



**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 WIMRS ADMIN JOB ANNOUNCEMENT ****

Application Opening Date:
30 January 2010

Application Closing Date:
15 February 2010

Position Number:
10-006

Duty Position:
ASSISTANT DIRECTOR for WMIRS ADMIN

Reports to:
FLWG /DO

SPECIALTY TRACK:
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 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. Maintain a working knowledge and understanding of the complete WMIRS system.
2. Establish dialogue, build and maintain relationships with CAPNHQ/IT support staff.
3. Assist FROs with E-Release, make corrections and provide feedback and instruction, as needed, to ensure accurate and seamless Flight Release reporting.
4. Assist pilots and AMOs with WMIRS discrepancy entry and maintenance, make corrections and provide feedback and instruction, as needed, to ensure accurate and seamless Discrepancy reporting.
5. Assist pilots, ICs and select directors with WMIRS Flight Schedule entry and provide feedback and instruction, as needed, to ensure accurate and seamless Flight Scheduling.

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6. Assist CAPNHQ/IT with accurate feedback to ensure proper and accurate use of WMIRS, as required by FLWG to maintain mission readiness and capability.
7. Maintain an effective reporting stream.
8. Coordinate with other Assistant Directors to facilitate the training and support required for an efficient, professional, mission capable and safe operational environment.
9. Work with Group Commanders to ensure they are receiving the level of training and support necessary to successfully use the WMIRS system.
10. Perform related duties as assigned by the Director of Operations.

The Assistant Director for WMIRS Administration 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, CAPR 62-2, CAPR 66-1 and any related FLWG Supplements, policies, procedures and activities. The Assistant Director for WMIRS Administration 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)

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