



ALASKA WING HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
BLDG 16322 37th St
Elmendorf AFB AK 99506-3915



12 January 2022

MEMORANDUM FOR AKWG CADETS

FROM: 2022 AKWG Summer Encampment Interim Commandant of Cadets

SUBJECT: 2022 Encampment Request for Cadet Cadre Applications

1. At this time, applications for select cadet cadre positions for the 2022 Alaska Wing Summer Encampment are open and applications will be accepted until **2000 hours on Wednesday, 9 February 2022**. To be eligible to serve as a Cadet Cadre member, a cadet must have previously graduated from a CAP encampment.

2. Applications for the following positions are currently being accepted. Descriptions for these position can be found via this link: [2022 AKWG Encampment Staff Position Descriptions](#)

- a. Cadet First Sergeant
- b. Cadet Flight Commander
- c. Cadet Flight Sergeant
- d. Cadet Administration OIC/NCOIC
- e. Cadet Administration Assistant
- f. Cadet Logistics OIC/NCOIC
- g. Cadet Logistics Assistant
- h. Cadet Public Affairs Assistant
- i. Cadet Safety OIC/NCOIC
- j. Cadet Safety Assistant
- k. Cadet Stan/Eval NCO

3. Cadets interested in applying for these positions must submit:

- a. A single page letter of intent (LOI) using the attached template
- b. A copy of your member search report

4. Create a PDF copy of your LOI and title it with your last name, first initial, CAPID, and "2022LOI" as follows: CURRY.J.123456.2022LOI See [CAPP 1-2](#) for details on the business style letter format.

5. To obtain your Member Search Report, log into eServices, select "Administration" from the pulldown menu in the upper left, then select "Member Search." Click on the blue link below your picture that says, "Member Search Report." Title the resulting PDF

with your last name, first initial, CAPID, and “2022MSR” as follows:
CURRY.J.123456.2022MSR Do not submit your member search report as a link.

6. Upload the above two documents to the supplemental resume google form available through this link by selecting “Start a new Application” and completing the additional information requested in the form. [2022 AKWG Encampment Staff Supplemental Resume](#)

7. Cadets who have already completed this process as part of a Cadet Executive Cadre Application, if you so chose, you may update your position preferences by selecting “Update Preferences” in the form linked above. Be aware that regardless if you chose to update your application, you will automatically be considered for any of the open positions.

8. As part of the selection process, applicants will be expected to participate in a Cadre Selection Exercise that will take place mid February. We will offer both an in person and virtual option for completing the requirements. Be on the lookout for additional information about this event.

9. Updates on the selection process will be regularly posted to the Alaska Wing website under the “encampment” tab: <https://akwg.cap.gov/encampment/2022/cadre>

//Signed, bhp, 12 Jan 2022//
BRIAN H. PORTER, Lt Col, CAP
Interim Commandant

Attachment:
LOI Template, 12 Jan 22

1 December 1941

C/Amn John F. Curry, CAP
Alaska Wing Civil Air Patrol
1234 Main Street
Anchorage AK 99506

2022 Alaska Wing Encampment Cadre Selection Board
Civil Air Patrol Alaska Wing Headquarters
BLDG 16322 37th St
Elmendorf AFB AK 99506-3915

Dear Selection Board

I am applying for the cadre position of... and am a good fit for this position based on my experience... My other staff position choices are... (include relevant experience for your other preferences).

Leadership is often shown through overcoming adversity. An example of how I have overcome adversity as a leader is...

I am available 9-19 June 2022, without interruption in addition to the May weekend training (dates TBD) to ensure a successful encampment. I will advise my chain of command of any scheduling conflicts and make up for lost training. I will embody the Civil Air Patrol core values at all times at encampment, weather on or off duty. I understand that the selection board will consider my preferences but may offer me a different position based on my experience, qualifications, and the needs of the encampment.

Sincerely

//Signed, jfc, 1 Dec 41//
John F. Curry, C/Amn, CAP
Squadron Name