or serving with distinction at a lower echelon.

There are other region and national level staff and leadership opportunities also. Encampments, region honor academies, region cadet leadership schools, chaplain corps region staff colleges, NLOC, NSOC, NIGC, and NCSAs all seek well-qualified staff members to serve at their events. Don't overlook Activity Director or staffing one of these activities as possible ways to serve at a higher echelon.

2. **Understand how to pursue a position on region or national staff**.

   The best preparation for service at the region or national level is to do your best in your current position. Members who contribute at a high level are often noticed by others. Mark Sanborne, a popular leadership author, has a book on this topic called The Encore Effect. Take the opportunity to grow your skills and build a network of fellow leaders through service on group and/or wing staff.

Another great preparation for region or national level leadership is to progress in your specialty track and Education and Training levels. Members at higher echelons often have more experience, have a master rating in at least one specialty track, and have completed all five levels of the Education and Training Program. Any additional training that complements your area or goes beyond the minimums may also be helpful. For example, you might be a cadet programs officer. A rating in the Safety or Aerospace Education tracks can be a nice addition to your work in Cadet Programs and make you a better qualified teammate. Completing the Activity Safety Officer course is an excellent opportunity to expand your related training for encampments or other cadet activities.

You can find out what opportunities are available on the National Staff by visiting https://www.gocivilairpatrol.com/members/cap-national-hq/member-services/volunteer-staff-vacancies . The National Staff selection process is outlined in the attached graphic. Members who wish to serve on the National Staff must submit an application and resume. Members may submit a resume only if it includes all the information on the application. Resumes must not exceed two pages.

3. **Understand the nature of region and national staff positions**.

   Region and national staff positions are not command positions. Leaders at these levels work collaboratively to support members at lower echelons accomplish their objectives and the objectives of CAP. For example, the wing Directors of Operations do not report to the Deputy Chief of Staff for Operations at the region level. The Deputy Chief of Staff for Operations might host quarterly or monthly meetings with the Wing Directors of Operations to collaborate, communicate, and share best practices.

   National Staff members often contribute to projects in their assigned areas. Committees, teams, and working groups often bring together members from a variety of areas for a bigger project or initiative. If you want to look at what kind of programs, goals, and initiatives a staff area is working on, download the National Commander's Briefing from the website or take a look at the strategic plan. Updates regarding key initiatives may also be presented at Command Council meetings.

Lesson Summary and Closure

Serving on the region or national staff is a great opportunity for members who wish to apply their leadership skills at a strategic level. There are many opportunities to serve in many areas. Region and national staff do not exercise authority over lower echelon officers but are more collaborative and supportive in nature. Serving at a higher echelon in CAP gives members the opportunity to develop their skills and support the organization.

EXERCISE:

1. Look at the CAP-USAF Directory on eServices, the organizational charts from CAPR 30-1, and CAPP 30-1. Make a list of 10 opportunities to serve at the region or national level

that interest you most. Discuss these opportunities with your mentor and narrow your list to the top 5. Review the requirements for each position. Do you have the necessary training and preparation? What should you do to improve your chances of serving in these positions?

2. Take your CAP resume to your mentor and discuss it. Make revisions to your resume to strengthen it.
3. Write a letter to accompany your resume in which you seek a position on the region or national staff. Explain why you should be selected and why you want to serve. Bring your resume, application, and letter to class or turn it in on Axis for feedback.