



CAP PAMPHLET 20 December 2011



# Civil Air Patrol National Staff Structure, Selection Process and Job Descriptions

The National Commander has the authority to establish a support staff that serves his/her specific needs. The basic structure of the command staff is authorized in CAPR 20-1; however, this pamphlet outlines selection process for the staff and also the supporting staff, support staff structure, and job descriptions for these key support positions.

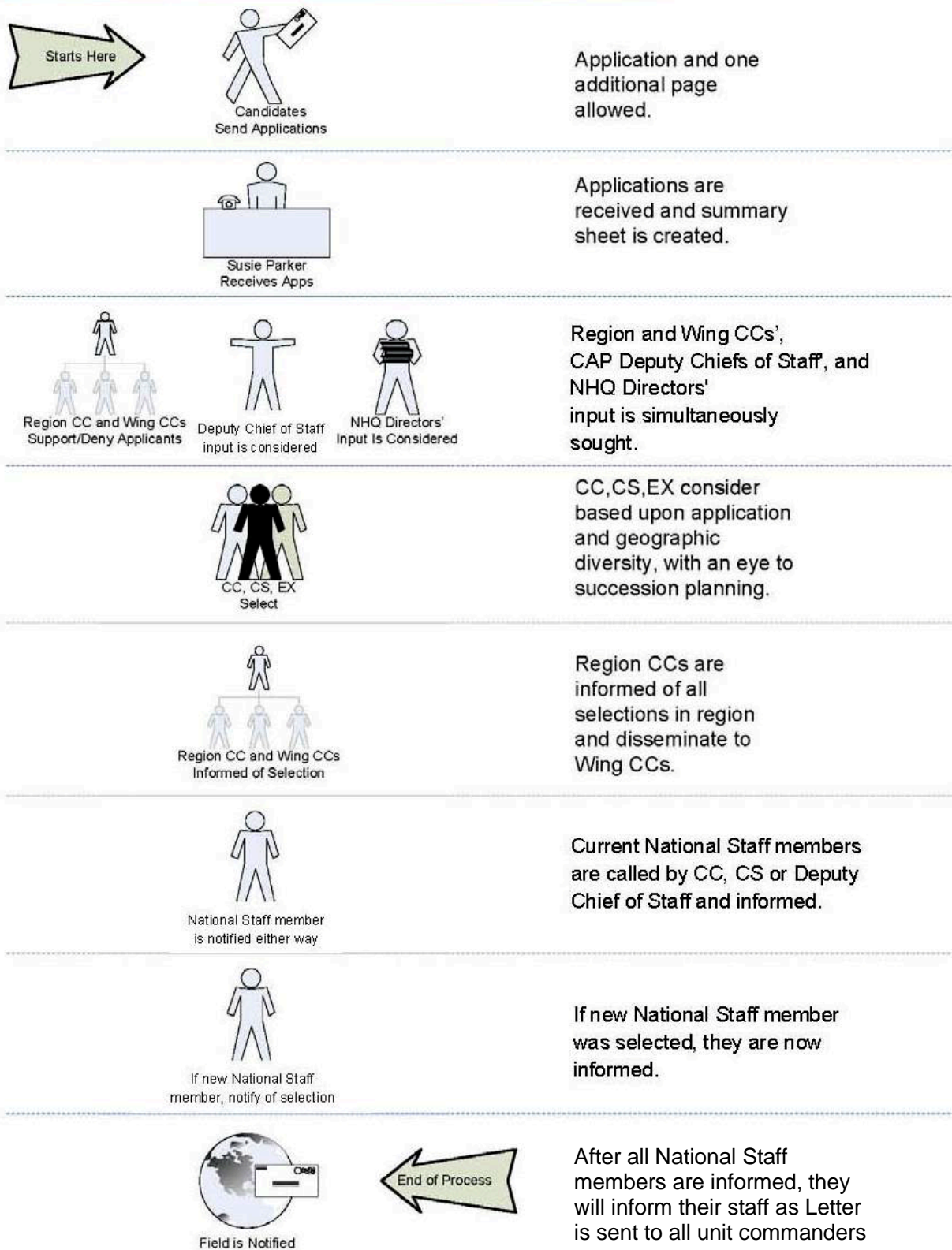
The selection process was established to ensure selection from the broadest range of members from all areas of Civil Air Patrol. This also allows the greatest opportunity for members to participate at the National level. It also ensures input from the commanders in the chain of command prior to selection by the National Commander. Although this is the preferred method of selection, the National Commander has the authority to deviate from this process if specific needs or circumstances arise.

The organizational chart on page 4 shows the chain of command for the major staff positions. Each position may have other support staff as deemed necessary as long as this structure is approved by the appropriate Deputy Chief of Staff or Corporate Officer.

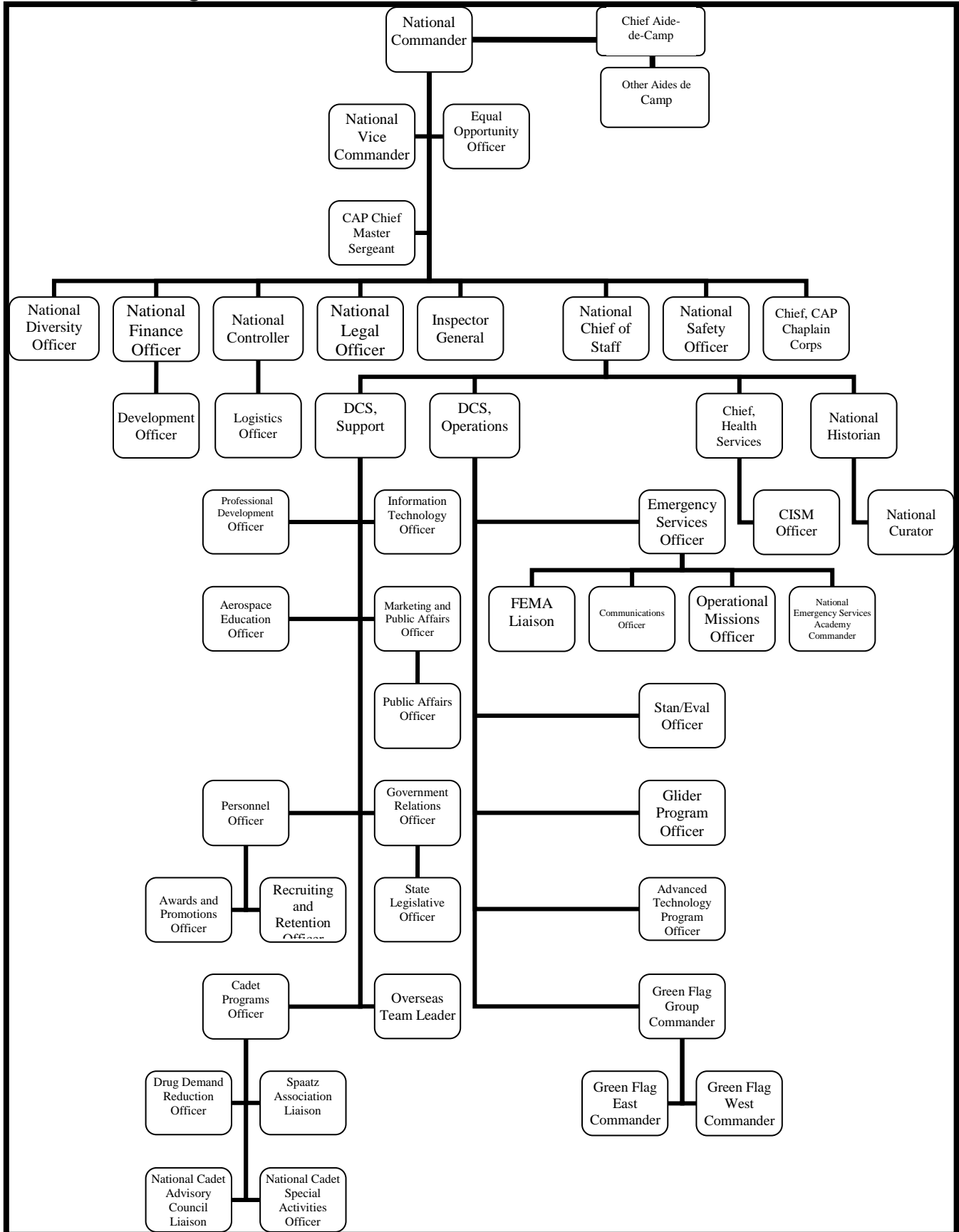
Basic job descriptions for standard CAP duty positions are contained in CAPR 20-1. The National Commander's support staff is governed by job descriptions contained in this pamphlet. For clarity, the chain of command for the major positions are outlined on page 4.

CAP volunteer National Staff officers work through the volunteer staff structure. Coordination with the NHQ staff is encouraged; however, all volunteer National Staff officers must obtain approval from their volunteer supervisor before initiating NHQ liaison activities.

# CAP National Staff Selection Process



# National Staff Organizational Chart



## National Staff Job Descriptions Included in this Pamphlet

|  |    |
|--|----|
| Deputy Chief of Staff, Support .....                 | 6  |
| Professional Development Officer .....               | 7  |
| Information Technology Officer .....                 | 8  |
| Aerospace Education Officer .....                    | 9  |
| Marketing and Public Affairs Officer .....           | 10 |
| Public Affairs Officer .....                         | 11 |
| Personnel Officer .....                              | 12 |
| Awards/Promotion Officer .....                       | 13 |
| Government Relations Officer .....                   | 14 |
| State Legislative Officer .....                      | 15 |
| Cadet Programs Officer .....                         | 16 |
| Drug Demand Reduction (DDR) Officer .....            | 17 |
| Spatz Association Liaison .....                      | 18 |
| National Cadet Advisory Council (NCAC) Liaison ..... | 19 |
| National Cadet Special Activities Officer .....      | 20 |
| Deputy Chief of Staff, Operations .....              | 21 |
| Emergency Services Officer .....                     | 22 |
| FEMA Liaison .....                                   | 23 |
| Communications Officer .....                         | 24 |
| Operational Missions Officer .....                   | 25 |
| Stand/Eval Officer .....                             | 26 |
| Glider Program Officer .....                         | 27 |
| Advanced Technology Program Officer .....            | 28 |
| Green Flag Group Commander .....                     | 29 |
| Other Positions                                      |    |
| Chief Aide-de-Camp .....                             | 30 |
| National Safety Officer .....                        | 31 |
| CAP Chief Master Sergeant .....                      | 32 |
| Chief, Health Services .....                         | 33 |
| CISM Officer .....                                   | 35 |
| National Historian .....                             | 37 |
| National Curator .....                               | 39 |
| Logistics Officer .....                              | 40 |
| Equal Opportunity Officer .....                      | 41 |
| Overseas Team Leader .....                           | 42 |

## **DEPUTY CHIEF OF STAFF, SUPPORT**

**Reports to:** National Chief of Staff (CS)

**Function:** To inform the National Leadership of progress toward achievement of goals, objectives, notable accomplishments, problem areas, and other matters of interest.

**Authority:** Supervises the following positions:

Professional Development Officer  
Information Technology Officer  
Aerospace Education Officer  
Marketing and Public Affairs Officer  
Personnel Officer  
Government Relations Officer  
Cadet Programs Officer

### **Responsibilities include:**

- Assist the National Leadership with the planning and implementation of goals and vision for the CAP
- Act as chief liaison officer between NHQ directorates and the National Staff Officers in the Support Section
- Liaise between the NHQ Staff and membership on all Support related issues
- Work in coordination with the Support Officers and NHQ Staff in implementing, developing, and upgrading programs
- Assist National Staff Officers to coordinate with their Region and Wing counterparts to provide support and resources to achieve the goals and objectives for their directorates
- Identify solutions to existing or emerging National Staff Support problems
- Provide supervision, including constructive feedback and corrective actions, to subordinates in a timely and respectful fashion
- Promote a strong safety and Operational Risk Management program within CAP
- Perform all other duties as assigned

### **Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level

## **PROFESSIONAL DEVELOPMENT OFFICER**

**Reports to:** Deputy Chief of Staff, Support

**Function:** Assist the National Leadership with the planning and implementation of their goals and visions for the CAP Professional Development Program.

**Authority:**

**Responsibilities include:**

- Work in coordination with the NHQ Staff in implementing, developing, and upgrading Professional Development Programs
- Work in coordination with the Professional Development Region and Wing counterparts providing support and resources to achieve their Professional Development goals and objectives
- Identify solutions to existing or emerging problems and opportunities in the area of Professional Development
- Provide supervision, including constructive feedback and corrective actions, to subordinates in a timely and respectful fashion
- Coordinate the annual National Staff College, and assist the Director of the NSC with planning, logistics, and other functions as directed
- Promote a strong safety and Operational Risk Management program within CAP
- Performs all other duties as assigned

**Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level

## **INFORMATION TECHNOLOGY OFFICER**

**Reports to:** Deputy Chief of Staff, Support

**Function:** Assist the National Leadership with the planning and implementation of their goals and vision for the CAP Information Technology Program.

**Authority:**

**Responsibilities include:**

- Liaise between the NHQ Staff and membership in regards to Information Technology matters
- Work in coordination with the NHQ Staff in implementing, developing, and upgrading Information Technology Programs and systems
- Work in coordination with the IT Region and Wing counterparts providing support and resources to achieve their IT goals and objectives
- Identify solutions to existing or emerging problems and opportunities in the area of Information Technology
- Provide supervision, including constructive feedback and corrective actions, to subordinates in a timely, respectful fashion
- Promote a strong safety and Operational Risk Management program within CAP
- Performs all other duties as assigned

**Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level

## **AEROSPACE EDUCATION OFFICER**

**Reports to:** Deputy Chief of Staff, Support

**Function:** Assist the National Leadership with the planning and successful implementation of their goals and vision, as it relates to all aspects of the Aerospace Education Mission.

**Authority:**

**Responsibilities include:**

- Work and coordinate with the NHQ Staff, Aerospace Education partners, and the membership to develop, evaluate, implement, upgrade and promote Internal and External Aerospace Education Programs
- Work in coordination with the Aerospace Education Region and Wing counterparts providing support and resources to achieve their Aerospace Education goals and objectives
- Identify solutions to existing or emerging problems and opportunities for enhancement in the area of Aerospace Education
- Provide supervision, including constructive feedback and corrective actions to subordinates in a timely, respectful fashion
- Promote continuing professional development to all working group participants
- Promote a strong Safety and Operational Risk Management program within CAP
- Perform all other duties as assigned

**Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level

## **MARKETING AND PUBLIC AFFIARS OFFICER**

**Reports to:** Deputy Chief of Staff, Support

**Function:** Assist the National Leadership with the planning and implementation of their goals and vision for CAP's Marketing and Public Affairs Program.

**Authority:** Supervises the following positions:

Public Affairs Officer

### **Responsibilities include:**

- Liaise between the NHQ Staff and membership with regards to CAP's Marketing Program
- Work in coordination with the NHQ Staff in implementing, developing, and upgrading Marketing and Public Affairs Programs
- Work in coordination with the Public Affairs and Marketing Region and Wing counterparts providing support and resources to achieve their goals and objectives
- Identify solutions to existing or emerging Marketing and Public Affairs problems and opportunities for enhancements
- Develop an awareness of the full range of CAP's offerings and capabilities to all CAP's Units, Wings, and Regions
- Provide supervision, including constructive feedback and corrective actions, to subordinates in a timely, respectful fashion
- Promote a strong safety and Operational Risk Management program within CAP
- Perform all other duties as assigned

### **Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level

## **PUBLIC AFFAIRS OFFICER**

**Reports to:** Marketing and Public Affairs Officer

**Function:** Assist the National Leadership with media relations, internal information dissemination and community relations for the CAP Public Affairs Program.

**Authority:**

**Responsibilities include:**

- Liaise between the NHQ Staff and membership in regards to CAP Public Affairs matters
- Work in coordination with the NHQ Staff in implementing, developing, and upgrading CAP's Public Affairs Program
- Work in coordination with the Region and Wing Public Affairs counterparts providing support and resources to achieve their goals and objectives
- Identify solutions to existing or emerging Public Affairs problems and opportunities in the area of Public Affairs
- Assist as needed with The Volunteer magazine, including proof-reading copy before it is published
- Provide supervision, including constructive feedback and corrective actions, to subordinates in a timely, respectful fashion
- Proactively seek out opportunities to publicize CAP and its success, including coordination with outside agencies and organizations to assure CAP is portrayed in the best possible light
- Support the PAO Academy, and assist NHQ Staff with planning, logistics, and other functions as directed
- Promote a strong safety and Operational Risk Management program within CAP
- Perform all other duties as assigned

**Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level

## **PERSONNEL OFFICER**

**Reports to:** Deputy Chief of Staff, Support

**Function:** Assist the National Leadership with the planning and implementation of their goals and vision for CAP personnel and member matters.

**Authority:** Supervises the following positions:

Awards and Promotions Officer

Recruiting and Retention Officer

**Responsibilities include:**

- Liaise between the NHQ Staff and membership
- Work in coordination with the NHQ Staff in implementing, developing, and upgrading member personnel programs including promotions/awards and uniform items
- Work in coordination with the related National Staff Officers to ensure Region and Wing counterparts are provided support and resources for all member affairs issues and initiatives
- Identify solutions to existing or emerging membership affairs problems and opportunities
- Provide supervision, including constructive feedback and corrective actions, to subordinates in a timely and respectful fashion
- Promote a strong safety and Operational Risk Management program within CAP
- Perform all other duties as assigned

**Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level

## **AWARDS/PROMOTION OFFICER**

**Reports to:** Personnel Officer

**Function:** Assist the National Leadership with the planning and implementation of their goals and vision for the CAP Award and Promotion Programs.

**Authority:**

**Responsibilities include:**

- Liaise between the NHQ Staff and membership in matters of awards
- Work in coordination with the NHQ Staff to clarify supporting documentation when incomplete information is received for an award or promotion
- Work in coordination with the Region and Wing counterparts providing constructive feedback and guidance on writing more effective award and promotion requests
- Identify solutions to existing or emerging problems and opportunities in the area of awards and promotions
- Provide supervision, including constructive feedback and corrective actions, to subordinates in a timely and respectful fashion
- Evaluate the merits of each National award and promotion recommendation. When appropriate, recommends a higher or lower award commensurate with supporting documentation
- Considers promotion recommendations to the grade of Major and Lt Colonel for exceptionally qualified members not meeting normal promotion eligibility criteria and for which waivers. Evaluation are based upon members who have exceptional qualifications, who service at that grade would be of great value to CAP and should be promoted ahead of their peers in similar circumstances.
- Promote a strong safety and Operational Risk Management program within CAP
- Perform all other duties as assigned

**Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level

## **GOVERNMENT RELATIONS OFFICER**

**Reports to:** Deputy Chief of Staff, Support

**Function:** Assist the National Leadership with the planning and implementation of their goals and vision for the CAP legislative and government relations programs at both the national and state levels.

**Authority:** Supervises the following positions:

State Legislative Officer

### **Responsibilities include:**

- Liaise between the NHQ Staff and membership on legislative and government relations matters
- Work in coordination with the NHQ Staff in implementing, developing, and upgrading the legislative and government relations programs
- Identify solutions to existing or emerging legislative and government relations problems and opportunities
- Coordinate the activities of a national legislative advisory committee to support key legislative actions at the direction of the National Leadership
- Provide supervision, including constructive feedback and corrective actions, to subordinates including the State Legislative Officer in a timely, respectful fashion
- Provide assistance and support, to legislative and government relations related CAP programs including the annual CAP Legislative Day and National Staff College
- Assist with key national level programs in the Washington DC area as directed by the National Leadership
- Promote a strong safety and Operational Risk Management program within CAP
- Perform all other duties as assigned

### **Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level

## **STATE LEGISLATIVE OFFICER**

**Reports to:** Government Relations Officer

**Function:** Assist the National Leadership with the planning and implementation of their goals and vision for the CAP legislative and government relations programs at both the national and state levels.

**Authority:**

**Responsibilities include:**

- Liaise between the NHQ Staff and membership on legislative and government relations matters
- Work in coordination with the NHQ Staff in implementing, developing, and upgrading the legislative and government relations programs
- Identify solutions to existing or emerging legislative and government relations problems and opportunities
- Coordinate the activities of a National Legislative Team to support key legislative actions at the direction of the National Leadership
- Provide supervision, including constructive feedback and corrective actions, to subordinates in a timely, respectful manner
- Provide assistance and support, as directed, to related CAP programs including the annual CAP Legislative Day and National Staff College
- Assist with key national level programs in the Washington DC area as directed by the National Leadership
- Promote a strong safety and Operational Risk Management Program within CAP
- Perform all other duties as assigned

**Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level

## **CADET PROGRAMS OFFICER**

**Reports to:** Deputy Chief of Staff, Support

**Function:** Assist the National Leadership with the planning and implementation of their goals and vision for the CAP Cadet Program.

**Authority.** Supervises the following positions:

- Drug Demand Reduction Officer
- National Cadet Special Activities Officer
- National Cadet Advisory Council Liaison
- Spatz Association Liaison

**Responsibilities include:**

- Serve as Principal Advisor and Subject Matter Expert to the National Leadership in the area of Cadet Programs, including School Programs, and Drug Demand Reduction
- Liaise between the NHQ Staff and membership on Cadet Program matters
- Work in coordination with the NHQ Staff in implementing, developing, and upgrading Cadet Programs
- In coordination with NHQ Staff, support and coordinate National Cadet Special Activities, National Cadet Competition, Cadet Scholarships, and other national level programs and activities
- Coordinate with other National Staff members on items of special importance to Cadet Programs including professional development for cadet program leaders, cadet orientation flights, National Special Activities and cadet involvement in Emergency Services
- Provide staff supervision and coordination with the CP Region and Wing counterparts providing support, guidance, and resources to achieve their CP goals and objectives
- Identify solutions to existing or emerging problems and opportunities in the area of Cadet Programs
- Provide supervision, including constructive feedback and corrective actions, to subordinates in a timely, respectful fashion
- Promote a strong safety and Operational Risk Management program within CAP
- Perform all other duties as assigned

**Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level

## **DRUG DEMAND REDUCTION (DDR) OFFICER**

**Reports to:** Cadet Programs Officer

**Function:** Assist the National Leadership with the planning and implementation of their goals and vision for the DDR Program.

**Authority:**

**Responsibilities include:**

- Liaise between the NHQ Staff and membership in regards to DDR matters
- Work in coordination with the NHQ Staff in implementing, developing, and upgrading DDR Programs
- Work in coordination with DDR Region and Wing counterparts as well as the Wing Administrators in providing support and resources to achieve their DDR goals and objectives
- Assist Regions and Wings who lack currently assigned DDR Coordinators or Administrators
- Identify solutions to existing or emerging problems and opportunities within the DDR Program
- Assist NHQ Staff in developing training plans for DDR Program
- Provide administrative support to NHQ staff by validating DDR personnel assignments and information in automated systems
- Provide supervision, including constructive feedback and corrective actions, to subordinates in a timely, respectful fashion
- Promote a strong safety and Operational Risk Management program within CAP
- Perform all other duties as assigned

**Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level

## **SPAATZ ASSOCIATION LIAISON**

**Reports to:** Cadet Programs Officer

**Function:** Assist the National Leadership with the planning and implementation of their goals and vision for Civil Air Patrol in general and the CAP Cadet Program, in particular

**Authority:**

**Responsibilities include:**

- Liaise between the NHQ and The Spatz Association (TSA) through the NHQ Staff and the TSA Board of Directors in regards to Spatz Association matters
- Work with the NHQ Staff and TSA's Board of Directors in implementing, developing and upgrading the CAP Cadet Program
- Identify, develop and present solutions to existing or emerging CAP Cadet Program related matters and opportunities
- Provide supervision, including constructive feedback and corrective actions to assigned subordinates in a timely, respectful manner
- Promote a strong Safety and Operational Risk Management program within CAP
- Perform all other duties as assigned

**Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level

## **NATIONAL CADET ADVISORY COUNCIL (NCAC) LIAISON**

**Reports to:** Cadet Programs Officer

**Function:** Assist the National Leadership with the planning and implementation of their goals and vision for the NCAC.

**Authority:**

**Responsibilities include:**

- Liaise between the National Leadership, NHQ Staff, Cadet Programs Officer, and NCAC, including arranging appropriate direct contact between the NCAC Chair and the National Commander
- Work in coordination with the NHQ Staff, Cadet Program Officer, and NCAC in reviewing and coordinating NCAC Agenda and Programs
- Assist the NCAC with proposals and recommendations, and provide National Leadership and Cadet Programs Officer with evaluations and recommended actions
- Work in coordination with the Region and Wing DCPs and CAC counterparts providing support and resources to achieve their goals and objectives
- Identify solutions to existing or emerging NCAC problems and opportunities
- Provide supervision, including constructive feedback and corrective actions, to the NCAC in a timely, respectful fashion
- Coordinate NCAC meetings with respect to planning, logistics, supervision, and other functions as directed
- Promote a strong safety and Operational Risk Management program within CAP
- Perform all other duties as assigned

**Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level

## **NATIONAL CADET SPECIAL ACTIVITIES OFFICER**

**Reports to:** Cadet Programs Officer

**Function:** To serve as principal staff officer for National Cade Special Activities and inform the National Leadership of progress toward achievement of goals, objectives, notable accomplishments, problem areas, and other matters of interest.

**Authority:**

**Responsibilities include:**

- Coordinate directly with region – level CP staff officers, NHQ Corporate Team counterparts, and NCSA staff in matters concerning the NCSA program
- Work with NHQ CP staff, tracks and reviews NCSA application data, slotting, and “after-action reviews” and develops recommendations for changes and improvements in the NCSA program
- Coordinate with NHQ Corporate Team Counterparts on administrative support of NCSAs. Identifies tasks that can be performed by volunteer staff, and develops procedures to allow additional volunteer support of the NCSA program.
- Coordinate development of potential new NCSAs
- Assist in publicizing NCSAs
- Assist in identifying and recruiting Activity Director and staff candidates for consideration by the National Leadership
- Assist Activity Directors, NHQ CP staff, and the National Leadership in ensuring appropriate recognition of NCSA staff by developing recommended standards for NCSA staff awards
- Periodically review NCSA guidance and training publications such as the “Activity Directors’ Guide” for completeness and accuracy and drafts suggested revisions
- Promote a strong safety and ORM program within the NCSA community
- Perform all other duties as assigned

**Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level

## **DEPUTY CHIEF OF STAFF, OPERATIONS**

**Reports to:** National Chief of Staff (CS)

**Function:** Assist the National Leadership with the planning and successful implementation of their goals and vision, as it relates to all aspects of Operations, Emergency Services, Communications, and associated functions with a special emphasis on the safety of the CAP membership.

**Authority.** Supervises the following positions:

Emergency Services Officer

Stan/Eval Officer

Glider Program Officer

Advanced Technology Program Officer

Green Flag Group Commander

**Responsibilities include:**

- Liaise between the NHQ Staff, National Staff, Deputy Chief of Staff, Support, and membership to ensure that all operational issues are fully coordinated beginning with the inception, through the implementation phase
- Coordinate and determine priorities for all operational activities between the subordinate National staff officers
- Develop and monitor all reporting procedures to keep the National Leadership informed on the progress and status of all operational issues being performed by the National Operations Section
- Identify solutions to potential existing or emerging operational problems and opportunities
- Provide supervision, including constructive feedback and corrective actions to subordinates in a timely, respectful fashion
- Work in cooperation with all Region and Wing Operations, Emergency Services, Communications, and related functional areas
- Maintain operational readiness in at least one CAP Emergency Services Specialty Ratings IAW CAPR 60-3
- Promote a strong Safety and Operational Risk Management program within CAP
- Perform all other duties as assigned

**Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level

## **EMERGENCY SERVICES OFFICER**

**Reports to:** Deputy Chief of Staff, Operations

**Function:** Through the Deputy Chief of Staff, Operations assist the National Leadership with the planning and successful implementation of their goals and vision, as it relates to all aspects of Emergency Services Operations, Operational Missions, Communications and associated functions with a special emphasis on the Safety of the CAP membership.

**Authority.** Supervises the following positions:

- FEMA Liaison
- Communications Officer
- Operational Missions Officer
- National Emergency Services Academy Commander

**Responsibilities include:**

- Liaise between appropriate staff levels and CAP membership to ensure that all Search and Rescue, Disaster Relief, Homeland Security, Counter-drug/Drug Interdiction, FEMA, and Communications issues are fully coordinated during the planning, training and execution phases
- Coordinate and prioritize all activities between the supporting officers assigned to the Emergency Services Officer
- Monitor, develop and submit periodic reports to the CAP National Leadership and Deputy Chief of Staff, Operations on matters concerning Emergency Services Operations, Operational Missions, Communications and other functional areas assigned to the Emergency Services Officer
- Coordinate, advise and mentor all region and wing counterpart officials assigned duties in the Search and Rescue, Disaster Relief, Homeland Security, Counter-drug/Drug Interdiction, FEMA, Communications, and other similar functional areas
- Identify and recommend solutions to existing or emerging problems and opportunities related to Search and Rescue, Disaster Relief, Homeland Security, Counter-drug/Drug Interdiction, FEMA, Communications and other associated matters
- Provide supervision, including constructive feedback and corrective actions, to subordinates in a timely, respectful fashion
- Maintain operational readiness in at least one of the CAP Emergency Services Advanced Specialty Ratings IAW CAPR 60-3
- Promote a strong and Operational Risk Management program within CAP
- Perform all other duties as assigned

**Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region and National level
- Advanced Specialty in Emergency Services or Operations with documented mission experience

## **FEMA LIAISON**

**Reports to:** Emergency Services Officer

**Function:** Assist the National Leadership with the planning and successful implementation of their goals and vision, as it relates to all aspects of FEMA and associated functions with a special emphasis on the safety of the CAP membership.

**Authority:**

**Responsibilities include:**

- Foster and encourage the completion of a current MOU or Working Agreement between the Civil Air Patrol and the Federal Emergency Management Agency
- Coordinate with region commanders to facilitate the assignment of motivated, knowledgeable, and experienced senior staff members to serve as the Points of Contact and Liaison for the ten FEMA Regions
- Identify and provide solutions to existing or emerging problems and opportunities related to FEMA activities and associated issues
- Maintain a current roster of the ten FEMA Region/CAP Liaison Officers
- Mentor, advise and network with the CAP Region/FEMA Liaison Officers
- Provide supervision, including constructive feedback and corrective actions, to subordinates in a timely, respectful fashion
- Maintain operational readiness in at least one CAP Emergency Services Specialty Ratings IAW CAPR 60-3
- Promote a strong safety and Operational Risk Management program within CAP
- Perform all other duties as assigned

**Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level

## **COMMUNICATIONS OFFICER**

**Reports to:** Emergency Services Officer

**Function:** Assist the National Leadership with the planning and successful implementation of their goals and vision, as it relates to all aspects of Communications and associated functions with a special emphasis on the safety of the CAP membership.

**Authority:**

**Responsibilities include:**

- Jointly develop and implement communications plans, programs, and directives in concert with NTC and NHQ Staff members in support of National Leadership, National Staff and Corporate Staff
- Liaise between NHQ staff and membership, as appropriate, including formal and informal communication with region, wing, and local levels of the Communications functional area
- Provide supervision, including constructive feedback and corrective actions to subordinates in a timely, respectful fashion
- Identify and provide solutions to potential, existing, or emerging problems and opportunities relating to communications and associated issues
- Maintain operational readiness in at least one CAP Emergency Services Specialty Ratings IAW CAPR 60-3
- Promote a strong safety and Operational Risk Management program within CAP
- Perform all other duties as assigned

**Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level

## **OPERATIONAL MISSIONS OFFICER**

**Reports to:** Emergency Services Officer

**Function:** Assist the Emergency Services Officer and National Leadership in implementing the goals and vision for all Homeland Security, Counter-drug/Drug Interdiction, and associated special mission functional areas, with special emphasis on the safety of CAP members in the performance of those specialties.

**Authority:**

**Responsibilities include:**

- Liaise between appropriate staff levels and the CAP membership to ensure that all Homeland Security, Counter-drug/Drug Interdiction, and associated special mission issues are fully coordinated during the planning, training and execution phases
- Coordinate and determine priorities for all activities of the members assigned to Operational Missions Team
- Monitor, develop, and submit periodic reports to the CAP National Leadership and Emergency Services Officer on matters concerning Homeland Security, Counter-drug/Drug Interdiction, and associated special mission functional areas assigned to the Operational Missions Officer
- Coordinate, advise, and mentor all region and wing counterpart officials assigned to duties in the Homeland Security, Counter-drug/Drug Interdiction, and associated special mission functional areas
- Identify and recommend solutions to existing or emerging problems and opportunities related to Homeland Security, Counter-drug/Drug Interdiction, and other associated matters
- Provide supervision, including constructive feedback and corrective actions, to subordinates in a timely, respectful fashion
- Maintain operational readiness in at least one CAP Emergency Service Specialty Ratings above GES IAW CAPR 60-3
- Promote a strong safety and Operational Risk Management program within CAP
- Perform all other duties as assigned

**Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level
- Advanced Specialty in Emergency Services or Operations with documented mission experience

## **STAND/EVAL OFFICER**

**Reports to:** Deputy Chief of Staff, Operations

**Function:** Assist the National Leadership with the planning and successful implementation of their goals and vision, as it relates to all aspects of pilot training and standardization/evaluation; and associated functions with a special emphasis on the safety of the CAP membership

**Authority:**

**Responsibilities include:**

- Liaise between the NHQ staff, Deputy Chief of Staff, Operations, Region Standardization/Evaluation Officers and assigned members to ensure that all pilot training and evaluation issues are fully coordinated beginning with the development, through the implementation phases
- Coordinate and determine priorities for all activities of members assigned to the National Stan/Eval team
- Monitor the check pilot program throughout CAP to keep the National Leadership informed on progress or shortfalls observed
- Work in Cooperation with all Region and Wing counter parts
- Provide supervision, including constructive feedback and corrective actions to subordinates in a timely, respectful fashion
- Identify and provide solutions to existing or emerging problems related to Standardization/Evaluation, pilot training and flight operations safety
- Promote a strong safety and Operational Risk Management program within CAP
- Perform all other duties as assigned

**Desired requirements for position:**

- Lieutenant Colonel, Former NB member preferred (Col)
- Two years of command or staff experience at the Wing, Region, or National level
- FAA Qualified CFI Airplane SMEL, and Instrument Instructor
- Have been a CAP Designated Check Pilot for at least 3 years
- Have served as either a Wing or Region level Stand/Eval, or Operations Officer for a minimum of 1 year
- Hold a Master Rating in a CAP specialty track related to Operations
- Be a designated CAP Command Pilot

## **GLIDER PROGRAM OFFICER**

**Reports to:** Deputy Chief of Staff, Operations

**Function:** Assist the National Leadership with the planning and successful implementation of their goals and vision, as it relates to all aspects of the CAP Glider Program and associated functions with a special emphasis on the safety of the CAP membership.

**Authority:**

**Responsibilities include:**

- Liaise between the NHQ staff, Deputy Chief of Staff, Operations, Region Glider Program Officers to ensure all issues related to gliders are fully coordinated beginning with the development, through the implementation phases
- Coordinate and determine priorities for all activities of members assigned to the National Glider program staff
- Work in cooperation with all Region and Wing counter parts to leverage joint activities and develop standardized glider operations procedures
- Provide supervision, including constructive feedback and corrective actions to subordinates in a timely, respectful fashion
- Identify and provide solutions to potential, existing, or emerging problems and opportunities relating to operational and associated issues
- Promote a strong safety and Operational Risk Management program within CAP
- Perform all other duties as assigned

**Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level
- FAA Qualified CFGP
- Have been a CAP Designated Glider Check Pilot for at least 3 years

## **ADVANCED TECHNOLOGY PROGRAM OFFICER**

**Reports to:** Deputy Chief of Staff, Operations

**Function:** Advise and assist the National Leadership in implementing the goals and vision for the Advanced Technology area, with special emphasis on the safety of CAP members in the performance of those specialties.

**Authority:**

**Responsibilities include:**

- Work in coordination with the NHQ Staff in implementing, developing, and upgrading all advanced technology initiatives that will improve CAP's abilities to meet mission requirements or new missions as assigned
- Work in coordination with the regions and wings to solve their technology requirements by providing support and resources to achieve their objectives
- Identify solutions to existing or emerging problems and opportunities in the area of advanced technologies
- Provide supervision, including constructive feedback and corrective actions, to subordinates in a timely, respectful fashion
- Coordinate all ongoing activities with the Operations staff. Coordinates with other staff officers concerning emerging technologies that may be of assistance in the Homeland Security area.
- Develop standard operating procedures for testing of advanced technology activities
- Promote a strong safety and Operational Risk Management program within CAP
- Perform all other duties as assigned

**Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level

## **GREEN FLAG GROUP COMMANDER**

**Reports to:** Deputy Chief of Staff, Operations

**Function:** Assist the National Leadership in implementing the goals and vision for all Surrogate Predator Program functional areas, with special emphasis on the safety of CAP members in the performance of those specialties.

**Authority:**

**Responsibilities include:**

- Liaise between appropriate staff levels and the CAP membership to ensure that all Surrogate Predator Program issues are fully coordinated during the planning, training and execution phases
- Coordinate and determine priorities for all activities assigned to Surrogate Predator Program
- Monitor, develop, and submit periodic reports to the CAP National Leadership and Deputy Chief of Staff, Operations on matters concerning the Surrogate Predator Program
- Coordinate, advise, and mentor all region and wing participants assigned to duties in the Surrogate Predator Program
- Identify and recommend solutions to existing or emerging problems and opportunities related to Surrogate Predator Program
- Provide supervision, including constructive feedback and corrective actions, to subordinates in a timely, respectful fashion
- Maintain an OPSEC environment, at all times
- Maintain operational readiness in at least one CAP Emergency Service Specialty Ratings IAW CAPR 60-3
- Promote a strong safety and Operational Risk Management program within CAP
- Perform all other duties as assigned

**Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level
- Advanced Specialty in Emergency Services or Operations with documented mission experience

## **CHIEF AIDE-DE-CAMP**

**Reports to:** National Commander

**Function:** Responsible for the logistical and administrative support, as well as other activities as directed by the National Commander, necessary to assist the National Commander and National Vice Commander as they carry out their duties. In addition, the Chief aide-de-camp is responsible for managing and overseeing the National Commander's personal staff including the Aide de Camp corps.

**Authority:**

**Responsibilities include:**

- Serve as a personal aide to the National Commander
- Responsible for the logistical and administrative support, as well as other activities as directed by the National Commander, necessary to assist the National Commander and National Vice Commander as they carry out their duties
- Assist with organizing travel and other arrangements
- Facilitate or arranging meetings and presentations
- Coordinate actions and activities with the National Headquarters staff
- Develop memorandum, analysis, reports, presentations or other materials
- Coordinate and manage support of distinguished visitors or other personnel as designated by the National Commander
- Manage and oversee other members of the National Commanders personal staff, including the Aide de Camp corps
- Serve as a central point of coordination of Aides and other personal staff
- Other activities or actions necessary to help support the National Commander

## **NATIONAL SAFETY OFFICER**

**Reports to:** National Commander

**Function:** Acts as the chief safety and risk consultant to the National Commander.

**Authority.** Supervises the following positions:

Deputy National Safety Officer

Assistant National Safety Officer for Flight Safety

Assistant National Safety Officer for Vehicle Safety

Assistant National Safety Officer for Ground Safety

Assistant National Safety Officer for Safety Information (Sentinel editor)

**Responsibilities include:**

- Develop, execute and evaluate all Civil Air Patrol (CAP) aviation and ground mishap prevention to ensure mission readiness across the CAP operational enterprise
- Oversee mishap investigations; evaluate corrective actions, and ensure implementation and follow-up of region and wing commanders
- Coordinate closely with National Headquarters Chief of Safety and Safety Administrator
- Focal point between CAP safety program management and HQ CAP-USAF Director of Safety
- Functional manager and mentor for 8 region safety officers and 52 wing safety officers
- Responsible for managing updates to CAP directives and pamphlets in the 62-policy series
- Manage, develop and direct all CAP safety and operational risk management (ORM) training courses and education
- Responsible for overseeing research that promotes safety awareness and mishap prevention
- Attend NEC and National Board meetings to brief senior CAP leaders on mishap trends and new safety programs
- Promote a strong safety and Operational Risk Management program within CAP
- Performs all other duties as assigned

**Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level

## **CAP CHIEF MASTER SERGEANT**

**Reports to:** National Commander

**Function:** Provide advice and counsel to the National Commander on matters affecting professional development, education and utilization of CAP Chiefs and NCOs.

**Authority:**

**Responsibilities include:**

- Travel on behalf of CAP, as funding allows, to (for example);
  - Military Functions
  - National Cadet Activities
  - Region Conferences
  - The National Staff College Graduation
- Encourage the recruitment of Chiefs and NCOs for CAP membership by annual attendance at;
  - Region Conferences
  - Winter and Summer National Board meetings, as travel budgets allow
- Serve as a representative of the National Commander, as requested
- Review Air Force, CAP-USAF, and CAP Wing Instructions and policies, provide input and recommend changes for those instructions and policies affecting CAP members
- Encourage recognition of deserving CAP NCO members during annual functions
- Encourage NCO mentorship of cadets and junior officer CAP members
- Serve on award and recognition selection committees
- Serve as a member of the CAP Uniform Team
- Promote a strong safety and Operational Risk Management program within CAP
- Perform all other duties as assigned

**Desired requirements for position:**

- Military Chief Master Sergeant
- Two years of command or staff experience at the Wing, Region, or National level

## **CHIEF, HEALTH SERVICES**

**Reports to:** National Chief of Staff

**Function:** Advises the National Commander on health issues that may impact CAP missions, activities and the health and wellness of members. Utilizes the CAP Compliance Inspection Program to identify strengths and weaknesses.

**Authority:** Supervises the following positions:

CISM Officer

**Responsibilities include:**

- Identifies goals and objectives; and coordinates with the CAP/NHQ Staff to plan and implement the CAP Health Services Program
- Coordinate with the National Emergency Services Officer to address issues affecting the health and performance of members including operational fatigue awareness
- Coordinate with the National Safety Officer to address occupational health and safety and other issues. Provides any needed support in the area of accident and mishap investigation.
- Coordinate with the National Professional Development Officer to ensure quality training programs are available to prepare CAP Health Professionals to serve CAP needs as well as member needs for self-advancement
- Coordinate with the National Cadet Programs Officer to address health issues involved with the cadet program, including encampments, special activities, and the cadet physical fitness program. Provides medical expertise and support to the Drug Demand Reduction Program (DDR).
- Coordinate with the National Aerospace Education Officer to develop programs to support education in the area of aerospace medicine
- Promote policies that encourage prevention, preparedness, physical fitness and wellness in all CAP missions and activities
- Oversee the CAP Critical Incident Stress Management (CISM) program
- Work in cooperation with Region and Wing counterparts to solicit input and assist in implementing the Health Services Program
- Provide input regarding policies, regulations and manuals affecting health issues, including those in the areas of operations, emergency services, cadet programs, safety, mishap reporting/investigation, and insurance
- Coordinate CAP Health Services Personnel in support of Air Force Missions
- Utilize Compliance Inspection information to identify strengths and weaknesses
- Identify solutions to existing or emerging problems and opportunities in the area of Health Services
- Provide supervision, including constructive feedback and corrective actions, to subordinates in a timely, respectful fashion

- Promote a strong safety and Operational Risk Management program within CAP
- Perform all other duties as assigned

**Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level

## **CISM OFFICER**

**Reports to:** Chief, Health Services

**Function:** Develops and implements CISM goals, programs, and procedures in accordance with CAP Regulation and NHQ policy.

**Authority:**

**Responsibilities include:**

- Coordinates with both National Headquarters and National Staff and with membership at the region, wing, and local levels
- Provide supervision, including constructive feedback and corrective actions, to subordinates in a timely, respectful fashion
- Promotes a strong safety and Operational Risk management program within CAP
- Supports strategic recruitment of CISM staff (peer and mental health) throughout the membership and communities
- Identify solutions to existing or emerging problems in the area of CISM from a national perspective and assists in problem solving at the Region and Wing levels
- Develops and supervises budget and funds administration
- Assures Information Technology needs are met
- Assures resource availability to teams at wing level by empowering region-level management
- Assists with the maintenance of regulations and recommend updates as needed
- Oversees and prioritizes projects in accordance with National Leadership
- Maintains CAP CISM registration currency with ICISF by conducting yearly SWOT analysis and report
- Develops, supervises, and trains clinical applications within CISM
- Oversees and prioritizes projects from a clinical perspective in accordance with National Leadership and the International Critical Incident Stress Foundation
- Assess from region and wing levels the training needs of CISM
- Coordinates training events to provide adequate CISM staffers to include standardized ICISF courses, PEP presentations, and quarterly clinical in-service lesson plans
- Assists in the implementation of training plans at National, Regional and Wing levels
- Provides CISM educational opportunities to National and Corporate staff
- Develops awareness training programs for various command, administrative and operational levels to include mission coordinators
- Facilitates access to qualified ICISF instructors within or outside of CAP
- Functions as the main liaison between CAP and ICISF

- Provides advanced consultation to National, Region and Wing staff
- Provides CISM services to National or Corporate staff as needed
- Promote a strong Safety and Operational Risk Management program within CAP
- Performs all other duties as assigned

**Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level

## **NATIONAL HISTORIAN**

**Reports to:** National Chief of Staff

**Function:** Performs and manages historical research, writing, and collection and preservation of historical materials. Plans and coordinates use of historical resources. Advises commanders and staffs on use of historical information in policy development and decision making.

**Authority:** National Curator

**Responsibilities include:**

- Screens files and databases. Analyzes, selects, preserves, and organizes key documentation. Indexes material for retrieval and research.
- Performs historical research and writing. Gathers evidence through interviews and examination of materials in archives and files. Analyzes and evaluates data, and develops meaningful conclusions. Prepares narrative history or report. Assists in final editing and production before publication.
- Serves as historical staff advisor to the National Commander
- Serves as Civil Air Patrol's historical advisor to the U.S. Air Force and CAP's Board of Governors'
- Develops policies and plans for preparing periodic histories and other historical publications
- Establish procedures for development of command or unit history
- Plans and operates historical reference collection, and organizes programs for preserving documents
- Guides historical activities of lower units, critiques their historical products, and when directed makes staff assistance visits
- Establishes policy concerning Civil Air Patrol (CAP) organizational lineage, honors, and emblems (heraldry)
- Contributes to staff actions and studies. Prepares historical inputs for use by staff officers and study groups. Develops sources of historical information through contact with personnel active in primary research area.
- Provides historical information. Consults historical literature and records to provide information for officials and members of the general public.
- Directs and conducts oral history collection. Plans oral history program, and supervises scheduling, conducting, and preserving of recorded interviews of significant historical events. Prepares for and conducts interviews.
- Reviews historical studies. Critically reviews and comments on historical manuscripts in preliminary draft stage.

**Desired requirements for position:**

- Knowledge of Civil Air Patrol's organization, mission, history, and role in service operations; and historical research methods and interviewing techniques
- Lieutenant Colonel
- Master rating in the Historian Specialty Track
- Served as Region and/or Wing Historian

## **NATIONAL CURATOR**

**Reports to:** National Historian

**Function:** To inform the National Leadership of progress toward achievement of goals, objectives, notable accomplishments, problem areas, and other matters of interest.

**Authority:**

**Responsibilities include:**

- Assist the National Historian with the planning and implementation of their goals and vision to preserve the heritage of the Civil Air Patrol
- Liaise between the NHQ Staff and membership on matters relating to displays, memorabilia, and other elements of historical significance
- Work in coordination with the Region and Wing historians providing support and resources to achieve their goals and objectives
- Identify solutions to existing or emerging problems and opportunities relating to historic memorabilia and displays
- Provide supervision, including constructive feedback and corrective actions, to subordinates in a timely, respectful manner
- Accept, receive, and protect uniforms and other CAP memorabilia in the name of, and for the benefit of, Civil Air Patrol
- Support the National Leadership in the development and presentation of historical displays
- Support the CAP Historical Foundation in matters pertaining to CAP insignia, uniforms and memorabilia
- Promote a strong safety and Operational Risk Management program within CAP
- Performs all other duties as assigned

**Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level

## **LOGISTICS OFFICER**

**Reports to:** National Controller

**Function:** Assist the National Leadership with the planning and implementation of their goals and visions for the Civil Air Patrol Property Management Program.

**Authority:**

**Responsibilities include:**

- Manage and direct the National Logistics Team
- Assist the National Leadership with the planning and implementation of their goals and visions for the Civil Air Patrol Property Management Program
- Assemble a team of highly qualified and diversified CAP officers from multiple geographic areas of the country
- • Ensure that all property management regulation change recommendations submitted to the property management team meet the criteria for action or change requested and if the request does meet the criteria, forward the request to the rest of the team. The NLA and the Property Management Team may also recommend regulation changes.
- Liaise with NHQ/LG to clarify supporting documentation when incomplete information is received for a change recommendation
- Coordinate with Region and Wing Property Management Officers to provide positive feedback and guidance on writing more effective property management policies, procedures, guidelines and regulations
- Evaluate the merits of each regulation change recommendation through examination by each individual team member followed with a Team discussion and vote by email or conference call
- Schedule necessary conference calls on a timely basis to ensure fast turn around of regulation change requests
- Promote a strong property management Program within CAP

**Desired requirements for position:**

- Be familiar with CAPR 174-I, CAPR 77-I and all other publications dealing with property management
- Major or above
- Completed at least Level 4
- Experience in LG/supply at the Wing/Region level

## **EQUAL OPPORTUNITY OFFICER**

**Reports to:** National Commander

**Function:** Manage the volunteer program and addresses volunteer issues concerning the CAP Nondiscrimination Program

**Responsibilities include:**

- Conducts investigations and renders Reports of Investigations (ROI)
- Monitors compliance with CAPR 36-1, Civil Air Patrol Nondiscrimination Program and applicable Air Force policies
- Assists in preparation of the National Commander's annual letter entitled "Statement of Nondiscrimination" to all units
- Promote a strong safety and Operational Risk Management program within CAP
- Perform all other duties as assigned

**Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level

## **OVERSEAS TEAM LEADER**

**Reports to:** Deputy Chief of Staff, Support

**Function:** Advise the National Commander and Executive Director through the Deputy Chief of Staff, Support on issues that may impact CAP missions, activities and the welfare of members in Cadet Squadrons overseas (outside the United States, Puerto Rico, and the Virgin Islands).

**Responsibilities include:**

- Liaise with NHQ/EX through the DCS, Support and National Chief of Staff to ensure overseas units are in compliance with applicable regulations.
- Identify goals and objectives of overseas squadrons and coordinate with the CAP/NHQ Staff as needed.
- Coordinate with the National Professional Development Officer to ensure quality training.
- Coordinate with the National Cadet Programs Officer to address potential issues involved with the cadet program, including encampments, special activities, etc.
- Advise overseas squadron commanders on changes in regulations and policies, as well as provide mentoring to enable new commanders overseas to adapt to different rules under Status of Forces Agreements (SOFA) and installation requirements.
- Provide assistance and information for the chartering of new cadet squadrons overseas where none currently exist.
- Provide input regarding policies, regulations and manuals affecting overseas cadet squadrons.
- Promote policies that encourage prevention, preparedness, physical fitness and wellness in all CAP missions and activities.
- Communicate and respond, in coordination with the NHQ/EX, DCS, Support and National Chief of Staff as needed with installation commanders overseas.
- Promote a strong safety and Operational Risk Management program within CAP.
- Perform all other duties as assigned.

**Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level
- A masters rating in one of the following PD Specialty Tracts: Aerospace, Cadet Programs, Professional Development.
- A Management rating in Organizational Excellence and a basic knowledge of Finance would be advantageous in addition.