



**HEADQUARTERS PACIFIC REGION  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY**



26 December 2021

MEMORANDUM FOR Potential Washington Wing CC Applicants

FROM: PCR/CC

SUBJECT: Washington Wing Command Opportunity Announcement

1. This is to formally announce a command opportunity as Washington Wing Commander with an anticipated appointment date of 27 Mar 22. The prescribing directive for the selection is CAPR 35-9, and this document provides specific and unique guidance.

2. **Eligibility.** Applicants must meet the following minimum criteria; highly desirable qualifications are noted as “preferred”. The Region CC, with CAP/CC concurrence, may waive any requirement for good cause, or if the applicant presents evidence of comparable experience.

- a. Hold the CAP grade of Lt Col.
- b. Complete Level IV (Level V preferred) of the Senior Member Training Program.
- c. Three years command and staff experience at any level within a wing.
- d. Five years total CAP membership with no less than three continuous years of service prior to appointment.
- e. Demonstrated budget and asset acquisition knowledge gained within or outside CAP.
- f. Verifiable five years supervisory experience, gained within or outside CAP.
- g. Prior to appointment, individual must complete a successful fingerprint rescreening.
- h. Preferred possession of at least a Technical Rating in the three mission areas of: Emergency Services, Cadet Programs, and Aerospace Education.

3. **Process.**

a. Applicants must submit packets and supporting documentation by e-mail to Col Christine Lee, PCR/CV (who will also serve as the Selection Advisory Committee Chair), at: [clee@capnhq.gov](mailto:clee@capnhq.gov), not later than 2300 Pacific Time, 26 January 2022. Application packages must include:

- (1) A cover letter that includes a brief statement of qualifications.

(2) A resume that includes CAP experience as well as work history and other volunteer activities/accomplishments.

(3) A statement of leadership philosophy.

(4) Request for waiver of a minimum qualification, if any.

(5) Three letters of recommendation.

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

a. Each Selection Advisory Committee member will review and consider each application.

b. The committee will discuss and consider narrowing the field of applicants for interviews. If any committee member requests an interview, the committee will conduct the interview.

c. The PCR/CV will transmit the final list of the applicants to the members of Washington Wing, and any current CAP member may provide feedback directly to the PCR/CV prior to the interviews.

#### **5. In-Person Interviews.**

a. The PCR/CV will notify applicants selected for an interview and will coordinate an interview date which provides at least seven calendar days of preparation (at least three days in the event of a virtual interview).

b. The PCR/CV will notify any applicant not selected for interview.

c. Applicants should make every effort to appear for their scheduled interview. In the rare event of a scheduling conflict or emergency, the committee may grant an exception. Impacted applicants should contact the PCR/CV as soon as possible.


**6. Selection.** The Selection Advisory Committee will provide their recommendation of a primary and two alternates, as well as all relevant information concerning each applicant, to PCR/CC. The PCR/CC will make the final decision of selection and coordinate details with the NHQ staff and CAP/CC as outlined in the regulation.

#### **7. Timeline.**

26 Jan 22 (2300)	Application period closes
27 Jan 22	PCR/CV transmits final applicant list to WAWG
27 Jan-17 Feb 22	Selection Advisory Committee reviews applications, identifies interviewees, conducts interviews
18 Feb 22	Recommendations submitted to PCR/CC
19-24 Feb 22	Coordination of selection with NHQ and CAP/CC

25 Feb 22 Announcement of WAWG/CC selection  
27 Mar 22 Change of command; Appointment of WAWG/CC

8. Please direct any questions to the undersigned through e-mail at [gishikata@cap.gov](mailto:gishikata@cap.gov) or by text or voice at 1.678.788.0378.



GEORGE K. ISHIKATA, Col, CAP  
Commander