



OFFICE OF THE NATIONAL COMMANDER
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-5937

ICL 19-02
22 FEBRUARY 2019

MEMORANDUM FOR ALL CAP MEMBERS

FROM: CAP/CC

SUBJECT: Interim Change Letter – CAPR 39-3, *Award of CAP Medals, Ribbons and Certificates*

1. CAPR 39-3, 28 December 2012, is currently undergoing revision as a part of the publications reengineering project. This interim change letter will remain in effect until the new CAPR 39-3 is complete and published. CAPR 39-3 is amended as follows.

Paragraph 21k(2) Senior Ribbon (Recruiter Ribbon). Awarded to senior members who recruit seven new qualified cadets, senior members, or Aerospace Education members. 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.

Paragraph 33, Drug Demand Reduction Member of the Year Award, is deleted in accordance with the National Commander's 13 November 2017 letter (https://www.gocivilairpatrol.com/media/cms/DDR_Letter_0E7408635DDA9.pdf). Paragraphs 34 and 35 are renumbered accordingly. New paragraphs 35 through 37 are inserted and paragraph 36, CAP Honor Roll at the USAF Academy, and the subsequent paragraphs are renumbered beginning with number 38. New paragraphs 35 through 37 are inserted and paragraph 40 is changed as shown below.

35. Col David Kantor Operations Staff Officer of the Year Award. An annual award established to recognize active members in all of CAP who have contributed significantly to the success of CAP's operational missions. The selection is based on the member's lifetime contributions to CAP, not just the member's accomplishments during the year of nomination; however, nominations should focus on recent participation and current contributions. Nominations describing the nominee's accomplishments and contributions will be submitted through channels in narrative form according to the timetable established below. Nominations shall include the following information: emergency services/operations qualifications and participation, as well as impact on national/region/wing emergency services, homeland security or operations programs and missions. The nomination should include documentation of qualifications, awards, decorations or other experience not reflected in eServices. This award is meant to recognize and reward officers responsible for managing Emergency Services, Homeland Security, and other similar operational missions not recognized by other mission awards.

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.

36. Lt Col T. Keith Riddle Aircrew 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 by participation as members of an aircrew. The selection is normally based on the member's lifetime contributions to CAP, not just the member's accomplishments during the year of nomination; however, nominations should focus on recent participation and current contributions. Extraordinary accomplishments during a shorter period may also be considered. Nominations describing the nominee's accomplishments and contributions will be submitted through channels in narrative form according to the timetable established below. Nominations shall include the following information: emergency services and operations qualifications and participation and impact on region/wing emergency services and operations programs and missions. Emphasis must be placed on aircrew contributions, but do not need to focus on mission pilots and mission observers. The nomination should include documentation of qualifications, awards, decorations or other experience not reflected in eServices. This award is meant to recognize and reward aircrew 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.

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.

37. Major General Dwight H. Wheless Legal Officer of the Year Award. An annual award established to recognize and reward outstanding performance by a Legal Officer who has contributed to the success of the Civil Air Patrol's mission. The selection is based on the individual's demonstrated integrity, command counsel, investigation support, representation in regulatory actions, and other legal services, as well as the nominee's overall contributions to Civil Air Patrol. Preference will be given to nominees who have been generous and effective mentors to others, including other legal officers, and to nominees who have represented the Legal Officer Corps by serving outside their legal officer role in Civil Air Patrol's congressionally-chartered

missions. Nominations may describe an individual's lifetime efforts or extraordinary accomplishments during a shorter period. The nomination should include documentation of qualifications, awards, decorations or other experience not reflected in eServices. At the time of nomination, nominees must have (1) completed at least one year of service as a legal officer at the wing, region, or national level, (2) completed National Legal Officers College, and (3) hold a senior or master rating in the legal officer specialty track. Nomination deadlines are as follows:

a. By 15 February. Wing commanders and region legal officers will forward nominees to the region commander for consideration.

b. By 15 March. Region commanders will select the best of the nominees for their region, who may, in the discretion of the region commander, be named the Legal Officer of the Year for that region. The best of the nominees for the region will also be forwarded to National Headquarters for consideration. The Chief of the Legal Officer Corps may offer additional nominations for consideration at the national level.

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

40. 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 their 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 Conference. All Squadrons of Distinction will receive a distinctive certificate and streamer.

2. If you have any comments or concerns, contact Susan Parker, CAP/DP at (334) 953-7748, extension 212 or email sparker@capnhq.gov.



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Commander