



NATIONAL HEADQUARTERS  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
MAXWELL AIR FORCE BASE, ALABAMA 36112-5937

JOHN A. SALVADOR  
CHIEF OPERATING OFFICER

30 July 2018

MEMORANDUM FOR ALL CAP SENIOR MEMBERS

FROM: CAP/COO

SUBJECT: Civil Air Patrol Board of Governors Member-at-Large

1. CAPR 35-9, *Board of Governors, Wing and Region Commander Selection Procedures*, states that when a vacancy in one of the four CAP Member-at-Large positions is known, an announcement will be made to the general membership. These Members-at-Large serve a three year term and are eligible for one additional term beyond their original appointment. Colonel Jayson Altieri's term will expire 2 November 2018. CAP members may nominate themselves to serve on the Board of Governors to fill this position. Minimum requirements for the position are:

- Senior member in good standing
- CAP grade of major or above
- Earned the Paul E. Garber Award (Level IV)
- Have at least 5 years Civil Air Patrol membership

2. Individuals currently serving as: commander, vice commander, or chief of staff at national, region or wing level; a member of the National Commander's staff; or a corporate employee may apply, but if selected, must resign their position prior to accepting the Board of Governors position. Additionally, former National Commanders with fewer than six years since conclusion of their term as National Commander are not eligible to apply.

3. Those members chosen to fill these vacancies are also subject to the membership rescreening process.

4. Interested members are asked to submit the following in their application package:

- a. Letter requesting consideration and a brief summary of qualifications. Letters typically should not exceed one page.
- b. CAP resume (other qualifications that have a direct relationship to CAP and the Board of Governors may be included).
- c. Written reply to the questions attached to this announcement.

5. Applications must be sent to the CAP Senior Advisory Group through HQ CAP/DP by email to [HQCAPDP@capnhq.gov](mailto:HQCAPDP@capnhq.gov) or by mail at the address listed below. If responding by email, enter "BoG Nomination – *Your Name*" as the subject line. **Applications must be received by National Headquarters not later than midnight central time on 7 September 2018.** Applications received after this time will not be considered.

HQ CAP/DP  
Attn: BoG Nominations  
105 South Hansell Street  
Maxwell AFB AL 36112-5937

6. All requests for consideration will be reviewed by the CAP Senior Advisory Group in accordance with the procedures outlined in CAPR 35-9, paragraph 6.4. A Member-at-Large pre-selection committee appointed by the National Commander will review and rank all submitted application packages. Candidates will be ranked by their accomplishments within and outside CAP, proven leadership and business experience, and any other qualities deemed vital by the BoG or CAP/CC at the time the vacancy is announced. Following their review, the committee will forward the five most qualified candidates' packages to the CSAG. The CSAG will review the packages and conduct interviews at the CSAG meeting on 26 October 2018 at Maxwell Air Force Base. Selected candidates will be required to pay their own travel and lodging expenses for the interview. Interviews will be conducted by the entire CSAG. Interviews should be conducted in-person; however, the CAP/CC may grant a remote interview by electronic visual/audio technology under extenuating circumstances.

7. Contact Ms Susan P. Parker, at (877) 227-9142, extension 212, or by email at [sparker@capnhq.gov](mailto:sparker@capnhq.gov) if additional information or assistance is required.

  
JOHN A. SALVADOR  
Chief Operating Officer

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BoG Member-at-Large Candidate Questionnaire

## **Board of Governors Member-at-Large Candidate Questionnaire**

1. What do you perceive your role to be as a CAP Member-at-Large on the Board of Governors?
2. What is your leadership philosophy and how will you apply it in your role as a Board of Governors member?
3. Please list the specific qualities and experience you have that will aid you in serving as a member of the Board of Governors and distinguish you from other qualified candidates? Include evidence of your ability to serve at a strategic level with senior Air Force and industry executives.
4. In your opinion, what are the challenges CAP faces during the next 3 years?
5. What is the number one single reason you desire to serve on the CAP Board of Governors?