



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

25 FEB 2018

MEMORANDUM FOR GROUP 1 COMMANDER

FROM: FLWG, GROUP 1 COMMANDER

SUBJECT: GROUP 1 STAFF RECRUITING PROCEDURE

- I. BACKGROUND: The commander wishes to have a standardized procedure for recruiting necessary staff members to the Group HQ unit from the lower echelon squadrons.
- II. PROPOSED PROCEDURE: This procedure is outlined in chronological order:
 1. Commander or primary staff officer determines a need for a new staff member.
 2. A job description is prepared for approval by the commander (or reused from a previously approved version).
 - 3a. In some cases, a known person in a squadron may be ideal for rising to a Group position, either by recruitment or by recommendation by the squadron commander. When this is the case, the Group commander or a delegate staff member will contact the squadron commander to announce the intent to encourage that person to apply for the position when the advertisement comes out.
 - 3b. An advertisement is made by email to the squadron commanders, squadron deputy commanders, and appropriate squadron staff officers with cc to the commander, vice commander and other appropriate Group HQ staff. The announcement shall include:
 - a. Job description
 - b. Application format example
 - c. Suspense date for replying
 - d. Direction to the applicant to advise his/her commander of their intent to apply
 - e. POC to reply to and ask questions
 4. After the announcement period is over, the commander reviews the applications received and makes his/her selection –or– the primary staff officer reviews the

- applications with the commander, vice commander and other appropriate staff members and makes a selection. If no applications are received, the process starts over with a new advertisement.
5. The chosen applicant's commander is notified of the acceptance of their member. A starting date and date of transfer that will not be sooner than 14 days and no later than 30 days is negotiated with the losing commander. This provides a transition period so as not to over-burden the losing commander.
 6. The chosen applicant is notified by the Group commander or primary staff officer and given notice of their impending starting date. They should be advised to assist their commander in the transition.
 7. On the agreed date, the commander, vice commander or administration officer shall initiate transfer in eServices and assign the duty position in coordination with the losing commander who shall remove the applicant's previous duty position(s) in the squadron.

III. POST TRANSFER: After the transfer is complete and the new duty role has begun, the commander or primary staff officer should guide the applicant in their new duty role and ensure they are tracking requirements for their professional development to include keeping their own record of progression in their specialty track. The commander/primary staff officer shall be the applicants mentor and primary reviewer of their specialty track completion toward the next level of advancement.

ERIC HAERTEL, LTC, CAP
COMMANDING

ATTACHMENTS:

none

DISTRIBUTION:

CAROLE JEWETT, GROUP 1 VC
ALL GROUP STAFF OFFICERS
SQUADRON CCs
SQUADRON VCs

CC:

none

WEBSITE POST:

COMMANDER'S CORNER