

Personnel Procedures

ASSIGNMENT AND DUTY STATUS

CAPR 35-1, 1 December 1994, is supplemented as follows:

SECTION A—DUTY ASSIGNMENTS

3a. Effective this date, the following process determines the selection procedure for Squadron Commanders in Washington Wing:

(1) The Group Commander announces vacancy and asks for resumes.

(2) Candidates for the position will submit a CAP resume to the appropriate Group Commander.

(3) The Group Commander interviews the candidates and ranks them in order of preference.

(4) All candidates' submissions are sent to the Wing Commander with the Group Commander's recommendations and accompanying comments.

(5) The Wing Commander may or may not conduct his/her own interviews.

(6) The Wing Commander makes the final selection.

(7) The Wing Commander notifies the Group Commander of the selection.

(8) The Group Commander notifies the individual selected.

(9) The Group Commander notifies the individuals who were not selected.

(10) The Group Commander submits a CAPF 27 worksheet to WAWG/DP for action.

(11) Wing Headquarters publishes orders to appoint the selected individual as unit commander.

3b. Effective this date, the following process determines the selection procedure for Group Commanders in Washington Wing:

(1) Wing Commander announces vacancy and asked for resumes from members Captain and above.

(2) Candidates for the position will submit a CAP resume to the Wing Commander.

(3) The Wing Commander or Wing Vice-Commander interviews the candidates.

(4) The Wing Commander makes the selection.

(5) The Wing Commander notifies the individual selected.

(6) The Wing Commander notifies the individuals who were not selected.

(7) Wing Headquarters prepares a CAPF 27 worksheet and publishes orders to appoint the selected individual as Group Commander.



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