



OFFICE OF THE NATIONAL COMMANDER
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

10 December 2008

MEMORANDUM FOR ALL CAP UNIT COMMANDERS

FROM: CC

SUBJECT: INTERIM CHANGE LETTER - Changes to CAPR 39-3, Award of CAP Medals
Ribbons and Certificates

1. The following changes to CAPR 39-3 were recently approved by the National Board:

a. The CAP Achievement Award. Presented to an individual for outstanding service to a 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 authority to approve this award. Recommendations for this award should be submitted through channels on a CAP Form 120, Recommendation for Decoration. The CAP Certificate 18, CAP Achievement Award, may be ordered from National Headquarters/LGF on the CAP Form 8. Vanguard now has the accompanying ribbon and miniature medal available for purchase. This ribbon will be worn after the Commanders Commendation Award and before the Certificate of Recognition for Life Saving Action.

b. Colonel Edwin W. Lewis, Jr. Incident Staff Member of The Year Award. An annual award established to recognize active cadet or senior members 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. Therefore, nomination justifications are not limited to just the year of nomination. 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.

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

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.

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

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.

c. 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 teams that 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. Nomination justifications are not limited to just the year of nomination. 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.

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

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.

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

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.

d. 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. 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. For additional nomination information see CAPR 280-2, *Civil Air Patrol Aerospace Education Mission*. Nomination deadlines are as follows:

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

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.

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

e. The Civil Air Patrol Aerospace Education Officer of the Year Award. An annual award established to recognize and reward outstanding performance in aerospace education by CAP AE officers in their 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. The nominations will be forwarded through the chain of command to National Headquarters which will convene a CAP AEO of the Year selection committee. For additional nomination information see CAPR 280-2, *Civil Air Patrol Aerospace Education Mission*. Nomination deadlines are as follows:

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

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.

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

f. 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 individual's 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:

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

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

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.

g. Community Service Ribbon. This ribbon may now be awarded to senior members as well as cadets who complete 60 hours of community service. The community service must be conducted outside of Civil Air Patrol and be verified by a volunteer coordinator. Community

Service projects conducted by CAP units do not qualify for this recognition. A bronze clasp may be awarded for each additional 60 hours of community service.

h. Cadet Advisory Council Ribbon. This ribbon may now be worn by senior members who served as CAC members during their cadet tenure.

i. Commanders Commendation Award. The ribbon may now be worn with a bronze star when the award is given by a Region Commander.

j. Air Force Association Award to Outstanding CAP Cadets. The Air Force Association currently recognizes the outstanding CAP cadet in each squadron. Unit Commanders forward their selection, along with a summary of the cadet's accomplishments, directly to the Air Force Association Headquarters who prepares the award elements and forwards them to the appropriate AFA unit for presentation. The Air Force Association has requested that all requests for this award be submitted to their Headquarters **not later than 15 January each year**. This date now corresponds with the date unit nominations for cadet of the year are due to the wing headquarters.

k. All annual "of the year" award nominations will now be submitted on the following schedule. This includes awards not listed in CAPR 39-3 such as the Frank G. Brewer Memorial Aerospace Awards, the Communications Officer of the Year, the Colonel Lester W. Hopper Historian of the Year, etc.

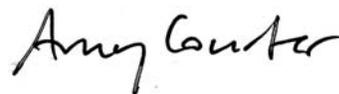
By 15 January. Unit commanders will submit nominations to the wing commander for consideration.

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.

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

l. Unit Citation Award. The Unit Citation Award ribbon may only be worn by members assigned to the unit during any portion of the period of time shown in the National Headquarters Personnel Action announcing the award. Individuals who join the unit at a later date are not authorized to wear the Unit Citation Ribbon.

2. These changes will be incorporated into the next revision of CAPR 39-3, Award of CAP Medals Ribbons and Certificates. If you have any questions or need additional assistance you may contact Ms Susan Parker, NHQ CAP/DP, by email at sparker@capnhq.gov.



AMY S. COURTER
Major General, CAP
National Commander