# NORTH CAROLINS WING STAFF VACANCY ANNOUNCEMENT

# Assistant Director of Personnel



**Assistant Director of Personnel**

**DUTIES AND RESPONSIBILITIES (Ref: CAPP 30-1):**

Manages and administers the CAP personnel program and associated administrative procedures to include:

• Membership records and applications

• Confidential screening (FBI fingerprint cards)

• Organizational actions (charters, deactivations, etc.)

• Appointments 35 CAPP 30-1

• Promotions and demotions

• Awards and decorations

• Duty assignments

• Transfers

• Retirements

• Membership terminations/Adverse Actions

• Uniforms

# POSITION REQUIREMENTS

* Experienced CAP officer an understanding of CAP structure and operations at the unit, group, wing. (Required)
* At least a Technician Rating in the Personnel Specialty Track (Preferred)
* Previously served as a Squadron or Group Personnel (Desired)
* Completed Level II of the CAP Education and Training Program (Required)

# ASSIGNMENT REQUIREMENTS:

* Unit Assignment – Will be an additional duty assignment
* Position reports to: Director of Personnel

# SELECTION AND APPLICATION PROCESS:

* Submit via email a letter of intent with a resume of relevant experience to Lt Col Christopher Duemmel at [christopher.duemmel@ncwgcap.org](mailto:christopher.duemmel@ncwgcap.org%20)  Please copy Maj Jordan Crawford at Jordan.crawford@ncwgcap.org

# DUE DATE:

15 January 2023