



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



**** WING HQ DIRECTOR OF OPERATIONS JOB ANNOUNCEMENT ****

Application Opening Date:
30 January 2010

Application Closing Date:
15 February 2010

Position Number:
10-001

Duty Position:
DIRECTOR of OPERATIONS

Reports to:
FLWG DCS/OPS

SPECIALTY TRACK:
210, 211 or 213

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

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 or 211.
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 III of the Senior Member Professional Development Program with a Master rating in an Operations 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. Formulate goals and objectives and establishes plans, policies, procedures, and programs, designed to assist FLWG in all operational areas, including: Standards and Evaluation, Counter Drug, Homeland Security, Maintenance, Air Crew Training, Gliders, Orientation Flights and Flight Release.
2. Establish and maintain an effective reporting stream.
3. Coordinate with Deputy Directors and Assistants to facilitate the training and support required for an efficient, professional, mission capable and safe operational environment.
4. Work with Group Commanders to ensure they are receiving the level of training and support required to establish and maintain a high level of mission capability, and efficient and effective aircraft utilization.

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5. Coordinate with the Director of Emergency Services to ensure efficient and effective training and resources necessary for on-going SAR/DR support.
6. Coordinate with the Director of Communications to ensure efficient and effective training and resources necessary for on-going mission support.
7. Coordinate with the Director of Maintenance to ensure an efficient, effective, timely and cost-effective maintenance program and the supportive training necessary for on-going mission support.
8. Assist with the development and implementation of training programs in support of all operational mission requirements.
9. Perform related duties as assigned by the Deputy Chief of Staff/Operations.

The Director of Operations 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 60-6, CAPR 62-2, CAPR 66-1 and any related FLWG Supplements, policies, procedures and activities. The Director of Operations should also be familiar with the CAP NOC and its procedures, 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 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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