



COLORADO WING ENCAMPMENT HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
19210 East Breckenridge Avenue, Stop 33
Buckley AFB CO 80011-9525



8 Dec 16

MEMORANDUM FOR COLORADO WING CADETS

FROM: COMMANDANT OF CADETS

SUBJECT: Cadet Commander/Cadet Command Staff Applications for 2017 COWG Encampment

1. Applications for the position of **Cadet Commander/Cadet Command Staff – 2017 CO Wing Encampment** are now being accepted. Applications are being accepted for the positions of: Cadet Commander, Cadet Deputy Commander, Cadet Executive Officer, and cadet Group First Sergeant. This memorandum details the minimum personal qualifications for applicants, application procedures, and deadlines. READ THIS ENTIRE DOCUMENT CAREFULLY.

2. **Minimum Qualifications:** applicants will be members of the Colorado Wing. Applicants will possess the Amelia Earhart Award and the grade of Cadet Captain at the time of application for the cadet officer staff, and the minimum grade of Cadet Senior Master Sergeant for the Cadet Group First Sergeant position. The Cadet Group First Sergeant must have the ability and willingness to promote to Cadet Chief Master Sergeant prior to encampment and to maintain that grade until the end of encampment. Applicants will be Cadets of Good Standing at their assigned unit and will be able to obtain the documented endorsement of their Squadron Commander.

3. **Application Procedure:** all applicants will be required to submit the following documents:

a. A typed, one page letter of application detailing the applicant's accomplishments and experience that would qualify them for service as Encampment Cadet Commander/Command Staff. Applicants will emphasize how this experience will influence their plans and decisions if selected. The letter will close with a paragraph describing the applicant's vision for the encampment and how they will measure success. (NOTE: during the interview process, all applicants will be required to present their encampment vision to the interview panel).

b. A typed letter of endorsement from the applicant's Squadron Commander. The commander's endorsement will emphasize that the applicant is of Good Standing and an active member. This letter may also include the commander's positive comments and recommendations pursuant to the applicant's selection as Cadet Commander/Command Staff.

c. Each applicant for Cadet Commander will submit a list of three possible "theme" aircraft for naming the encampment. These should be current or historically significant Air Force or former Army Air Corps aircraft. (NOTE: during the interview process, applicants will be required to explain their reason(s) for choosing their theme aircraft recommendations)

d. The requested documents will be emailed to mmickman@aol.com . The body of the email submission will contain, at minimum, a brief note indicating that the purpose of the message is to apply for the Cadet Commander/Command Staff positions and the full name, grade, and contact information of the Cadet applicant. The attached documents will be in Adobe PDF or Microsoft Word formats.

e. Once these documents have been received by the Commandant of Cadets, each applicant will receive detailed information about the date, time, location, and format of interviews. **In-person interviews are strongly preferred.** If an in-person interview would be highly impractical due to travel considerations or other circumstances beyond the applicant's control, alternate interview arrangements will be made on a case-by-case basis at the discretion of the Commandant of Cadets. Right now, the tentative date for the **in-person interviews** is Saturday, 21 Jan, with the alternate date of Saturday, 28 Jan. Save the dates now! Location is TBD, but will most likely be in the Denver metro area.

4. **Deadlines:** all application documents will be submitted NO LATER THAN **2359 hours on Saturday, 14 Jan 2017.** Late or incomplete applications will not be considered.

5. **Additional Information:** Applicants not selected for the position of Cadet Commander will be automatically considered for the positions of Cadet Deputy Commander and Cadet Executive Officer, as well as possible selection as Safety Officer, Standardization/Evaluation Officer, or Squadron Commander. The goal at the end of this selection process is to have selected the 2017 Encampment Cadet Commander, Cadet Deputy Commander, Cadet Executive Officer, and Cadet Group First Sergeant.

6. If you have any questions, **or if you are unable to comply with any of the requirements mentioned above,** immediately contact Lt Col Michael T. McNeely at 703-565-6535 or by email at mmickman@aol.com .

//SIGNED//
MICHAEL T. MCNEELY, Lt Col, CAP
Commandant of Cadets
2017 COWG Encampment