Awards Made Easy

The Layman’s Guide to Writing
Civil Air Patrol
Award Recommendations

CAPP 39-3, June 2010
How to Use This Guide

*Awards Made Easy* was developed to assist members at all levels submit the proper paperwork, using appropriate wording and formats to successfully recognize their fellow members for their efforts, hard work and dedication. One of the keys to being successful in obtaining recognition for CAP members or units is preparing an appropriate justification and providing additional documentation, if needed.

The guide is made up of various references, many of which you will not use every time and some that you will use each time you write a nomination for an award. Before you use this guide the first time, it is suggested that you go through it and become familiar with the sections that are provided to help you in preparing a nomination for an award regardless of the type.

It is not mandatory that you use this guide in preparing a nomination, but it is highly suggested that you take the time to write a strong nomination, using some of the tried and true techniques included in this guide, to improve the chances that the award will be approved.
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Examples:
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**NOTE:** These are only examples. For complete criteria for each award, please check the appropriate regulation.
AWARD RECOMMENDATIONS

PREFACE: As dedicated volunteers of Civil Air Patrol, many members distinguish themselves in service to the organization, community and nation. In recognition of their accomplishment/s, it is important to recognize selected individuals who have performed in an exceptional manner.

a. Each wing and region should establish firm guidelines whereby their units and members can submit award recommendations. “Recommendation for Decoration” and “……. Of The Year” awards reflect above and beyond the generally expected duties and responsibilities.

b. ALL recommendations for decoration (Silver Medal of Valor, Bronze Medal of Valor, Distinguished Service, etc.) will be submitted on CAPF 120 in accordance with CAPR 39-3 ensuring all appropriate blocks are completed. The information should be typed; however, legible hand written in black ink is acceptable. Whenever possible, the form should be completed on the computer along with any continuation pages. Supporting documentation should be attached and numbered, i.e. “See Attachment 1”.

c. It is strongly advised that awards committees (squadron, group, wing or region) making the award recommendation review the criteria for the specific award to ensure the individual meets eligibility. Specific items detailing the reason(s) for recommendation are mandatory. Unrelated items such as member of church, or other civic organization, earned another organization’s award do not substantiate the reason for awarding the CAP award.

“……. OF THE YEAR” AWARDS

PREFACE: Once a year the wing/region/national headquarters recognizes individuals and unit(s) who have distinguished him/herself or them in an exemplary manner above all others in the performance of their duty.

a. ALL recommendations/nominations will be submitted on CAPF 120 except for Cadet of the Year who will be recommended/nominated on CAPF 58 with documentation as required. Indicate across the top of the form or in Block 6 "….of the Year” on the CAPF 120. Ensure that all the directions on CAPF 58 are followed (Note: Only three letters of recommendation are to be attached or part of the nomination). Award recommendations/nominations that are not submitted on the proper form should not be considered.

b. The wing’s awards committee will review each recommendation/nomination to ensure all criteria are met with substantiated documentation detailing the reasons for the nomination. Unrelated items such as member of ….. church, other civic organization and other civic awards (except that of “Cadet of the Year”) are not acceptable reasons/facts for awarding the CAP award. Specifically, hard-hitting facts related to the award are needed,
including outstanding efforts, initiatives, creative projects, success and support of Civil Air Patrol missions.

EXAMPLE: “Administrative Officer of the Year” should detail actions related to his/her responsibilities with exceptional abilities and criteria clearly stated. Serving as an administrative officer on a mission does not support the administrative officer award.

SUMMARY: The award nomination should be concise, detailed and complete, with related and supportive information. Once the award is announced and awarded at the wing level, it should be reviewed again by the awards committee for mandated requirements and forwarded to region headquarters as soon as possible for their consideration for the region level award and/or approval, as required. Region awards will be forwarded to national headquarters, as appropriate, for consideration for the national award or approval.

RECOMMENDATION FOR AWARDS CHECKLIST

ALL recommendations for decoration will be submitted on CAPF 120 in accordance with CAPR 39-3 and should be reviewed using the following rules:

1. Is the recommendation on the current CAPF 120? Obsolete editions will not be considered. Using the form on the NHQ web site will assure you have a current form.

2. A recommendation for decoration can be submitted for a single individual, a group of individuals who were involved in the same activity or for a unit citation for an entire unit.
   a. An individual may be recognized either for a single act or for a sustained period of time. A single act may be for heroic activity, for saving a life, or as the project director for a specific activity for which she or he performed admirably and deserves recognition. A member may be recognized for a period of time during which she or he performed in an exceptional or outstanding manner for which she or he deserves recognition.
   b. A decoration can be given to a group of individuals whose performance in a noteworthy activity deserves recognition. Some examples may include the superior participation of an aircrew or ground team in many search and rescue missions, or the staff that provided sustained support for a major project such as a major conference or staff college. Additionally, Cadet Leadership School, SAR College, Mountain Flying Clinic, Honor Guard Academy, Honor Guard, etc., are examples whereby noteworthy performance can be considered for recognition.
   c. A “Unit Citation” is earned for exceptionally meritorious service or exceptionally outstanding achievement that clearly sets the unit above and apart from similar units. (See CAPR 39-3).

3. Is the CAPF 120 neat and legible? It does not have to be typed as long as the handwriting is legible. If possible, complete the form on the NHQ web site. The date, originator, correct addresses and level of award must be noted.
   a. For an individual award, does the information in section 2 (personal data) agree with the membership data on the NHQ website? Is the member current and active?
b. For a group award with all individuals from the same unit, enter “see attached list” in the blocks for name, CAPID and grade and attach the document to the CAPF 120. If the individuals are from different units, include their unit name, charter number and wing on the attached listing and enter “see attached list” for all blocks in section 2.

c. For a “Unit Citation”, enter the information required in blocks 3 and 4.

4. List all previous awards and decorations awarded (if known) for the individual/s in block 5 if the recommendation is being submitted for a single or group of individuals. Use additional sheets of paper if necessary. Be sure to request the appropriate level of award for the actions of the individual. The “Distinguished Service Award” for a SLS staff member is not appropriate.

5. **Justification**, for most people, this is the most difficult part to write clearly and concisely. The following should make it easier for you:

   a. Appropriate opening and closing statements for each award are found on pages 34 and 44. Using these statements help to focus your efforts in writing the recommendation and the reader’s attention to specific actions about which you are writing. It is not mandatory to use this specific wording. The intent is to focus the reader on the fact that the actions described below exceed normal duty requirements.

   b. The body of the justification should contain full and complete sentences for each accomplishment, which emphasize results. Use as many sentences as required to adequately justify the award or decoration, but avoid run-on sentences and/or run-on paragraphs. The justifications should provide specific, hard hitting facts which state what the individual(s) did, how it benefited CAP, at what level of CAP it benefited (unit, group, wing, region, national) and how this individual’s actions are clearly superior to others in a similar position. Information could also include statements on the amount of time the individual expended, the number of people recruited, the financial or property gain the unit realized from these actions or a member’s single-handed activities to keep a unit afloat. Include a statement of the leadership, management and supervisory qualities the member(s) demonstrated and how she or he (they) aided in the accomplishment.

   c. A submission for an individual for sustained superior performance over a period of time should cover several actions that the individual performed. If possible state them in order from the most important action through the least important.

   d. **To help in organizing the justification, emphasis should be placed on the ACTIONS the nominee took, the RESULTS obtained and the IMPACT they had on the unit, wing, region or community.**

6. The person submitting the recommendation/nomination should sign the reverse side of the CAPF 120 and their name, grade, and position typed or neatly printed in the block to the left of the signature. When submitting the form electronically, type in the name of the person making the nomination in both spaces. Have the unit commander electronically sign the CAPF 120 and forward the original via e-mail to wing headquarters. If the Wing/Region Promotion and Awards Board have any questions or require additional information, you will be contacted.
AWARD IMPROVEMENT GUIDELINES

1. Boil down to maximum 4-6 paragraphs. However, sometimes you will need more, but try to keep it as short as possible while retaining all the facts.

2. Never say “successful accomplishment.” Say “accomplishment”.

3. In the last sentence of Certificates of Achievement, etc., use “performance of duty” only – not “exemplary” or “outstanding.”

4. For Commendation Medals, etc., the last sentence should include “OUTSTANDING PERFORMANCE OF DUTY”.

5. Eliminate “introductory” words.

6. Use direct statements -- Active verbs.

7. One idea per sentence.

8. Beware of qualifying clauses.


10. BE SPECIFIC.

11. Prior to writing a citation:
   a. READ THE RECOMMENDATION
   b. Use discreet word choices such as “outstanding” for Distinguished Service Medal, “exemplary” for Medals of Valor, etc., or appropriate qualifying words.

12. Write the citation using the Format for Citations on the next page.
   a. Follow sequence.
   b. Check for details. Check and re-check. Re-verify names, information, dates, etc., if necessary.

13. Do not add facts that cannot be substantiated.
CITATION FORMAT

(Name of) Commendation Medal or Award

1st Sentence:

(Grade) (Name) (CAPID) of the (Region/Wing/Group, Squadron) is cited for (Commendable, Meritorious, Distinguished) service as (Title or Position) from (Starting Date) to (Ending Date).

2nd Sentence:

During this period, (Grade and Last Name) performed his/her duties as (Title or Position) in an (exemplary/outstanding/distinguished) manner that reflects highly upon himself/herself, his/her unit and Civil Air Patrol by (using the past tense, describe what the person did to earn the award. This may take several sentences).

Last Sentence:

(Grade and Last Name)’s (Outstanding/Distinguished/Exemplary) performance of duty reflects great credit upon himself/herself, (Name of the member’s unit/group/wing or region) and the Civil Air Patrol.
Use Adjectives from the list to the right to support and enhance the nouns in the column on the left.

ABILITY   exceptional, exceptional operational, remarkable, innate, marked, outstanding, outstanding executive, outstanding managerial, outstanding professional, outstanding organizational, superb planning, superb organizational, unusual, technical

ACTIONS   conscientious, aggressive, tenacious, decisive

ACHIEVEMENTS  significant, outstanding

AGGRESSIVENESS  commanding

APPROACH   energetic, enthusiastic, enthusiastic and diplomatic, vigorous, diligent and untiring

ASTUTE   advice, judgment, planning

ATTITUDE   cheerful, cooperative, selfless

COMPETENCE  professional, exceptional professional

CONTRIBUTED  immeasurably, significantly, materially, directly, markedly

DEMONESTRATED  continually, has clearly, rare and exceptional, selfless, unswerving

DIRECTION   positive, firm guidance and positive, enlightening

EFFORTS   untiring, vigorous, energetic, tireless

EFFICIENCY  optimum, maximum

ENTERPRISE self-reliant

ENTUSIASM infectious, unbounded

EFFECTIVE was outstandingly, highly

EXAMPLE   sterling, personal

EXPERIENCE  broad, professional, technical

FORCE   driving
WORD COMBINATIONS AND PHRASES

FORESIGHT remarkable, keen, accurate

GUIDANCE skillful, proficient, firm, cheerful

INITIATIVE strong, rare and exceptional

JUDGMENT sound, mature, outstanding, discerning, decisive

KEEN personal interest, interest, insight, analytical mind, sense of responsibility

KNOWLEDGE professional, technical, professional and technical, broad, exceptional, comprehensive, superior

LEADERSHIP brilliant, dynamic, inspired, capable, energetic, outstanding, outstanding, qualities of, exceptional, vigorous, outstanding organizational and leadership capabilities, qualities of the highest order, remarkable leadership qualities

LOYALTY intense

MANNER cooperative, diplomatic, brilliant, outstanding, superior

MANAGEMENT capable

PERFORMANCE outstanding, outstanding record of

PLANNING meticulous, astute, capable, calm and effective

PRINCIPLES sound managerial

PROFESSIONAL confidence, ability, skill, competence, knowledge, and technical knowledge, adeptness, manner

PRAISE admire, commend, extol, honor, eulogize, congratulate, pay tribute, go into raptures over, applaud, acclaim

PURPOSE tenacity of, resoluteness of, fidelity of

RESPONSIBILITY spirited sense of, keen sense of, willingness to accept, willingly assumed the, deep sense of

SERVICE dedicated
WORD COMBINATIONS AND PHRASES

SPIRIT  indomitable, strength, courage, character, guts, will, strength of mind, force, fortitude, moral fiber, determination, chutzpah, heart, mettle

SUPPORT  vigorous, energetic, enthusiastic, aggressive

TECHNICAL  understanding, knowledge, adeptness

UNDERSTANDING  thorough, and judgment, human

WISDOM  unusual, unfailing
TWO WORD PHRASES

accelerating changes   accepting responsibility   accomplishing results
accurate assessments   accurate documentation   achievement oriented
achieving excellence   achieving results   action plans
administrative efficiency   administrative strategies   administrative support
alternative solutions   analytical qualities   analytical reasoning
analytical techniques   analytical thinking   anticipating needs
audit controls   available resources   basic strengths
broadest discretion   career development   challenging problems
changing assignments   changing conditions   changing priorities
changing situations   clear expectations   communication skills
competent communicator   competent performer   competing priorities
competitive edge   computer application   computer generated
computer technologies   concentrated effort   concurrent assignments
confident speaker   considerable flexibility   consistently high
constructive actions   constructive criticism   constructive feedback
constructive ideas   contemporary management   contingency plans
continuous improvement   controlling expenses   controlling expenses
conveying professionalism   core competencies   core values
corrective actions   cost conscious   cost control
cost effectiveness   cost implications   cost reductions
creative alternatives   creative excellence   creative solutions
creative strategies   creative strengths   creative support
<table>
<thead>
<tr>
<th>TWO WORD PHRASES</th>
</tr>
</thead>
<tbody>
<tr>
<td>crisis situations</td>
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<tr>
<td>customer satisfaction</td>
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<tr>
<td>diversified skills</td>
</tr>
<tr>
<td>effective marketing</td>
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<tr>
<td>efficient manner</td>
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<tr>
<td>emerging trends</td>
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<tr>
<td>enthusiastic spirit</td>
</tr>
<tr>
<td>extremely industrious</td>
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<td>first impressions</td>
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<td>fresh ideas</td>
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<td>fresh thinking</td>
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<tr>
<td>genuine interest</td>
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<td>goal seeker</td>
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<tr>
<td>greatest return</td>
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<td>high achiever</td>
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<td>highly articulate</td>
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<td>highly energized</td>
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<td>important contributor</td>
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<td>improving techniques</td>
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<td>individual strengths</td>
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<td>inner drive</td>
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<td>Phrase</td>
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<td>--------------------------------</td>
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<td>innovative possibilities</td>
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<td>job enrichment</td>
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<tr>
<td>maintain momentum</td>
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<tr>
<td>maximum impact</td>
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<tr>
<td>multiple demands</td>
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<tr>
<td>new perspectives</td>
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<tr>
<td>operating skills</td>
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<tr>
<td>resources</td>
</tr>
<tr>
<td>commitment</td>
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<tr>
<td>planning approaches</td>
</tr>
<tr>
<td>positive image</td>
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### TWO WORD PHRASES

<table>
<thead>
<tr>
<th>Practical thinking</th>
<th>Presentation skills</th>
<th>Prime mover</th>
</tr>
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<tbody>
<tr>
<td>Priority determinations</td>
<td>Problem solving</td>
<td>Productive impact</td>
</tr>
<tr>
<td>Professional competence</td>
<td>Professional development</td>
<td>Professional effectiveness</td>
</tr>
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<td>Professional ethics</td>
<td>Professional excellence</td>
<td>Professional expertise</td>
</tr>
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<td>Professional horizons</td>
<td>Professional participation</td>
<td>Professional skills</td>
</tr>
<tr>
<td>Professional trends</td>
<td>Profit-oriented</td>
<td>Promoting teamwork</td>
</tr>
<tr>
<td>Prompt measures</td>
<td>Proper perspective</td>
<td>Proven performer</td>
</tr>
<tr>
<td>Quality enhancement</td>
<td>Realistic objectives</td>
<td>Realistically enthusiastic</td>
</tr>
<tr>
<td>Resource application</td>
<td>Resource utilization</td>
<td>Resourceful solutions</td>
</tr>
<tr>
<td>Safety conscious</td>
<td>Sales opportunities</td>
<td>Sales producer</td>
</tr>
<tr>
<td>Satisfying solutions</td>
<td>Secretarial support</td>
<td>Self-starter</td>
</tr>
<tr>
<td>Selling skills</td>
<td>Sensitive situations</td>
<td>Shared drive</td>
</tr>
<tr>
<td>Simplifying systems</td>
<td>Solid achiever</td>
<td>Solution seeker</td>
</tr>
<tr>
<td>Sound conclusions</td>
<td>Sound controls</td>
<td>Sound decisions</td>
</tr>
<tr>
<td>Special assignments</td>
<td>Specialized skills</td>
<td>Speech proficiency</td>
</tr>
<tr>
<td>Strategic aims</td>
<td>Strategic alternatives</td>
<td>Strategic design</td>
</tr>
<tr>
<td>Strategic opportunities</td>
<td>Strategic plans</td>
<td>Strategic vision</td>
</tr>
<tr>
<td>Strategically oriented</td>
<td>Strategically sound</td>
<td>Stressful solutions</td>
</tr>
<tr>
<td>Strong effort</td>
<td>Strong impact</td>
<td>Strong performer</td>
</tr>
<tr>
<td>Strong perseverance</td>
<td>Strong potential</td>
<td>Strongly qualified</td>
</tr>
<tr>
<td>Substantial contribution</td>
<td>Success-oriented</td>
<td>Support applications</td>
</tr>
<tr>
<td>TWO WORD PHRASES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>support services</td>
<td>supportive relationships</td>
<td>supportive skills</td>
</tr>
<tr>
<td>sustained commitment</td>
<td>synergistic benefit</td>
<td>systematic results</td>
</tr>
<tr>
<td>team effort</td>
<td>team motivator</td>
<td>team performance</td>
</tr>
<tr>
<td>team spirit</td>
<td>technical competence</td>
<td>thinks futuristically</td>
</tr>
<tr>
<td>total involvement</td>
<td>training needs</td>
<td>trouble shooting</td>
</tr>
<tr>
<td>ultimate responsibility</td>
<td>unique methods</td>
<td>unique value</td>
</tr>
<tr>
<td>user friendly</td>
<td>verbal commitments</td>
<td>visionary leadership</td>
</tr>
<tr>
<td>visionary strategies</td>
<td>well-informed</td>
<td>works effectively</td>
</tr>
</tbody>
</table>
## OTHER PHRASES

<table>
<thead>
<tr>
<th>Meticulous attention to details</th>
<th>Outstanding attributes of</th>
<th>Sound advice, tactfully rendered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ably supervised</td>
<td>Have Substantially aided</td>
<td>Can be directly attributed to</td>
</tr>
<tr>
<td>Continually accepted</td>
<td>Gave renewed impetus to</td>
<td>Effectively planned and supervised</td>
</tr>
<tr>
<td>Became infused</td>
<td>Is evident in</td>
<td>Mere instrumental</td>
</tr>
<tr>
<td>Was an inspiration</td>
<td>Was (largely) (repeatedly) (personally) responsible</td>
<td>Were major factors</td>
</tr>
<tr>
<td>Was outstandingly (successful) (effective)</td>
<td>Was particularly noteworthy</td>
<td>Was a primary contributing factor in</td>
</tr>
<tr>
<td>Acting with vigor and determination</td>
<td>Constantly sought out new avenues for rendering better service</td>
<td>Due to his/her/their unfailing wisdom and untiring energy</td>
</tr>
<tr>
<td>Streamlined operational procedures</td>
<td>Acted as a pillar of strength</td>
<td>Served as a sterling example for all to emulate</td>
</tr>
<tr>
<td>Served as an inspiration to those with whom he served</td>
<td>Provided positive direction, sound advice, firm guidance and wise counsel</td>
<td>Always displaying a high spirit of cooperation, willingness and attentiveness of duty</td>
</tr>
<tr>
<td>Because of his/her demonstrated organization ability and his/her capacity for leadership</td>
<td>(S)he streamlined operations that provided smooth teamwork and efficient functioning</td>
<td>Met problems with untiring energy and unfailing wisdom</td>
</tr>
<tr>
<td>His/her _____, _______ and _______ were key to his/her unquestionable success</td>
<td>Constantly set an example by a display of _____, _____, and ______</td>
<td>Marked him as a noncommissioned officer of the finest caliber</td>
</tr>
<tr>
<td>Proved himself/herself to be outstanding among his/her</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SYNONYMS

ABLE    capable, efficient, competent, skillful, clever, gifted, proficient
ACCOMPLISHED cultivated, learned, skillful, proficient, finished
ACUTE    sagacious, astute, shrewd, discerning, keen, sharp
ADIMIRABLE excellent, commendable, estimable, praiseworthy
AFFABLE    amiable, gracious, friendly, sociable, approachable
AGGRESSIVE energetic, industrious, effective, effectual, forcible, powerful, vigorous, determined, strong, potent, cogent, active, diligent
AMBITIOUS  aspiring, zealous, desirous
ARDENT    zealous, enterprising, eager
ARTFUL    crafty, designing, shrewd, dexterous, skillful, adroit
ASSURED    self-possessed, confident
ASTUTE    shrewd, quick, bright, acute
BRILLIANT   distinguished, illustrious, clever, sparkling, keen
CALM    impassive, placid, serene, cool-headed, composed, unruffled
CAPABLE    proficient, competent, qualified, able
COMMENDABLE praiseworthy, recommend, extol
COMPETENT     qualified, able, fit, efficient, capable
COMPLEX    intricate, involved, complicated
CONFIDENT       certain, sure, positive, assured, self-sufficient
COMFORTABLE    adaptable, compliant, agreeable
CONSCIENTIOUS scrupulous, exact, painstaking
CONSTANT    continual, steadfast, staunch, loyal, unchangeable
COUPLED WITH    in addition to
SYNONYMS

CUNNING  crafty, artful, dexterous
DAUNTLESS  undaunted, brave, fearless, courageous
DEVOTED  ardent, eager, loyal, faithful
DEXTEROUS  adroit, clever, expert, proficient, handy
DIFFERENT  various, incongruous, diversified, varied
DIGNIFIED  stately, portly, noble
DIRECT  straight, undeviating, unswerving, straightforward
DISCERNING  discriminating, clever, keen, subtle
DISTINCT  separate, explicit, definite, clear, distinguishable
DISTINCTIVE  distinguishing, characteristic, peculiar
DISTINGUISHED  celebrated, famous, illustrious, renowned, noted
EAGER  ardent, zealous, fervent, earnest, intent
EFFECTIVE  adequate, telling, effectual, efficient, capable, operative
EFFICIENT  effective, operative, capable, competent
ENERGETIC  strong, forcible, enterprising, active, strenuous, forceful
EQUIVALENT  correspondent, tantamount, equal, convertible, synonymous
ESSENTIAL  vital, requisite, necessary, inherent, basic, substantial
EVIDENT  clear, obvious, manifest, apparent, indubitable, distinct
EXCEPTIONAL  extraordinary, uncommon, rare, unusual, superior
EXHAUSTIVE  comprehensive, all-inclusive, thorough
EXPERIENCED  capable, efficient, trained, qualified, skilled
EXPERT  skilled, adroit, proficient, dexterous, finished
SYNONYMS

EXTRAORDINARY remarkable, eminent, rare, uncommon, unusual

EXTREME utmost, farthest, ultra, advanced, radical

EXULTANT jubilant, elated, triumphant, pleased, satisfied

FABULOUS extravagant, incredible, mythical, legendary

FACILE easy, easily done, not difficult, feasible, practicable, within reach, accessible, expert, dexterous, skillful

FAITHFUL constant, true, loyal, staunch, trustworthy, reliable

FASTIDIOUS particular, precise, meticulous, exacting, discerning, keen

FAVORABLE auspicious, advantageous, propitious, helpful, beneficial

FERVENT ardent, vehement, impassioned, intense, fiery

FINAL crowning, conclusive, ultimate, last, farthest

FINE exquisite, elegant, polished, finished, acute, nice, fastidious, excellent, skilled, keen

FINISHED consummate, faultless, skilled, experienced

FIRM rigid, fast, secure, determined, resolved, steadfast, staunch

FORCEFUL effective, telling, graphic, vivid

ILLUSTRIOUS famous, distinguished, eminent, renowned

IMPLANTED engrafted, inset, infused, instilled

IMPORTANT material, notable, marked, outstanding, remarkable, noteworthy, stirring, eventful

INCESSANT continual, uninterrupted, unceasing

INDICATIVE significant, characteristic, representative, expressive

INDUSTRIOUS assiduous, diligent, busy, hard-working

INEXHAUSTIBLE unfailing, unlimited
### SYNONYMS

| **INFALLIBLE**   | unfailing, reliable, indubitable, certain, sure |
| **INFECTIOUS**  | catching |
| **INFINITE**    | countless, innumerable, boundless, unbounded, immeasurable |
| **INFLEXIBLE**  | firm, stiff, unyielding, grim, stern |
| **INGENIOUS**   | resourceful, inventive, clever, adroit |
| **INHERENT**    | intrinsic, innate, inseparable, essential |
| **INTENSE**     | extreme, profound, acute, keen, concentrated, ardent |
| **INVALUABLE**  | priceless, previous |
| **INVARIABLE**  | regular, constant, unchangeable |
| **INVINCIBLE**  | unyielding, uncompromising, unconquerable, indomitable |
| **KEEN**        | eager, ardent, acute, discerning, shrewd, quick |
| **MANIFEST**    | apparent, evident, conspicuous, striking, prominent, notable |
| **MARKED**      | conspicuous, prominent, noticeable |
| **MATCHLESS**   | unequaled, supreme, peerless |
| **MEMORABLE**   | notable, remarkable |
| **NOTEWORTHY**  | remarkable, exceptional, extraordinary |
| **OUTSTANDING** | eminent, prominent, signal |
| **PAINSTAKING** | diligent, careful, particular |
| **PARAMOUNT**   | supreme, chief, dominant |
| **PEERLESS**    | unrivaled, matchless, supreme, unequaled |
| **PENETRATIVE** | acute, discerning, astute |
| **PERCEPTIBLE** | perceivable, cognizable, discernible, visible |
### SYNONYMS

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<tr>
<td>PERSISTENT</td>
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<td>PERSPICUOUS</td>
<td>clear, lucid, explicit, exact, distinct, intelligible, manifest</td>
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<tr>
<td>STERN</td>
<td>grim, unyielding, resolute</td>
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SYNONYMS

STIMULATING  inspiring, keen, spirited
STRENUOUS   active, energetic, ardent, zealous, resolute, persevering, sedulous
TACTFUL     diplomatic, conciliatory
TENACIOUS   persistent, persevering, unyielding, unwavering
UNBOUNDED   boundless, unlimited, endless
UNEQUALED   unmatched, unparalleled, incomparable, inimitable, unique
UNEXCITABLE stoical, calm, cool-headed, unruffled
UNIQUE      unparalleled, unequaled, unsurpassed, unusual, rare, unprecedented
UNPARALLELED peerless, unrivaled, inimitable, unique
VAST        immense, enormous, great, infinite, boundless
VERSATILE   many-sided
ZEALOUS     earnest, ardent, eager
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<td>Imagination</td>
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<td>Industry</td>
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<td>Perseverance</td>
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NOUNS (WITH SYNONYMS)

PERSPICACITY  keenness, acuteness, penetration, shrewdness
PERSPICUITY   explicitness, lucidity, clearness, intelligibility, exactness
PERTINACITY   persistence, resoluteness, perseverance
PREPONDERANCE predominance, ascendency, supremacy, outweighing
SIGNIFICANCE  weight, meaning, implication
SKILL         dexterity, adroitness, proficiency, cleverness, faculty, aptitude
TACT          discernment, insight, discretion, finesse
TALENT        ability, cleverness, faculty, gift, aptitude
TENACITY      persistence, perseverance, firmness, resoluteness
UNDERSTANDING insight, perception, comprehension, discernment
WILLINGNESS   desire, readiness, voluntariness, eagerness, enthusiasm
VIRTUE        sanctity, purity, morality, goodness, righteousness, honor, honesty
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VERBS

designed   deter   determine   detract
develop    devise    devote    dictate
diminish   direct    discern    discharge
disclose   discontinue    discover    dispatch
displaying   distinguish    distribute    diversify
dominate   drive    earned    edit
ducate    educe    effect    egress
elate    elevate    elicit    eliminate
emanate   embark    embellish    embody
embrace   emerge    emphasize    employ
empower   emulate    enable    enact
encounter   encourage    encroach    endeavor
energize   enforce    engage    engineered
enlarge   enlighten    enumerate    equal
establish   evoke    exalt    excel
execute   exemplify    exercise    exert
exhaust   exhibit    expedite    expend
experience   expose    express    fabricate
facilitate    fashion    figure    finish
forge   form    formulate    foster
furnish    further    gain    gather
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OPENING STATEMENTS

This section is divided into Opening Statements that are used to introduce the nominee, state the level of the event and identify where and when the service took place.

The body of the justification statement should tell the specific actions taken that merit the award. We have provided over 100 examples of statements that can be used to provide the reader with a vivid picture of the events. Feel free to use these examples to enhance the story you are telling about the nominee.

The Closing Statement affirms that what was described in the body is worthy of the award being requested.

Use the appropriate sentences as the opening and closing statements for the indicated awards and decorations. Minimize description, emphasize results. The format should be the opening statement, body and closing statement. Where the Bold and underlined sections are, fill in the appropriate information. Full name means First Name, Middle Initial, Last Name and any suffixes (Jr., Sr., III, etc).

Silver Medal of Valor

OPEN: **Grade and Full Name**, CAP distinguished himself/herself by conspicuous heroic action at the risk of life, above and beyond the call of duty, at **Location** on **Date** by one phrase description of what was done.

Bronze Medal of Valor

OPEN: **Grade and Full Name**, CAP, distinguished himself/herself by conspicuous heroic action where danger to self was probable and known, at **Location** on **Date** by one phrase description of what was done.

Distinguished Service Medal

OPEN: **Grade and Full Name**, CAP, distinguished himself/herself by conspicuous performance of outstanding service in a duty of great responsibility as **Duty Assignment**, **Unit Name** during the period **Starting Date** to **Ending Date**.

Exceptional Service Award

OPEN: **Grade and Full Name**, CAP, distinguished himself/herself by exceptionally outstanding service to Civil Air Patrol in a duty of great responsibility as **Duty Assignment**, **Unit Name** during the period **Starting Date** to **Ending Date**.
Meritorious Service Award

OPEN: Grade and Full Name, CAP, distinguished himself/herself in the performance of outstanding meritorious service to Civil Air Patrol as Duty Assignment, Unit Name during the period Starting Date to Ending Date.

Commander’s Commendation Award

OPEN: Grade and Full Name, CAP distinguished himself/herself by commendable service as Duty Assignment, Unit Name during the period Starting Date to Ending Date.

Lifesaving Award

OPEN: Grade and Full Name, CAP, distinguished himself/herself by heroic actions in the saving of a human life at Location on Date.

Unit Citation

OPEN: The Full Name of Unit, Group, Wing or Region, CAP, City and State, distinguished itself by outstanding contributions to the Civil Air Patrol missions from Starting Date to Ending Date.

HELPING SENTENCES

1. During this period Lieutenant Colonel Matson demonstrated initiative, enthusiasm, professional ability and keen foresight in performing his duties in the logistics field as Exercise TRAPLINE planning officer.

2. Through remarkable foresight and skillful proficient guidance of the logistics program, he contributed immeasurably to the successful accomplishment of the logistics and specify type missions.

3. In directing the finance and accounting activities in specify unit, Colonel Allen demonstrated outstanding qualities of leadership, professional skill and devotion to duty.

4. His development of improved systems and procedures in the field of finance and accounting as well as the guidance provided by him for their implementation represents significant achievement…

5. Her initiative, resourcefulness, and untiring efforts to achieve perfection in all phases of her duties as Personnel Officer resulted in increased efficiency of the specify unit.
6. His exemplary handling of administrative matters, attests to his professional knowledge, willingness to accept responsibility, attention to detail, and the ability to adapt himself to any assignment or situation.

7. Through his keen personal interest, initiative and untiring devotion to duty, Major Creekman rendered invaluable assistance in the planning and execution of an improved communications security program for the command.

8. During his tenure as duty position, Lt Col Rigler demonstrated exceptional organizational ability, accomplishing many complex tasks through diligence, foresight and sound judgment.

9. Through his capable leadership, he inspired all personnel who served with him to such an extent that all assigned missions were performed consistently in an exemplary manner.

10. Through sound judgment, professional competence, and tenacity of purpose Major Askey achieved major improvements in the mail and distribution functions of the directorate.

11. These same qualities, combined with his/her talent for coordinating the complexities of contemporary administration, gave renewed impetus to the forms and records management programs of the wing/region.

12. His devotion to duty and superior knowledge of the many facets of specify area support, not only resulted in the maintenance of high standards of specify actions, but also inspired all those with whom he worked.

13. As Assistant Wing Inspector, and as permanently assigned recorder of Boards of Inquiry appointed by the wing commander, Lieutenant Anderson demonstrated professional adeptness, exercised sound judgment, and displayed unusual devotion to duty.

14. Lieutenant Anderson’s legal talents, display of energy, enthusiasm and sincere devotion to duty earned him the respect of all his associates.

17. His application of a high order of intelligence, sound managerial principles, and mature judgment in supervising and implementing major elements of unit/wing/region programming, re-organization and organization of unit the was primary contributing factor in the success of these important projects.

20. His high standards of conduct, infectious enthusiasm, and indomitable spirit became infused in his Civil Air Patrol associates.

23. His loyalty, trustworthiness, high morals, and military conduct were of a high order, worthy of emulation by his associates.

15. His tact, professional knowledge and sound judgment, combined with his ability to work without supervision and his willingness to work beyond normal duty hours, evoked many
favorable comments from the commands he helped inspect and contributed significantly to the successful accomplishment of the Region/wing/group Inspector General mission.

16. He willingly assumed these responsibilities, normally performed by a field grade officer, and accomplished the duties with commendable results.

18. As a result of his exceptionally meritorious service Cadet Wolfe has clearly demonstrated that he is outstanding among his contemporaries.

19. He demonstrated on all occasions a thorough knowledge of his work, exceptional dependability and resoluteness of purpose.

21. Major Hicks’ complete understanding of Civil Air Patrol problems, his keen sense of responsibility, long hours of work, sound training procedures and aggressive support of CAP activities served as an inspiration to those with whom he served.

22. Sergeant Collins demonstrated great initiative, superior knowledge of his duties, and exemplary soldierly bearing in his capacity as an Assistant State Director to various units of the wing/region.

24. His tact, common sense, professional knowledge and devotion to duty were an inspiration to his associates, and contributed significantly to the present high standards of administration, supply, and training existing in the units which he advised.

25. His judgment, integrity and exemplary personal conduct have won the respect of all associated with him.

26. His soldierly conduct, neat appearance and cheerful, cooperative attitude earned the respect and admiration of his superiors and subordinates.

27. Master Sergeant Turner’s untiring efforts, understanding, and professional ability were an inspiration to both his superiors and subordinates.

28. His exceptional broad knowledge of administrative and logistical procedures coupled with his initiative, resourcefulness, and willingness to cooperate enabled him to perform many additional duties, which assisted the wing commander and his staff, and added to the smooth operation of the wing.

29. His unusual ability and constant devotion to duty earned him the respect and admiration of all those with whom he served, and contributed materially, to the high standard of logistical support provided by his unit to the United States Continental Army Band.

30. Sergeant Jackson exhibited outstanding organizational ability, highly intelligent supervision and exceptionally sound judgment.
31. All facets of his supply operations received consistently enthusiastic favorable comment by inspecting officers of all echelons.

32. The initiative, imagination, organizational abilities, and untiring efforts displayed by Sergeant Morris contributed significantly to the successful accomplishment of the mission of his unit/group/wing/region in support of the numerous Reserve and National Guard units undergoing summer training.

33. His conscientious actions, diplomatic manner add astute advice contributed materially in the accomplishment of the mission of Fort Monroe in supporting the Commanding General, United States Training and Doctrine Command.

34. Through his initiative, professional competency, and devotion to duty, he was instrumental in developing an effective radiological defense capability in location.

35. His superb planning ability, combined with the assistance he rendered subordinate units, contributed significantly to the success of the various training exercises conducted by the unit, group, wing or region.

36. Through sound advice, tactfully rendered, Colonel Williams succeeded in establishing a harmonious and effective working relationship with the region commander and his staff which resulted in significant progress in the operational readiness of the region.

37. His ability to resolve many varied and complex problems is evidenced in the success achieved by the name of unit, group, wing or region and in improved effectiveness of the _________ program. Through initiative, professional ability, devotion to duty and outstanding leadership, Colonel Bowman has contributed materially to the accomplishment of the Civil Air Patrol mission.

38. His professional and technical knowledge, combined with diligence and tact, were instrumental in the formulation and successful implementation of Civil Air Patrol plans and procedures for emergency operations.

39. His professional competency, initiative, and tact in his dealings with military and civilian security personnel, contributed materially to the success of the Civil Air Patrol Homeland Security Program.

40. Colonel Gunderson’s initiative, foresight, and exceptional ability contributed immeasurably to the efficient operation of the Communication Section. His professional competency, devotion to duty, and calm and affective planning, combined with his cooperative manner, were instrumental in the accomplishment of unit, group, wing or region communications mission.

41. His outstanding qualities of leadership were demonstrated in all areas of an important assignment, requiring the highest degree of professional skill, understanding and judgment.
43. His initiative, devotion to duty, sound judgment, professional knowledge and keen insight into the numerous complex problems of adjudicating personnel security cases, contributed immeasurably to the effectiveness of the Civil Air Patrol Homeland Security Program.

44. Through his initiative, professional competency and devotion to duty, he effectively planned and supervised the implementation of major organizational changes, which resulted in greater efficiency and more economical utilization of manpower.

45. His broad knowledge of administration and thorough understanding of CAP-wide functions, contributed materially to the accomplishment of the varied missions of the name of unit, group, wing or region.

46. Through versatility, leadership, perseverance, and devotion to duty, Major Weinstock discharged his responsibilities in a highly effective manner.

47. His accomplishments furthered the rehabilitation program and contributed directly to the accomplishment of the overall mission of the name of unit, group, wing or region.

48. His outstanding qualities of leadership, combined with his enthusiasm and devotion to duty, were responsible for the significant contributions he made in furthering the mission of the name of unit, group, wing or region.

49. He displayed initiative, sound judgment and outstanding professional ability in all aspects of both these assignments.

50. His insight and grasp of the special needs of local parolees, tempered with tact and understanding, facilitated his superior administration and firm control.

51. His honesty, integrity, perseverance, devotion to duty and earnest desire to be successful, have contributed immeasurably to his outstanding success as a recruiter.

52. Exhibiting initiative, resourcefulness and professional confidence, Lieutenant Higdon executed demanding assignments in a consistently outstanding manner.

53. His exceptional operational ability combined with his sound recommendations for the development and implementation of new techniques and more productive methods, materially aided his unit in achieving and maintaining a high level of operational efficiency, which significantly contributed to the effectiveness of the intelligence effort in the Homeland Security Program of Civil Air Patrol.

54. Lieutenant Higdon’s marked ability, energetic approach, and intense loyalty inspired the confidence of his superiors and provided a worthy example for his contemporaries and subordinates.

55. Through professional competence, ingenuity, and patience, he met and resolved the most serious difficulties.
56. He shouldered innumerable important responsibilities for maintaining exemplary discipline and unit effectiveness.

57. He succeeded in maintaining a state of morale that resulted in exceptional work performance both as to quantity and quality.

58. His ability, diplomacy, and willingness to lend assistance contributed significantly to the successful accomplishment of the mission of his organization and of the name of higher level unit.

59. Colonel Leech’s leadership, dedicated service, and superb organizational ability contributed immeasurably to the accomplishment of the mission of name of unit, group, wing or region.

60. Through untiring effort, sound judgment, strong initiative, and a high degree of knowledge, Lieutenant Colonel Malone contributed significantly to the successful accomplishments of the installation’s security mission.

61. His commanding aggressiveness and spirited sense of responsibility, were instrumental in combining the many diverse elements of the communications staff into an effective and coordinated working force, which contributed materially to raising to a high level the efficiency of all Signal activities throughout the command.

62. Mature judgment, executive ability, and a broad knowledge of transportation functions enabled him to analyze and solve many complex transportation problems. His initiative and selfless devotion to duty, coupled with these qualities contributed materially to the successful accomplishment of the transportation mission of the name of unit, group, wing or region.

63. Captain Roe’s marked ability, energetic approach and intense loyalty inspired the confidence of his superiors and provided a worthy example for his contemporaries and subordinates.

64. Throughout his assignment, he demonstrated rare and exceptional initiative, resourcefulness, tact, and judgment, to a degree in keeping with the highest military traditions.

65. Particularly noteworthy was the significant improvement she made in modifying the officer personnel requisitioning procedures. As a result of her efforts in this area, hundreds of man-hours have been saved each month in accomplishing the officer personnel requisitions.

66. With his broad knowledge of technical and administrative procedures, and his soldierly dedication to duty, he achieved an outstanding record in discharging his diverse responsibilities as specify unit and position.

73. He has manifested affirmative thinking in accomplishing expeditiously any given task, and has achieved superior results through his aggressive and wholehearted support.
67. Her broad knowledge of personnel and administrative procedures, professional competence, initiative and sound, mature judgment enabled her to accomplish all duties assigned in a superior manner, and made a material contribution to the personnel staffing mission of the **name of unit, group, wing or region**.

68. By her broad background in personnel management, she has been able to seek out problem areas and establish positive solutions, which have helped reduce personnel problems to an all-time low.

69. His brilliant leadership was repeatedly responsible for the high state of combat efficiency and readiness achieved and maintained by these units.

70. Displaying at all times high professional competence, strong initiative and unfailing devotion to duty, he performed his important duties in an exemplary manner.

71. His entire period of service has been marked by a selfless attitude and a willingness to expend his every effort to achieve superior results.

72. He has clearly demonstrated that he is a cadet noncommissioned officer of the highest caliber and is outstanding among his contemporaries.

74. His exceptional professional competence and outstanding organizational ability resulted in receipt of numerous superior ratings in inspections covering various phases of operations.

75. He exhibited remarkable ability, initiative, professional knowledge and drive in the development and formulation of the many varied and exacting emergency plans of **name of unit, group, wing or region**.

76. Cadet Sergeant Robinson continually demonstrated outstanding military leadership, and performed his assigned duties with the highest possible degree of efficiency.

77. By personal example and leadership, and by constantly striving for perfection, Cadet Sergeant Robinson has been instrumental in building up the **name of unit, group, wing or region**.

78. He has consistently been a loyal and determined cadet noncommissioned officer, giving unselfishly of his time in order to get the job done.

79. Serving as Administrative Guard, he displayed initiative, sound judgment and outstanding professional ability in this aspect of his assignment.

80. His insight and grasp of administrative procedures and knowledge of his job enabled him to insure the successful operation of the Office of the Senior Air Force Advisor.

81. The timely guidance he gave to all personnel insured the maintenance of a high standard of administration.
82. His outstanding skill, self-reliant enterprise, and cheerful cooperative attitude, coupled with his soldierly conduct have earned for him the respect and admiration of his superiors and subordinates alike.

83. His professional knowledge and administrative ability contributed markedly to improved effectiveness of his unit/group/wing/region.

84. Through his efforts, devotion to duty, and professional knowledge, recruiting publicity has been accomplished in such a manner as to increase the prestige of the US Air Force Recruiting Service in Central Pennsylvania.

85. Through his meticulous attention to detail and his ability to solve the many and varied problems connected with his duty, Cadet Sergeant Sromovsky was able to direct the processing of all administrative activities of the name of cadet or composite squadron in a superior manner.

86. The outstanding record of performance by Sergeant Sromovsky is due to a great extent to his attention to detail in all aspects of his duty assignment and to his supreme desire for perfection.

87. His standards of appearance, military courtesy, meticulous attention to detail, and his cheerful cooperative approach to all problems and tasks drew a favorable comment for superiors and subordinates alike.

88. Displaying superior professional ability, initiative, and meticulous attention to detail, he was outstandingly successful in discharging his many duties, which included maintenance of all schedules for members of the command section, and execution of special projects in addition to his usual daily tasks.

89. As Assistant Operations Officer, Lieutenant Henderson demonstrated professional ability, exercised outstanding judgment, and applied sound administrative procedures in coordinating the activities of the name of unit, group, wing or region with other major commands and sections of this headquarters.

90. Demonstrating a high degree of ingenuity and a thorough appreciation of supply economy, he instituted an effective system of supply accounting and a program for repair and maintenance of technical material.

91. Lieutenant Colonel Sanders' foresight, keen analytical mind, sound judgment and enthusiastic approach to the numerous and complex planning problems demanding solution, coupled with his great sense of responsibility, initiative, and cooperative attitude, have contributed in large measure to the accomplishment of the Civil Air Patrol's Logistics mission.

92. As Line Chief, Aircraft Maintenance Branch, he applied outstanding skill, technical
knowledge, and capable leadership in achieving marked improvement in the maintenance status of CAP aircraft assigned to this unit.

93. CAP Master Sergeant Naron’s initiative, enthusiasm, inspiring example, and devotion to duty, contributed significantly to the efficient utilization of CAP aircraft, and its availability under varying conditions.

94. In this position, he demonstrated dynamic leadership and astute judgment, thereby providing...

95. His keen foresight, sound judgment, and professional competence enabled him to discharge, with superior results, the many responsibilities inherent in his position.

96. Through astute planning, meticulous attention to detail, and the expeditious and efficient resolution of the many complex problems, which confronted him daily, Colonel Jones contributed immeasurably to accomplishing the mission of the name of staff area Directorate, name of unit, group, wing or region.

97. Exhibiting initiative, technical adeptness, sound judgment and comprehensive knowledge in application and implementation of CAP policies and procedures, Captain Jones executed demanding assignments in a consistently outstanding manner and contributed materially to the successful accomplishment of the supply mission of the name of unit, group, wing or region.

98. Through his knowledge of overall supply operations, thoroughness in administrative matters, zeal, efficiency, tact and devotion to duty coupled with aggressiveness and exceptional organizing ability, Colonel Jones was instrumental in overcoming many problems which proved of inestimable value to the successful accomplishment of the mission of name of unit, group, wing or region.

99. He demonstrated outstanding leadership and managerial ability in supervising the complex and diversified operations of the Transportation Section.

100. He displayed exceptional leadership, professional competence and unusual devotion to duty in handling the many and diversified functions of his office which, without exception, performed its mission in an outstanding manner.

101. Displaying exceptional professional ability, foresight, mature judgment and logical application of sound management principles, he was outstandingly successful in guiding the activities of the Administration Section through a period of drastic reductions in manpower resources, coupled with increases in the missions assigned to name of unit, group, wing or region.
CLOSING STATEMENTS

Silver Medal of Valor
CLOSE: Through his singularly courageous heroism and selfless regard for his fellowman, Captain Jones has reflected the highest credit upon himself and Civil Air Patrol.

Bronze Medal of Valor
CLOSE: Through his singularly selfless and conspicuous actions, Captain Jones has reflected great credit upon himself and Civil Air Patrol.

Distinguished Service Medal
CLOSE: The singularly outstanding service of Captain Jones in this duty of marked national significance reflects the highest credit upon himself and Civil Air Patrol.

Exceptional Service Award
CLOSE: The exceptionally outstanding service of Captain Jones in this duty of significant responsibility reflects great credit upon himself and Civil Air Patrol.

Meritorious Service Award
CLOSE: The distinctive accomplishments of Captain Jones are clearly outstanding and unmistakably exceptional when compared to similar achievements of personnel of like grade and responsibility. The efforts of Captain Jones reflect great credit upon himself and Civil Air Patrol.

Commander’s Commendation Award
CLOSE: The distinctive accomplishments of Captain Jones are clearly and unmistakably exceptional when compared to similar accomplishments of members of like grade and responsibility. The efforts of Captain Jones reflect credit upon himself and Civil Air Patrol.

Lifesaving Award
CLOSE: By his prompt action and humanitarian regard for his fellowman, Captain Jones has reflected great credit upon himself and Civil Air Patrol.

Unit Citation
CLOSE: The professionalism and superior performance of the personnel of the Name of unit/group/wing or region reflect great credit upon themselves, their organization and Civil Air Patrol.
EXAMPLE OF JUSTIFICATION

FOR THE SILVER MEDAL OF VALOR

The following is the nomination for the Silver Medal of Valor for a member of the California Wing (The names of the approving authorities have been changed). The Silver Medal of Valor is awarded to those members whose distinguished and heroic actions are taken at the risk of their live and go above and beyond the call of normal duty. When this request was made, it was accompanied with a newspaper article about the event as well as a letter from the local police department honoring the individuals involved. The Citation to Accompany the Silver Medal of Valor is also printed below.

Before you start to write, review the Award Improvement Guidelines found on page 7.
## RECOMMENDATION FOR DECORATION

**TO:** (National, Region, Wing, or Group)  
NATIONAL HEADQUARTERS  
CIVIL AIR PATROL  
105 SOUTH HANSELL ST  
MAXWELL AFB AL 36112

**FROM:** (Originating Organization and Address)  
CAPTAIN JAY WEINSOFF CADET SQ 3  
P O BOX 8377  
VAN NUYS CA 91409

### 1. RECOMMEND INDIVIDUAL/UNIT INDICATED BE AWARDED:

- [x] Silver Medal of Valor
- [ ] Bronze Medal of Valor
- [ ] Distinguished Service Medal
- [ ] Exceptional Service Award  
  (Approved by Region)
- [ ] Meritorious Service Award  
  (Approved by Region)
- [ ] Commander’s Commendation Award  
  (Approved by Wing, Region or National)
- [ ] Achievement Award (Approved by Group)
- [ ] Certificate of Recognition for Lifesaving  
  (Approved by Wing or Region)
- [ ] Unit Citation Award
- [ ] Other:

### 2. PERSONAL DATA (Data Required for Individual Award)

- **LAST NAME, FIRST NAME, AND MIDDLE INITIAL:** CONTRERAS  BELINDA H  
  - **CAPSN:** 123456  
  - **GRADE:** 1st Lt
- **UNIT NAME AND CHARTER NUMBER:** CAPTAIN JAY WEINSOFF CADET SQ 3 CA051  
  - **WING:** CALIFORNIA

### 3. UNIT DATA (Data Required for Unit Citation)

- **UNIT NAME AND CHARTER NUMBER:**  
  - **WING:**

### 4. INCLUSIVE DATE(S) OF ACT, ACHIEVEMENT, OR SERVICE (Required for all awards)

- FROM 3-Aug-98 TO 3-Aug-98

### 5. PREVIOUS AWARDS AND DECORATIONS (List previous CAP awards and dates below:)

- **NONE**

### 6. JUSTIFICATION

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<th>REGION</th>
<th>DATE</th>
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<tbody>
<tr>
<td>A.W. KNOWLES, COL, CAP</td>
<td>PCR #99-145</td>
<td>20 Oct-99</td>
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</tbody>
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CAP FORM 120, DEC 08  Previous editions may be used.
First Lieutenant Belinda H. Contreras is hereby recommended for the Civil Air Patrol Silver Medal of Valor for her conspicuous and heroic act at the risk of her own life.

On Monday, 3 August 1998, at approximately 1445 hours, Lieutenant Contreras was driving in the City of Glendale, California, when she spotted smoke and fire coming from a nearby house. Without hesitation, Lieutenant Contreras stopped her vehicle and rushed to the front door of the burning house. Lieutenant Contreras knocked loudly on the door in an attempt to gain the attention of possible occupants.

A teenager, unaware of the fire in her own home, answered the door. Lieutenant Contreras immediately warned the teenager of the fire and asked if anyone else was at home. The teenager answered that her bedridden elderly grandmother was in the back bedroom. Lieutenant Contreras, with complete and total disregard for her own personal safety, entered the burning home and with the help of an assistant carried the elderly grandmother through the choking smoke to safety.

After the fire department arrived, Lieutenant Contreras administered oxygen to the grandmother (Lieutenant Contreras holds an Emergency Medical Technician Rating) and attended to the victims until relatives arrived and arranged for accommodations.

Because of her conspicuous and heroic actions, First Lieutenant Belina H. Contreras exemplifies the best traditions and ideals of Civil Air Patrol Humanitarian Service and clearly deserves the Civil Air Patrol Silver Medal of Valor.

TYPED NAME, GRADE, AND TITLE OF INDIVIDUAL INITIATING RECOMMENDATION
STEVE CANYON, LT COL, CAP COMMANDER

SIGNATURE

Be sure to attach a sample citation to accompany the Silver Medal of Valor, the Bronze Medal of Valor, and Distinguished Service Medal.
CITATION TO ACCOMPANY
THE CIVIL AIR PATROL
SILVER MEDAL OF VALOR
TO
BELINDA H. CONTRERAS

First Lieutenant Belinda H. Contreras distinguished herself by conspicuous heroic action at the risk of life, above and beyond the call of duty, at 734 Elliot Place, Glendale, California on August 3, 1998.

Lieutenant Contreras was driving in Glendale, California, when she spotted smoke and fire coming from a nearby house. Without hesitation, Lieutenant Contreras stopped her vehicle and rushed to the front door, knocked loudly on the door in an attempt to gain the attention of possible occupants.

A teenager, unaware of the fire in her own home, answered the door. Lieutenant Contreras immediately warned the teenager of the fire and asked if anyone else was at home. The teenager answered that her bedridden elderly grandmother was in the back bedroom. Lieutenant Contreras, with complete and total disregard for her own personal safety, entered the burning home and with the help of an assistant carried the elderly grandmother through the choking smoke to safety.

After the fire department arrived, Lieutenant Contreras administered oxygen to the grandmother (Lieutenant Contreras holds an Emergency Medical Technician Rating) and attended to the victims until relatives arrived and arranged for accommodations. Through her singularly courageous heroism and selfless regard for her fellowman, First Lieutenant Belinda H. Contreras has reflected the highest credit upon herself, Captain Jay Weinsoff Cadet Squadron 3, California Wing, and Civil Air Patrol.
BRONZE MEDAL OF VALOR

The Bronze Medal of Valor is Civil Air Patrol’s second highest award. The justification is very similar to that of the Silver Medal of Valor, but the CAP member does not have to place his/her life at risk. Rather the actions are performed where the danger to self is probable and known. The CAPF 120 that follows was accompanied by an e-mail the member sent to his unit as part of a safety briefing; by a letter from the local police department and a copy of the police report on the accident. This nomination also makes use of a continuation page.

Before you start to write, review the Award Improvement Guidelines found on page 7.
RECOMMENDATION FOR DECORATION

TO: (National, Region, Wing, or Group)
NATIONAL HEADQUARTERS
CIVIL AIR PATROL
105 SOUTH HANSELL ST
MAXWELL AFB AL 36112

FROM: (Originating Organization and Address)
FALCON COMPOSITE SQUADRON
RAMSEY, IN 47166

DATE 1-Dec-00

1. RECOMMEND INDIVIDUAL/UNIT INDICATED BE AWARDED:
- Silver Medal of Valor
- Bronze Medal of Valor
- Distinguished Service Medal
- Exceptional Service Award
- Meritorious Service Award
- Commander’s Commendation Award (Approved by Wing, Region or National)
- Achievement Award (Approved by Group)
- Certificate of Recognition for Lifesaving (Approved by Wing or Region)
- Unit Citation Award
- Other:

2. PERSONAL DATA (Data Required for Individual Award)

LAST NAME, FIRST NAME, AND MIDDLE INITIAL
WILLIAMSON DARREL D

CAPSN 123456
GRADE Capt

UNIT NAME AND CHARTER NUMBER
FALCON COMPOSITE SQUADRON IN126

WING INDIANA

3. UNIT DATA (Data Required for Unit Citation)

UNIT NAME AND CHARTER NUMBER
WING

4. INCLUSIVE DATE(S) OF ACT, ACHIEVEMENT, OR SERVICE (Required for all awards)

FROM 23-Mar-99 TO 23-Mar-99

5. PREVIOUS AWARDS AND DECORATIONS (List previous CAP awards and dates below:)

COMMANDERS COMMENDATION 2000
LEADERSHIP RIBBON W/BRONZE STAR 1998/1999
MEMBERSHIP RIBBON 1997
YEAGER AE RIBBON 2000
COMMAND SERVICE RIBBON 1999
RED SERVICE RIBBON 1999
AIR SAR RIBBON 1998
DISASTE RELIEF RIBBON 1998

6. JUSTIFICATION

REQUESTED BY IN126
APPROVED
APPROVED YES
APPROVED YES

SIGNATURE OF FLIGHT OR SQUADRON COMBR W. W. WINKLE, CAPT, CAP
FLIGHT OR SQUADRON IN 126 #332
DATE 30-Nov-

SIGNATURE OF GROUP COMMANDER GROUP
DATE

SIGNATURE OF WING COMMANDER B. D. ALREAD, COL, CAP
WING IN WG 12345
DATE 27-Jan-

SIGNATURE OF REGION COMMANDER A.F. MILITARY, COL, CAP
REGION GLR #19876
DATE 8-Mar-01

CAP FORM 120, DEC 08 Previous editions may be used.
Captain Darrel Williamson, of the Indiana Wing's Falcon Composite Squadron, acted with disregard to his own personal safety to come to the aid and assistance of saving a human life. On the early morning of March 23, 1999, Capt Williamson was returning from a competition with the school band that he works for. A motorist, who had seen a vehicle run off the road and strike a telephone pole, snapping it in half, stopped him. The driver was reported to be unconscious and needed help. Capt Williamson returned to his truck retrieving his CPR mask and medical gear that was packed in the ground team equipment. He then ran up to the car to assess the situation. Seeing that the car had been struck on the driver's side and left front of the car, he entered the vehicle on the passenger side and got into the back seat, which was full of broken glass and debris from the accident. Although he smelled heavy gasoline fumes, and knowing the gas tank had been ruptured and that he was heavily allergic to them (he has chronic asthma), he entered the car and proceeded to render medical attention to the victim.

There were two other motorists in the vehicle trying to assist the female driver. One was pressing her head onto their own lap and the other was shaking her to get her to respond. Capt Williamson then identified himself as a First Responder and took control of the care of the patient. He took control of her CSpine, and then told the bystanders to look for some sort of identification as well as for other injuries. Capt Williamson knew that there could be some internal injuries to her abdomen from the force of the air bag in her vehicle. He noticed that she was unconscious and breathing but not alert.

At this time, a bystander came up to the vehicle with a lit cigarette to offer additional assistance. Capt Williamson told the gentleman to leave the scene with the cigarette because of the high possibility of explosion and fire due to the leaking gas tank. Paramedics and police officers for the City of Georgetown arrived on the scene and secured it. Capt Williamson gave the information that he had obtained to the paramedics; name and general condition of the patient. They instructed him to maintain control of the C-Spine until they were ready to extricate the victim from the car. After the door was removed on the driver’s side, and STATCARE (air ambulance) had arrived, the victim was removed with a backboard and C-collar by the flight nurses and paramedics with Capt Williamson maintaining the C-Spine control. It was then reported that a child could have...
been with the victim after she had left her residence. A line search was then conducted of the area for the child, in which Capt Williamson and the firefighters participated. A report came later that she did not have the child with her.

Capt Darrell Williamson acted without hesitation and concern for his own personal safety knowing of the health hazards and possible bodily harm that could have come to him and his fellow responders by the explosion and fire that could have erupted from the gasoline. Capt Williamson is to be commended for his actions on that morning. He is a credit to himself, Falcon Composite Squadron, Indiana Wing and Civil Air Patrol and is recommended for the Bronze Medal of Valor.
CITATION TO ACCOMPANY THE AWARD OF
THE CIVIL AIR PATROL
BRONZE MEDAL OF VALOR
TO
DARRELL WILLIAMSON

Captain Darrel Williamson, CAP, distinguished himself by conspicuous heroic action where danger to self was probable and known, at the 6500 block of S.R. 64 in Georgetown, Indiana on March 22, 1999. Captain Williamson was returning from a competition with the school band when a motorist, who had seen a vehicle run off the road and strike a telephone pole, snapping it in half, stopped him. After he assess the situation and seeing that the car had been struck on the driver’s side and left front of the car, he entered the vehicle on the passenger side and got into the back seat, which was full of broken glass and debris from the accident. Although he smelled heavy gasoline fumes, and knowing the gas tank had been ruptured and that he was heavily allergic to them (he has chronic asthma), he entered the car and proceeded to render medical attention to the victim.

Capt Williamson then identified himself as a First Responder and took control of the care of the patient. He took control of her C-Spine, and then told the bystanders to look for some sort of identification as well as for other injuries. Capt Williamson knew that there could be some internal injuries to her abdomen from the force of the air bag in her vehicle. He noticed that she was unconscious and breathing but not alert.

When the paramedics and police officers for the City of Georgetown arrived on the scene and secured it, Capt Williamson gave the information that he had obtained to the paramedics; name and general condition of the patient. They instructed him to maintain control of the C-Spine until they were ready to extricate the victim from the car. After the door was removed on the driver’s side, and STATCARE (air ambulance) had arrived, it was then reported that a child could have been with the victim after she had left her residence. A line search was then conducted of the area for the child, in which Capt Williamson and the firefighters participated. A report came later that she did not have the child with her.

Through his singularly selfless and conspicuous actions, Captain Williamson has reflected great credit upon himself, Falcon Composite Squadron, Indiana Wing and Civil Air Patrol.
DISTINGUISHED SERVICE AWARD

The Distinguished Service Award is presented to members who provide outstanding service in a duty of great responsibility where the position held and the results obtained reflect upon the accomplishments and prestige of Civil Air Patrol on a national scale. The Citation to Accompany the Distinguished Service Award is included after the continuation page of the justification.

Before you start to write, review the Award Improvement Guidelines found on page 7.
# RECOMMENDATION FOR DECORATION

**DATE:** 24-Feb-02

| TO: | NATIONAL HEADQUARTERS  
CIVIL AIR PATROL  
105 SOUTH HANSELL STREET  
MAXWELL AFB AL 36112 |
| --- | --- |
| FROM: | UTAH WING HEADQUARTERS  
640 NOTH 260 WEST  
SALT LAKE CITY UT 84116 |

## 1. RECOMMEND INDIVIDUAL/UNIT INDICATED BE AWARDED:

- [ ] Silver Medal of Valor
- [ ] Bronze Medal of Valor
- [x] Distinguished Service Medal  
(Approved by Region)
- [ ] Exceptional Service Award  
(Approved by Region)
- [ ] Meritorious Service Award  
(Approved by Region)
- [ ] Commander’s Commendation Award  
(Approved by Wing, Region or National)
- [ ] Achievement Award (Approved by Group)
- [ ] Certificate of Recognition for Lifesaving  
(Approved by Wing or Region)
- [ ] Unit Citation Award
- [ ] Other:

## 2. PERSONAL DATA (Data Required for Individual Award)

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<tr>
<td>SISAM LORRIN R</td>
<td>123456</td>
<td>1st Lt</td>
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## 4. INCLUSIVE DATE(S) OF ACT, ACHIEVEMENT, OR SERVICE  
(Required for all awards)

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## 5. PREVIOUS AWARDS AND DECORATIONS (List previous CAP awards and dates below:)

NONE

## 6. JUSTIFICATION

COMPLETE ITEM 6 ON THE REVERSE SIDE OF THIS FORM

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</table>

| APPROVED | SIGNATURE OF WING COMMANDER  
ROCKY M. HIGH, COL, CAP  
UTWG #12345 | WING | DATE |
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| APPROVED | SIGNATURE OF REGION COMMANDER  
LIL O. LADY, COL, CAP  
RMR #02-456 | REGION | DATE |
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CAP FORM 120, DEC 08    Previous editions may be used.

CAPP 39-3, June 2010
First Lieutenant Lorrin R. Sisam, Utah Wing Vice Commander, Civil Air Patrol, distinguished himself in the performance of outstanding service in preparation and execution of the 2002 Winter Olympics between April 2000 and February 2002.

During this period, outstanding professionalism, expertise, dynamic leadership, and superior management ability directly contributed to the success and safety of the 2002 Winter Olympics involving 78 countries from around the world. As the key project officer for Civil Air Patrol participation in airborne security for the Olympics, he devoted countless hours of preparation and attendance of multiple weekly and monthly meeting with local, state, and federal agencies. Working directly with the FBI and various working groups he established detailed plans for airborne video security of critical infrastructure sites and highway safety. Always leaning forward, Lt Sisam's efforts led to the Civil Air Patrol becoming the host of the Olympic aviation security-working group involving representatives from US Secret Service, FBI, US Customs, FAA, DOD, and multiple state agencies. Involved in all aspects of the wing's preparation, he led the wing's complex communication and video plans and had a voice in the writing of the operations plan, scheduling members, obtaining finances, and setting up conference calls with national headquarters and the Air Force.

Working with national headquarters, he helped establish a single point of contact to work Olympic issues and coordinated the national headquarters' staff on site to lend assistance during the Olympics. Lt Sisam's attention to detail and preparation culminated in the wing flying 110 sorties during the Olympics while averaging 16.5 flying hours per day, delivering over 125 photos per day to ground security forces, utilize 9 aircraft to sustain 17 days flying and coordinating the efforts of 131 CAP wing, region and national personnel. With the head of the Olympic Security Agencies singing praises of Civil Air Patrol being their "Shining Star" and "Go to Organization," Lorrin has forged a reputation for Civil Air Patrol that will greatly enhance the working relationships with the Utah Division of Comprehensive Emergency Management, FBI, Secret Service, US Customs Service, and Utah State Department of Public Safety. With the eyes of the world on the Olympics and the eyes of the security agencies on the Civil Air Patrol, Lt Sisam established Civil Air Patrol as a vital component in national events. The equipment and programs Lorrin coordinated for Utah Civil Air Patrol operations...
will establish the foundation and working model for future Civil Air Patrol involvement in Homeland Security. Lorrin's devotion and performance to the Civil Air Patrol serves as an inspiration to all he comes in contact with. The singularly distinctive accomplishment of Lt Sisam reflects the highest credit upon himself, the Utah Wing, Civil Air Patrol, and the United States Air Force.
CITATION TO ACCOMPANY THE AWARD OF
THE CIVIL AIR PATROL
DISTINGUISHED SERVICE MEDAL
TO
LORRIN R. SISAM

First Lieutenant Lorrin R. Sisam, CAP, distinguished himself by exceptionally outstanding service to Civil Air Patrol in a duty of great responsibility as the Civil Air Patrol key project officer of airborne security at the 2002 Winter Olympics from 1 April 2000 to 24 February 2002.

During this period, outstanding professionalism, expertise, dynamic leadership, and superior management ability directly contributed to the success and safety of the 2002 Winter Olympics involving 78 countries from around the world. As the key project officer for Civil Air Patrol participation in airborne security for the Olympics, he devoted countless hours of preparation and attendance of multiple weekly and monthly meeting with local, state, and federal agencies. Working directly with the FBI and various working groups he established detailed plans for airborne video security of critical infrastructure sites and highway safety.

Involved in all aspects of the wing's preparation, he led the wing's complex communication and video plans and had a voice in the writing of the operations plan, scheduling members, obtaining finances, and setting up conference calls with national headquarters and the Air Force. Lt Sisam's attention to detail and preparation culminated in the wing flying 110 sorties during the Olympics while averaging 16.5 flying hours per day, delivering over 125 photos per day to ground security forces, utilize 9 aircraft to sustain 17 days flying and coordinating the efforts of 131 CAP wing, region and national personnel. With the head of the Olympic Security Agencies singing praises of Civil Air Patrol being their "Shining Star" and "Go to Organization," Lorrin has forged a reputation for Civil Air Patrol that will greatly enhance the working relationships with the Utah Division of Comprehensive Emergency Management, FBI, Secret Service, US Customs Service, and Utah State Department of Public Safety. The equipment and programs Lorrin coordinated for Utah Civil Air Patrol operations will establish the foundation and working model for future Civil Air Patrol involvement in Homeland Security. Lorrin's devotion and performance to the Civil Air Patrol serves as an inspiration to all he comes in contact with.

The singularly outstanding service of Lt Sisam in this duty of marked national significance reflects the highest credit upon himself, the Utah Wing, Civil Air Patrol, and the United States Air Force.
EXCEPTIONAL SERVICE AWARD

The Exceptional Service Award is presented to CAP members who provide exceptionally outstanding service to CAP in a duty of great responsibility. The duty should usually carry with it the ultimate responsibility for a major project within the wing or region and the fulfillment of that duty greatly benefits the wing or the region.

Before you start to write, review the Award Improvement Guidelines found on page 7.
RECOMMENDATION FOR DECORATION

TO: (National, Region, Wing, or Group)  
NATIONAL HEADQUARTERS  
CIVIL AIR PATROL  
105 SOUTH HANSSELL ST  
MAXWELL AFB AL 36112

FROM: (Originating Organization and Address)  
NATIONAL ENCAMPMENT  
NEW YORK, NY

1. RECOMMEND INDIVIDUAL/UNIT INDICATED BE AWARDED:
- Silver Medal of Valor
- Bronze Medal of Valor
- Distinguished Service Medal
- Exceptional Service Award  
  (Approved by Region)
- Meritorious Service Award  
  (Approved by Region)
- Commander’s Commendation Award  
  (Approved by Wing, Region or National)
- Achievement Award (Approved by Group)
- Certificate of Recognition for Lifesaving  
  (Approved by Wing or Region)
- Unit Citation Award
- Other:

2. PERSONAL DATA (Data Required for Individual Award)

LAST NAME, FIRST NAME, AND MIDDLE INITIAL  
BROWN  JOE  E

CAPSN  WING
111111  Maj

UNIT NAME AND CHARTER NUMBER  
WING
HQ NORTHEAST REGION NER001  
HQ NER

3. UNIT DATA (Data Required for Unit Citation)

UNIT NAME AND CHARTER NUMBER  
WING

4. INCLUSIVE DATE(S) OF ACT, ACHIEVEMENT, OR SERVICE (Required for all awards)

FROM 1-Apr-98 TO 31-Aug-98

5. PREVIOUS AWARDS AND DECORATIONS (List previous CAP awards and dates below:)

UNKNOWN

6. JUSTIFICATION

COMPLETE ITEM 6 ON THE REVERSE SIDE OF THIS FORM

REQUESTED BY  
MA001

SIGNATURE OF FLIGHT OR SQUADRON COMMR  
JOHN A. JONES, LT COL, CAP

FLIGHT OR SQUADRON ENCAMPMENT  
ENCAMPMENT

DATE 31-Aug-98

APPROVED

SIGNATURE OF GROUP COMMANDER  
GROUP

APPROVED

SIGNATURE OF WING COMMANDER  
WING

APPROVED

SIGNATURE OF REGION COMMANDER  
REGION
S. DONGOOD, COL, CAP  
NER 99-123

DATE 10-Sep-99

YES

CAP FORM 120, DEC 08 Previous editions may be used.
Major Joe E. Brown was assigned as both the administrative officer and the finance officer for the 1998 Northeast Region Encampment - New York held 3 July to 11 July at New York Testing Ground (NYTG), New York. During the many months preceding the encampment, Maj Brown devoted many hours in preparation for the encampment. Though travel prevented him from attending the weekly meetings, he analyzed the meeting notes and made many positive suggestions and comments. He attended a weekend training session at NYTG at which he visited the local bank to set up the encampment’s financial accounts. Through numerous phone calls and e-mails, he stayed in constant contact with national headquarters and the command staff to accomplish the required prior planning that an activity of this kind requires.

During the planning phase of the encampment, Maj Brown exhibited such a great attention to detail that he made the running of the encampment as smooth as possible. He devised a computer-based spreadsheet that allowed national headquarters, the command staff and him to know the status of every cadet and senior attending the encampment. When he arrived at the encampment, he had a filing system that allowed instant access to each attendee’s files, information and assignments within the encampment. As each cadet arrived, he was quickly and efficiently processed through admin and sent on to his squadron and flight due to the advance preparation and superb organization of Maj Brown. This same attention to detail was evident in his handling of the encampment finances. He developed forms to request use of the funds and ensured that they were used and the proper authorization filed. He even designed the encampment patch that was used for the encampment in 1998.

Maj Brown’s untiring efforts during the encampment gave the impression that he never slept. He was the first in the admin building every morning and the last to leave each night. He stayed on top of every detail, never allowing anything to become a major problem. The number of hours that he spent attending to his duties both prior, during and after the encampment was unbelievable! With his great attention to detail and organization, there could not have been a more appropriate choice for either administrative officer or finance officer for the encampment.

Major Brown’s efforts in mentoring the cadets assigned to him were extraordinary! The example he set before the cadet staff was one that the Civil
Air Patrol Mentoring Program is built around. He trained and educated each of the cadets in the details and attention to detail that is necessary to perform their assigned duties. He showed by his actions and leadership, the type of leader the cadets should strive to become.

Major Brown's conspicuous performance of outstanding service at the first region encampment reflected upon the accomplishments and prestige of Civil Air Patrol on a region scale. The groundwork laid down by Major Brown will be of significant value to CAP in future Northeast Region Encampments and the development of a region-wide encampment curriculum and guide. His outstanding efforts are worthy of the Exceptional Service Award.
The Meritorious Service Award is presented to a member for outstanding achievement or meritorious service to Civil Air Patrol. Superior performance of normal job duties DO NOT, by them self, constitute automatic justification for this award. In situations where many members are affiliated with an exceptionally successful program, project or mission, the Meritorious Service Award is awarded to the relatively few whose contributions clearly stand out from the others and who contributed most to the success of the program.

Before you start to write, review the Award Improvement Guidelines found on page 7.
**RECOMMENDATION FOR DECORATION**

**DATE**

14-Jul-99

**TO:** (National, Region, Wing, or Group)

MIDDLE EAST REGION
ROANOKE VA

**FROM:** (Originating Organization and Address)

VIRGINIA WING, CAP
7401 AIRFIELD DRIVE
RICHMOND VA 23237

1. **RECOMMEND INDIVIDUAL/UNIT INDICATED BE AWARDED:**

- Silver Medal of Valor
- Bronze Medal of Valor
- Distinguished Service Medal
- Exceptional Service Award (Approved by Region)
- Meritorious Service Award (Approved by Region)
- Commander’s Commendation Award (Approved by Wing, Region or National)
- Achievement Award (Approved by Group)
- Certificate of Recognition for Lifesaving (Approved by Wing or Region)
- Unit Citation Award
- Other:

2. **PERSONAL DATA (Data Required for Individual Award)**

LAST NAME, FIRST NAME, AND MIDDLE INITIAL
THIEM DEBORAH A

CAPSN
333333

GRADE
Capt

UNIT NAME AND CHARTER NUMBER
VIRGINIA WING HQ VA001

WING
VIRGINIA

3. **UNIT DATA (Data Required for Unit Citation)**

UNIT NAME AND CHARTER NUMBER
WING

4. **INCLUSIVE DATE(S) OF ACT, ACHIEVEMENT, OR SERVICE (Required for all awards)**

FROM 1-Aug-05 TO 14-Jul-06

5. **PREVIOUS AWARDS AND DECORATIONS (List previous CAP awards and dates below:)**

NONE

6. **JUSTIFICATION**

COMPLETE ITEM 6 ON THE REVERSE SIDE OF THIS FORM

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CAP FORM 120, DEC 08   Previous editions may be used.
6. JUSTIFICATION: (Description of the act, achievement, or service, including specific dates, places, and facts. If additional space is required, continue on plain bond paper.)

Capt Deborah Thiem has served as the VAWG Director of Cadet Programs for just over one year. In that time she has taken the initiative to start several new programs for our cadets, as well as maintain several that earned the VAWG Cadet Program a Benchmark Candidate in the 2004 Compliance Inspection.

Capt Thiem believes that bringing cadets together to have fun while learning is a primary motivator to accomplishing the goals of the CAP Cadet Program. She started this off in 2005 by establishing a VAWG Cadet Aerospace day at Ft. Pickett, where cadets were introduced to model rocketry and five cadets finished the requirements for the Model Rocketry Badge.

For the 2005 VAWG Conference, she planned and implemented eight training sessions, plus events for the cadet hospitality suite. These events included inviting military speakers, obtaining judges for and overseeing the cadet speak-off competition, which this year required the cadets to use audio-visual aids as part of their presentation. The conference also included the Quiz Bowl, Drill and Color Guard team information sessions and the first annual poster contest. All of this was accomplished when she had served less than 60 days as the VAWG DCP.

In addition, she co-directed the first Training Leaders of Cadets course, using a brand new curriculum, as well as serving on the staff of a SLS and directing a CLC.

The accomplishments of Capt Thiem are truly outstanding and worthy of the Meritorious Service Award, especially when compared to the accomplishments of members of similar rank and responsibility.

TYPED NAME, GRADE, AND TITLE OF INDIVIDUAL INITIATING RECOMMENDATION
C. U. SOON
COL
VIRGINIA WING COMMANDER

SIGNATURE
C. U. SOON

Be sure to attach a sample citation to accompany the Silver Medal of Valor, the Bronze Medal of Valor, and Distinguished Service Medal.
The only difference between these two awards is who is making the award, the National Commander versus a wing or region commander. The award criteria is basically the same, i.e. that the recipient has demonstrated outstanding duty performance where the achievements and services are clearly and unmistakably exceptional when compared to similar achievements and service of members of like rank and responsibility. The National Commander’s Commendation Award will usually be presented when the duty performance is on a national level, whereas the Commander’s Commendation Award is usually presented when the service is at the unit/group/wing or region levels.

When making a nomination for the National Commander’s Commendation Award, the originator should write in the words “National Commander” on the front of the CAPF120. In the justification, make sure that all references to the requested award are to the National Commander’s Commendation Award.

Before you start to write, review the Award Improvement Guidelines found on page 7.
**RECOMMENDATION FOR DECORATION**

**DATE**
9-Jun-05

**TO:** (National, Region, Wing, or Group)  
VIRGINIA WING CAP  
7401 AIRFIELD DRIVE  
RICHMOND VA 23237-2250

**FROM:** (Originating Organization and Address)  
GROUP 1 HQ  
424 AIRPORT DRIVE, SUITE 500  
DANVILLE VA 24540

1. **RECOMMEND INDIVIDUAL/UNIT INDICATED BE AWARDED:**

   - [ ] Silver Medal of Valor
   - [ ] Bronze Medal of Valor
   - [ ] Distinguished Service Medal (Approved by Region)
   - [ ] Exceptional Service Award (Approved by Region)
   - [ ] Meritorious Service Award (Approved by Region)
   - [ ] Commander’s Commendation Award (Approved by Wing, Region or National)
   - [ ] Achievement Award (Approved by Group)
   - [ ] Certificate of Recognition for Lifesaving (Approved by Wing or Region)
   - [ ] Unit Citation Award
   - [ ] Other:

2. **PERSONAL DATA (Data Required for Individual Award)**

   **LAST NAME, FIRST NAME, AND MIDDLE INITIAL**
   EVANS   MARK  E

   **CAPSN**
   777777

   **GRADE**
   Capt

   **UNIT NAME AND CHARTER NUMBER**
   DANVILLE COMPOSITE SQUADRON VA023

   **WING**
   VIRGINIA

3. **UNIT DATA (Data Required for Unit Citation)**

   **UNIT NAME AND CHARTER NUMBER**

4. **INCLUSIVE DATE(S) OF ACT, ACHIEVEMENT, OR SERVICE** (Required for all awards)

   FROM 1-Jan-05  
   TO 7-Jun-05

5. **PREVIOUS AWARDS AND DECORATIONS (List previous CAP awards and dates below:)**

   UNKNOWN

   **NOTE:** THIS REQUEST IS FOR A NATIONAL COMMANDER’S COMMENDATION AWARD ****

6. **JUSTIFICATION**

   COMPLETE ITEM 6 ON THE REVERSE SIDE OF THIS FORM

   **REQUESTED BY**
   SIGNATURE OF FLIGHT OR SQUADRON COMDR  
   JACKSON, EF

   **FLIGHT OR SQUADRON**
   GROUP 1 CC

   **DATE**
   9-Jun-05

   **APPROVED YES**
   SIGNATURE OF GROUP COMMANDER
   GROUP 1 CC

   **DATE**
   9-Jun-05

   **APPROVED YES**
   SIGNATURE OF WING COMMANDER
   WING VA WG CC

   **DATE**
   23-Jun-

   **APPROVED YES**
   SIGNATURE OF REGION COMMANDER
   REGION MER CC

   **DATE**
   13-Aug-

**CAP FORM 120, DEC 08**  
Previous editions may be used.
Capt Mark Evans distinguished himself during the SATS / NASA Fly-in and Trade Show held at the Danville Regional Airport, Danville VA during the time period of 5 June 2005 to 7 June 2005. This 3 day event was the culmination of 5 years of planing and a $150 million budget between NASA, the FAA, NCAM and the SATS teams.

Starting in January of 2005, Capt Evans worked to coordinate the CAP volunteers with SATS, NASA, local fire rescue and police departments. Captain Evans traveled across the Group speaking to other unit commanders to coordinate our volunteers as well as attending numerous meetings with these different agencies to ensure all areas of responsibility were appropriately met.

Capt Evans was instrumental in coordinating and controlling the many CAP Volunteers that were directly involved with this event including being directly responsible for sustaining a 72 hr non-stop operational event. He coordinated the employment of 93 CAP Members, 8 CAP Vehicles and 18 Communications units during this time period.

As a direct result of Captain Evans' tireless dedication to the mission, this International Level Event, coordinating the SATS (Small Airport Transportation System) with such agencies as FAA, NASA, and the National Consortium of Aviation Mobility was a resounding success. Capt Evans' outstanding performance reflects greatly upon himself, the Danville Composite Squadron, the Virginia Wing of CAP and he reflects the ideals embodied in the award of the National Commander's Commendation Award.

<table>
<thead>
<tr>
<th>TYPED NAME, GRADE, AND TITLE OF INDIVIDUAL INITIATING RECOMMENDATION</th>
<th>SIGNATURE</th>
</tr>
</thead>
</table>
| EUGENE F JACKSON  
LT COL  
GROUP I COMMANDER |           |

Be sure to attach a sample citation to accompany the Silver Medal of Valor, the Bronze Medal of Valor, and Distinguished Service Medal.
## RECOMMENDATION FOR DECORATION

<table>
<thead>
<tr>
<th>TO: (National, Region, Wing, or Group)</th>
<th>FROM: (Originating Organization and Address)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMANDER, VIRGINIA WING</td>
<td>LT COL JAMES TRUXEL VAWG DO</td>
</tr>
</tbody>
</table>

### 1. RECOMMEND INDIVIDUAL/UNIT INDICATED BE AWARDED:

- ☑ Silver Medal of Valor
- ☑ Bronze Medal of Valor
- ☑ Distinguished Service Medal
- ☑ Exceptional Service Award (Approved by Region)
- ☑ Meritorious Service Award (Approved by Region)
- ☑ Commander’s Commendation Award (Approved by Wing, Region or National)
- ☑ Achievement Award (Approved by Group)
- ☑ Certificate of Recognition for Lifesaving (Approved by Wing or Region)
- ☑ Unit Citation Award
- ☑ Other:

### 2. PERSONAL DATA (Data Required for Individual Award)

- LAST NAME, FIRST NAME, AND MIDDLE INITIAL: LEON CARL W
- CAPSN: 222222
- GRADE: Maj
- UNIT NAME AND CHARTER NUMBER: PRINCE WILLIAM COMPOSITE SQ VA102
- WING: VA

### 3. UNIT DATA (Data Required for Unit Citation)

- UNIT NAME AND CHARTER NUMBER:

### 4. INCLUSIVE DATE(S) OF ACT, ACHIEVEMENT, OR SERVICE (Required for all awards)

FROM 1-Sep-00 TO 1-May-05

### 5. PREVIOUS AWARDS AND DECORATIONS (List previous CAP awards and dates below:)

### 6. JUSTIFICATION

COMPLETE ITEM 6 ON THE REVERSE SIDE OF THIS FORM

<table>
<thead>
<tr>
<th>REQUESTED BY</th>
<th>SIGNATURE OF FLIGHT OR SQUADRON COMDR</th>
<th>FLIGHT OR SQUADRON</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPROVED YES</td>
<td>SIGNATURE OF GROUP COMMANDER JAMES TRUXEL, LT COL</td>
<td>GROUP GRP 3</td>
<td>5-Jul-05</td>
</tr>
<tr>
<td>APPROVED YES</td>
<td>SIGNATURE OF WING COMMANDER T. J. CRAMER</td>
<td>WING VAWG</td>
<td>22-Jul-05</td>
</tr>
<tr>
<td>APPROVED YES</td>
<td>SIGNATURE OF REGION COMMANDER</td>
<td>REGION</td>
<td></td>
</tr>
</tbody>
</table>

CAP FORM 120, DEC 08   Previous editions may be used.
Major Carl Leon has been the VAWG Director for the Virginia ROTC Cadet Orientation Program since its inception several years ago.

He is directly responsible for the coordination of aircraft, air crews and scheduling dates for 3 ROTC Units within the State of Virginia; Virginia Tech located at Blacksburg, Va, University of Virginia located at Charlottesville, Va and Virginia Military Institute located at Stanton, Va.

The program is active during the school term usually from Sept to May. Major Leon has not only been the leader of this operation, he has also been present at most Sunday operations at the Shenandoah Airport, insuring the operations are coordinated and all requirements are met thus insuring the success of the program.

He has also coordinated and at times been present at the Charlottsville facility. When not present at the locations he has insured there are fully trained personnel at each airport to provide the required guidance and direction.

Normally the scheduling is conducted from his home, however as the actual dates approach, he has the added responsibility of insuring the aircrews and aircraft are prepared, the Cadet lists he receives from the 3 ROTC facilities are correct and finally must make the critical go/no go decision based on various items, mainly current and projected weather conditions. As most of these flights are conducted during Winter flying conditions they are ever changing especially in the mountainous terrain which include all 3 airports.

He has also ferried aircraft to various locations when a last minute requirement arises due to maintenance or other critical situations.

The success of the Virginia ROTC program has been recognized throughout the Nation, by the CAP, the USAF and the 3 Military Virginia ROTC Directors. This success is a direct result of the dedication of Maj Leon.

He has performed his duties in a manner that is clearly and unmistakeably exceptional when compared to similar achievements by other officers of like rank and responsibility and is deserving of the Commander's Commendation Award.
CIVIL AIR PATROL ACHIEVEMENT AWARD

The ........

When making a nomination for the........

Before you start to write, review the Award Improvement Guidelines found on page 7.
# RECOMMENDATION FOR DECORATION

**DATE:** 31-Dec-08

**TO:** (National, Region, Wing, or Group)

GROUP THREE HEADQUARTERS,
GEORGIA WING, CAP

**FROM:** (Originating Organization and Address)

GWINETT COUNTY COMPOSITE
SQUADRON
LAWRENCEVILLE, GA

## 1. RECOMMEND INDIVIDUAL/UNIT INDICATED BE AWARDED:

- [ ] Silver Medal of Valor
- [ ] Bronze Medal of Valor
- [ ] Distinguished Service Medal
- [ ] Exceptional Service Award
  (Approved by Region)
- [ ] Meritorious Service Award
  (Approved by Region)
- [ ] Commander’s Commendation Award
  (Approved by Wing, Region or National)
- [ ] Achievement Award (Approved by Group)
- [ ] Certificate of Recognition for Lifesaving
  (Approved by Wing or Region)
- [ ] Unit Citation Award
- [ ] Other:

## 2. PERSONAL DATA (Data Required for Individual Award)

**LAST NAME, FIRST NAME, AND MIDDLE INITIAL**

BERGSTROM  THOMAS

**CAPSN**

123456

**GRADE**

1st Lt

**UNIT NAME AND CHARTER NUMBER**

BUTTON GWINETT COMPOSITE SQ SER-GA-998

**WING**

GEORGIA

## 3. UNIT DATA (Data Required for Unit Citation)

**UNIT NAME AND CHARTER NUMBER**

WING

## 4. INCLUSIVE DATE(S) OF ACT, ACHIEVEMENT, OR SERVICE (Required for all awards)

**FROM** 1-Jan-07  **TO** 30-Nov-08

## 5. PREVIOUS AWARDS AND DECORATIONS (List previous CAP awards and dates below:)

NONE

## 6. JUSTIFICATION

COMPLETE ITEM 6 ON THE REVERSE SIDE OF THIS FORM

**REQUESTED BY**

SIGNATURE OF FLIGHT OR SQUADRON COMDR  EDWARD KAMINSKY

FLIGHT OR SQUADRON
SER-GA-998

**DATE**

15-Dec-

**APPROVED**

YES

**SIGNATURE OF GROUP COMMANDER**

DAVID R LONG

**GROUP**

THREE

**DATE**

10-Jan-

**APPROVED**

**SIGNATURE OF WING COMMANDER**

WING

**DATE**

**APPROVED**

**SIGNATURE OF REGION COMMANDER**

REGION

**DATE**

CAP FORM 120, DEC 08  Previous editions may be used.
6. **JUSTIFICATION:** (Description of the act, achievement, or service, including specific dates, places, and facts. If additional space is required, continue on plain bond paper.)

Lt Thomas Bergstrom is recognized for the outstanding work he has done in mentoring new members to the squadron over the past 23 months. Thanks to his conscientious efforts, ten of the eleven new members that squadron members recruited during this time period have renewed their memberships at least once and have advanced in both the CAP Professional Development Program and the Emergency Services Program.

Lt Bergstrom paired each new member with a willing mentor who guided them through completion of the Level One course. After that the mentor introduced the new member to training programs that needed to be completed to earn their basic Emergency Services and Radio Operator Qualifications before advancing into either the ground team or air crew tracks. Lt Bergstrom worked with the unit's Emergency Services Officer to make sure classes were offered locally or within reasonable driving distance of the unit's headquarters and coordinated use of the assigned unit vehicle with driver as needed.

As the member progressed, they were also introduced to the CAP Professional Development Program, based on their desired assignment within the unit. Lt Bergstrom made sure they had a mentor to help them learn the duties and responsibilities of their position. Often times, he had to obtain mentors from the group or wing levels. Lastly he introduced the new members to the Aerospace Education program and by the end of 12 months membership, each new member had met the requirements for the Yeager Award.

The efforts of Lt Bergstrom were a significant factor in the Button Gwinnett Composite Squadron being named Squadron of the Year for 2007 and for our outstanding growth and retention rate. The accomplishments of Lt Bergstrom are truly outstanding when you consider the fact that Lt Bergstrom has only been a CAP member for 30 months. We respectfully nominate him for the Civil Air Patrol Achievement Award and look for many more accomplishments from him in the future.

<table>
<thead>
<tr>
<th>TYPED NAME, GRADE, AND TITLE OF INDIVIDUAL INITIATING RECOMMENDATION</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDWARD KAMINSKY Lt Col SQUADRON COMMANDER</td>
<td>EDWARD KAMINSKY</td>
</tr>
</tbody>
</table>

Be sure to attach a sample citation to accompany the Silver Medal of Valor, the Bronze Medal of Valor, and Distinguished Service Medal.
NATIONAL COMMANDER’S UNIT CITATION AWARD

Unlike the National Commander’s Commendation Award and the Commander’s Commendation Award, the criteria for the Unit Citation is found in CAPR 39-3. However, there are no prescribed criteria for the National Commander's Unit Citation. Presentation of this award is strictly at the discretion of the National Commander. Typically, the award will be presented to a unit that has exceeded the award criteria for the Unit Citation Award in support of an event of national importance.

THE UNIT CITATION AWARD

The Unit Citation Award is used to recognize outstanding achievements or notable accomplishments that are separate and distinct from the normal mission or regular function of the unit. The period of the event is normally of short duration and characterized by a definite beginning and ending date.

The award can also be used to recognize units that are truly outstanding within a wing or region compared to other units with related missions. The comparative period should be at least 12 months in order to permit a proper comparison by the recommending authority.

Before you start to write, review the Award Improvement Guidelines found on page 7.
RECOMMENDATION FOR DECORATION

TO: (National, Region, Wing, or Group)
NATIONAL HEADQUARTERS CIVIL AIR PATROL
105 SOUTH HANSELL STREET MAXWELL AFB AL 36112

FROM: (Originating Organization and Address)
ROCKY MOUNTAIN REGION, CAP
P O BOX 16688 SALT LAKE CITY UT 84116

1. RECOMMEND INDIVIDUAL/UNIT INDICATED BE AWARDED:
- [ ] Silver Medal of Valor
- [ ] Bronze Medal of Valor
- [ ] Distinguished Service Medal
- [ ] Exceptional Service Award (Approved by Region)
- [ ] Meritorious Service Award (Approved by Region)
- [ ] Commander’s Commendation Award (Approved by Wing, Region or National)
- [ ] Achievement Award (Approved by Group)
- [ ] Certificate of Recognition for Lifesaving (Approved by Wing or Region)
- [x] Unit Citation Award
- [ ] Other:

2. PERSONAL DATA (Data Required for Individual Award)

<table>
<thead>
<tr>
<th>LAST NAME, FIRST NAME, AND MIDDLE INITIAL</th>
<th>CAPSN</th>
<th>GRADE</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>UNIT NAME AND CHARTER NUMBER</th>
<th>WING</th>
</tr>
</thead>
</table>

3. UNIT DATA (Data Required for Unit Citation)

<table>
<thead>
<tr>
<th>UNIT NAME AND CHARTER NUMBER</th>
<th>COLORADO WING HEADQUARTERS CO001</th>
<th>WING</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>COLORADO</th>
</tr>
</thead>
</table>

4. INCLUSIVE DATE(S) OF ACT, ACHIEVEMENT, OR SERVICE (Required for all awards)

FROM 1-Jun-99 TO 31-Aug-99

5. PREVIOUS AWARDS AND DECORATIONS (List previous CAP awards and dates below:)

6. JUSTIFICATION

COMPLETE ITEM 6 ON THE REVERSE SIDE OF THIS FORM

<table>
<thead>
<tr>
<th>REQUESTED BY</th>
<th>SIGNATURE OF FLIGHT OR SQUADRON COMDR</th>
<th>FLIGHT OR SQUADRON</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPROVED</td>
<td>SIGNATURE OF GROUP COMMANDER</td>
<td>GROUP</td>
<td>DATE</td>
</tr>
<tr>
<td>APPROVED</td>
<td>SIGNATURE OF WING COMMANDER</td>
<td>WING</td>
<td>DATE</td>
</tr>
<tr>
<td>APPROVED</td>
<td>SIGNATURE OF REGION COMMANDER</td>
<td>REGION</td>
<td>DATE</td>
</tr>
<tr>
<td>YES</td>
<td>R.V. WORTHY</td>
<td>RMR #123-99</td>
<td>30-Sep-</td>
</tr>
</tbody>
</table>

CAP FORM 120, DEC 08 Previous editions may be used.
Headquarters, Colorado Wing of the Civil Air Patrol (CAP), with its Communications and Special Activity Flights, distinguished itself by outstanding achievement during the period of 1 Jun to 31 August 1999 in their planning, preparation, and direct support of the 1999 CAP National Board Meeting and Conference held in Denver, Colorado, 11-15 August 1999. Their performance of "host" duties for the National Board and Conference was a notable accomplishment above and beyond their normal volunteer efforts in support of the ongoing CAP missions. This staff seized the initiative by anticipating national headquarters board and conference planning needs and taking actions to ensure a smooth operating, productive and satisfying experience for national board members and Conference attendees.

Key staff of the wing headquarters planned, coordinated, and successfully presented a reception at the Colorado Governor's Mansion for all national board members and distinguished guests, providing a very pleasant and welcoming activity to Denver and Colorado for over 125 of CAP's key and senior leadership. Nearly 300 hours of staff time were invested in all phases of support for this event, much of which involved direct contact with the governor's staff. No CAP funds were used to present this outstanding evening program.

The Colorado Wing dedicated eight of their vans to provide transportation support for national board members, national conference attendees, and distinguished guests. Over 30 wing personnel were sourced to serve as drivers contributing over 220 hours in this effort. In additional, key staff expended over 75 hours in the identification and preparation of qualified drivers, the collecting and preparation of suitable vehicles, and development of schedules and communications links to ensure timely and efficient dispatch of vehicles. Key staff were then in command and control of the operational phase of this massive transportation effort during the "surge" periods of arrival and departure. The wing staff received numerous compliments from CAP guests from across the nation regarding their eager support of transportation needs to and from Denver International Airport (DIA).

It was the wing's idea to prepare and staff a "traveler reception booth" at DIA to provide assistance and direction to arriving national board members and national conference attendees. Over 15 uniformed CAP members, cadets and seniors, of the Colorado Wing expended over 180 hours providing on-the-spot

<table>
<thead>
<tr>
<th>TYPED NAME, GRADE, AND TITLE OF INDIVIDUAL INITIATING RECOMMENDATION</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>J.T HEAD COL RMR VICE COMMANDER</td>
<td>J. T. HEAD</td>
</tr>
</tbody>
</table>

Be sure to attach a sample citation to accompany the Silver Medal of Valor, the Bronze Medal of Valor, and Distinguished Service Medal.
responsive command and control of wing transportation resources; thereby minimizing delay regardless of unexpected "here I am" type of arrivals. They provided arriving CAP members with a positive first impression of CAP in Colorado.

Recognizing that effective and timely communications support to CAP's key leadership was essential during the period of the national board and conference, the wing relocated its Emergency Services Communications Van and placed it adjacent to the conference hotel. The wing kept it in operation with over 55 communications volunteers keeping mission essential communications flowing from 11 through 15 August.

Outstanding Colorado Wing cadets were carefully selected and prepared to serve as aides to Brigadier General Bobic, United States Senator Allard, and Deputy Assistant Secretary of the Air Force Sharratt. The award winning cadet color guard form the Colorado Springs Cadet Squadron was brought up to Denver to present the colors at the opening ceremonies for a Colorado Rockies baseball game at Coors Field, attended by many CAP members, as well as during the opening and closing of the national conference banquet.

The Colorado Wing’s dedicated efforts, separate and distinct from the normal mission requirements of the unit, were an outstanding contribution to the success of the 1999 National Board Meeting and Conference, and reflects great credit upon the Colorado Wing, the Rocky Mountain Region, and Civil Air Patrol.
END OF THE YEAR AWARDS

The following example is for Safety Officer of the Year, but the format and the information needed in the justification are much the same for each staff position. The key is to remember, you may be writing this for people that do not know the nominee, especially if the request is forwarded to the region and national levels for consideration. Be specific and do not assume the reader will know anything about the nominee.

Before you start to write, review the Award Improvement Guidelines found on page 7.
**RECOMMENDATION FOR DECORATION**

TO: (National, Region, Wing, or Group)  
MIDDLE EAST REGION, CAP

FROM: (Originating Organization and Address)  
VIRGINIA WING, CAP

**DATE**  
7-Jan-05

1. **RECOMMEND INDIVIDUAL/UNIT INDICATED BE AWARDED:**

   - [ ] Silver Medal of Valor
   - [ ] Bronze Medal of Valor
   - [ ] Distinguished Service Medal
   - [ ] Exceptional Service Award (Approved by Region)
   - [ ] Meritorious Service Award (Approved by Region)
   - [ ] Commander’s Commendation Award (Approved by Wing, Region or National)
   - [ ] Achievement Award (Approved by Group)
   - [ ] Certificate of Recognition for Lifesaving (Approved by Wing or Region)
   - [ ] Unit Citation Award
   - [x] Other:

2. **PERSONAL DATA (Data Required for Individual Award)**

   LAST NAME, FIRST NAME, AND MIDDLE INITIAL  
   JENSEN LYNN A

   CAPSN  
   888888

   GRADE  
   Capt

   UNIT NAME AND CHARTER NUMBER  
   VIRGINIA WING HEADQUARTERS MER-VA-001

   WING  
   VIRGINIA

3. **UNIT DATA (Data Required for Unit Citation)**

   UNIT NAME AND CHARTER NUMBER  
   WING

4. **INCLUSIVE DATE(S) OF ACT, ACHIEVEMENT, OR SERVICE (Required for all awards)**

   FROM 1-Jan-04  TO 31-Dec-04

5. **PREVIOUS AWARDS AND DECORATIONS (List previous CAP awards and dates below:)**

   N/A

   *********************************************************

   THIS RECOMMENDATION IS FOR:

   MIDDLE EAST REGION SAFETY OFFICER OF THE YEAR FOR 2004

   *********************************************************

6. **JUSTIFICATION**

   COMPLETE ITEM 6 ON THE REVERSE SIDE OF THIS FORM

   REQUESTED BY  
   SIGNATURE OF FLIGHT OR SQUADRON COMDR  
   FLIGHT OR SQUADRON

   APPROVED  
   SIGNATURE OF GROUP COMMANDER

   APPROVED  
   SIGNATURE OF WING COMMANDER  
   RICHARD L. MOSELEY, JR., COL, VIRGINIA

   APPROVED  
   SIGNATURE OF REGION COMMANDER  
   C. S. GLASS, COL, CAP  
   MER

   YES  
   YES  
   YES

   SIGNATURE OF FLIGHT OR SQUADRON COMDR

   SIGNATURE OF GROUP COMMANDER

   SIGNATURE OF WING COMMANDER

   SIGNATURE OF REGION COMMANDER

   GROUP

   WING

   REGION

   DATE

   7-Jan-05

   15-Feb-05

CAP FORM 120, DEC 08   Previous editions may be used.

CAPP 39-3, June 2010
In developing and promoting not only an active safety program but also a core safety culture in the Virginia Wing (VAWG), no one has done more in 2004 than Captain Lynn Jensen, VAWG Director of Safety. Since assuming his duties as Virginia Wing Director of Safety on (DATE), Captain Jensen has revitalized existing programs, instituted new policies and procedures, and spearheaded the development of practical safety tools. For example:

-- Captain Jensen was the major force behind development of the VAWG's practical risk management tools. These include: (a) straightforward ORM and crew briefing checklists that are now standard in every VAWG aircraft; (b) development of emergency briefing cards that are now standard in every VAWG aircraft; (c) creating targeted risk management tools for key VAWG activities, with special emphasis on glider operations and SARCAP/REDCAP missions; and (d) a new and comprehensive safety section on the VAWG website.

-- To build a stronger safety organization, Captain Jensen developed an e-mail distribution list of the Wing's unit safety officers, who now receive regular messages, reminders, and notes on safety issues of particular concern. Unit safety officers can also use this method to communicate more easily not only with Captain Jensen and his deputy but also with other unit safety officers.

-- To strengthen the VAWG's safety briefings and ensure proper recordkeeping for this critical function, Captain Jensen worked with the VAWG command staff to make much-needed revisions to VAWG Supplement 1 to CAPR 62-1. These changes include: (a) additions on the use of operational risk management (ORM) principles and tools; (b) new and better guidance on completing quarterly safety reports; (c) new procedures to ensure wide dissemination and readership of "The Sentinel" safety newsletter; and (d) use of new ORM and crew/passenger briefing documents described above.

-- Captain Jensen ably represents the safety program throughout the VAWG in a number of ways: (a) he makes regular visits to VAWG units; (b) he serves as a CAPF5 check pilot, CAPF5 check pilot examiner, and flight release officer; (c) he regularly participates in a range of VAWG activities, such as SAR exercises and glider operations, where he frequently serves as the "Air Boss."

Given these achievements and the fact that his work also resulted in the awarding of $3000 to VAWG for the Sights on Safety Program, as well as the active program he has already planned for 2005, I strongly recommend that Captain Jensen be recognized as the MER Safety Officer of the Year for 2004.