

21 November 2000

Personnel Procedures

WING COMMANDER SELECTION PROCESS

This policy sets forth the procedures for the initial selection wing commander candidates within the Pacific Region.

1. **GENERAL.** The following procedures are established to assist the Region Commander in the performance of his/her duties. The selection and appointment of new Wing Commanders remains the sole responsibility of the Region Commander. To insure that the best candidate is selected the following procedures will be followed.

2. **POSITION REQUIREMENTS.**

- a. The position of Wing Commander requires that the incumbent perform as the only corporate member of Civil Air Patrol present in the Wing and is, therefore, responsible for all CAP Corporate activities in that state. The Wing Commander is the only person authorized to carry on the business of the Corporation within the state.
- b. This position can often demand the dedication and time of an additional full-time job. The position requires that the incumbent travel outside the state as many as five or more times each year. It also requires that the incumbent perform considerable travel within the state. **PERSONS WHO BELIEVE THEY CANNOT MEET THIS DEMAND SHOULD NOT APPLY.**
- c. The Wing Commander is expected to coordinate with various senior officers of other organizations with in the state relating to the CAP missions. The Wing commander works directly for the Commander, Pacific Region, CAP.
- d. As outlined in the CAP Constitution, this position is tenured for three years after one year of probation. A one-year extension is possible at the discretion of the Region Commander with concurrence of the National Commander.

3. **APPLICANT REQUIREMENTS**

The following qualifications for applicants are considered desirable and may make the difference between otherwise equally qualified candidates:

- a. **GRADE.** Candidates should hold at least the grade of Major, CAP. This may be waived in exceptional cases at the discretion of the Region Commander. Clearly, those with higher grades will receive preference.
- b. **EXPERIENCE.** Qualified candidates should have:
 - 1). A minimum of five years experience as an active member of Civil Air Patrol.
 - 2). Demonstrated successful experience in leadership positions within the Civil Air Patrol. Command positions in CAP will receive preference.
 - 3). Demonstrated successful experience in management positions within CAP or at comparable levels in other organizations. Civil Air Patrol experience, and experience with similar non-profit organizations, will have preference.
 - 4). Additional consideration will be given to those who have demonstrated successful performance in staff positions at the Wing level or higher.
- c. **EDUCATION**
 - 1). Successful candidates should have completed a minimum of Civil Air Patrol Region Staff College or equivalent. Candidates who have successfully completed National Staff College will receive preference. A person who has not completed CAP National Staff College, if selected, will be expected to attend that course during the 12 months following selection. **PERSONS WHO BELIEVE THEY CANNOT MEET THIS REQUIREMENT SHOULD NOT APPLY.**
 - 2). Selected candidates who have not attended the Wing/Region Commanders Course at HQ CAP will be expected to attend that course during the 12 months following selection. **PERSONS WHO BELIEVE THEY CANNOT MEET THIS REQUIREMENT SHOULD NOT APPLY.**

3). Candidates holding related degrees of higher education will be accorded extra consideration commensurate with degrees held.

d. SELECTION PROCESS

1). If a sitting Wing Commander resigns prior to the completion his/her normal tour of duty, or is not appointed to the position following the probationary period, the process below will be accelerated. Should this occur, the Region Commander will appoint an interim Wing Commander during the selection process.

2). b. Approximately four months prior to the completion of his/her tour of duty the Region Commander will announce the opening of the Wing Commander selection process. Any current, qualified member of the wing may apply (see Applicant Requirements above).

3). Persons applying for the position of Wing Commander will submit a letter of intent and a brief resume to the Region Headquarters in Eugene. The Region DA will notify each candidate by e-mail, CAP radio or phone that their application has been received. Applications received after the closing date will not be considered. This date will be approximately three months before the end of the sitting Wing Commander's term and will be published specifically for each opening.

4). All applications will be forwarded to the outgoing Wing Commander for review and comment.

5). The outgoing Wing Commander shall complete this process approximately ten weeks before the end of his/her term and forward the package to the senior sitting Wing Commander for review and comment by the other sitting Pacific Region Wing Commanders.

6). The senior sitting Wing Commander shall, with the concurrence of all other sitting Wing Commanders, determine a list of the five most qualified applicants and forward to the Region Commander by approximately one month prior to the end of the outgoing Wing Commander's term.

7). The Region Commander will forward a copy of the applicant packages to the National Commander and the CAP/USAF Liaison Region commander for comment.

8). The Region Commander shall convene an interview board, consisting of three to five former Wing Commanders and the PLR Commander, to assist him/her in making the final selection. The interview board will normally meet with each applicant in person but may interview the applicants telephonically.

9). The Region Commander will make a final selection within 30 days of the Change of Command ceremony.

THE PRECEDING PROCESS IS INTENDED TO ASSIST THE REGION COMANDER IN THE PERFORMANCE OF HIS/HER DUTIES. HOWEVER, THE REGION COMMANDER IS SOLELY RESPONSIBLE FOR THE SELECTION OF THE NEW WING COMMANDER.

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