NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 39-3

7 FEBRUARY 2012

Personnel – General

AWARD OF CAP MEDALS, RIBBONS, AND CERTIFICATES

This regulation describes the medals, ribbons, and certificates that may be awarded to Civil Air Patrol (CAP) members, establishes the requirements to qualify for them, explains the administrative procedures involved, and prescribes how the medals and ribbons are worn.

SUMMARY OF CHANGES.
This revision includes authorizing the National Commander to award the Distinguished Service Award, authorizes the wear of bronze star denoting completion of Squadron Officer School , a silver star for completion of Air Command and Staff College and a gold star for completion of Air War College on the Paul E. Garber Award ribbon; authorizes the wear of a silver star denoting completion of Air Command and Staff College and a gold star for completion of Air War College on the Gill Robb Wilson Award ribbon; prescribes the criteria for ground personnel to earn the Counterdrug Ribbon; includes the criteria and nominations procedures for the Inspector General of the Year Award, Drug Demand Reduction Member of the Year, and Air Force Sergeants Association Cadet NCO of the Year award; and requires region commanders to included a narrative explaining the units accomplishments with recommendations for Squadrons of Distinction. **Note: Shaded areas identify new or revised material.**

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SECTION A – GENERAL

1. Why Awards Are Made. CAP awards are designed to recognize heroism, service, and program achievements. Prompt recognition through presentation of awards earned will promote esprit de corps.

2. CAP Awards.

Section B - Decorations

Section C - Cadet Program Awards

Section D - Senior Program Awards

Section E - Aerospace Education Awards

Section F - Activity and Service Ribbons

Section G - Special Awards and Honors

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Attachment 1 - CAP Awards Covered By Other Directives

3. Decorations, Ribbons, and Awards That May Be Worn on the CAP Uniform.

a. The CAP decorations, ribbons, and badges described herein and wartime service ribbons awarded during the period February 1942-July 1945 may be worn on the CAP uniform in accordance with CAPM 39-1, *Civil Air Patrol Uniform Manual*. Other CAP decorations, ribbons, and badges previously authorized, but not described in this regulation will not be worn.

b. Decorations, ribbons, and badges authorized for wear on the U.S. Air Force uniform may be worn on the CAP AF-style uniform when earned through qualification and awarded by competent authority to a member for service performed in any branch of the Armed Forces of the United States or its allies as outlined in CAPM 39-1.

4. How Decorations and Ribbons Are Worn. Ribbons are worn immediately above the left breast pocket of coats, jackets, and shirts worn as outer garments. See CAPM 39-1, Chapter 4, for wear policy and correct placement of ribbons on the uniform.

5. Eligibility. A member must be in good standing at the time of the distinguished act and must meet the criteria established for the award. All award recommendations must be submitted within 2 years of the termination date of the act, achievement, or service performed. Next of kin of deceased persons are entitled to receive awards earned but not presented.

6. Repetitive Awards:

a. Only one award will be made for a single act of heroism, a single meritorious achievement, or one continuous period of meritorious service.

b. Subsequent awards of the same decoration or ribbon are denoted by the CAP bronze triangular clasp, worn on the ribbon of the original award. A CAP silver triangular clasp is equivalent to, and is worn in the place of, five bronze claps. Silver clasps are placed to the wearer's right side of a bronze clasp. A maximum of four devices may be worn on any ribbon, unless

otherwise stated in this regulation. When the number of devices exceeds the authorized maximum, a second ribbon is worn to the wearer's left of the initial ribbon. The second ribbon counts as one subsequent award. When future awards reduce the devices to a single ribbon the second ribbon will be removed. Devices are illustrated in Attachment 3.

7. CAP Awards Review Board. All commanders (region, wing, group, and squadron) will appoint an awards review board to aid in the administration of this regulation. The awards review board will consist of the personnel officer and two other members designated by the unit commander. The board should meet frequently to assure timely consideration of recommendations received from members of units. The CAP Awards Review Board will review recommendations and propose approval or disapproval to the approving authority.

SECTION B - DECORATIONS

8. Authority to Award Decorations.

a. Authority to award all decorations listed in this section is vested in the National Executive Committee (NEC). The Team Leader of the Promotion and Awards Team is authorized to approve all decorations for the NEC with the exception of the Silver Medal of Valor and the Distinguished Service Award. Announcement of approved decorations is made in personnel actions published by National Headquarters. Additionally:

b. The National Commander is authorized to award the Distinguished Service Award, National Commander's Unit Citation Award, the Commander's Commendation Award, CAP Achievement Award and any other award deemed appropriate that does not require National Executive Committee approval.

c. Region commanders are authorized to award the Exceptional Service Award, Meritorious Service Award, the Commander's Commendation Award, CAP Achievement Award and the Certificate of Recognition for Lifesaving. These awards may be approved by region commanders for all members of units within their regions. Announcements of such awards will be made in personnel actions published by regional headquarters.

d. Wing commanders are authorized to award the Commander's Commendation Award, CAP Achievement Award and the Certificate of Recognition for Lifesaving. These awards may be approved by wing commanders for all members of units within their wings. Announcement of such awards will be made in personnel actions published by wing headquarters.

e. Group commanders are authorized to award the CAP Achievement Award. These awards may be approved by group commanders for all members of units within their group. If a wing does not have a group structure, the wing commander may designate who has the authority to approve this award.

9. Criteria for Awarding Decorations. The following is the minimum criteria established for the consideration of acts or service for CAP decorations.

a. Silver Medal of Valor. Distinguished and conspicuous heroic action, at the risk of life, above and beyond the call of normal duty.

b. Bronze Medal of Valor. Distinguished and conspicuous heroic action where danger to self is probable and known. (NOTE: In cases where a member is credited with saving a human life, but where the act does not meet the criteria for the Silver or Bronze Medal of Valor, the member should be recommended for a Certificate of Recognition in accordance with paragraph 9h.)

c. Distinguished Service Award Conspicuous performance of outstanding service in a duty of great responsibility where the position held and results obtained reflect upon the accomplishments and prestige of CAP on a national scale. Recognition should be for an extremely difficult duty of marked national significance which is performed in a clearly outstanding manner or service which clearly aided CAP in furthering national polices.

d. Exceptional Service Award. Exceptionally outstanding service to CAP in a duty of great responsibility while serving in any capacity with CAP. However, the duty should carry the ultimate responsibility for the successful operation of a region, wing, or major project within the region or wing. The discharge of such duty must involve the acceptance and fulfillment of the obligation so as to greatly benefit the wing or region and CAP.

e. Meritorious Service Award. Outstanding achievement or meritorious service rendered specifically on behalf of CAP. Superior performance of normal duties does not, in itself, constitute automatic justification for the Meritorious Service Award. Awards should be restricted to the recognition of achievements and services which are clearly outstanding and unmistakably exceptional when compared to similar achievements and accomplishments of personnel of like rank and responsibilities. In instances where many individuals are affiliated with an exceptionally successful program, project, or mission, the Meritorious Service Award should be awarded to the relatively few individuals whose contributions clearly stand out from the others and who have contributed most to the success of the program.

f. Commander's Commendation Award. Outstanding duty performance where achievements and services are clearly and unmistakably exceptional when compared to similar achievements and service of members of like rank and responsibility. In instances where several members are affiliated with an exceptionally successful program, project or mission, the Commander's Commendation Award will be awarded only to those who clearly stand out from the others and who contributed most to the success of the program. The Exceptional Service Award and the Meritorious Service Award differ from the Commanders' Commendation Award in that they recognize achievements and services significantly above and beyond normal duty performance. This award may be presented by a wing, region or National Commander.

(1) Members who earn the award as authorized by the wing commander will be awarded the basic ribbon.

(2) A bronze star is added to the ribbon when the award is authorized by the region commander.

(3) A silver star is added to the ribbon when the award is authorized by the National Commander.

(4) In the event of multiple awards, the bronze or silver star is placed on the ribbon to the wearer's right of any clasps for multiple awards at any level. Only one bronze or silver star (one star of each type) will be worn.

g. CAP Achievement Award. Presented for outstanding service to the unit, group or wing. This award may be approved by the group commander. If a group structure does not exist, the wing commander may designate who has the authority to approve this award.

h. Certificate of Recognition for Lifesaving. Awarded to members who save a human life, but do not meet the criteria for the Bronze or Silver Medal of Valor. Members who are credited with a save as a result of participation in a blood or organ transport mission will be awarded the basic ribbon. A silver star will be attached to the ribbon in recognition of lifesaving actions other than blood or organ transport. Members who were previously awarded the ribbon for a save other than blood or organ transport should attach a silver star to the ribbon. Subsequent awards are denoted by the addition of bronze or silver clasps to the ribbon. A maximum of three devices (one silver star

and two clasps) may be worn. The silver star remains centered on the ribbon. The first clasp is placed on the wearer's left side of the silver star, the second clasp to the wearer's right. When the number of devices exceeds three, a second ribbon is worn to the wearers left of the initial ribbon. The second ribbon counts for one subsequent award. When future awards reduce the devices to a single ribbon the second ribbon is removed. All previous criteria and wear instructions no longer apply.

i. National Commander's Unit Citation Award. The National Commander's Unit Citation Award is awarded only at the discretion of the National Commander to units providing services or achievements above and beyond those normally recognized by a Unit Citation Award. Members are awarded the National Commander's Unit Citation ribbon if they were members of the unit during the time period for which the citation is awarded. Once awarded, members may continue to wear the ribbon even if they transfer out of the unit at a later date.

j. Unit Citation Award. Awarded for exceptionally meritorious service or exceptionally outstanding achievement which clearly sets the unit above and apart from similar units. Members are awarded the Unit Citation ribbon if they were members of the unit during the time period for which the citation is awarded.

(1) Recognition of meritorious service should cover a period of at least 12 months in order to permit the recommending authority to consider simultaneously units with related missions, compare all the units within their wing or region, and select the truly outstanding unit meriting the award.

(2) Recognition of outstanding achievements intended to recognize a single specific act or notable accomplishment that is separate and distinct from the normal mission or regular function of the unit. The period of an outstanding achievement is normally short and characterized by definite beginning and ending dates.

10. Procedures for Recommending Decorations.

a. Who May Initiate Recommendations. Any CAP member having knowledge of an act or service meriting recognition may initiate a recommendation for an award, except that awards concerning commanders must be initiated at a higher command level or by the appointing authority for NEC members.

b. How to Initiate Recommendations. Recommendations will be submitted through channels to National Headquarters in two copies on CAP Form 120, *Recommendation for Decoration*. Extreme care should be exercised to ensure that all items are complete.

(1) Justification will be included in the narrative statement and should be specific as to inclusive dates, places, and facts relating to the heroism, achievement, or service. The narrative must clearly portray how the unit's or individual's achievements meet or exceed the criteria set forth in paragraph 9.

(2) A proposed citation to accompany the award will be attached if the Silver Medal of Valor, Bronze Medal of Valor, or Distinguished Service Award is being recommended. (See Attachment 4.)

c. Channels.

(1) All recommendations for decorations (except the Exceptional Service Award, Meritorious Service Award, Commander's Commendation Award, and Certificate of Recognition for Lifesaving) will be submitted through channels, to include region headquarters, to National Headquarters.

(2) Recommendations for the Exceptional Service Award and Meritorious Service Award will be forwarded through channels to the appropriate region commander for approval.

(3) Recommendations for the Commander's Commendation Award and Certificate of Recognition for Lifesaving will be forwarded through channels to the appropriate wing or region commander for approval.

(4) Recommendations for the CAP Achievement Award will be forwarded through channels to the appropriate group, wing or region commander or other designated approving authority.

(5) Each commander in the chain of command must personally approve or disapprove each recommendation for the award of a decoration before forwarding it to the next higher headquarters (unless the recommendation is initiated by higher authority). If a commander disapproves a recommendation, it will be returned through channels to the initiator with the reasons for disapproval.

11. National Headquarters Review Schedule. Recommendations for decorations are reviewed by National Headquarters as they are received. The National Promotion and Awards Team is authorized to approve all decorations for the NEC with the exception of the Silver Medal of Valor and Distinguished Service Award. NEC approval is required for all Silver Medals of Valor and any Distinguished Service Award not approved by the National Commander. .

12. Award Elements.

a. At the time National Headquarters announces an award, it will forward the appropriate award elements to the proper region or wing commander for presentation to the individual concerned.

b. When region commanders announce an award, they will present the appropriate award elements, or forward them to the proper wing commander for presentation to the individual concerned.

c. Award elements consist of:

(1) The medal and/or ribbon of the decoration in question and the certificate that accompanies the decoration to individuals.

(2) Only one Unit Citation Award certificate and streamer will be presented to the unit receiving the award. For example, if an entire group (rather than just the group headquarters) receives the Unit Citation Award, the certificate and streamer will be displayed at group headquarters only; however, all members of the group headquarters and squadrons within that group are authorized to wear the Unit Citation Ribbon. This ribbon is not furnished by National Headquarters, but may be purchased from the appropriate commercial sources. The Unit Citation Ribbon is awarded to individuals who were members of the unit during any portion of the period of time shown in the National Headquarters Personnel Action announcing the award. Unit commanders will post the members' records to show their eligibility to wear the ribbon. Once awarded, members may continue to wear the ribbon even if they transfer out of the unit at a later date.

13. Presentations. Decorations should be presented by the senior officer present on such occasions as region and wing conferences, unit assemblies, etc. Where a citation accompanies an award, the citation should be read immediately preceding the presentation of the medal or ribbon and the award certificate.

SECTION C – CADET PROGRAM AWARDS

14. Cadet Program Awards. Awarded by National Headquarters to denote the level of achievement in the CAP cadet program. See CAPR 52-16, *Cadet Program Management*, for a complete program description and administrative procedures for obtaining these awards.

a. General J. F. Curry Achievement. Successfully complete the specific requirements in Phase I for this achievement.

b. General H. H. "Hap" Arnold Achievement. Successfully complete the specific requirements in Phase I listed for this achievement.

c. Mary Feik Achievement. Successfully complete the specific requirements in Phase I for this achievement.

d. Wright Brothers Award. Successfully complete all Phase I requirements.

e. Captain Eddie Rickenbacker Achievement. Successfully complete the specific requirements in Phase II listed for this achievement.

f. Charles A. Lindbergh Achievement. Successfully complete the specific requirements in Phase II listed for this achievement.

g. General Jimmy Doolittle Achievement. Successfully complete the specific requirements in Phase II listed for this achievement.

h. Dr. Robert H. Goddard Achievement. Successfully complete the specific requirements in Phase II listed for this achievement. NOTE: A silver star may be attached to the Goddard Ribbon by those cadets who have earned their Mitchell Award and have satisfactorily completed the requirements for the Model Rocketry Badge (reference CAPR 50-20, *CAP Model Rocketry Program*).

i. Neil Armstrong Achievement. Successfully complete the specific requirements in Phase II for this achievement.

j. General Billy Mitchell Award. Successfully complete the specific requirements in Phases I and II of the CAP cadet program. This award is certified and awarded only by National Headquarters. NOTE: A silver star worn on the ribbon denotes successful completion of Cadet Officer School. Senior members who remove the Mitchell ribbon in order to wear the highest cadet program ribbon earned may move the silver star denoting Cadet Officer School from the Mitchell ribbon to the highest cadet program ribbon earned.

k. Amelia Earhart Award. Successfully complete the specific requirements in Phase III. This award is certified and awarded only by National Headquarters.

l. General Ira C. Eaker Award. Successfully complete the specific requirements in Phase IV of the cadet program. This award is certified and awarded only by National Headquarters.

m. General Carl A. Spaatz Award. Successfully complete all phases of the CAP cadet program and the General Carl A. Spaatz Award examination. This award is certified and awarded only by National Headquarters.

SECTION D – PROFESSIONAL DEVELOPMENT AWARDS

15. Professional Development Awards. Awarded by National Headquarters to denote the level of achievement in the CAP Senior Member Professional Development Program. See CAPM 50-17,

CAP Senior Member Professional Development Program, for a complete program description and administrative procedures for obtaining these awards.

a. CAP Membership Award. Successfully complete Level I CAP Orientation Course. **Note:** This ribbon is awarded only once. Senior members who retake the training due to a lapse in service do not receive a second award.

b. Leadership Award. Successfully complete technician rating in a training specialty.

(1) Bronze Star Attachment - Successfully complete senior rating in a training specialty.

(2) Silver Star Attachment - Successfully complete master rating in a training specialty. A maximum of three silver star attachments may be worn in recognition of each master rating earned.

c. Benjamin O. Davis Award. Successfully complete Level II training requirements. (**Note**: A ribbon does not accompany this award.)

d. Grover Loening Aerospace Award. Successfully complete Level III training requirements.

e. Paul E. Garber Award. Successfully complete Level IV training requirements. A bronze star will be added to denote completion of Squadron Officer School, a silver star will be added for completion of Air Command & Staff College and, a gold star will be added for completion of Air War College. Only one PME star can be worn on the ribbon. If the member also earns the Gill Robb Wilson Award the highest PME star will be worn on the Wilson Award ribbon and the second highest on the Garber Award. All previous criteria and wear instructions no longer apply.

f. Gill Robb Wilson Award. Successfully complete Level V training requirements. A silver star will be added to denote completion of Air Command and Staff College. A gold star will be added to denote completion of Air War College. Only one PME star can be worn on the ribbon. If the member also earns the Paul E. Garber Award the highest PME star will be worn on the Wilson Award ribbon and the second highest on the Garber Award. All previous criteria and wear instructions no longer apply. NOTE: Any member earning senior program awards under previous criteria may continue to wear them until ribbons or medal require remounting at which time ribbons/medal should be worn as outlined above, regardless of when earned.

g. Discontinued professional development awards still authorized for wear on the CAP uniform.

(1) National Commander's Citation. Highest award in the CAP Senior Member Training Program prior to 1 January 1978.

(2) Frank Borman Falcon Award (discontinued 30 June 1979). Awarded to members who achieved the highest possible accomplishments in the CAP Cadet Program (Spaatz Award) and who took subsequent steps to become dynamic Americans and aerospace leaders.

SECTION E – AEROSPACE EDUCATION AWARDS

16. The A. Scott Crossfield Award. Awarded by National Headquarters to members who have earned the master level rating in the aerospace education specialty track and served as aerospace education officer.

17. Brigadier General Charles E. "Chuck" Yeager Aerospace Education Achievement Award. Awarded for successful completion of the Aerospace Education Program for Senior Members (AEPSM). The test may be completed online and the member's record will automatically be updated reflecting completion of the AEPSM. If the online process is not used, the wing/region director of aerospace education certifies completion AEPSM on CAP Form 127, *Monthly Certification Report*, and forwards to NHQ/AE. Upon validation, a certificate is issued by the wing and the ribbon may be purchased by the individual recipient from appropriate commercial sources.

SECTION F - ACTIVITY AND SERVICE RIBBONS

18. Authority to Award Ribbons.

a. Region commanders award activity and service ribbons to members of the region staff and members of the region headquarters.

b. Wing commanders award activity and service ribbons to members of their staffs and to members of units within their wings. Authority to award these activity and service ribbons may be delegated to group and squadron commanders at the discretion of the wing commander.

19. Administration Procedures for Award of Activity and Service Ribbons. The individual member is responsible for preparing and submitting to the unit commander CAP Form 2a, *Request for and Approval of Personnel Actions*, when the requirements for an activity or service ribbon have been completed. The CAP Form 2a is then forwarded by the unit commander to the appropriate approving authority. (If the unit commander has been delegated approving authority by the wing commander as outlined in paragraph 18b, the unit commander simply approves the form and returns it to the recipient.) Upon approval, activity and service ribbons are purchased by the awarding unit or by the individual recipient, as appropriate.

20. Criteria for Award of Activity Ribbons.

a. International Air Cadet Exchange Ribbon. Awarded to cadets and senior member escorts participating in the International Air Cadet Exchange (IACE) outside the continental limits of the United States.

b. National Cadet Competition Ribbon. Awarded for participation in the National Cadet Drill Competition. Senior Members who earned this ribbon as a cadet may continue to wear the ribbon.

(1) The basic ribbon will be worn by cadets who are the winner of the wing competition and/or cadets selected to represent the wing at a region competition. A bronze star will be affixed for the winners of the region competition, and a silver star will be worn by the sweepstakes winners of the national competition. Repetitive awards may be recognized by wearing additional stars in the appropriate competition level. Senior members who earned this ribbon as a cadet may continue to wear the ribbon.

(2) The ribbon may also be awarded to a maximum of six senior members per team, who were responsible for escorting, chaperoning and training their respective teams at the wing, region and national level competitions. The CAP project officer at each level must nominate the appropriate senior members to receive this ribbon. Bronze or silver stars may be worn on the ribbon in the same manner as prescribed for cadet participants.

c. National Color Guard Competition Ribbon. Awarded for participation in the National Color Guard Competition. Senior Members who earned this ribbon as a cadet may continue to wear the ribbon.

(1) The basic ribbon will be worn by cadets who are the winner of the wing competition and/or cadets selected to represent the wing at a region competition. A bronze star will be affixed for the winners of the region competition, and a silver star will be worn by the sweepstakes winner of the national competition. Repetitive awards may be recognized by wearing additional stars in the appropriate competition level.

(2) The ribbon may also be awarded to a maximum of three senior members per team, who were responsible for escorting, chaperoning and training their respective teams at the wing, region and national level competitions. The CAP project officer at each level must nominate the appropriate senior members to receive this ribbon. Bronze or silver stars may be worn on the ribbon in the same manner as prescribed for cadet participants.

d. Cadet Specialty Activity Ribbon. Awarded to cadets and senior members who participate in national cadet special activities (see list below). As new activities are established they will be listed on the national activities website and once listed attendance at those activities qualifies the individual to wear this ribbon. NOTE: Participation must be recorded in eServices or by appropriate documentation contained in the member's personnel file to be authorized to wear for the ribbon. Each subsequent activity is represented by a bronze star affixed to the basic ribbon. Cadets earning this ribbon may continue to wear the ribbon as a senior member.

(1) Specialized Undergraduate Pilot Training Familiarization Course

(2) Pararescue Orientation Course

(3) Advanced Pararescue Course,

(4) Air Force Space Command Familiarization Course

(5) Air Force Computer Orientation Pro-gram (no longer offered—must have attended prior to 1995)

(6) Blue Beret Activity

(7) Senator Jennings Randolph Soaring School

(8) USAF sponsored Chapel Leadership Conference

(9) Hawk Mountain

(10) National Flight Academy – Power Track

(11) National Flight Academy – Glider Track

(12) National Emergency Services Academy

(13) Space Camp/Aviation Challenge

(14) Jacksonville University/Comair Academy

(15) Embry-Riddle Aeronautical University Orientation Course

(16) Cadet Officer School

(17) National Honor Guard Academy

(18) Advanced Technologies Academy

(19) National Military Music Academy

(20) Aerospace Education Academy at CAP Education and Training Facility, Oshkosh

(21) Experimental Aircraft Association's Aerospace Education Academies

(22) Aircraft Maintenance and Manufacturing Activity

(23) Civic Leadership Academy

(**24**) National Character & Leadership Symposium

(**25**) Cyber Patriot (Teams must participate in the Cyber Patriot Finals to qualify)

(**26**) Civil Engineering Academy

e. Encampment Ribbon. Awarded to cadets for satisfactory completion of an encampment and to senior members for service as a member of an encampment staff. Award of the ribbon is retroactive and clasps may be attached for repetitive awards

21. Criteria for Award of Service Ribbons.

a. Command Service Ribbon. Awarded to senior members who have served at least 1 year continuous service as commander—squadron, group, wing, etc. The basic ribbon is awarded for service as a squadron commander. A bronze star is added to denote service as group commander, a silver star for wing commander, and a gold star for region commander service. Two gold stars will be used to denote service as National Commander. Only one level of command may be shown on the ribbon.

b. Red Service Ribbon. Awarded at the end of 2 years (as a cadet or senior member in good standing).

(1) First Bronze Clasp. Awarded at the end of 3 additional years (total of 5 years).

(2) Additional Bronze Clasps. One additional bronze clasp will be awarded for each additional 5 years of service. A maximum of three bronze clasps (denoting 15 years of service) will be worn.

(3) Longevity Device. A metal number, denoting years of service, awarded at the end of 20 years and in increments of 5 years thereafter. The longevity device is worn centered on the red service ribbon and the bronze clasps are no longer worn. Members achieving 20, 30 and 40 years of service may also receive an appropriate certificate from their unit to commemorate this accomplishment.

c. Air Search and Rescue Ribbon. Participate in at least 10 search and rescue sorties. A bronze clasp is awarded for each additional 10 sorties. All sorties must be in support of an actual search and rescue mission authorized by competent authority.

(1) Aircrew Members. A bronze three-bladed propeller device will be worn centered on Air Search and Rescue Ribbons earned as aircrew members.

(2) Ground Personnel. Credit given will be computed on the basis of time spent on a mission and the nature of the duties performed.

(a) Ground personnel performing hazardous duties such as ground rescue or ground search, may be credited with one sortie for each 4 hours of actual participation, but not to exceed three sorties in any 24-hour period.

(b) Ground personnel performing non-hazardous duties, such as base support or staff functions, may be credited with one sortie for each 8 hours of participation, but not to exceed two sorties for any 24-hour period.

(3) Combined Participation. A member who earns the Air Search and Rescue Ribbon as an aircrew member is identified as an aircrew member by having the bronze propeller attached to the ribbon. If the same individuals earn clasps as a ground member of searches or missions, they are authorized to attach the clasps to the same ribbon with the bronze propeller. This applies also to the individual who initially earned the Air Search and Rescue Ribbon as a member of a ground search party and at some later date participates in enough searches as an aircrew member; the member is then authorized to attach the bronze propeller to the ribbon. The first clasp, when awarded to a member with a bronze propeller already on their ribbon, is placed in the middle of the wearer's left-hand side on the ribbon between the edge and the propeller; the second, on the opposite side in the same position. Additional clasps are placed so that the ribbon will have a balanced appearance until a silver clasp replaces five bronze clasps.

d. Search "Find" Ribbon. Awarded by the wing commander (or a subordinate commander if authority is delegated by the wing commander) to any CAP member of the wing making a find (distress or non-distress) on a search and rescue mission. A "distress find" is defined as one involving downed aircraft or persons in distress. Normally, a definite search objective must have been assigned, located, and positively identified. All other finds will be classified as "non-distress," e.g., location of non-distress emergency locator transmitters (ELTs). The basic ribbon is awarded for a first find (distress or non-distress). A bronze clasp is awarded for each additional distress find or for each additional 20 non-distress finds. Both aircrew and ground team members may receive credit for finds. Also, if desired, the Search "Find' Ribbon may be painted on the aircraft in which the find was made.

(1) Finds for the United States Coast Guard (USCG) or the USCG Auxiliary. Exceptions to the above criteria may be made for finds accomplished during missions conducted in concert with the USCG or USCG Auxiliary. The bulk, of this joint effort consists of CAP flying patrol missions commonly referred to as "sundown patrol." When a CAP member or crew locates a boat or persons in distress and is instrumental in their discovery, credit for a distress find may be granted and a "find" ribbon awarded, provided the effort is classified as an "assist" by the USCG.

(2) Finds by Aircrew Members. In case of a search and rescue find by aircraft, a ribbon will be awarded to all crew members. This applies to both "find and rescue" operations and "find and report" operations. For example, when the search objective is sighted, rescue by aircraft may be impossible so the crew reports the find by relaying the information to an official ground station. A bronze three-bladed propeller device will be worn centered on the Search "Find" Ribbon earned as aircrew members.

(3) Finds by Ground Personnel. If the find is made by search and rescue ground teams, the ribbon will be awarded to all members of the team which locates the objective. Ground personnel will wear the Search "Find" Ribbon without the propeller clasp.

(4) Combined Participation. A member who earns the Search "Find" Ribbon as an aircrew member is identified as an aircrew member by having the bronze propeller attached to the ribbon. If the same individuals earn a clasp as a ground member who makes a find, they are authorized to attach the clasp to the same ribbon with the bronze propeller. This also applies to the individual who initially earns the Search "Find" Ribbon as a member of a ground search party and at some later date makes a find as an aircrew member. The member is then authorized to attach the bronze propeller to the ribbon. The first clasp, when awarded to a member with a bronze propeller already on their ribbon, is placed in the middle of the wearer's left-hand side on the ribbon between the edge and the propeller; the second, on the opposite side in the same position. Additional clasps are placed so that the ribbon will have a balanced appearance until a silver clasp replaces five bronze clasps. When the number of devices exceeds three a second ribbon is worn to the wearers left of the initial ribbon. The second ribbon counts for one subsequent award. When future awards reduce the device to a single ribbon the second ribbon is counts for one award. When future awards reduce the devices to a single ribbon the second ribbon is removed.

e. Counterdrug Ribbon. Awarded to senior members for participation in 10 counterdrug sorties. A bronze clasp is awarded for each additional 10 sorties. Ground personnel performing non-hazardous duties, such as base support or staff functions, may be credited with one sortie for each 8 hours of participation, but not to exceed two sorties for any 24-hour period.

f. Disaster Relief Ribbon. Awarded for participation in five actual/evaluated disaster relief missions and completion of two of the following requirements:

(1) All of the following Red Cross courses:

(a) Introduction to Disaster Services: How the Red Cross Chapter Renders Emergency Assistance

(b) Disaster Damage Assessment

(c) Shelter Management

(2) The Red Cross course, Damage Assessment Supervision in Disaster

(3) The Red Cross course, Cardio-Pulmonary Resuscitation and Advanced First Aid

(4) Radiological Monitoring for Instructors

(5) Radiological Defense Officer Course

(6) Airborne Radiological Monitoring Course

(7) Participation in other equivalent disaster relief activities totaling at least 40 hours of activity certified by disaster relief agency. This could include any training similar to the above courses and/or actual mission activity (in addition to the five required missions).

g. Disaster Relief Ribbon with "V" Device. The Disaster Relief Ribbon with a silver "V" device may be awarded to any CAP member who participates in a disaster relief effort for a Presidential declared disaster. Participation must be verified by the on-scene commander. Participation in any Presidential declared disaster since 1990 qualifies. The Disaster Relief Ribbon with "V" device may be earned even if the member has not met the requirement of paragraph 21(f), above. A maximum of one "V" device will be worn. Individuals participating in more than one Presidentially declared disaster may add a bronze clasp to the ribbon with "V" device beginning on the left side of the device.

h. Cadet Orientation Pilot Ribbon. Awarded to members who provide 50 cadet orientation flights. Each cadet receiving credit for the flight, may be counted toward the total of 50. A bronze clasp may be added for each additional 50 flights.

i. Community Service Ribbon. Awarded to members who complete 60 hours of community service outside of Civil Air Patrol. The service must be verified by a volunteer coordinator. Community service projects conducted by CAP units do not qualify for this recognition. A bronze clasp may be added for each additional 60 hours of community service.

j. Cadet Advisory Council Ribbon. Awarded to all primary members of each cadet advisory council. The ribbon with appropriate device as indicated below is a permanent cadet activity award. Additionally, a shoulder cord is worn as a means of identifying current CAC members; however, it is worn only during the term of office. Senior members who served as CAC members during their cadet tenure may continue to wear the ribbon.

(1) Group Level. Basic ribbon and green shoulder cord.

(2) Wing Level. Basic ribbon with bronze star and red shoulder cord.

(3) Region Level. Basic ribbon with silver star and blue shoulder cord.

(4) National Level. Basic ribbon with gold star and gold shoulder cord.

(5) Only the highest level star earned will be worn on the ribbon.

k. Recruiter Ribbons. Awarded by the unit commander to cadets and senior members in recognition of outstanding efforts to recruit new members for CAP.

(1) Cadet Ribbon. Awarded to cadets who recruit two new qualified cadets or senior members for CAP. A bronze clasp is awarded for each additional two members recruited. A silver clasp replaces five bronze clasps. Bronze clasps are not worn after the silver clasp is awarded. An additional silver clasp will be awarded for each additional 10 members recruited.

(2) Senior Ribbon. Awarded to senior members who recruit seven new qualified cadets or senior members for CAP. A bronze clasp is awarded for each additional 10 members recruited. A silver clasp replaces five bronze clasps. Bronze clasps are not worn after the silver clasp is awarded. An additional silver clasp is awarded for each additional 50 members recruited. Members recruited as a cadet may be included in determining entitlement in the case of senior members who were former cadets.

l. Homeland Security Ribbon. Awarded for participation in ten actual Homeland Security sorties as defined by the tasking organization as being in the interest of the security and/or defense of the nation. This ribbon applies to all members participating on the mission in any capacity. Personnel performing duties, such as base support or staff functions, may be credited with one sortie for each 8 hours of participation, but not to exceed two sorties for any 24-hour period. Clasps may be added to the ribbon for participation in every ten additional sorties.

SECTION G - SPECIAL AWARDS AND HONORS

22. Life Member. In recognition of outstanding contributions to CAP, and as one of its highest honors, the National Board may create, a life membership for any member of CAP. The plaque which accompanies the award is normally presented at the annual summer National Board meeting.

23. Senior Member of the Year. An annual award established to recognize the senior member in all of CAP who has contributed most to the success of CAP's mission. The selection is based on the member's life-time contributions to CAP, not just the member's accomplishments during the year of nomination. Nominations describing the nominee's accomplishments will be submitted through channels in narrative form according to the timetable established below. Be sure the nomination includes the following information: length of membership, command service, emergency service participation, cadet program participation, aerospace education program participation, personal senior training accomplishments, specialty track accomplishments, individual awards and decorations (including cadet achievements), impact on region/wing programs, impact on national programs, impact on local legislative issues, and impact on national legislative issues.

a. By 15 January. Unit commanders will submit nominations to the wing commander for consideration.

b. By 15 February. Wing commanders will screen nominations from unit commanders within their wings and forward the best nominee to the region commander for consideration.

c. By 15 March. Region commanders will select the best of the wing nominees and forward one nomination to National Headquarters for consideration.

d. By 15 April. The National Promotion and Awards Team at National Headquarters will screen nominations submitted by the region commanders and make recommendations to the National Commander. Final selection will be made by the National Commander. If the selected member attends the National Board meeting, the presentation will be made at that time. Otherwise, the plaque will be mailed to the region commander for appropriate presentation. Hotel accommodations and military transportation, if available, will be provided for the senior member of the year to attend National Board to accept the award.

24. Cadet of the Year.

a. An annual award established to recognize the most outstanding cadet in CAP. To be eligible for this award, the cadet must meet the following minimum criteria:

(1) received the Amelia Earhart Award (or higher),

(2) demonstrated outstanding leadership in CAP,

(3) attained academic excellence in school, and

(4) be at least a junior in high school.

b. The outstanding Cadet of the Year is nominated from selected cadets within each wing by a wing selection board. Unit commanders of a cadet or composite unit are limited to one nomination from their unit for the wing selection. The selection process is accomplished by complying with the following schedule and procedures:

(1) By 1 January. Unit commanders should begin completing one copy of CAP Form 58, *Nomination for Cadet of the Year*, and obtain required attachments. Submit the completed form with all attachments to their wing commander.

(2) By 15 January. Deadline for unit commander's nomination to reach wing commander.

(3) By 15 February. Wing selection board considers all unit nominations, submits one wing nomination to region commander.

(4) By 15 March. Region commander will select best of wing nominations and forward nomination to National Headquarters/CP for consideration.

(5) By 15 April. The National Promotion and Awards Team at National Headquarters will screen nominations submitted by the region commanders and make recommendations to the National Commander. Final selection will be made by the National Commander.

c. Wing selection boards will be composed of seven members, at least two of whom must be females. The members of the board should include the wing director of cadet programs, or designee, as chairperson, the wing state director, and a current senior member, preferably 28 years of age or younger who have, as a cadet, achieved the Billy Mitchell Award.

d. If the selected cadet is able to attend the National Board meeting, the presentation will be made at that time. Otherwise, the award will be mailed to the wing commander for appropriate presentation. Hotel accommodations and military transportation, if available, will be provided for the cadet of the year to attend National Board and accept the award.

25. Director of Finance of the Year Award. Recognizes the Wing Director of Finance who has contributed the most to the financial management program during the previous twelve months. Wing commanders' nomination should include the member's length of service, specialty track accomplishments and should detail the member's innovative procedures, superior initiative and exemplary contributions that distinguish the member as an outstanding financial manager. The review boards will also consider the wing Financial Assessment Matrix ratings, WFA reports and timeliness of year end reports.

a. By 15 February Wing nominations are due to the region commander.

b. By 15 March. Region commander will select best of wing nominations and forward to National Headquarters/FM for consideration.

c. By 15 April. The National Promotion and Awards Team at National Headquarters will screen nominations submitted by the region commanders and make recommendations to the National Commander. Final selection will be made by the National Commander.

26. Colonel Edwin W. Lewis, Jr. Incident Staff Member of the Year Award. An annual award established to recognize active cadet or senior members in all of CAP who have contributed significantly to the success of CAP's emergency services and operational mission on the incident staff level. The selection is based on the member's life-time contributions to CAP, not just the member's accomplishments during the year of nomination, but nominations should focus on recent participation and current benefits. Nominations describing the nominee's accomplishments and contributions will be submitted through channels in narrative form according to the timetable established below. Be sure the nomination includes the following information: emergency services and operations qualifications and participation, impact on region/wing emergency services and operations programs and missions, and impact on national emergency services and operations programs and missions. Emphasis must be placed on incident staff contributions, but do not need to focus on incident commanders and other mission management. This award is meant to recognize and reward incident staff members at all levels for their contributions to mission success. Though the award criteria generally focuses on an individual earning this award, a group of people can be nominated in one package for recognition with this award as well.

a. By 15 January. Unit commanders will submit nominations to the wing commander for consideration.

b. By 15 February. Wing commanders will screen nominations from unit commanders within their wings and forward the best nominee to the region commander for consideration.

c. By 15 March. Region commanders will select the best of the wing nominees and forward one nomination to National Headquarters for consideration.

d. By 15 April. The National Awards Review Board at National Headquarters will screen nominations submitted by the region commanders and make recommendations to the National Commander. Final selection will be made by the National Commander.

27. Colonel Dion E. DeCamp Ground Team of the Year Award. An annual award established to recognize active ground teams, urban direction finding teams, or other ground operations resources that may be developed in the future from throughout CAP who have contributed significantly to the success of CAP's emergency services and operational mission. The selection is based on the team's overall contributions to CAP, not just the accomplishments during the year of nomination, but nominations should focus on recent participation and current benefits. Nominations describing the team's accomplishments and contributions will be submitted through channels in narrative form according to the timetable established below. Be sure the nomination includes the following information: emergency services qualifications and participation of all team members, impact on region/wing emergency services and operations programs and missions, and impact on national emergency services and operations programs and missions. Emphasis must be placed on team's contributions to ground operations, but does not need to focus on specific members. This award is meant to recognize and reward teams conducting ground operations at all levels for their contributions to mission success. Though the award criteria generally focuses on a team earning this award, individuals can also be nominated for recognition with this award as well.

a. By 15 January. Unit commanders will submit nominations to the wing commander for consideration.

b. By 15 February. Wing commanders will screen nominations from unit commanders within their wings and forward the best nominee to the region commander for consideration.

c. By 15 March. Region commanders will select the best of the wing nominees and forward one nomination to National Headquarters for consideration.

d. By 15 April. The National Awards Review Board at National Headquarters will screen nominations submitted by the region commanders and make recommendations to the National Commander. Final selection will be made by the National Commander.

28. Civil Air Patrol Aerospace Education Teacher of the Year. An annual award established to recognize outstanding performance in the classroom. Nominees must be Civil Air Patrol members and certified classroom teachers from grades kindergarten through twelfth from any public, private, or parochial school. Nominees must either teach aerospace education as a subject or use aerospace education to enrich the teaching of traditional subjects. Although the CAP Teacher Award is an annual award presented to a teacher, the accomplishments of the nominee need not be limited to the year for which the award is given. The award recognizes dedicated and talented aerospace education teachers who set high standards for students and demand excellence in student performance; strive to improve their personal academic competence and teaching ability; perform their teaching duties in an exemplary manner, resulting in admiration by students; demonstrate creativity in developing and utilizing materials to enhance the teaching of aerospace; and maximize student involvement and classroom activities to improve student learning or create and develop a one-time project or program for such significance that it has a major impact on the teaching of aerospace education. For additional information see CAPR 280-2, *Civil Air Patrol Aerospace Education Mission*. Nominations describing the member's contributions will be forwarded through the chain of command to National Headquarters which will convene a CAP AE Teacher of the Year selection committee. Nomination deadlines are as follows:

a. By 15 January. Unit commanders will submit nominations to the wing commander for consideration.

b. By 15 February. Wing commanders will screen nominations from unit commanders within their wings and forward the best nominee to the region commander for consideration.

c. By 15 March. Region commanders will select the best of the wing nominees and forward one nomination to National Headquarters for consideration.

29. Major General Jeanne M. Holm Civil Air Patrol Aerospace Officer of the Year Award. An annual award established to recognize and reward outstanding performance in aerospace education by CAP AE officers assigned duties at the squadron, group, wing or region levels. A narrative describing the member's contributions to the program is required. Minimum criteria includes at least one year of service as an AEO at any level (squadron, group, wing or region); at least a Senior rating in the AE Specialty Track 215; earned the Yeager Award and promoted completion of the Yeager Award by others; promote the Aerospace Education program including AEX Award, CAP Model Rocketry, Fly-A-Teacher, AEO Workshops, AEM Recruiting, Cadet AE Program, CAP AE Newsletter, *Volunteer* Magazine, CAP Teacher of the Year, Brewer Awards, AFA Grants, etc. For additional information see CAPR 280-2, *Civil Air Patrol Aerospace Education Mission*. The nominations will be forwarded through the chain of command to National Headquarters which will convene a CAP AEO of the Year selection committee. Nomination deadlines are as follows:

a. By 15 January. Unit commanders will submit nominations to the wing commander for consideration.

b. By 15 February. Wing commanders will screen nominations from unit commanders within their wings and forward the best nominee to the region commander for consideration.

c. By 15 March. Region commanders will select the best of the wing nominees and forward one nomination to National Headquarters for consideration.

30. George Texido Legislative Officer of the Year Award. An annual award established to recognize the outstanding Legislative/Government Relations Officer at the wing or region level that has contributed the most to the success of Civil Air Patrol through his/her legislative efforts. The selection is based on the individuals efforts to recruit Congressional and State Legislative Squadron members; obtain state funding or assistance for the wing or region; as well as their overall contributions to Civil air Patrol. Nomination deadlines are as follows:

a. By 15 February. Wing commanders will forward their nominee to the region commander for consideration.

b. By 15 March. Region commanders will select the best of the wing nominees and forward one nomination to National Headquarters for consideration.

c. By 15 April. The National Awards Review Board at National Headquarters will screen nominations submitted by the region commanders and make recommendations to the National Commander. Final selection will be made by the National Commander.

31. Norm Edwards Counterdrug Officer of the Year Award. Recognizes a member's lifetime contribution to the CAP Counterdrug Program. Counterdrug officers at all levels of CAP may be nominated for the award. Members should submit a narrative highlighting the achievements and service record of the member, with particular emphasis on their service in the Counterdrug Program. Nomination deadlines are as follows:

a. By 15 January. Unit commanders will submit nominations to the wing commander for consideration.

b. By 15 February. Wing commanders will screen nominations from unit commanders within their wings and forward the best nominee to the region commander for consideration.

c. By 15 March. Region commanders will select the best of the wing nominees and forward one nomination to National Headquarters for consideration.

d. By 15 April. The National Awards Review Board at National Headquarters will screen nominations submitted by the region commanders and make recommendations to the National Commander. Final selection will be made by the National Commander.

32. Inspector General of the Year Award. Recognizes the Inspector General who has made significant contributions to the CAP Inspector General program. This selection should be based on the member's lifetime contributions to the CAP Inspector General program, not just the year of nomination. Any CAP member may nominate an eligible Inspector General for the award. Nominations should describe *why* the individual is deserving of the award, and be submitted in narrative format. Due to the sensitive nature of the materials handled by Inspectors General, all nominations must remain within Inspector General channels. Nominees must have completed at least one year of service as an Inspector General at any level (wing, region or national); the National Inspector General College and hold a Senior or Master rating in the Inspector General Specialty Track. Nomination deadlines are as follows:

a. By 15 Feb – Nominations should be received by the Region Inspector General. Nominations for a wing level inspector general must have the approval of the Wing Commander.

b. By 15 Mar – Region Inspector General forwards the Region Commander approved nomination(s) to the CAP/IG.

c. By 15 Apr – The CAP/IG in coordination with the National Inspector General Staff forwards their recommendations to the National Commander, who makes the final selection and presents the national-level award at the summer National Board meeting.

33. Drug Demand Reduction Member of the Year Award. An annual award that recognizes the senior or cadet member who has contributed the most in unique and innovative ways to the success of Civil Air Patrol's Drug Demand Reduction program. Nominations describing the member's accomplishments will be forwarded via the chain of command to the National Commander in narrative form. Nominations should include a nominating statement showing the actions taken, results obtained and the impact the member has accomplished in education, training and reaching out to the community in innovative ways to achieve the Civil Air Patrol's DDR mission goals and visin for a drug free world. Members nominated should show the ability to implement and integrate the DDR probrma into all unit activiers as shown in CAPP 228. Nomination deadlines are as follows:

a. By 15 January. Unit commanders will submit nominations to the wing commander for consideration.

b. By 15 February. Wing commanders will screen nominations from unit commanders within their wings and forward the best nominee to the region commander for consideration.

c. By 15 March. Region commanders will select the best of the wing nominees and forward one nomination to National Headquarters for consideration.

d. By 15 April. The National Awards Review Board at National Headquarters will screen nominations submitted by the region commanders and make recommendations to the National Commander. Final selection will be made by the National Commander.

34. Air Force Sergeants Association (AFSA) Outstanding National Cadet NCO of the Year.

a. Awarded to the cadet noncommissioned officer who exhibits outstanding qualities in the areas of followership, leadership, self discipline and aerospace education. To be eligible for this award cadets must meet the following minimum criteria:

(1) Earned the Wright Brothers Award, but not yet earned the General Billy Mitchell Award

(2) Completed at least one encampment as a participant

(3) Demonstrated by their actions an outstanding level of followership, leadership, self discipline as well as personally advancing their aerospace knowledge, and assisting other members in their unit.

b. The outstanding Cadet NCO of the Year is nominated from selected cadets within each wing. Unit commanders of a cadet or composite unit are limited to one nomination from their unit for the wing selection. The selection process is accomplished by complying with the following schedule:

(1) By 1 January. Unit commanders should begin completing one copy of CAP Form 58, *Nomination for Cadet of the Year*, and obtain required attachments. Submit the completed form with all attachments to their wing commander.

(2) By 15 January. Deadline for unit commander's nomination to reach wing commander.

(3) By 15 February. Wing selection board considers all unit nominations, submits one wing nomination to region commander.

(4) By 15 March. Region commander will select best of wing nominations and forward nomination to National Headquarters.

(5) By 15 April. The National Promotion and Awards Team at National Headquarters will screen nominations submitted by the region commanders and make recommendations to the National Commander. Final selection will be made by the National Commander. If the selected member attends the National Board meeting, the presentation will be made at that time. Otherwise, the plaque will be mailed to the region commander for appropriate presentation. The Air Force Sergeants Association will provide hotel accommodations for the Cadet NCO of the Year to attend National Board to accept the award. (Note: The AFSA also provides recognition to unit level NCOs of the year. See paragraph 42 for more details.)

35. CAP Honor Roll at the USAF Academy. An annual award established to recognize the most outstanding cadet graduating from the USAF Academy who is a member of CAP or a former member of CAP. The selection is made by the Academy. Each year, the name of the honor cadet is inscribed on a CAP plaque which hangs in the Cadet Activities Building at the Academy. In addition, the cadet is presented with an individual plaque in recognition of his/her achievement.

36. Departing Region and Wing Commanders. Upon expiration of office, departing region and wing commanders are presented a plaque, at the discretion of the National Commander, in recognition of their service as region or wing commander.

37. CAP Squadron of Distinction Program. An annual program established to recognize the top CAP composite or cadet squadron regionally and nationally for distinctive accomplishments in the cadet program during the preceding calendar year. Region commanders will determine a Squadron of Distinction for each of the eight CAP regions. When forwarding the region nomination to National Headquarters, the region commander shall provide a short narrative explaining what this unit has done that distinguishes this cadet or composite squadron from all others within the region. The narrative should address the actions, results and impact the unit has had in the community and/or within Civil Air Patrol. One of these eight squadrons will then be selected to receive recognition at the annual National Board meeting and presented a $500 honorarium sponsored by the family of the late Brigadier General F. Ward Reilly, CAP. All Squadrons of Distinction will receive a distinctive certificate and streamer.

a. Each January, National Headquarters will make a statistical report available through the Member Reports restricted application in e-Services to assist the commander in making a selection. The Squadron of Distinction selection should be based on the following criteria, but ultimately the selection is the commander's prerogative:

(1) Squadron Strength - A minimum of 12 cadets at the beginning of the calendar year.

(2) Squadron Growth Rate - Reflected by an active recruiting and retention program.

(3) Cadet Achievement - Reflected by Mitchell, Earhart, Phase IV and Spaatz awards earned during the calendar year.

(4) Cadet Encampment Attendance - Reflected by first-time encampment attendance of squadron cadets.

(5) Cadet Orientation Flight Participation - Reflected by the participation of squadron cadets in the Flight Orientation Program.

b. Region commanders will submit the name of the winning squadron to National Headquarters by 15 March. In turn, National Headquarters/CP will provide the region with award elements for presentation.

38. Squadron of Merit. An annual award established to recognize the top cadet or composite squadron in each wing. The same criteria used to select the Squadron of Distinction will be used to determine Squadrons of Merit. Each squadron selected will receive a distinctive certificate and streamer. A statistical report is available through the Member Reports restricted application in e-Services to assist the commander in making a selection. Wing commanders will submit the name of the winning squadron to National Headquarters by15 March. In turn, National Headquarters/CP will provide the wing with award elements for presentation.

39. F. Ward Reilly Leadership Award. An annual award established by the family of the late Brigadier General F. Ward Reilly, CAP, former Chairman, National Board, in his honor. This award recognizes the individual leadership of the squadron commander of the CAP Squadron of Distinction selected for recognition at the annual National Board meeting.

40. American Legion Award to Outstanding CAP Squadrons. An annual award established by the American Legion to recognize the outstanding CAP squadron in each wing. Selections will be made by the wing commander no later than 30 July annually.

a. In order to allow wing commanders the widest possible latitude in this section, no specific criteria is established. Additionally, the award may go to any type squadron—cadet, senior, or composite. It may be for one noteworthy achievement such as outstanding support of an emergency services mission or sustained superior performance such as the squadron with the highest number of cadet achievements, activities, or awards during the year.

b. The wing commanders will forward their selection directly to the American Legion Headquarters at the following address:

National Security- Foreign Relations Division
The American Legion
1608 K Street, NW
Washington DC 20006

c. The complete mailing address and telephone numbers of the wing commander and the commander of the squadron selected will be provided for the convenience of the local American Legion commander in contacting the CAP squadron and wing commander concerned.

d. The Legion headquarters will prepare an award certificate and forward to the appropriate department commander for presentation. If possible, the wing commander should be in attendance when the award is presented to the commander of the outstanding squadron.

41. Air Force Association Award to Outstanding CAP Cadets. An annual award established by the Air Force Association (AFA) to recognize the outstanding CAP cadet in each squadron. Selections will be made by the unit commanders concerned not later than 15 January annually.

a. In order to allow commanders the widest possible latitude in this selection, no specific criteria is established. Additionally, the award may go to any cadet, at any level of achievement in the CAP Cadet Program.

b. The unit commander will forward their selection, along with a summary of the cadet's accomplishments, directly to the Air Force Association Headquarters at the following address:

Air Force Association Headquarters
1501 Lee Highway
Arlington VA 22209-1198

c. The complete mailing address and telephone number of the unit commander will be provided for the convenience of the local AFA officials in contacting the CAP squadron concerned.

d. The AFA headquarters will prepare the award elements and forward them to the appropriate AFA unit for presentation.

42. Air Force Sergeants Association Award to Outstanding Squadron Cadet Noncommissioned Officer of the Year. An annual award established by the Air Force Sergeants Association to recognize the outstanding CAP cadet NCO in each squadron. Selections will be made by the unit commanders concerned not later than 15 April annually. (NOTE: The AFSA also sponsors a National level Cadet NCO of the Year. Complete details are show in paragraph 34.)

a. In order to allow commanders the widest possible latitude in this selection, no specific criteria is established.

b. The unit commander will forward their selection, along with a summary of the cadet's accomplishments, directly to the Air Force Sergeants Association Headquarters at the following address:

Air Force Sergeants Association
Member & Field Services
5211 Auth Road
Suitland, MD 20757

c. The complete mailing address and telephone number of the unit commander will be provided for the convenience of the local AFSA officials in contacting the CAP squadron concerned.

d. The AFSA headquarters will contact the sponsoring division/chapter to facilitate presentation.

43. Veterans of Foreign Wars Award for Cadet NCOs and Cadet Officers. An annual award established by the Veterans of Foreign Wars (VFW) to recognize the outstanding CAP cadets in each squadron. Selections will be made by the unit commanders concerned not later than 15 April annually.

a. Eligibility criteria for the Cadet NCO Award:

(1) Be in good standing academically.

(2) Progressing satisfactorily in the CAP cadet program

(3) Demonstrate outstanding leadership in Civil Air patrol

(4) Be of high moral character

(5) Display outstanding military bearing and conduct both in and out of uniform

(6) Patriotism (commander or member of color guard, drill tem, etc.) and actively promote Americanism

(7) Demonstrate growth potential (assumes higher levels of responsibility)

(8) Must not have been a previous recipient of the award.

b. Eligibility criteria for the Cadet Officer Award:

(1) Be in good standing academically.

(2) Progressing satisfactorily in the CAP cadet program

(3) Demonstrate outstanding achievement in community service and the Aerospace and Leadership portions of the cadet program

(4) Demonstrate outstanding leadership in Civil Air Patrol

(5) Be of high moral character

(6) Demonstrate a high level of professionalism in appearance and action

(7) Patriotism (commander or member of color guard, drill tem, etc.) and actively promote Americanism

(8) Demonstrate growth potential (assumes higher levels of responsibility)

(9) Must not have been a previous recipient of the award.

c. The unit commander will forward their selection on a CAP Form 120 with attached justification, directly to the Veterans of Foreign Wars Headquarters at the address below. A copy will also be sent to the Group and Wing Headquarters.

Veterans of Foreign Wars
Department of Youth Development, Scholarship and Recognition Programs
406 West 34th Street
Kansas City MO 64111

d. The complete mailing address and telephone number of the unit commander will be provided for the convenience of the local VFW officials in contacting the CAP squadron concerned.

e. The VFW headquarters will prepare the award elements and forward them to the unit for presentation. If at all possible a VFW representative should present the award.

44. Fifty Year Members. Individuals who have provided 50 years of service in Civil Air Patrol are eligible for free membership. Individuals reaching this milestone must have their service verified by the wing commander and a letter sent to National Headquarters. At that time the individual's membership record will be annotated to show an indefinite renewal date and a new membership card will be issued. These members continue to receive all the benefits of regular active senior membership and are entitled to all rights and privileges. Members will receive a plaque honoring this milestone.

SECTION H - CERTIFICATES

45. CAP Decorations and Achievements. Certificates from National Headquarters accompany all CAP decorations and certain achievements as indicated below:

a. CAP Decorations.

(1) Silver Medal of Valor

(2) Bronze Medal of Valor

(3) Distinguished Service Award

(4) Exceptional Service Award

(5) Meritorious Service Award

(6) Commander's Commendation Award

(7) CAP Achievement Award

(8) Certificate of Recognition for Lifesaving

(9) National Commander's Unit Citation Award

(10) Unit Citation Award

b. Cadet Program Awards.

(1) General Carl A. Spaatz Award

(2) Ira C. Eaker Award

(3) Amelia Earhart Award

(4) General Billy Mitchell Award

(5) Wright Brothers Award

c. Professional Development Awards.

(1) Gill Robb Wilson Award

(2) Paul E. Garber Award.

(3) Grover Loening Aerospace Award.

(4) Benjamin O. Davis Award.

d. Brigadier General Charles E. "Chuck" Yeager Aerospace Achievement Award:

e. A. Scott Crossfield Award.

f. Special Activities. Certificates of completion are issued to all members participating in nationally sponsored courses of instruction.

46. Organization Charter. Issued by National Headquarters to all new units chartered by CAP in accordance with CAPR 20-3, *Charters and Other Organization Actions*.

47. Certificate of Retirement. Issued by National Headquarters to all members retiring from active CAP service.

48. CAP Service Award. Certificates are available for completion of 20, 30 and 40 years of CAP service.

49. Honorary Membership Certificate. Awarded by National Headquarters/PA to individuals appointed as honorary members of CAP (CAPM 39-2, *Civil Air Patrol Membership*).

50. Certificate of Accomplishment (CAP Certificate 44, Certificate of Accomplishment (Region/Wing Level). Issued by region/wing commanders in recognition of participation in any one of the several activities carried out by the individual regions/wings. Wing commanders may delegate authority to award this certificate to group and squadron commanders.

51. Certificates of Appointment:

a. Region and Wing Commander Appointments. Issued by National Headquarters for presentation to newly appointed region and wing commanders.

b. Chaplain and Character Development Instructor Appointments. Issued by the National Chaplain to those persons who meet the ecclesiastical requirements and educational qualifications to serve as chaplains or character development instructors and are duly appointed by National Headquarters.

52. Certificates of Appreciation.

a. National [CAP Certificate 36, *Certificate of Appreciation (National Level*)]. Awarded by the National Commander to both members and nonmembers of CAP in recognition of significant contributions to CAP on a national level. Subordinate commanders who feel that such recognition is justified for some deserving individual must request the certificate through channels to NHQ/PA. Since the certificate is intended to recognize national-level achievement, the request must fully justify why this certificate is merited in lieu of one of the local level certificates described below.

b. Region and Wing [CAP Certificate 38, *Certificate of Appreciation (Region/Wing Level*)]. Awarded by region and wing commanders to both members and nonmembers of CAP in recognition of significant contributions to CAP. Subordinate units desiring to have a wing or region commander issue a certificate to some deserving individual, rather than having a certificate issued by the local group or squadron commander, should make a request to the wing commander citing the circumstance(s) meriting wing or region commander recognition. Blank certificates may be requisitioned from National Headquarters using the electronic Form 8 at e-services.

c. Group and Squadron [CAP Certificate 35, *Certificate of Appreciation (Unit Level)*). Awarded by group and squadron commanders to both members and nonmembers of CAP in recognition of significant contributions to CAP. Blank certificates may be requisitioned from National Headquarters using the electronic Form 8 at e-services.

d. Chaplains. Awarded by National Headquarters to the CAP chaplain's church in appreciation of its contribution to the general welfare of the community and its service to the youth of the nation through the work of its chaplain. Upon request from a CAP chaplain, NHQ/HCA will forward the certificate to the designated church for presentation.

53. Business Member Certificate. Awarded by NHQ/PA to all business members of CAP.

54. Certificate of Safety Achievement. Awarded for significant contributions to the CAP safety program as outlined in CAPR 62-1, *Civil Air Patrol Safety Responsibilities and Procedures*.

55. Special Certificates. The National Commander may award special certifications in recognition of meritorious achievements.

ATTACHMENT 1 – CAP AWARDS COVERED BY OTHER DIRECTIVES

OPR	AWARD	DIRECTIVES
AE	Frank G. Brewer CAP Memorial Aerospace Awards	CAPR 280-2
	Aerospace Education Mission Awards	CAPR 280-2
CP	John V. "Jack" Sorenson Cadet Programs Officer of the Year Award	CAPR 52-16
	Cadet Programs Mission Awards	CAPR 52-16
DDR	Drug Demand Reduction Program of the Year	CAPR 51-1
DO	Search and Rescue Mission Awards	CAPR 60-3
	Disaster Relief Mission Awards	CAPR 60-3
	Counter Drug and Homeland Security Mission Awards	CAPR 60-6
DOK	Communicator of the Year Award	CAPR 100-1
HC	National Chaplains Award	CAPR 265-1
SE	Paul W. Turner Safety Award	CAPR 62-1
	Safety Officer of the Year	CAPR 62-1
	Distinguished Aviator Award	CAPR 62-1
PA	Col Robert V. "Bud" Payton Public Affairs Officer of the Year	CAPR 190-1
	Col Lester E. Hopper CAP Historian of the Year	CAPR 210-1
LG	Property Manager of the Year	CAPR 174-1

ATTACHMENT 2 – CAP RIBBONS

CADET RIBBONS

Decorations
- Silver Medal of Valor
- Bronze Medal of Valor
- Distinguished Service Award
- Exceptional Service Award
- Meritorious Service Award
- Commander's Commendation Award
- CAP Achievement Award
- Lifesaving Award
- National Commander's Unit Citation Award
- Unit Citation Award

Cadet Program Awards/Achievements
- Gen Carl A. Spaatz Award
- Ira C. Eaker Award
- Amelia Earhart Award
- Gen Billy Mitchell Award
- Neil Armstrong Achievement
- Dr. Robert H. Goddard Achievement
- Gen Jimmy F. Doolittle Achievement
- Charles A. Lindbergh Achievement
- Capt Eddie Rickenbacker Achievement
- Wright Brothers Award
- Mary Feik Achievement
- Gen Hap Arnold Achievement
- Gen J.F. Curry Achievement

Service
- AFA Award to Unit Cadet of the Year
- AFSA Award to Unit Cadet NCO of the Year
- VFW Outstanding Cadet Officer of the Year Award
- VFW Outstanding Cadet NCO of the Year Award
- Red Service Ribbon

Activity
- Search "Find" Ribbon
- Air Search and Rescue Ribbon
- Disaster Relief Ribbon
- Homeland Security Ribbon
- Community Service Ribbon
- IACE Ribbon
- National Cadet Competition Ribbon
- National Color Guard Competition Ribbon
- Cadet Advisory Council Ribbon
- Cadet Special Activity Ribbon
- Encampment Ribbon
- Cadet Recruiter Ribbon

ROTC Ribbons

(NOTE: ROTC ribbons will be worn only while participating in the ROTC program. They will no longer be worn when the member ceases to participate in the active program.)

SENIOR RIBBONS

US Military Decorations and Ribbons (Worn in order of precedence)

Decorations
- Silver Medal of Valor
- Bronze Medal of Valor
- Distinguished Service Award
- Exceptional Service Award
- Meritorious Service Award
- Commander's Commendation Award
- CAP Achievement Award
- Lifesaving Award
- National Commander's Unit Citation Award
- Unit Citation Award

Professional Development Awards
- National Commander's Citation (Note 2)
  - OR
- Gill Robb Wilson Award
- Paul E. Garber Award
- Grover Loening Aerospace Award
- Leadership Award
- Membership Award

Aerospace Education Awards
- A. Scott Crossfield Award
- Brig Gen Charles E. "Chuck" Yeager Award

Cadet Awards
Frank Borman Falcon Award, Cadet Certificate of Proficiency or highest cadet award earned

Service
- Command Service Ribbon
- Red Service Ribbon

Activity
- Search "Find" Ribbon
- Air Search and Rescue Ribbon
- Counterdrug Ribbon
- Disaster Relief Ribbon
- Homeland Security Ribbon
- Cadet Orientation Pilot Ribbon
- Community Service Ribbon
- IACE Ribbon
- National Cadet Competition Ribbon
- National Color Guard Competition Ribbon
- Cadet Advisory Council Ribbon (earned as cadet)
- Cadet Special Activity Ribbon
- Encampment Ribbon
- Senior Recruiter Ribbon

- Wartime Service Ribbons (Note 3)
- World War II Service Ribbon
- Antisubmarine Coastal Patrol
- Southern Liaison Patrol
- Tow-Target and Tracking
- Courier
- Forest Patrol
- Missing Aircraft

ROTC Ribbons (see ROTC Ribbons Note for cadets)

Foreign Decorations

NOTE 2: Must have been earned prior to 1 July 1977.

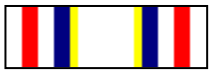
NOTE 3: Must have been earned between February 1942 and July 1945.

ATTACHMENT 3 – DESCRIPTION OF CAP MEDALS AND RIBBONS

Silver Medal of Valor

Bronze Medal of Valor

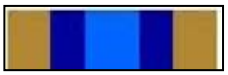
Distinguished Service Award



Exceptional Service Award

Meritorious Service Award

Commander's Commendation Award



CAP Achievement Award

Certificate of Recognition For Life Saving

National Commanders Unit Citation Award

Unit Citation Award

Unit Citation Streamer

National Commanders Unit Citation Streamer

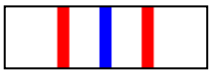
CADET PROGRAM RIBBONS

Cadet Certificate of Proficiency

Frank Borman Falcon Award

Gen Carl A. Spaatz Award

Gen Ira C. Eaker Award


Amelia Earhart Award

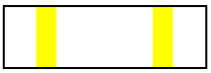
Gen Billy Mitchell Award
(Silver star denotes COS)

Neil Armstrong Achievement

Dr. Robert H. Goddard Achievement
(Silver star denotes Model Rocketry Badge)

Gen Jimmy Doolittle Achievement

Charles A. Lindbergh Achievement


Capt Eddie Rickenbacker Achievement

Wright Brothers Award

Mary Feik Achievement

Gen Hap Arnold Achievement

General J. F. Curry Achievement

SENIOR MEMBER PROGRAM RIBBONS

National Commander Citation

Gill Robb Wilson Award
(Bronze star denotes SOS)
(Silver Star denotes ACSC)
(Gold Star denotes AWC)

Paul E. Garber Award
(Bronze star denotes SOS)
(Silver Star denotes ACSC)
(Gold Star denotes AWC)

Grover Loening Aerospace Award

Leadership Award
(Bronze star denotes senior rating)
(Silver star denotes master rating)

Membership Award

AEROSPACE EDUCATION RIBBONS

A. Scott Crossfield Award

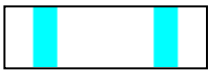
Brigadier General Charles E. "Chuck" Yeager Award

SERVICE AND ACTIVITY RIBBONS

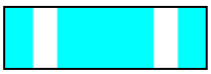
Command Service Ribbon
(Bronze star for Group level)
(Silver star for Wing level)
(Gold star for Region level)
(2 Gold stars for National level)

AFA Award to Unit Cadet of the Year

AFSA Award to Unit Cadet NCO of the Year

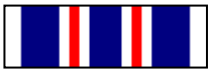


VFW Cadet Officer of the Year



VFW Award to Unit Cadet NCO of the Year

Red Service Ribbon



Search "Find" Ribbon

Air Search and Rescue Ribbon

Counterdrug Ribbon

Disaster Relief Ribbon
("V" denotes participation in Presidentially declared disaster)

Homeland Security Ribbon

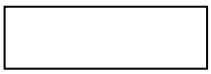
Cadet Orientation Pilot Ribbon

Community Service Ribbon

International Air Cadet Exchange Ribbon

National Cadet Competition Ribbon

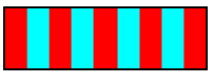
National Color Guard Competition Ribbon



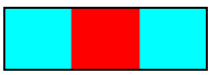
Cadet Advisory Council Ribbon
(Bronze star for Wing level)
(Silver star for Region level)
(Gold star for National level)

Cadet Special Activities Ribbon

Encampment Ribbon



Senior Recruiter Ribbon



Cadet Recruiter Ribbon

World War II Service Ribbon

DEVICES

Bronze Propeller
(Worn on Air Search And Rescue and Find Ribbon by aircrews)

Star
(Bronze, silver or gold)

Clasp
(Bronze or Silver. Denotes subsequent awards)

Longevity Device
(Worn on Red Service Ribbon)

"V" Device
(Worn on Disaster Relief Ribbon)

ATTACHMENT 4 − SAMPLE CITATION TO ACCOMPANY DISTINGUISHED SERVICE AWARD

SAMPLE

CITATION TO ACCOMPANY

DISTINGUISHED SERVICE AWARD

Colonel John W. Jones, CAP, distinguished himself during the period 9 July 2002 to 20 August 2004 while performing as Encampment Commander at the Blankville National Flying Encampment. As Encampment Commander, he was instrumental in the development of an outstanding course curriculum. Throughout the encampment he maintained firm discipline and control, yet preserved a friendly relationship with the cadets. His leadership greatly contributed to the high morale that prevailed through the encampment. His pre-planning and prompt, continuous follow-up were primarily responsible for the smooth, efficient operation of all activities. His devotion to duty contributed immeasurably to the success of the National Flying Encampment and brought great credit upon himself and the Civil Air Patrol.