



## Air & Space Forces Association “Civil Air Patrol Outstanding Squadron Cadet of the Year Award”



The AFA is proud to support the accomplishments of cadets at the grassroots level with an award package that includes a silver medal accompanied by a sky-blue ribbon and a fillable/downloadable/printable presentation certificate. AFA requests that the certificate be inscribed by the unit commander before it is presented to the cadet at the awards ceremony.

### To facilitate this process:

1- **Award Package Request:** Each year, between 1 December and 15 January, CAP Squadron/Unit Commanders should request an award package from [afa@capnhq.gov](mailto:afa@capnhq.gov). (CAP will accept late requests.)

NOTE: **The cadet does not have to be selected at the time of the award package request.**



2- **Cadet Selection:** In order to allow squadron/unit commanders the widest possible latitude in the cadet selection, the award may go to any cadet, at any level of achievement in the CAP Cadet Program who has displayed superior performance during the year, to include leadership in any aerospace/STEM squadron program(s).

3- **Award Presentation:** After the CAP squadron/unit commander has made the selection for the annual outstanding squadron cadet, an award presentation date/time should be planned. This can be done at any CAP event or awards ceremony, or, even at a local AFA Chapter event.

- **It is recommended that a local AFA representative** be asked to make this presentation to the outstanding CAP squadron cadet.
  - To find a local AFA Chapter that may have a possible representative for this presentation, go to the [AFA Chapter locator map](#). (On the chapter locator map, the circles are for chapter president contacts and the squares are for the state contacts.) Just e-mail both the chapter and state presidents to request someone to make the presentation.
  - If there is an AFA member in the CAP squadron, that person can make the presentation.
  - A CAP member who is an AFA member can make the presentation.
  - Take a photo of the award presentation.
  - Each presentation will vary according to the unit's unique resources and available opportunities.

4. **After Action Report:** After the cadet is presented the award, the CAP commander (or designee) should complete the online [after-action form](#) and return (with photos of the presentation with the AFA representative) to [afa@capnhq.gov](mailto:afa@capnhq.gov). The after-action form will request the following information:

Full Unit Charter Name/Number

Unit Commander's Name/Rank

- Award Presentation Information: Date, Location, Presenter (if AFA, name and chapter name)
- Award Recipient's Name/Rank/Accomplishments

- The AFA award package information is also found on [AFA website](#) (at the CAP section) and on page 24 in [CAPR 39-3](#) (a request for this reg to be corrected to reflect this current information has been submitted).