



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 HOMELAND SECURITY JOB ANNOUNCEMENT****

Application Opening Date:
30 January 2010

Application Closing Date:
15 February 2010

Position Number:
10-004

Duty Position:
ASSISTANT DIRECTOR for HOMELAND SECURITY
213

Reports to:
FLWG /DDHLS

SPECIALTY TRACK:
210, 211 or

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 210 FLIGHT OPERATIONS, 211 OPERATIONS or 213 EMERGENCY SERVICES or will immediately enroll in Specialty Track 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 Technician rating in an Operations/ES related Specialty Track.
2. Experience with project management helpful.
3. Thorough knowledge of Microsoft Office suite software.
4. 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.
5. Effective and efficient oral and written communication skills

Duties:

1. Assist with establishing, building and maintaining relationships with HLS agencies and promote realistic CAP mission capabilities that can assist them with cost-effective solutions in support of their goals and objectives.
2. Establish and maintain a working relationships and liaison with members of First Air Force, JTF-N and the CAP NOC.
3. Be able to work within a mission-based budget.
4. Assist with the formulation of goals and objectives and help establishes plans, policies, procedures, and programs, designed to assist FLWG/DCS/OPS in support of wing, region and national HLS requirements.

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WING WIDE

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5. Assist as needed to maintain an effective reporting stream.
6. Help coordinate with other Assistant Directors to facilitate the training and support required for an efficient, professional, mission capable and safe operational environment.
7. Work with Group Commanders to ensure they are receiving the level of training and support necessary to successfully prosecute HLS missions.
8. Assist in developing Mission Op Orders and OPlans, as required, and the establishment of a roster of qualified crews, mission base command personnel and support staff.
9. Perform related duties as assigned by the Deputy Director for Homeland Security.

The Assistant Director for Homeland Security should be familiar with all aspects of the Civil Air Patrol program, particularly the CAP Constitution and Bylaws, CAPR 5-4, CAPR 20-1, CAPM 39-1 &-2, CAPR 60-1, CAPR 60-1, CAPR60-6, CAPR 62-2, CAPR 66-1 and any related FLWG Supplements, policies, procedures and activities. The Assistant Director for Homeland Security should also be familiar with WMIRS, OPS QUAL, The CAP NOC and its procedures 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 or 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)