18 January 2010

MEMORANDUM FOR FLWG

FROM: Project Officer, MacDill AirFest 2010

SUBJECT: MacDill Air Fest 2010 - **Call for Senior Staff Applications**

EVENT DESCRIPTION: MacDill AFB has invited CAP to participate and assist with MacDill AirFest 2010 air show. The show is open to the public and includes an extensive ground display, vendors and an air show featuring the Blue Angels.

SAFETY: Physical and mental safety will be the first consideration of all members. All activities will be conducted to the highest ethical and professional standards.

OBJECTIVES of ACTIVITY:

- Support the USAF in static displays, crowd control, communications, first aid and safety.
- Develop team work throughout FLWG and USAF.
- Provide a positive training environment for cadets, that reinforce the core values of Civil Air Patrol and the United States Air Force, in order to further develop the cadets' leadership and followership skills while performing community service, and providing a first-hand experience in supporting the military at an air show.
- Familiarize cadets with elements of the incident command system through mentoring with command and general senior staff.
- Further awareness of CAP in the community by staffing a recruitment booth and being visible at the air show.
- Have fun

DATES: 19-21 March 2010

LOCATION: MacDill AFB, Tampa, FL

CONDUCT: During this activity, everyone is expected to perform as a professional and in such a way as to bring credit to oneself and the Civil Air Patrol. The Cadet Protection Policy will be strictly enforced. The appearance of impropriety is justification for dismissal by the commander. The Florida Wing Cadet Honor Code will be strictly enforced. Any member disrupting the activity will be counseled and may be dismissed by the commander. Uniform and grooming standards will be strictly enforced and a requirement for entry into the activity. Members dismissed from the encampment are responsible for transportation from the activity.

SENIOR/CADET STAFF: All staff applicants must be a current CAP member, in possession of a current CAP I.D. card, and in good standing with Civil Air Patrol. All staff (cadet and senior) must have completed the following:

- on-line Operational Risk Management (ORM) basic and intermediate courses available at https://tests.cap.af.mil/newtests/test.cfm?grp=orm .

- OPSEC
- Basic Communications User Training (BCUT) desired, but not required.

Senior Staff Applicants: All seniors must have completed Level 1, to include OPSEC and Equal Opportunity training (available through e-services) Experience in cadet programs is desired however, not required. A current CAP drivers license is also desired.

STAFF APPLICATION PROCEDURE:
Refer to the activity organization chart (attachment 1), listing of staff positions (attachment 2) and brief position descriptions. Cadet and Senior staff applicants are requested to send an e-mail to: Grp3airfest@gmail.com
Subject Line: Airfest Staff Application

Senior staff:
- Indicate the desired position(s)
- Provide a brief resume of relevant CAP experience, including experience with cadet programs.
- Indicate if you have Basic or Advanced Communications Training (BCUT or ACUT)
- Indicate if you have a current CAP driver's license

Staff Application Deadline: Saturday, 30 January 2010.

OPERATIONS ORDER: When available, Operations Order and updated information will be distributed and posted on the Group 3 website.

POINT OF CONTACT: If you have any questions please contact the Project Officer by phone at 813-714-5444 or via e-mail at joyce_lampasona@yahoo.com.

Joyce Lampasona, 1st Lt, CAP
Project Officer

Attachments
1. Organization Chart
2. List of Staff Positions
3. Select Staff Position Descriptions