

STAFF VACANCY ANNOUNCEMENT

SOUTH CAROLINA WING STAFF VACANCY ANNOUNCEMENT

DEPUTY CHIEF OF STAFF – MEMBER SUPPORT

Suspense: 25 April 2025

Deputy Chief of Staff – Member Support

Serves as the Deputy Chief of Staff assisting in the management and coordination of the primary staff. Responsibilities include:

- Assisting the Chief of Staff in the management of the following wing member support functions: Administration, Personnel, Education and Training, Recruiting, Historian, Health Services, Information Technology, and Chaplain.
- Representing the Chief of Staff in meetings and in his absence.
- Directing the staff coordination efforts of the member support functions.
- Working with the Wing Director of Education and Training to develop wing training programs within the supported staff functions.
- Is familiar with the Civil Air Patrol regulations and policies governing the supported staff functions.

POSITION REQUIREMENTS:

- Experienced CAP officer or NCO with an understanding of CAP structure and operations at the unit, wing, and region. (Required)
- Previously served in at least two of the supported Specialty Tracks. (Required)
- A Senior rating or higher in at least two of the supported Specialty Tracks. (Preferred)
- Completed Level III of the CAP Education and Training Program. (Desired)

ASSIGNMENT REQUIREMENTS:

- Unit Assignment: SCWG HQ Staff (MAR-SC-001)
- Position reports to: Wing Chief of Staff

SELECTION AND APPLICATION PROCESS:

- Submit a letter of intent with a resume of relevant experience to Lt Col David Roberts at david.roberts@scwgcap.org and courtesy copy TSgt Matthew Vermette at matthew.vermette@scwgcap.org.
- Selection will be made by Col Brogan or his designee after an interview of eligible candidates.

SUSPENSE DATE: 25 April 2025

PREPARED BY:

Lt Col David E. Roberts, CAP
Chief of Staff, South Carolina Wing

Posted: 11 April 2025