

Cadet First Sergeant

1. The Cadet First Sergeant (C/1Sgt) (C/MSgt, C/SMSgt, or C/CMSgt) ensures standards of discipline and proficiency are met by all cadets and members of cadet staff. The C/1Sgt also ensures all cadet NCOs are familiar with their duties and responsibilities. He or she is constantly vigilant of the cadets' morale and welfare and primarily interfaces with cadet students when encouragement, extra recognition, and/or counseling are warranted. He or she reports directly to the Cadet Commander, providing performance and morale feedback.

2. Responsibilities include:

(a.) Maintaining and reinforcing the ideals and performance of the NCOs as outlined in Cadet Leadership Manuals

(b.) Conduct drill and ceremonies IAW CAPP 60-20

(c.) Lead the physical fitness program for the encampment

3. The minimum requirements for this position are:

(a.) Strong organizational and leadership skills

(b.) Exceptional physical fitness

(c.) Access to the internet for planning, meetings, and document sharing

(d.) Rank of C/MSgt, C/SMSgt, or C/CMSgt

(e.) History of progression in the Civil Air Patrol program. (May be waived for otherwise exceptional candidates.)

(f.) Completion of a previous encampment as a cadet student.

(g.) Completion of a previous encampment as a member of cadet staff. (May be waived for otherwise exceptional candidates.)

(h.) Must possess serviceable uniform service coat and tie in time for the encampment

(i.) MUST BE AVAILABLE TO ATTEND Required Staff Training (RST) – Tentatively scheduled for 9 August 2019.

(j.) MUST BE AVAILABLE TO ATTEND THE ENCAMPMENT – Tentatively scheduled from 10 August to 17 August 2019.

4. The following items are required:

(a.) LETTER OF INTENT: Submit a signed letter stating your intentions if selected for the position. The letter of intent will be written per CAPR 10-1. Include relevant past experiences and details explaining your qualifications for the position. Describe what you will offer the cadets (both cadet staff and cadet students), what you will offer the senior member staff, and what you expect to gain from the experience. In addition, detail your thoughts on how you think seniors and cadets are meant to interact in planning and executing the encampment, an example of a difficult leadership challenge you

overcame, and your plans to help cadet staff NCOs and cadet students excel. Also include your full name, CAP ID number, name of home unit, telephone number, email address and name and address of your unit commander.

(b.) CAP RESUME: Include a resume formatted in accordance with Chapter 21 of AFH 33-337 (https://static.e-publishing.af.mil/production/1/saf_cio_a6/publication/afh33-337/afh33-337.pdf). Use the chronological resume format. Rather than a cover letter (pages 269-270), submit the letter of intent. (See above.) In your resume, include all relevant information including previous duty positions, activity participation (including previous encampments), awards, ratings, completed courses, awards received during the courses, positions held at the courses, etc. Also include any civilian awards earned, sports experience, and professional and/or work experience.

(c.) FITNESS PLAN: Include a draft of the fitness training regimen you plan to implement at the encampment

(d.) LETTERS OF RECOMMENDATION: Include letters of recommendation from at least two Civil Air Patrol Members who can be contacted as references. One of these letters will be from your squadron commander. The second letter will be someone above you in your direct chain of command. The letters must include the author's name, affiliation to the applicant, e-mail address, and phone number. Preferred format for the letter is per CAPR 10-1.

(d.) HFZ SCORES: Include all your HFZ testing scores from the past 365 days.

(f.) No later than 12 May 2019, submit all documents in one .pdf document to the encampment Commandant of Cadets (CDC), Major William Gripp, at william.gripp.1@gmail.com and the Cadet Commander, C/Col Shelby Petersen, at shelby.petersen@mtwg.cap.gov.

(g.) Competitive applicants will be scheduled for interviews.

(h.) Address any questions to Major Gripp and Cadet Shelby Petersen at the above email addresses.

Cadet Flight Commander

1. Cadet Flight Commanders (C/Flt CC) (C/CMSgt or above) work with their Cadet Flight Sergeant to lead and implement encampment training at the flight level. C/Flt CCs report to the Cadet Commander and their Training Officer. They must be constantly mindful of the well-being of the cadets in their charge.

2. Responsibilities include:

(a.) Leading the flight to reach daily training goals

(b.) Tracking cadets' individual and team progression in relation to daily training objectives

(c.) Mentoring their Cadet Flight Sergeant and cadet students

(d.) Managing flight time and adjust training plans accordingly

(e.) Motivating flight personnel

(f.) Conducting drill and ceremonies IAW CAPP 60-20

3. The minimum requirements for this position are:

(a.) Strong Organizational and Leadership Skills

(b.) Access to the internet for planning meetings and document sharing

(c.) Rank of C/CMSgt or greater. (May be waived for otherwise exceptional candidates.)

(d.) Completion of a previous encampment as a cadet student.

(e.) History of progression in the Civil Air Patrol program. (May be waived for otherwise exceptional candidates.)

(f.) Must possess serviceable uniform service coat and tie in time for the encampment

(g.) MUST BE AVAILABLE TO ATTEND Required Staff Training (RST) – Tentatively scheduled for 9 August 2019.

(h.) MUST BE AVAILABLE TO ATTEND THE ENCAMPMENT – Tentatively scheduled from 10 August to 17 August 2019.

4. The following items are required:

(a.) LETTER OF INTENT: Submit a signed letter stating your intentions if selected for the position. The letter of intent will be written per CAPR 10-1. Include relevant past experiences and details explaining your qualifications for the position. Describe what you will offer your flight, what you will offer the cadet staff, what you will offer the senior member staff, and what you expect to gain from the experience. In addition, explain how cadet students benefit from attending encampments, provide an example of a difficult leadership challenge you overcame, and describe your plans to help members of your flight excel. Also include your full name, CAP ID number, name of home unit, telephone number, email address and name and address of your unit commander.

(b.) CAP RESUME: Include a resume formatted in accordance with Chapter 21 of AFH 33-337 (https://static.e-publishing.af.mil/production/1/saf_cio_a6/publication/afh33-337/afh33-337.pdf). Use the chronological resume format. Rather than a cover letter (pages 269-270), submit the letter of intent. (See above.) In your resume, include all relevant information including previous duty positions, activity participation (including previous encampments), awards, ratings, completed courses, awards received during the courses, positions held at the courses, etc. Also include any civilian awards earned, sports experience, and professional and/or work experience.

(c.) LETTERS OF RECOMMENDATION: Include letters of recommendation from at least two Civil Air Patrol Members who can be contacted as references. One of these letters will be from your squadron commander. The second letter will be someone above you in your direct chain of command. The letters must include the author's name, affiliation to the applicant, e-mail address, and phone number. Preferred format for the letter is per CAPR 10-1.

(d.) HFZ SCORES: Include all your HFZ testing scores from the past 365 days.

(e.) No later than 12 May 2019, submit all documents in one .pdf document to the encampment Commandant of Cadets (CDC), Major William Gripp, at william.gripp.1@gmail.com and the Cadet Commander, C/Col Shelby Petersen, at shelby.petersen@mtwg.cap.gov.

(f.) Competitive applicants will be scheduled for interviews.

(g.) Address any questions to Major Gripp and Cadet Shelby Petersen at the above email addresses.

Cadet Flight Sergeant

1. Cadet Flight Sergeant (C/Flt Sgt) (C/SSgt or above) works with the Cadet Flight Commander to lead and implement encampment training at the flight level. C/Flt CCs report to their Cadet Flight Commander and their Training Officer. They also closely interface with their Cadet First Sergeant. They must be constantly mindful of the well-being of the cadets in their charge.

2. Responsibilities include:

(a.) Managing daily life of flight personnel

(b.) Tracking cadets' individual and team progression in relation to daily training objectives

(c.) Developing teamwork

(d.) Mentoring their flight personnel in military courtesy and personal conduct

(e.) Managing flight time and adjusting training plans accordingly

(f.) Motivating flight personnel and ensuring the flight's esprit-de-corps

(g.) Conducting drill and ceremonies IAW CAPP 60-20

3. The minimum requirements for this position are:

(a.) Strong Organizational and Leadership Skills

(b.) Access to the internet for planning meetings and document sharing

(c.) Rank of C/SSgt or greater

(d.) Completion of a previous encampment as a cadet student.

(e.) History of progression in the Civil Air Patrol program. (May be waived for otherwise exceptional candidates.)

(f.) Must possess serviceable uniform service coat and tie in time for the encampment

(g.) MUST BE AVAILABLE TO ATTEND Required Staff Training (RST) – Tentatively scheduled for 9 August 2019.

(h.) MUST BE AVAILABLE TO ATTEND THE ENCAMPMENT – Tentatively scheduled from 10 August to 17 August 2019.

4. The following items are required:

(a.) LETTER OF INTENT: Submit a signed letter stating your intentions if selected for the position. The letter of intent will be written per CAPR 10-1. Include relevant past experiences and details explaining your qualifications for the position. Describe what you will offer your flight, what you will offer the

senior member staff, and what you expect to gain from the experience. In addition, explain how cadet students benefit from attending encampments, provide an example of a difficult leadership challenge you overcame, and describe your plans to help members of your flight excel. Also include your full name, CAP ID number, name of home unit, telephone number, email address and name and address of your unit commander.

(b.) CAP RESUME: Include a resume formatted in accordance with Chapter 21 of AFH 33-337 (https://static.e-publishing.af.mil/production/1/saf_cio_a6/publication/afh33-337/afh33-337.pdf). Use the chronological resume format. Rather than a cover letter (pages 269-270), submit the letter of intent. (See above.) In your resume, include all relevant information including previous duty positions, activity participation (including previous encampments), awards, ratings, completed courses, awards received during the courses, positions held at the courses, etc. Also include any civilian awards earned, sports experience, and professional and/or work experience.

(c.) LETTERS OF RECOMMENDATION: Include letters of recommendation from at least two Civil Air Patrol Members who can be contacted as references. One of these letters will be from your squadron commander. The second letter will be someone above you in your direct chain of command. The letters must include the author's name, affiliation to the applicant, e-mail address, and phone number. Preferred format for the letter is per CAPR 10-1.

(d.) HFZ SCORES: Include all your HFZ testing scores from the past 365 days.

(e.) No later than 12 May 2019, submit all documents in one .pdf document to the encampment Commandant of Cadets (CDC), Major William Gripp, at william.gripp.1@gmail.com and the Cadet Commander, C/Col Shelby Petersen, at shelby.petersen@mtwg.cap.gov.

(f.) Competitive applicants will be scheduled for interviews.

(g.) Address any questions to Major Gripp and Cadet Shelby Petersen at the above email addresses.

Cadet Support Flight Commander

1. The Cadet Support Flight Commander (C/2Lt or above) is responsible for the overall organization, operations, training, and conduct of all Cadet Support Staff. The Support Flight Commander must be able to direct subordinate leaders to achieve success. This individual reports directly to the Cadet Commander, C/Col Shelby Petersen, and the Deputy Commander for Support, Major Gilchrist.

2. Responsibilities include:

(a.) Actively participate in the scheduling dialog for encampment. Provide input to the training schedule, activities, training opportunities, and other items as they arise.

(b.) Exercise cadet communication channels to encourage maximum participation at all levels of the cadet support leadership prior to and during the encampment.

(c.) Ensure all members of the cadet support staff understand their duties and ensure their familiarity with applicable regulation and policy.

(d.) Provide and suggest training opportunities (in person, electronic, telephone, etc) to the support staff to help them prepare for their duties.

3. The minimum requirements for this position are:

(a.) Strong organizational and leadership skills

(b.) Completion of a previous encampment as a cadet student

(c.) Access to the internet for planning meetings and document sharing

(d.) Rank of C/2Lt or greater. (May be waived for otherwise exceptional candidates.)

(f.) History of progression in the Civil Air Patrol program. (May be waived for otherwise exceptional candidates.)

(g.) Must possess serviceable uniform service coat and tie in time for the encampment

(h.) MUST BE AVAILABLE TO ATTEND Required Staff Training (RST) – Tentatively scheduled for 9 August 2019.

(i.) MUST BE AVAILABLE TO ATTEND THE ENCAMPMENT – Tentatively scheduled from 10 August to 17 August 2019.

4. The following items are required:

(a.) LETTER OF INTENT: Submit a signed letter stating your intentions if selected for the position. The letter of intent will be written per CAPR 10-1. Include relevant past experiences and details explaining your qualifications for the position. Describe your vision for the encampment cadet support staff, what you will offer the cadets (both cadet staff and cadet students), what you will offer the senior member staff, and what you expect to gain from the experience. In addition, detail your thoughts on how you think seniors and cadets are meant to interact in planning and executing the encampment, your thoughts on what should be included in staff training, and an example of a difficult leadership challenge you overcame. Also include your full name, CAP ID number, name of home unit, telephone number, email address and name and address of your unit commander.

(b.) CAP RESUME: Include a resume formatted in accordance with Chapter 21 of AFH 33-337 (https://static.e-publishing.af.mil/production/1/saf_cio_a6/publication/afh33-337/afh33-337.pdf). Use the chronological resume format. Rather than a cover letter (pages 269-270), submit the letter of intent. (See above.) In your resume, include all relevant information including previous duty positions, activity participation (including previous encampments), awards, ratings, completed courses, awards received during the courses, positions held at the courses, etc. Also include any civilian awards earned, sports experience, and professional and/or work experience.

(c.) LETTERS OF RECOMMENDATION: Include letters of recommendation from at least two Civil Air Patrol Members who can be contacted as references. One of these letters will be from your squadron commander. The second letter will be someone above you in your direct chain of command. The letters must include the author's name, affiliation to the applicant, e-mail address, and phone number. Preferred format for the letter is per CAPR 10-1.

(d.) HFZ SCORES: Include all your HFZ testing scores from the past 365 days.

(e.) No later than 12 May 2019, submit all documents in one .pdf document to the encampment Commandant of Cadets (CDC), Major William Gripp, at william.gripp.1@gmail.com and the Cadet Commander, C/Col Shelby Petersen, at shelby.petersen@mtwg.cap.gov.

(f.) Competitive applicants will be scheduled for interviews.

(g.) Address any questions to Major Gripp and Cadet Shelby Petersen at the above email addresses.

Cadet Logistics Officer

1. The Cadet Logistics Officer (C/LO) (C/MSgt or above) works for the Cadet Support Flight Commander and Senior Member Staff to support training.

2. Responsibilities include:

(a.) Lead the preparation, set-up, and break-down of equipment on time to enable encampment operations.

(b.) Resource allocations

(c.) Equipment distribution

(d.) Inventories

(e.) Leading and coordinating kitchen and laundry duties

(f.) Supporting the Encampment Communications Officer (a Senior Member)

(g.) Organizing transportation and executing vehicle inspections

3. The minimum requirements for this position are:

(a.) Strong Organizational and Leadership Skills

(b.) Access to the internet for planning meetings and document sharing

(c.) Rank of C/MSgt or greater

(d.) Completion of a previous encampment as a cadet student.

(e.) History of progression in the Civil Air Patrol program. (May be waived for otherwise exceptional candidates.)

(f.) Must possess serviceable uniform service coat and tie in time for the encampment

(g.) MUST BE AVAILABLE TO ATTEND Required Staff Training (RST) – Tentatively scheduled for 9 August 2019.

(h.) MUST BE AVAILABLE TO ATTEND THE ENCAMPMENT – Tentatively scheduled from 10 August to 17 August 2019.

4. The following items are required:

(a.) LETTER OF INTENT: Submit a signed letter stating your intentions if selected for the position. The letter of intent will be written per CAPR 10-1. Include relevant past experiences and details explaining your qualifications for the position. Describe what you will offer the encampment, what you will offer the cadet staff, what you will offer the senior member staff, and what you expect to gain from the experience. In addition, explain how you will benefit from the encampment and describe your plans to help the encampment excel. Also include your full name, CAP ID number, name of home unit, telephone number, email address and name and address of your unit commander.

(b.) CAP RESUME: Include a resume formatted in accordance with Chapter 21 of AFH 33-337 (https://static.e-publishing.af.mil/production/1/saf_cio_a6/publication/afh33-337/afh33-337.pdf). Use the chronological resume format. Rather than a cover letter (pages 269-270), submit the letter of intent. (See above.) In your resume, include all relevant information including previous duty positions, activity participation (including previous encampments), awards, ratings, completed courses, awards received during the courses, positions held at the courses, etc. Also include any civilian awards earned, sports experience, and professional and/or work experience.

(c.) LETTERS OF RECOMMENDATION: Include letters of recommendation from at least two Civil Air Patrol Members who can be contacted as references. One of these letters will be from your squadron commander. The second letter will be someone above you in your direct chain of command. The letters must include the author's name, affiliation to the applicant, e-mail address, and phone number. Preferred format for the letter is per CAPR 10-1.

(d.) HFZ SCORES: Include all your HFZ testing scores from the past 365 days.

(e.) No later than 12 May 2019, submit all documents in one .pdf document to the encampment Commandant of Cadets (CDC), Major William Gripp, at william.gripp.1@gmail.com and the Cadet Commander, C/Col Shelby Petersen, at shelby.petersen@mtwg.cap.gov.

(f.) Competitive applicants will be scheduled for interviews.

(g.) Address any questions to Major Gripp and Cadet Shelby Petersen at the above email addresses.

Cadet Public Affairs Officer

1. The Cadet Public Affairs Officer (C/PA) (C/MSgt or above) works for the Encampment Public Affairs Officer (a Senior Member) and Cadet Support Flight Commander to publicize encampment planning and execution, create radio advertisements, etc.

2. Responsibilities include:

(a.) Advertising for the encampment to maximize cadet participation

(b.) Establishing and updating social media pages

(c.) Creating radio advertisements

(d.) Taking photographs during the encampment

(e.) Interacting with news agencies.

3. The minimum requirements for this position are:

(a.) Strong Organizational Skills

(b.) Access to the internet for planning meetings and document sharing

(c.) Access to social media platforms such as Facebook, Instagram, etc.

(e.) Rank of C/MSgt or greater. (This may be waived for otherwise exceptional candidates.)

(f.) Completion of a previous encampment as a cadet student.

(g.) Impeccable social skills and tactfulness

(h.) Must possess serviceable uniform service coat and tie in time for the encampment

(i.) MUST BE AVAILABLE TO ATTEND Required Staff Training (RST) – Tentatively scheduled for 9 August 2019.

(g.) MUST BE AVAILABLE TO ATTEND THE ENCAMPMENT – Tentatively scheduled from 10 August to 17 August 2019.

4. The following items are required:

(a.) LETTER OF INTENT: Submit a signed letter stating your intentions if selected for the position. The letter of intent will be written per CAPR 10-1. Include relevant past experiences and details explaining your qualifications for the position. Describe what you will offer the encampment, what you will offer the senior member staff, and what you expect to gain from the experience. In addition, explain how you will benefit from the encampment and describe your plans to help the encampment excel. Also include your full name, CAP ID number, name of home unit, telephone number, email address and name and address of your unit commander.

(b.) CAP RESUME: Include a resume formatted in accordance with Chapter 21 of AFH 33-337 (https://static.e-publishing.af.mil/production/1/saf_cio_a6/publication/afh33-337/afh33-337.pdf). Use the chronological resume format. Rather than a cover letter (pages 269-270), submit the letter of intent. (See above.) In your resume, include all relevant information including previous duty positions, activity participation (including previous encampments), awards, ratings, completed courses, awards received during the courses, positions held at the courses, etc. Also include any civilian awards earned, sports experience, and professional and/or work experience.

(c.) LETTERS OF RECOMMENDATION: Include letters of recommendation from at least two Civil Air Patrol Members who can be contacted as references. One of these letters will be from your squadron commander. The second letter will be someone above you in your direct chain of command. The letters must include the author's name, affiliation to the applicant, e-mail address, and phone number. Preferred format for the letter is per CAPR 10-1.

(d.) HFZ SCORES: Include all your HFZ testing scores from the past 365 days.

(e.) PHOTO: Include a full length photo of yourself in the short-sleeve blues uniform (without tie and without a cap).

(f.) No later than 12 May 2019, submit all documents in one .pdf document to the encampment Commandant of Cadets (CDC), Major William Gripp, at william.gripp.1@gmail.com and the Cadet Commander, C/Col Shelby Petersen, at shelby.petersen@mtwg.cap.gov.

(g.) Competitive applicants will be scheduled for interviews.

(h.) Address any questions to Major Gripp and Cadet Shelby Petersen at the above email addresses.

Cadet Safety Officer

1. The Cadet Safety Officer (C/MSgt or above) works for the Encampment Safety Officer (a Senior Member) and Cadet Support Flight Commander. The cadet must demonstrate maturity and the ability to remain calm during emergency situations.

2. Responsibilities include:

(a.) Assisting in the completion of all required safety tasks

(b.) Assisting encampment Medical Personnel When necessary

(c.) Overseeing flight medical personnel (1x per flight)

3. The minimum requirements for this position are:

(a.) The cadet must demonstrate maturity and the ability to remain calm during emergency situations.

(b.) Current First Aid and CPR training are **mandatory**. More advanced medical training is preferred.

(c.) Strong organizational skills

(d.) Access to the internet for planning meetings and document sharing

(e.) Rank of C/MSgt or greater. (This may be waived for otherwise exceptional candidates.)

(f.) Completion of a previous encampment as a cadet student.

(g.) Must possess serviceable uniform service coat and tie in time for the encampment

(h.) MUST BE AVAILABLE TO ATTEND Required Staff Training (RST) – Tentatively scheduled for 9 August 2019.

(i.) MUST BE AVAILABLE TO ATTEND THE ENCAMPMENT – Tentatively scheduled from 10 August to 17 August 2019.

4. The following items are required:

(a.) LETTER OF INTENT: Submit a signed letter stating your intentions if selected for the position. The letter of intent will be written per CAPR 10-1. Include relevant past experiences and details explaining your qualifications for the position. Describe what you will offer the encampment, what you will offer

the senior member staff, and what you expect to gain from the experience. In addition, explain how you will benefit from the encampment and describe your plans to help the encampment excel. Also include your full name, CAP ID number, name of home unit, telephone number, email address and name and address of your unit commander.

(b.) CAP RESUME: Include a resume formatted in accordance with Chapter 21 of AFH 33-337 (https://static.e-publishing.af.mil/production/1/saf_cio_a6/publication/afh33-337/afh33-337.pdf). Use the chronological resume format. Rather than a cover letter (pages 269-270), submit the letter of intent. (See above.) In your resume, include all relevant information including previous duty positions, activity participation (including previous encampments), awards, ratings, completed courses, awards received during the courses, positions held at the courses, etc. Also include any civilian awards earned, sports experience, and professional and/or work experience.

(c.) LETTERS OF RECOMMENDATION: Include letters of recommendation from at least two Civil Air Patrol Members who can be contacted as references. One of these letters will be from your squadron commander. The second letter will be someone above you in your direct chain of command. The letters must include the author's name, affiliation to the applicant, e-mail address, and phone number. **The letters must attest to your ability to remain calm and perform during emergency situations.** Preferred format for the letter is per CAPR 10-1.

(d.) CERTIFICATIONS: Include all medical certifications. First Aid and CPR are **mandatory**.

(e.) HFZ SCORES: Include all your HFZ testing scores from the past 365 days.

(e.) No later than 12 May 2019, submit all documents in one .pdf document to the encampment Commandant of Cadets (CDC), Major William Gripp, at william.gripp.1@gmail.com and the Cadet Commander, C/Col Shelby Petersen, at shelby.petersen@mtwg.cap.gov.

(f.) Competitive applicants will be scheduled for interviews.

(g.) Address any questions to Major Gripp and Cadet Shelby Petersen at the above email addresses.

Cadet Medical NCOs

1. A Cadet Flight Medical NCOs (C/TSgt or above) is assigned to each flight. Primarily, these individuals train in the flight as cadet students, reporting to the Flight Commander and Flight Sergeant. However, they also augment the encampment medical staff, reporting to the Cadet Safety Officer and Encampment Medical Officer (a Senior Member) when needed.

2. The minimum requirements for this position are:

(a.) Current First Aid and CPR training are **mandatory**. More advanced medical training is preferred.

(b.) The cadet must demonstrate maturity and the ability to remain calm during emergency situations

(c.) Rank of C/TSgt or greater. (This may be waived for otherwise exceptional candidates.)

(d.) Completion of a previous encampment as a cadet student. (This may be waived for otherwise exceptional candidates.)

(e.) MUST BE AVAILABLE TO ATTEND Required Staff Training (RST) – Tentatively scheduled for 9 August 2019.

(f.) MUST BE AVAILABLE TO ATTEND THE ENCAMPMENT – Tentatively scheduled from 10 August to 17 August 2019.

3. The following items are required:

(a.) LETTER OF INTENT: Submit a signed letter stating your intentions if selected for the position. The letter of intent will be written per CAPR 10-1. Include relevant past experiences and details explaining your qualifications for the position. Describe what you will offer the encampment, what you will offer the senior member staff, and what you expect to gain from the experience. In addition, explain how you will benefit from the encampment and describe your plans to help the encampment excel. Also include your full name, CAP ID number, name of home unit, telephone number, email address and name and address of your unit commander.

(b.) CAP RESUME: Include a resume formatted in accordance with Chapter 21 of AFH 33-337 (https://static.e-publishing.af.mil/production/1/saf_cio_a6/publication/afh33-337/afh33-337.pdf). Use the chronological resume format. Rather than a cover letter (pages 269-270), submit the letter of intent. (See above.) In your resume, include all relevant information including previous duty positions, activity participation (including previous encampments), awards, ratings, completed courses, awards received during the courses, positions held at the courses, etc. Also include any civilian awards earned, sports experience, and professional and/or work experience.

(c.) LETTERS OF RECOMMENDATION: Include letters of recommendation from at least two Civil Air Patrol Members who can be contacted as references. One of these letters will be from your squadron commander. The second letter will be someone above you in your direct chain of command. The letters must include the author's name, affiliation to the applicant, e-mail address, and phone number. **The letters must attest to your ability to remain calm and perform during emergency situations.** Preferred format for the letter is per CAPR 10-1.

(d.) HFZ SCORES: Include all your HFZ testing scores from the past 365 days.

(e.) CERTIFICATIONS: Include all medical certifications. First Aid and CPR are **mandatory**.

(f.) No later than 12 May 2019, submit all documents in one .pdf document to the encampment Commandant of Cadets (CDC), Major William Gripp, at william.gripp.1@gmail.com and the Cadet Commander, C/Col Shelby Petersen, at shelby.petersen@mtwg.cap.gov.

(g.) Competitive applicants will be scheduled for interviews.

(h.) Address any questions to Major Gripp and Cadet Shelby Petersen at the above email addresses.