ANNOUNCEMENT CONCERNING THE NATIONAL VICE COMMANDER SELECTION PROCESS

1. **Call for Nominations.** In accordance with the CAP Constitution and Bylaws, the selection process for the next National Vice Commander of CAP is announced. At the 2017 Summer National Conference the successful applicant will be appointed National Vice Commander when Colonel Mark E. Smith, CAP, succeeds Major General Joseph R. Vazquez, CAP, as National Commander of CAP. The new Vice Commander will be selected by Colonel Smith and confirmed by a majority vote of the Board of Governors prior to appointment.

2. **Overview of the Process.** The process will follow Article XIII of the CAP Constitution and Section 15 of the Bylaws. In essence, qualified officers will self-nominate by emailing an application packet, including all of the required information, to Mr. John Salvador, CAP’s Chief Operating Officer, at National Headquarters to arrive no later than 5:00 p.m. central time 14 July 2017. The National staff will perform the initial screening of applicants, presenting Colonel Smith with the results. One or more candidates will be selected for a final interview by Colonel Smith, and receive more detailed screening (to include fingerprints). The final candidate will be presented to the Board of Governors for confirmation.

3. **Qualifications.** The *minimum* qualifications for the position are described in Article XIII of the CAP Constitution, and include current CAP membership in good standing, a successful assignment as a CAP Wing Commander, completion of Level V of the CAP Professional Development Program, and a bachelor’s degree (or higher). In addition to the minimum qualifications, the Board of Governors has established additional desirable qualifications including demonstrated experience in leading large organizations, experience in all of CAP’s Congressionally directed missions, and availability for substantial time and travel commitments. IMPORTANT NOTE: The CAP Constitution provides that the BoG may waive any qualifications provided the candidate can demonstrate comparable skills and experience. Accordingly, candidates requiring a waiver are encouraged to apply.

4. **Evaluation.** The application package (Curriculum Vitae and supporting information) will be used to determine initial eligibility and qualifications for the position. Errors or omissions in the application package may affect an applicant’s ranking in the process. Final candidates may be required to interview with Colonel Smith and provide additional information or materials for the final selection process. Top applicants will be required to undergo re-screening through the FBI and will be subject to additional background investigation and credit screening to determine suitability.
5. **How to Apply.** To apply for this position, applicants must provide a complete application package. Electronic submissions are preferred, but application materials may be in paper format. Application packages must include:

   a. Cover Letter
   b. Curriculum Vitae: Should include both CAP and other professional experience.
   c. Proof of Bachelor (or higher) Degree
   d. Proof of Level V Completion
   e. Statement of Command Philosophy
   f. Statement of which positions (if any) at the National level the applicant would like to be considered for if they are not selected as CAP/CV.
   g. Waiver Request and Justification (if applicable)

Do NOT submit additional materials such as photographs, videos, letters of recommendation or documents not listed above. Additional materials will not be considered and may result in the application package being rejected.

Send complete packages to:

E-mail: CAPCVSearch@capnhq.gov

Mail: 
Mr. John Salvador, Executive Secretary to the Board of Governors 
CAP National Headquarters 
105 S. Hansell Street, Bldg 714 
Maxwell AFB, Alabama 36112-5937

**To receive full consideration, packages must be received no later than 5:00 PM CDT on 14 July 2017.** NHQ staff will acknowledge receipt of application packages via email. Please note that information submitted as part of the application packet may be shared with stakeholders as part of the evaluation process, and may also be shared as part of the background investigation/screening process.

Note: Applicants are strongly advised to use e-mail. If not, use a commercial courier service such as Fed Ex or UPS rather than US Mail. Commercial courier services deliver directly to NHQ and provide “proof of delivery” services. By contrast, US Mail (including certified or priority mail) delivered to Maxwell AFB is processed through an Air Force distribution system which may result in delays as long as two weeks. No proof of delivery to NHQ is available for US Mail.

6. **Accommodations.** Civil Air Patrol provides reasonable accommodations to applicants with disabilities. If an applicant requires a reasonable accommodation for any part of the application process, please notify Mr. Salvador at the address provided above. Requests will be considered on a case-by-case basis.

7. Questions concerning the process should be directed to Mr. Salvador.