



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 Training Officer

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. 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 Training Officer is advertised to the widest audience possible.

JOB DESCRIPTION:

Emergency Services Training (EST) Officer

The EST Officer shall:

- Assist the ES Officer in managing and directing ES training activities.
- Train, direct and assist unit level ES Officers to document ES training activities, complete SQTR entries in eServices/Ops Quals and bring Skills Evaluator requests to the attention of the Group 1 Skills Evaluator Review Board.
- Coordinate with the Group 1 primary ES Officer to ensure that training programs are adequate.
- Coordinate with external agencies for joint ES training.
- Be familiar with CAPP 213, CAPR60-3 and applicable FEMA publications.

- Coordinate and maintain contact with the FLWG ES Officer and FLWG EST Officer and their assistants to provide an information and resource link between the Group's Squadrons, Group staff and FLWG staff.

QUALIFICATION:

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

- 1st 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 in 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 (850) 255-8425.

BEN POFFENBERGER
MAJ, CAP
OPERATIONS OFFICER

DISTRIBUTION:
Group 1 ES Officer
Group 1 Assistant Operations Officer
Squadron CC's
Web Page