



HEADQUARTERS
CIVIL AIR PATROL MIDDLE EAST REGION
UNITED STATES AIR FORCE AUXILIARY
3420 PUMP ROAD #108, RICHMOND VA 23233

10 SEP 2008

MEMORANDUM FOR NORTH CAROLINA WING/ALL MEMBERS
AND ALL OTHER INTERESTED CAP MEMBERS

FROM: CAP Middle East Region

SUBJECT: Wing Commander Selection Process

1. On 1 January 2009, Col. Larry J. Ragland's four-year term as Commander of North Carolina Wing will end. Our process for selecting the next commander is outlined in MER Supplement 1 to CAPR 35-9, which is attached to this letter.
2. CAP members who meet the minimum qualifications expressed in the attached regulation supplement and who desire to nominate themselves for consideration in the selection process and possible appointment as the next North Carolina Wing Commander should send the following items to the Middle East Region Vice Commander:
 - a) A letter of intent.
 - b) A brief resume' of CAP experience with emphasis on command and senior staff assignments.
 - c) A brief resume' of experience and qualifications earned outside of CAP including formal education, military experience, professional or employment experience, and leadership positions in civic organizations or government.
 - d) The member's Vision for North Carolina Wing and an outline of strategic plans to implement this vision.
3. Letters of recommendation should not be attached to this self-nomination. An opportunity for comments by the general membership will be provided later in the process.
4. Deadline for self-nomination is Friday, 10 October 2008.
5. These documents may be sent via e-mail, US Mail, or FAX, but **e-mail is preferred** to facilitate distribution and processing. All applications received will be promptly acknowledged.
6. Please address questions to the undersigned.

A handwritten signature in black ink that reads "C. Warren Vest".

C. WARREN VEST, Colonel, CAP
Vice Commander

Email: mercsvest@comcast.net
US Mail: 3184 Somerset Drive, Jeffersonton, VA 22724
Home: 540-937-7791
Cell: 703-307-8459
Fax: 540-937-7232
Attachment: MER Supplement to CAPR 35-9

Personnel Procedures

BOARD OF GOVERNOR AND WING COMMANDER SELECTION PROCEDURES

CAPR 35-9, 4 November 2001, is supplemented as follows:

SECTION B – WING COMMANDER SELECTION PROCESS

4. Added. The following process is established to assist the region commander in the selection and appointment of the best-qualified applicants for new wing commanders.

a. Duty Requirements:

(a) The position is a three-year assignment after a one-year probation period. See CAP Constitution. For stability within the wing, it is important that a candidate be able to fulfill a full term.

b. Qualification Requirements. The following qualifications reflect the minimum requirements that an applicant should possess.

(a) Relevant experience in leadership positions within Civil Air Patrol. Individuals with prior experience in unit command positions will receive additional consideration.

(b) If applicant has not attended the Civil Air Patrol Commanders Course, attendance will be required within one year of being selected.

(c) An applicant who has completed National Staff College or has experience in comparable private industry or government management positions will receive additional consideration in the review process.

(e) The position is open to any CAP senior member in the MER with the above qualifications and should be a current or former member of the wing.

5. Added. Application process. Qualified individuals should self-nominate for appointment as wing commander by means of a letter of intent and resume outlining the applicant's qualifications, experience, and vision for the wing. Applications will be forwarded directly to the region commander (or other individual designated by the region commander) within the announced suspense date (normally 60 days after the announcement of a vacancy). Electronic transmission of documents via e-mail is preferred, although fax and U.S. Mail transmissions are acceptable.

6. Added. Selection process.

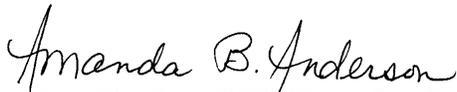
(a) The region commander will forward all applications to the incumbent wing commanders within the Middle East Region. Each Wing commander will review the applications and return a list of candidates in priority sequence with appropriate comments to the region commander within 21 days of receipt, or not later than an earlier date established by the region commander.

OPR: DP

Distribution: Each MER Wing (2), National Headquarters (1)

(b) The region commander will also forward the applicant packages to the national commander and the USAF-CAP Middle East Liaison Region Commander (MELR/CC) for review and comment if these individuals so desire. Comments by the national commander and MELR/CC will be requested to be returned by a specific date (normally 30 days after receipt).

(c) The region commander will convene a review board to assist him in screening candidates for expected wing commander openings. Under normal circumstances, this board will be chaired by the region vice commander and will consist of the region chief of staff, and one or more former wing commanders from the subject wing. At the discretion of the region commander, one or more members of the subject wing chosen at large and/or wing commanders of former wing commanders from nearby wings may be included on the board in addition to or as substitutes for any of the above individuals. The review board will interview, as a minimum, the top five candidates on the priority listing developed under paragraph (c) above. It may also interview, in person or by telephone, the retiring wing commander, wing staff members from the subject wing or other any individuals who are familiar with the candidates. The review board will report its deliberations and recommendations to the region commander.


AMANDA B. ANDERSON, Lt Col, CAP
Director of Administration

CHARLES S. GLASS, Col, CAP
Commander