



ALASKA WING
UNITED STATES AIR FORCE AUXILIARY
BLDG 16322, 37TH ST
ELMENDORF AFB, AK 99506-3915



9 SEP 23

MEMORANDUM FOR AKWG CADETS

FROM: 2024 AKWG Summer Encampment Commander

SUBJECT: 2024 AKWG Summer Encampment Cadet Executive Cadre Selection
[SUSPENSE: 2000 Hours, 1 November 2023]

1. At this time, applications for Cadet Executive Cadre for the 2024 Alaska Wing Summer Encampment are open and applications will be accepted until 2000 hours on Wednesday, 1 November 2023. To be eligible to serve as Cadet Executive Cadre, a cadet must have previously served in a leadership position in a CAP encampment.
2. Cadet Executive Cadre positions to be filled include Cadet Commander, Cadet Deputy Commander for Operations and Cadet Deputy Commander for Support. Link to CAPP 60-31 for position descriptions found below:

https://www.gocivilairpatrol.com/media/cms/Cadet_Staff_Handbook_Nov_16_Web_47474DD79B032.pdf
3. Cadets interested in applying for these positions must submit:
 - a. Single page Letter of Intent (LOI) using the attached template-see attachment 1
 - b. Single page Resume/Questionnaire using the attached template-see attachment 2
4. Be sure to combine the LOI and the Resume/Questionnaire into a single pdf document (only two pages in total) titled with your last name, first initial, CAPID and "2024CADRE" as follows:
CURRY.J.123456.2024CADRE
5. E-mail the single pdf document containing your LOI and Resume/Questionnaire to encampment@akwg.cap.gov Use your document title from para 4 as the subject line in your email. Again, the deadline for submitting applications for Cadet Cadre positions is 2000 hours Wednesday, 1 November 2023.

A handwritten signature in black ink, appearing to read "Brian H. Porter".

BRIAN H. PORTER, Lt Col, CAP
Commander
2024 Alaska Wing Encampment

- 2 Attachments
1. LOI Template
 2. Resume/Questionnaire Template



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(Date)

MEMORANDUM FOR 2024 AKWG ENCAMPMENT SELECTION BOARD

FROM: (Your Name)

SUBJECT: Letter of Intent for 2024 AKWG Encampment Cadet Cadre

1. I am applying for the Cadet Cadre position of... and am a good fit for this leadership position based on my experience... My second and third preferences for Cadre are... (include relevant experience for your second and third preferences).
2. Leadership is often shown through overcoming adversity. An example of how I overcame a leadership mistake I made and learned from, or a specific challenge or hardship I had to overcome to meet my goals as a leader is...
3. I understand that I must be available for the period 13-23 June 2024 without interruption. I will make every effort to be available for the weekend training during the months of April and May (dates TBD) to ensure a successful encampment and will advise my chain of command of any scheduling conflicts and make arrangements to make up lost training. I will embody the CAP core values at all times at encampment, whether "on" or "off duty." I understand that the selection board will consider my preferences, but may offer me a position based on my experience, qualifications and the needs of the encampment staff.

//Signed//
(YOUR FULL NAME), (Your Rank), CAP
(Your Squadron)

Attachment: Resume/Questionnaire



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2024 AKWG ENCAMPMENT RESUME & QUESTIONNAIRE

FULL NAME:
CAPGRADE:
CAPID:

eMAIL ADDRESS:
PHONE NUMBER:

SQUADRON ID & NAME:
SQUADRON DEPUTY COMMANDER FOR CADETS NAME & PHONE NUMBER (OR
SQUADRON COMMANDER IF NO DCC):

PREVIOUS ENCAMPMENT DUTY TITLE(S):

LAST 2 SQUADRON JOBS:
1.
2.

SCHOOL/GRADE CURRENTLY ATTENDING:
GPA:

CURRENT 1 MILE TIME:
DATE PASSED LAST PT TEST:

HIGHEST EMERGENCY SERVICES QUALIFICATION:
ICUT QUALIFIED (YES OR NO):

RELEVANT EXPERIENCE INSTRUCTING CADETS (ONE LINE ONLY, PLEASE):
-

RELEVANT DRILL & CEREMONY EXPERIENCE (ONE LINE ONLY, PLEASE):
-

RELEVANT LOGISTICS OR PUBLIC AFFAIRS EXPERIENCE (ONE LINE ONLY, PLEASE):
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