



HEADQUARTERS SOUTHEAST REGION  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
800-A Dobbins Patrol Road Hangar 5  
Marietta, GA 30069-0001



6 August 2022

## MEMORANDUM FOR POTENTIAL APPLICANTS FOR PR WING/CC POSITION

FROM: SER/CC

SUBJECT: Notice of Application, Eligibility, and Process

1. This document serves as official notice of the application, interview, and selection process for the position of Puerto Rico Wing Commander.

2. **Eligibility.** In order to be considered for the position of wing commander, applicants must meet the following minimum criteria, as set forth in CAPR 35-9, paragraph 7. Reference regulation for complete list of requirements.

- a. Hold at least the CAP grade of Lt Col.
- b. Completed Level IV of the Senior Member Training Program.
- c. Three years command and staff experience at any level within a wing.
- d. Budget and asset acquisition knowledge gained within our outside CAP.
- e. Five years supervisory experience gained within our outside CAP.
- f. Five years total CAP membership with no less than three continuous years of service prior to appointment.
- g. Prior to appointment as wing commander, individual must complete a successful fingerprint rescreening.

### 3. **Process.**

- a. A call for applications will be published, and this letter serves as that call.
- b. Applications and supporting documentation shall be emailed to SER/CV at [hirizarry@cap.gov](mailto:hirizarry@cap.gov), not later than 2100 EDT, 10 Sept 2022. Application packages must include:
  - A cover letter that includes a brief statement of qualifications
  - A resume that includes CAP experience as well as work history and other volunteer activities/accomplishments
  - A statement of leadership philosophy
  - Request for waiver of a minimum qualification, if any
  - Three letters of recommendation

#### 4. Application Review and Interview Selection.

- a. Each member of the selection board will review and consider each application.
- b. Each member of the board will agree to any narrowing of the field for the interviews. If any board member requests the interview, it will be granted.
- c. A list of the applicants will be electronically transmitted via all existing official email redirectors and mailing lists within the wing, and any current CAP member may provide feedback directly to SER/CV at [hirizarry@cap.gov](mailto:hirizarry@cap.gov) prior to the interviews.

#### 5. In-Person Interviews.

- a. Applicants selected for interviews will be notified by SER/CV.
- b. Any applicant not selected for an interview will be notified by SER/CV.
- c. Applicants for interview will be notified at least seven calendar days prior to the interview date, and at least three days prior in the event of conference call interviews. Interviews are tentatively scheduled for Saturday, 01 October 2022.
- d. Interviews will be held in Puerto Rico, virtually, or at an alternate location as determined by SER/CV.
- e. Applicants must make all attempts to meet the interview schedule. Rare exceptions may be made only by contacting SER/CV as soon as a scheduling conflict is recognized.

6. **Selection.** The Selection Board will provide their recommendation and all relevant information concerning each applicant exclusively to SER/CV. SER/CV will make notifications of the decision to all interviewed applicants and to the SER/CC. The SER/CC will make the final decision to the selection of the PRWG/CC.

#### 7. Timeline.

<b>10 Aug 2022</b>	Announcement of upcoming vacancy and applications solicited.
<b>10 Sep 2022</b>	Application period closed.
<b>01 Oct 2022</b>	Interviews to be conducted as coordinated by SER/CV.
<b>10 Oct 2022</b>	Region Commander announces selection of new Wing Commander.
<b>03 Dec 2022</b>	Change of Command to take place at a location to be determined.
<b>Nov 2022</b>	Successful candidate should plan to attend the 2022 Wing Commander Course at Maxwell AFB, AL.



ANDREA VAN BUREN, Col, CAP  
Commander