



MDWG SUPPLEMENT 1
CAP REGULATION 35-1
8 DECEMBER 2020
APPROVED/S.PARKER/CAP/DP
Personnel Procedures
ASSIGNMENT AND DUTY STATUS

CAP Regulation 35-1, dated 4 June 2015, is supplemented as follows:

1-2(d). Added. Maryland Wing (MDWG) position vacancies, which include group commander, squadron commander, and all wing staff positions, will be filled through a standardized vacancy application process. This process includes the following steps:

i. The MDWG Deputy Chief of Staff for Manpower and Personnel (MDWG/A1) will publish position vacancies via a vacancy announcement to the wing via email and/or, in coordination with the MDWG Director of Recruiting & Retention (MDWG/A1R), to online recruitment platforms. Vacancies advertised internally to the wing will be open for a two-week period from the date of announcement publication. Should a position need to be filled on a more immediate basis, with MDWG Commander concurrence, a nomination period can be open for a five-day period.

ii. Members applying to an internally-published vacancy announcement will submit a letter of intent and CAP résumé, as noted in the vacancy announcement, to the MDWG/A1. Prospective members applying to a vacancy announcement on an online recruitment platform will provide documentation as specified in the vacancy announcement.

iii. Once the vacancy application period has closed, the MDWG/A1 will review each application package to ensure the member meets the minimum required qualifications as described in the vacancy announcement. The MDWG/A1 will forward the application packages of those found qualified to the MDWG Vice Commander (for group commander vacancies), MDWG Chief of Staff (for "A" deputy chief of staff vacancies), appropriate group commander (for squadron commander vacancies) or wing "A" deputy chief of staff (i.e., MDWG/A1, MDWG/A2, etc.) under whom the vacant position is a direct report.

iv. Upon receipt of the application packages, the MDWG Vice Commander, MDWG chief of Staff, group commander, or "A" deputy chief of staff will prepare for and conduct an interview or file review of all qualified applicants. A minimum of two members will comprise an interview panel.

v. Following the interview or file review, the selected candidate's name and qualifications will be presented to the MDWG Commander for final approval. If the duty

assignment requires a transfer to the wing headquarters unit (MD-001), the Unit Membership Board will also consider the transfer.

vi. Once all approvals have been received, the MDWG/A1 will advise the candidate of their selection, with a formal request for acceptance of the assignment. Once the selectee accepts the assignment, the duty assignment will be made within e-Services, and if required, the member will be transferred to the wing headquarters unit (MD-001).

WES J. LAPRE, Col, CAP
Commander

**ATTACHMENT 1
COMPLIANCE ELEMENTS**

This supplement does not contain any compliance elements.