

# STAFF VACANCY ANNOUNCEMENT

## SOUTH CAROLINA WING STAFF VACANCY ANNOUNCEMENT

### DEPUTY CHIEF OF STAFF – MISSION SUPPORT

Suspense: 25 April 2025

#### Deputy Chief of Staff – Mission 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 mission support functions: Cadet Programs, Communications, Logistics/Transportation, Aerospace Education, Finance, Public Affairs, Plans and Programs, and Development.
- Representing the Chief of Staff in meetings and his absence.
- Directing the staff coordination efforts of the mission 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 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](mailto:david.roberts@scwgcap.org) and courtesy copy TSgt Matthew Vermette at [matthew.vermette@scwgcap.org](mailto: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