



**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 PERSONNEL JOB ANNOUNCEMENT\*\***

Application Opening Date:  
**20 August 2009**

Application Closing Date:  
**30 September 2009**

Position Number:  
**09-002**

Duty Position:  
**DIRECTOR, PERSONNEL**

Reports to:  
**FLWG DCS-S**

SPECIALTY TRACK:  
**200**

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 the PERSONNEL Specialty Track 200.**
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 PERSONNEL.**
2. **Experience with project management helpful.**
3. **Thorough knowledge of Microsoft Office suite software.**
4. **Experience in general Microsoft PC operating systems and applications**
5. **Experience in general network security.**
6. **Bachelor degree from a college or university with regional or national accreditation in human resource management or equivalent preferred.**
7. **PHR® (Professional in Human Resources) or SPHR® (Senior Professional in Human Resources) Certification.**
8. **Effective and efficient oral and written communication skills**

Duties:

1. **Directs and manages the CAP personnel program and associated administrative procedures to include:**
  - a. **Membership records and applications**
  - b. **Confidential screening (FBI fingerprint cards)**
  - c. **Organizational actions (charters, deactivations, etc.)**
  - d. **Appointments**
  - e. **Promotions and demotions**
  - f. **Awards and decorations**
  - g. **Duty assignments**

**FLORIDA WING, CIVIL AIR PATROL  
WING WIDE**

**\*\* WING HEADQUARTERS DIRECTOR OF PERSONNEL JOB ANNOUNCEMENT\*\***

Page 2 of 3

- h. Transfers
  - i. Retirements
  - j. Membership terminations/nonrenewals
  - k. Uniforms
2. Serve as a Florida Wing WSA responsible for assigning and editing permissions for assigned members (if allowed by applicable Wing policy).
  3. Ensure, track and report all active senior members (to include cadet sponsor, life and 50-year members) complete the on-line Equal Opportunity Training (EOT) program.
  4. Develop and implement Florida Wing personnel policies and procedures in support of CAP's missions.
  5. Develop and implement training programs for Florida Wing members to ensure personnel issues are addressed correctly at the lowest possible level.
  6. Assist the Deputy Chief of Staff – Support in generating up-to-date measurable performance data extracted from available information systems.

Support Function (Wing Level):

1. Coordinate with Director of IT to post personnel actions in a timely manner.
2. Track personnel related support issues and inquiries from lower echelon units for submission, through proper channels, to higher headquarters.
3. Coordinate with Director of IT to develop automated, streamlined reporting systems for the capture of periodic data IAW pertinent regulations and not in conflict with systems put in place by higher headquarters.
4. Coordinate with Director of Logistics to affect timely personnel transfers only after proper disposition of assets assigned to transferees.
5. Coordinate with PAO to announce promotions and awards.
6. Other related duties as required.

The Director of Personnel must be familiar with CAP constitution, bylaws and CAP directives in the 20, 35, and 39 series regulations as well as current policies. The Director of Personnel should also be familiar with CAPP 200 – *Personnel Officer Specialty Track* and all related publications for National eServices applications.

Required Documents:

1. Cover letter, signed, dated and annotated with job number and title.
2. Civil Air Patrol resume.
3. Professional resume.
4. Unit Commander's Endorsement

Applications may be faxed:

(fax) 216-803-3663 or emailed to: [rhartigan@flwg.gov](mailto:rhartigan@flwg.gov)

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, before a review board. Upon notification, a mutually convenient time and place will be arranged. Necessary travel will be reimbursed by FLWG only with

**FLORIDA WING, CIVIL AIR PATROL  
WING WIDE**

**\*\* WING HEADQUARTERS DIRECTOR OF PERSONNEL JOB ANNOUNCEMENT\*\***

Page 3 of 3

**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 education, experience in specialty track, 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: Robert P. "Robbie" Hartigan, LtCol, CAP  
Title: Deputy Chief of Staff--Support  
Unit: Florida Wing, Civil Air Patrol (FLWG)**