



**HEADQUARTERS**  
**FLORIDA WING, CIVIL AIR PATROL**  
*Auxiliary of the United States Air Force*  
**14750 NW 44 COURT**  
**OPA LOCKA, FL 33054**



**\*\* WING HQ ASSISTANT DIRECTOR OF AIRCREW TRAINING JOB ANNOUNCEMENT\*\***

Application Opening Date:  
**30 January 2010**

Application Closing Date:  
**15 February 2010**

Position Number:  
**10-007**

Duty Position:  
**ASSISTANT DIRECTOR for AIRCREW TRAINING**

Reports to:  
**FLWG /DO**

SPECIALTY TRACK:  
**204, 210, 211 or 213**

Duty Location: **SER-FL-001/ADY**

**Who May Apply: ALL QUALIFIED APPLICANTS who are current active Florida Wing Members of the Civil Air Patrol and/or those eligible to become a Florida Wing Member of the Civil Air Patrol in the ranks of promotable 1st Lt. to COLONEL.**

1. Be currently enrolled in Specialty Track 204 PROFESSIONAL DEVELOPMENT, 210 FLIGHT OPERATIONS, 211 OPERATIONS or 213 EMERGENCY SERVICES or will immediately enroll in Specialty Track 204, 210, 211 or 213
2. Must be able to adhere to the very high OPS TEMPO of FLWG.
3. Must be available to attend a variety of challenging activities, job specific training courses and seminars varying in length and location.
4. Must be able to complete a minimum of a 1-year initial tour.

**Ideal Candidate's Core Competencies:**

1. Achieved Level II of the Senior Member Professional Development Program with a Senior rating in a Professional Development/Operations/ES related Specialty Track.
2. SET Qualified
3. Experience with project management helpful.
4. Thorough knowledge of Microsoft Office suite software.
5. Bachelor or Associate degree from a college or university with regional or national accreditation in business, engineering, aviation management, sales, marketing, communications, or equivalent experience preferred.
6. Effective and efficient oral and written communication skills

**Duties:**

1. Work with key directors, deputies and command staff to identify training needs and develop professional training curricula, syllabi and tests, as require, for aircrew proficiency in SAR/DR and Special Operations Missions.
2. Develop and train a wing-wide roster of instructors who have the expertise, knowledge and ability to instruct on an effective and professional level.
3. Work with Group Commanders to ensure their aircrews are receiving the level of training and support necessary to successfully prosecute mission goals and objectives.

FLORIDA WING, CIVIL AIR PATROL  
WING WIDE

\*\* WING HEADQUARTERS DIRECTOR OF RECRUITING & RETENTION JOB ANNOUNCEMENT\*\*

Page 2 of 2

4. Coordinate with group commanders or their designees to assist with training needs, as requested.
5. Ensure training is consistent and available on a wing-wide and timely basis.
6. Perform related duties as assigned by the Director of Operations.

The Assistant Director for Aircrew Training should be familiar with all aspects of the Civil Air Patrol program, particularly the CAP Constitution and Bylaws, CAPR 20-1, CAPM 39-1 & 2, CAPR 60-1, CAPR 60-1, CAPR 62-2, CAPR 66-1 and any related FLWG Supplements, policies, procedures and activities. The Assistant Director for Aircrew Training should also be familiar with WMIRS, OPS QUAL, and CAPP 210, 211 and 213.

**Required Documents:**

1. FLWG Staff Applicant and one supporting page
2. Unit Commander's Endorsement

**Applications may be faxed:**

email to: [mmurrell@flwg.gov](mailto:mmurrell@flwg.gov) or [mj.murrell@gmail.com](mailto:mj.murrell@gmail.com)

Application screening will be done without regard to race, gender, age, color, religion, national origin or disability.

Applicants may be asked to a personal interview. Upon notification, a mutually convenient time and place will be arranged. Necessary travel will be reimbursed by FLWG only with prior written approval of wing commander. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.

Selection criteria are based on Civil Air Patrol training, experience, as well as, civilian education and experience related to the position.

**NOTE:** Due to software constraints, we are only able to accept applications in the following formats by email: MS Word (.doc) or other MS Office products (Outlook file, Excel, PowerPoint), Adobe File (.pdf), Rich Text File (.rtf), Text File (.txt), Tagged Image File Format (.tif or .tiff), Graphics Interchange Format (.gif), Joint Photographic Expert Group Image (.jpg or .jpeg).

Other formats are unreadable and may not be returned or acknowledged. Be advised that some fillable formats will not save data when emailed.

**NOTE:** Include the Job Number and Job Title on your application. Incomplete applications may not be returned or acknowledged.

Selecting Official: Michael Jay Murrell, Col CAP  
Title: Deputy Chief of Staff/Operations  
Unit: Florida Wing, Civil Air Patrol (FLWG)