



# STAFF VACANCY ANNOUNCEMENT



## **Carolina Wing Plans & Programs Officer (SCWG/PP)**

**Open 12 October to 01 November 2024**

**Suspense: 01 November 2024**

**Job Description:** The Plans and Programs Officer serves as a program manager. The incumbent develops and writes SCWG plans. Executes planning process based on SCWG guidance. Develops assumptions upon which the planning process is constrained. Coordinates plans between staff, higher headquarters and stakeholders to ensure a coherent planning effort. Assists in programs resource allocation according to the SCWG budget process. Executes programming actions based on guidance provided from the SCWG Commander. Analyzes impact of programming decisions on mission capabilities.

### **Essential Functions:**

- Directs and coordinates overall planning activities.
- Develop plans and programs and monitor the overall implementation of special projects as directed by the commander and higher headquarters.
- Plan and coordinate wing conferences.
- Formulate plans and programs for the utilization of CAP units in domestic emergencies.
- Interpret and integrate into policy such plans and programs, laws, policy statements, directives regulations, and other communications received from higher headquarters.
- Provide guidance and cooperate with responsible staff sections in the development of operational plans and programs.
- Participate in monthly and quarterly meetings as required.
- Perform other duties as assigned by the Chief of Staff.

To be effective, Plans and Programs Officers should be familiar with CAP's current policies, CAPP 218, the Civil Air Patrol Constitution and Bylaws, and all policy matters relating to planning activities for special projects.

### **Preferred Requirements:**

- Technician Rating or above in any CAP Specialty Track.
- Previous assignment or experience in planning and/or project management.
- Completed Level II of the CAP E&T Program.
- CAP Driver's License

### **Assignment Requirements:**

- Will be assigned as the Plans and Programs Officer at SCWG.
- Will work towards earning a Senior or Master Rating.
- Reports to South Carolina Wing Chief of Staff, Lt Col David Roberts.

### **Application and Selection Process:**

- Submit an email letter of intent with a resume or statement of relevant CAP and/or outside experience to SCWG/CS Lt Col David E. Roberts NLT close of business 01 November 2024 ([david.roberts@scwgcap.org](mailto:david.roberts@scwgcap.org)), copying Maj Ron Hardgrave ([ron.hardgrave@scwgcap.org](mailto:ron.hardgrave@scwgcap.org)).
- Selection will be made based on a review of the most qualified applicants. An interview may also be part of the selection process.