

The Civil Air Patrol
Major General Jeanne M. Holm
Aerospace Education Officer of the Year Award

Purpose: The Civil Air Patrol *Major General Jeanne M. Holm Aerospace Education Officer of the Year* award is a national-level award established to recognize and reward any Civil Air Patrol member who is dedicated to promoting and teaching aerospace to the members of Civil Air Patrol and spreading the excitement of aerospace to their communities.

Nomination Guidelines:

1. Any Aerospace Education Officer (AEO) in the Squadron, Group, Wing or Region is eligible.
2. Eligible nominees must be nominated by a professional or personal reference.
3. Nominees will be judged at the wing level, then progress to the region level, and ultimately end at the national level for final selection.
4. Wings and Regions will decide how to best recognize the accomplishments of their individual winners. Squadron and Group nominations must be received at the Wing by **15 January**; Wing nominations must be received at the Region by **15 February**. Region nominations must be received at NHQ/AE by **15 March**.

Nomination Package Requirements:

- Each nomination package should have a [CAPF 120](#) as the cover (but this page is NOT counted in the total number of pages that can be included).
1. Nomination form and two-page overview describing why nominee deserves this award. (Use Justification block on nomination form below.)
 2. One-page letter of recommendation by person nominating the individual.
 3. Two-page photograph collage (with description of each photo) of activities, field trips, special events, etc. that depicts:
 - creativity in developing and utilizing aerospace materials for the promotion of aerospace in the squadron, group, wing, and/or region.
 - cadet, senior or community involvement and activities that foster an appreciation of aerospace education and its role in our society.

Optional, but enhances the total package:

Three extra pages of documentation that enhances the nomination package. This may include additional letters of recommendation, copies of media coverage of nominee's AE events, special recognition received by nominee or nominee's unit for AE performance, etc. **This would make 8 pages total beyond CAPF 120. Please save all sections as a pdf file; then combine all pages into one pdf document, if possible.**

Award Elements:

- For national awardee, a commemorative national plaque will be presented at CAP's annual national conference.
- Wings and regions will determine how to best provide an award element and presentation at those levels.
 - Hopefully, at the least, a certificate made for the awardee could be presented.
 - A plaque for wing and/or region award(s) is the best, if possible.

The CAP Maj Gen Jeanne M Holm AE Officer of the Year Award Nomination Form

Nominee (Last Name, First Name, Initial)		CAPID #	Best Contact Phone #
Home Address		City, State, ZIP Code	
		E-mail Address	
Date Joined CAP	CAP Grade	Unit Charter # & Name	Date of Yeager Award
Justification (This page & following page.) <u>Then, add additional requirements</u> as noted on guidelines above.			
Empty space for justification			
Nominated By			
Grade, Name, Title			Date
Phone #	E-mail Address		

AEO Member Name/Grade	Unit Charter #

Justification (continued)