



HEADQUARTERS CALIFORNIA WING CADET PROGRAMS
CIVIL AIR PATROL
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02 February 2024

MEMORANDUM FOR CALIFORNIA WING CADETS

FROM: CAWGE/CC

SUBJECT: 2024 Encampment Cadet Training Group (CTG) Commander Applications

1. Applications for The Cadet Training Group Commander (CTG/CC) are now being accepted for the 2024 CAWG Encampment. The encampment is scheduled for 25 June-02 July, with pre-encampment on 21-24 June and will be held at Camp Roberts (CAANG) in San Miguel, CA.

2. This position is open to any Phase 4 cadet member in good standing who can perform the duties of the role with professionalism, consistent with Civil Air Patrol's Core Values, the fundamental principles of the Cadet Program and the purpose and goals of the Encampment. Applications will be accepted from qualified candidates within the CAP Pacific Region.

3. The job description and primary performance objectives for this role are:

a. Job Description: Leads the CTG in the implementation of the encampment program as described in CAPP 60-70 and CAWGP 60-70. The CTG/CC is accountable to the Encampment Commander for the overall encampment training program both for and by cadets. The Commandant of Cadets is the senior officer advisor to the Group Commander.

b. Primary Objectives:

- (1) Leads the officers of the CTG, to ensure proper implementation of the encampment program.
- (2) Ensures the maintenance and consistency of training standards throughout the wing encampment program.
- (3) Serves as a role model and example for all the members of the Cadet Training Group.
- (4) Provides counseling services when appropriate.
- (5) Provides an appropriate forum for feedback and criticism of the encampment program.
- (6) Fostering cohesiveness, teamwork, and unity of purpose within the Group cadre.

4. The following eligibility requirements apply to this role:

- a. Graduated a CAP encampment as a student.
- b. Prior service in a Cadet Training Group Executive Cadre role
- c. An understanding of encampment related documents such as: CAPR 60-1, CAPP 60-70, CAWGP60-70, etc.
- d. Attendance at all five encampment-related events (LTR1/March 8-10, CSX/April 19-21, LTR2/May 17-19, Pre- and Encampment/June 21-July 2) for their entire duration.

5. All applicants must submit their application package no later than 14 February 2024 via email to (ctg@cawgcadets.org). The application package shall include a cover letter, prepared in accordance with the business style letter (w/o letterhead) format presented on page 33 of *The CAP Guide to Effective Communication* (CAPP 1-2) and a resume.

a. Cover Letter that includes the following:

(1) Statement of the role being applied for.

(2) Reason for wanting the role.

(3) Qualification for the role.

(4) A statement of what that applicant wants to accomplish and contribute by serving in that role.

(5) Any other relevant information.

(6) A request for waiver of requirements, if desired, which may be granted at the sole discretion of the selection panel.

b. Resume of your CAP career (accomplishments, positions held, CAP activities attended). Please add other relevant items that would pertain to the job you are applying for. It is recommended that a resume wizard/helper be utilized when creating the resume.

6. Applications will be accepted only via email and no CAPF 60-81 forms will be required at this time; all applicants must copy ("cc") their Unit Commander on their application email. Applications will not be accepted without a ("cc") to their Unit Commander.

7. The following process will be used to select applicants for the CTG Commander role:

a. The Commandant of Cadets will contact applicants to set up a TEAMS online interview.

- b. The interviews will be conducted by a selection panel which may be comprised of any of the following: Encampment Commander, Encampment Deputy Commander, Deputy Commander for Support, Commandant of Cadets, Chief Training Officer, Director of Cadet Programs.
 - c. Each applicant will be numerically scored by the selection panel. The highest scoring applicant will be offered the position. The scoring rubric will be made available prior to the interview.
8. Applicants not selected will receive a written explanation as to why they were not selected including specific suggestions for areas of improvement to support their continued growth and development as a valued member of the Civil Air Patrol and are encouraged to immediately apply for another Group Executive Cadre role.
9. Please direct any questions concerning this matter to Major Steven Angus @ ctg@cawgcadets.org.

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STEVEN B. ANGUS, Maj, CAP
Commander, 2024 CAWG Encampment

cc:
CAWG/CC
CAWG/DCP