



COMMAND OPPORTUNITY ANNOUNCEMENT

The Nevada Wing is seeking senior members who may be interested in being considered to serve as the Commander for the Las Vegas Composite Squadron.

The unit is comprised of 70 senior member officers and cadets. Its members are actively involved in Cadet Programs, Aerospace Education and Emergency Services. The squadron meets on each Monday between 6:30 pm and 9:00 pm at the North Las Vegas Air Terminal in Las Vegas, Nevada.

Interested senior members should have prior experience in:

- Civil Air Patrol, military, government, business, industry, etc. program and/or department management
- Effectively communicating using written and verbal methods
- Effectively organizing priorities in order to meet deadlines
- Meeting objectives with limited resources
- Managing time and setting priorities
- Solving problems and making effective decisions
- Using feedback techniques to maximize individual and collective effectiveness

In addition, senior members must meet all other eligibility criteria as identified in applicable Civil Air Patrol regulations. Those interested in being considered for this position should submit their letter of interest and professional resume no later than 1 October 2011 to:

Lt Col Jay Roberts, CAP
Jay.roberts@nvwg.cap.gov

Attachment:
Squadron Commander Job Description



NEVADA WING JOB DESCRIPTION

Squadron Commander

Squadron commanders are responsible to the corporation and to the wing commander (or vice commander/group commander if applicable) for ensuring that the corporation objectives, policies, and operational directives are effectively executed within their squadron. They shall:

- Establish plans, policies, and procedures necessary to the fulfillment of the CAP mission, which are not in conflict with the directives of higher headquarters.
- Keep informed of the accomplishments, problems, and degree of compliance with regulations and other directives through personal observations, inspections, reports, and staff meetings.
- Comply with all policies, regulations, and directives of higher headquarters and require the same compliance by all members of the squadron.
- Ensure safety of personnel and equipment through compliance with directives and policy guidance; ensure an effective safety awareness, education, and inspection program within the unit.
- Select personnel to fill authorized staff positions and remove from staff position those members deemed unqualified or otherwise unsuitable to continue in their positions.
- Establish policies and procedures to ensure an effective squadron recruiting and retention program.
- Coordinate the activities of staff officers to prevent overlapping of functions and to resolve conflicts.
- Eliminate members whose continued membership is determined undesirable in accordance with the provisions of CAPR 35-3.
- Identify members for nonrenewal where continued membership is adverse to the best interests of CAP in accordance with provisions of CAPM 39-2.
- Determine meeting dates and attendance requirements for squadron meetings in accordance with policies established by higher headquarters.
- Ensure that new personnel are properly introduced to CAP and make frequent checks on their progress.
- Ensure that squadron property and funds are properly safeguarded and accounted for.
- Initiate requests for promotion of squadron members.
- Ensure proper wear of the uniform and that violations are promptly corrected.
- Ensure that complaints and grievances are resolved fairly, impartially, and promptly.
- Initiate recommendations for awards and decorations for squadron members.
- Initiate organization actions affecting their squadron (charter re-designations, address changes, etc.).
- Refer to the next higher headquarters problems that cannot be resolved at squadron level.
- Promote an understanding and appreciation of CAP in the local community.
- Promote aerospace education.
- Squadron commanders should be familiar with the Civil Air Patrol Constitution and Bylaws, CAP governing directives, and all policy matters affecting their command.

NOTE: This document is in accordance with CAPR 20-1 (E)-Organization of Civil Air Patrol