



CALIFORNIA WING ENCAMPMENT
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
Camp San Luis Obispo, California



8 January 2018

MEMORANDUM FOR ALL CADETS

FROM: COC

SUBJECT: Application Announcement for The Cadet Training Group Squadron Executive Cadre
(Suspense: 29 Jan 18)

1. The California Wing (CAWG) Encampment Commander, Lieutenant Colonel James Welliver, invites eligible cadets to apply for the following executive cadre positions for the 2018 CAWG Encampment:

- a. Cadet Training Squadron (CTS) Commander
- b. Cadet Support Squadron (CSS) Chief of Staff
- c. Advanced Training Squadron (ATS) Commander
- d. Cadet Safety Officer
- e. ATS Deputy Commander of Support (DCS)
- f. Cadet Support Directors of Administration, Logistics, Mess, and Public Affairs

2. The Executive Cadre application process will occur in two phases. First, applicants are asked to state their intent through a cover letter and resume through an online application system. Second, qualified applicants will be invited for an in-person interview at Cadet Programs Conference (CPC).

3. All interested applicants should go to www.cawgencampment.cawgcap.org for detailed application instructions. Applications will only be accepted through the online system, no payment will be required nor signatures on CAP forms; however, all applicants must verbally inform their unit commanders of their decision to apply.

4. Applicants will be asked to upload a cover letter and resume. The resume should include the applicant's experiences (Civil Air Patrol and otherwise) that have prepared them for the job for which they are applying. The cover letter should address the roles/responsibilities of the position and why you are the most qualified person. You will also have the opportunity to upload documents you wish the selection committee to review and consider to distinguish yourself from the other applicants.

5. The deadline for application submission is **MONDAY, 29 JANUARY 2018**. Applicants will receive notice of receipt of their application upon submission. Following the deadline, the

selection committee will evaluate all applicants based on the cover letter, resume, and optional supplemental materials provided. The committee will then determine which applicants will move to Phase 2, an in person interview during CPC.

6. Applicants should have an understanding of Encampment related documents such as: CAPR 52-16, CAPR 60-1 (effective 1 Feb 18), CAPP 60-70, CAWGOI 52-16-1 (updated 2014), etc.

7. Executive Cadre should be prepared to participate in the general Cadre Selection Exercise (CSX) scheduled for 18-20 MAY 2018, and may be asked to participate in two Executive Staff Retreats (ESR) which will be scheduled based on group availability. They will also be expected to attend Encampment scheduled for 30 JUNE – 7 JULY 2018, as well as Pre-Encampment beginning on WEDNESDAY, 27 JUNE.

8. Questions about this announcement or the application process should be directed to the Commandant of Cadets at: ctg@cawgcadets.org. Good luck, we look forward to discussing your application.

A handwritten signature in cursive script that reads "Christa Cabrera".

CHRISTA CABRERA, Major, CAP
Commandant of Cadets