



GALLATIN COMPOSITE SQUADRON
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
350 Airport Road
Belgrade MT 59714
<https://www.facebook.com/BozemanCAP>

01 Feb 2016

MEMORANDUM FOR RECORD

FROM: RMR-MT-037/CC
RMR-MT-037/CDC

SUBJECT: Cadet Staff Selection and Terms

1. **Overview.** All cadets wishing to serve in a staff position will submit their request in writing. Cadet staff openings will be announced with wide distribution allowing time to prepare the written request. A selection board will interview perspective staff members. Following the interview process the board will decide on filling the staff vacancies. Applying for an open position does not mean the cadet will be placed in a staff position.

2. **Applying for Cadet Staff Positions.** Each cadet wishing to serve in a staff position will submit a written request to apply for a cadet staff position. The written request will include:

- A. Cover Letter
- B. Resume

For guidance on preparing these documents please refer to AFH 33-337 The Air Force Tongue and Quill.

3. **Cadet Staff Selection Board.** After the application time has passed, a staff selection board will convene. The selection board will be composed of at least two senior members designated by the CDC. If the board will be interviewing cadet staff other than cadet command staff the board will also include the cadet commander or their designee.

The selection board will gather information from the applicant needed to determine their desire and will to effectively carry out the job they have applied for. If the board feels that the cadet may be better suited for another position other than the one they have applied for, they should ask the cadet if they would be willing to serve in a position other than that for which they have applied.

If more than one cadet applies for the same position the board will decide which if any of the cadets are more qualified and capable of performing the duties required for the position keeping in mind that this an opportunity for the cadets to exercise and gain experience as leaders. Factors that may influence this decision include but are not limited to:

- A. Past Performance in a Staff Position
- B. Form 50 reviews
- C. Cadets attitude
- D. Cadet Grade



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Upon completion of the interview process, the board will decide who is best suited for each position and make a written recommendation to the CDC. The CDC and CC have the authority to overturn the recommendation of the board.

4. **Cadet Staff Term Limits.** Cadets will hold staff positions with a limited term. Cadets may re-apply for the same position at the end of their term but the application process will be the same for applying for a new staff position. Cadets holding a staff position will not “automatically” hold the position after the term has expired. Cadets may be assigned to more than one position at the same time. The following are the term limits for cadets:

- A. Cadet Command Staff: 6 Months
- B. Cadet Flight Staff: 3 Months
- C. Cadet Support Staff: 3 Months

There will be no limit placed on the number of terms a cadet may serve in the same position but effort will be placed to change staff if multiple cadets apply for the same position to allow a fully rounded civil air patrol experience.

STEVEN N. POTRATZ, Major, CAP
Commander