



HEADQUARTERS  
GROUP 1, CIVIL AIR PATROL  
UNITED STATES AIR FORCE  
AUXILIARY  
6335 Summer Lakes Lane  
Pensacola, FL 32504



FL434/A3 OPERATIONS

25 FEB 2018

MEMORNDUM FOR: ALL PERSONNEL

SUBJECT: JOB ANNOUNCEMENT - A3 Emergency Services Officer Assistant

ORGANIZATION: Headquarters, Group 1, A3 OPERATIONS

ADVERTIZING PERIOD: 25 FEB 2018 – 25 MAR 2018

HIRING PROCESS: Applications are due, by e-mail, no later than 11:00 PM CDT, 25 MAR 2018 to Major Ben Poffenberger at: [ben.poffenberger@gmail.com](mailto:ben.poffenberger@gmail.com). Incomplete applications will be returned without consideration.

1. Reference:

- a. CAPR 35-5, CAP Officer and Noncommissioned Officer Appointments and Promotions, 22 Aug 14
- b. CAPR 35-1, Assignment and Duty Status, 4 Jun 15
- c. CAPR 10-3, Administrative Authorizations, 26 Jan 09

2. The A3 Emergency Services Officer Assistant is advertised to the widest audience possible.

JOB DESCRIPTIONS:

**Emergency Services (ES) Officer, assistant**

The assistant ES Officer shall assist the primary ES Officer to:

- Execute ES duties
- Provide continuity when the primary ES Officer is not available
- Develop agreements with agencies responsible for search, domestic emergencies, and civil defense.
- Develop and maintain an adequate emergency service force.
- Develop training programs to ensure that highly qualified ES personnel are available for search and rescue, and disaster relief missions.
- Develop plans and standard operating procedures to support the Florida Wing's emergency services program.
- Develop the Annual Training Plan in coordination with Group A3 Operations Officer.

## SUBJECT: JOB ANNOUNCEMENT—ES OFFICER ASSISTANT

- Maintain records to determine the status of resources (personnel, vehicles, aircraft, radios and other emergency equipment) available for ES missions. CAPR 20-1 2 JAN 2013.
- Develop and maintain a rapid alerting system for assembling necessary resources in a timely manner.
- Be familiar with CAPP 2 and CAPP 213; CAP directives in the 70, 62, 66, 77 and 100 series; applicable federal, state and local MOUs, and applicable FEMA publications.
- Maintain a relationship with the FLWG ES Officer and/or FLWG EST Officer and their assistants.

## QUALIFICATION:

Open to qualified Florida Wing CAP members residing in the Group 1 area with these minimum requirements:

- 1<sup>st</sup> LT
- Completed Level II of the Senior Member Professional Development Training Program
- Completed two years successful Emergency Services staff experience at the squadron level
- Completed a Technician rating/level in the Emergency Services Officer Specialty Track
- Demonstrated leadership and management ability
- Operational background with experience in budget and management skills
- Two continuous years of CAP membership and active service

## APPLICATION PACKET:

Memorandum of Interest, addressed to the Group A3 Operations Officer with the following three (3) attachments:

1. Attachment 1 – Professional/Business (non-CAP) Resume
2. Attachment 2 – Civil Air Patrol Resume (Do not include non-CAP activities).
3. Attachment 3 – Annotated eServices Record or CAPF45

Note: the application must be Adobe PDF format.

PROCESS TIMELINE:

25 FEB 2018 – email announcement distributed

25 MAR 2018 – applications due

1 APR 2018 – notifications to candidates for interview

15 APR 2018 – A3 Operations Officer recommends selection to  
Commander

3. The point of contact for this action is Ben Poffenberger at:  
[ben.poffenberger@gmail.com](mailto:ben.poffenberger@gmail.com) (850) 255-8425.

BEN POFFENBERGER  
MAJ, CAP  
OPERATIONS OFFICER

DISTRIBUTION:

Group 1 ES Officer

Group 1 Assistant Operations Officer

Squadron CC's

Web Page