

Awards Made Easy

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



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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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 members 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.
9. Aim for Short Sentences.
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.

WORD COMBINATIONS AND PHRASES

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
DEMONSTRATED	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
ENTHUSIASM	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

TWO WORD PHRASES

crisis situations	customer demands	customer needs
customer satisfaction	decisive action	developing solutions
diversified skills	driving force	dynamic impressions
effective marketing	effective presentations	effective systems
efficient manner	eliminating waste	emerging technology
emerging trends	eminently qualified	energy drive
enthusiastic spirit	exciting challenge	extra efforts
extremely industrious	extremely resourceful	favorable impression
first impressions	formidable challenges	fresh enthusiasm
fresh ideas	fresh insights	fresh perspective
fresh thinking	fully documented	fully prepared
genuine interest	global thinking	goal achiever
goal seeker	greater achievement	greater contribution
greatest return	hands-on	hidden strengths
high achiever	high output	high payoff
high potential	high profile	high quality
highly articulate	highly committed	highly competent
highly energized	highly sophisticated	imaginative thinking
important contributor	impressive results	improving quality
improving techniques	increasing efficiency	independent decisions
individual strengths	information sources	initiating solutions
inner drive	innovative insight	innovative planning

TWO WORD PHRASES

innovative possibilities	innovative solutions	innovative thinking
innovative trends	inspiring subordinates	intense desire
job enrichment	job plateau	leadership qualities
leadership role	learning opportunities	maintaining control
maintain momentum	major contributor	management principle
management support	maximum efficiency	maximum effort
maximum impact	maximum results	maximum return
measurable results	meeting deadlines	mental toughness
multiple demands	multiple superiors	negotiating skills
new approaches	new concepts	new customers
new perspectives	new strategies	new technologies
open communications	open-minded	operating knowledge
operating skills	optimal results	optimal targets
optional solutions	organization effectiveness	organizational goals organizational
resources	organizational support	peak efficiency
peak performance	peak times	personal accountability personal
commitment	personal effectiveness	personal integrity
personal strengths	personal traits	persuasive ability
planning approaches	planning solutions	planning techniques
pleasing personality	positive attitude	positive expectations
positive image	positive reinforcement	practical applications
practical insights	practical solutions	

TWO WORD PHRASES

practical thinking	presentation skills	prime mover
priority determinations	problem solving	productive impact
professional competence	professional development	professional effectiveness
professional ethics	professional excellence	professional expertise
professional horizons	professional participation	professional skills
professional trends	profit-oriented	promoting teamwork
prompt measures	proper perspective	proven performer
quality enhancement	realistic objectives	realistically enthusiastic
resource application	resource utilization	resourceful solutions
safety conscious	sales opportunities	sales producer
satisfying solutions	secretarial support	self-starter
selling skills	sensitive situations	shared drive
simplifying systems	solid achiever	solution seeker
sound conclusions	sound controls	sound decisions
special assignments	specialized skills	speech proficiency
strategic aims	strategic alternatives	strategic design
strategic opportunities	strategic plans	strategic vision
strategically oriented	strategically sound	stressful solutions
strong effort	strong impact	strong performer
strong perseverance	strong potential	strongly qualified
substantial contribution	success-oriented	support applications

TWO WORD PHRASES

support services	supportive relationships	supportive skills
sustained commitment	synergistic benefit	systematic results
team effort	team motivator	team performance
team spirit	technical competence	thinks futuristically
total involvement	training needs	trouble shooting
ultimate responsibility	unique methods	unique value
user friendly	verbal commitments	visionary leadership
visionary strategies	well-informed	works effectively

OTHER PHRASES

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

SYNONYMS

ABLE	capable, efficient, competent, skillful, clever, gifted, proficient
ACCOMPLISHED	cultivated, learned, skillful, proficient, finished
ACUTE	sagacious, astute, shrewd, discerning, keen, sharp
ADMIRABLE	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, precious
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

PERCEPTIVE	knowing, percipient, cognitive
PERFECT	faultless, immaculate, impeccable, flawless, inimitable, unparalleled
PERSISTENT	preserving, unflinching
PERSPICUOUS	clear, lucid, explicit, exact, distinct, intelligible, manifest
PERTINACIOUS	persistent, firm, constant, resolute, unyielding
PLACID	calm, peaceful, gentle, serene, unruffled, undisturbed
PLEASURABLE	gratifying, pleasing, delightful, agreeable
POSITIVE	emphatic, inescapable, certain, absolute
POSSESSING	possessed of, master of, in possession of, endowed, blest, fraught, laden, or charged with
PRECISE	prim, rigid, unbending, exact, definite, punctilious
PREDOMINANT	ruling, controlling, supreme
PREEMINENT	distinguished, renowned, foremost, paramount, superior, supreme
PRESSING	urgent, persistent, critical, exacting
PRODIGIOUS	huge, vast, immense, enormous, portentous, astonishing, wonderful
PROFICIENT	expert, adept, masterly, dexterous, adroit, skillful
PROMINENT	marked, salient, important, distinguished, influential
REMARKABLE	distinguished, noteworthy, memorable, rare
RESOLUTE	determined, unflinching, firm, steadfast, tenacious, indomitable, unbending, unshaken
SEDULOUS	diligent, preserving, untiring, assiduous
STEADFAST	constant, steady, preserving, firm, loyal
STERN	grim, unyielding, resolute

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, unequalled, unsurpassed, unusual, rare, unprecedented
UNPARALLELED	peerless, unrivaled, inimitable, unique
VAST	immense, enormous, great, infinite, boundless
VERSATILE	many-sided
ZEALOUS	earnest, ardent, eager

NOUNS (WITH SYNONYMS)

ABILITY	talent, capacity, faculty, aptitude, expertness, efficient, capability, facility, skill
ACCOMPLISHMENT	achievement, attainment, realization, performance, exploit, fulfillment, feat, acquirement, completion, execution
ACT	deed, performance, exploit, action
ACUMEN	acuteness, discernment, sagacity, shrewdness
ADEPTNESS	proficiency, expertness, masterfulness
ADMIRATION	skill, wonder, praise, respect, esteem, gratification
AGGRESSIVENESS	assertiveness
ASTUTENESS	shrewdness
ARDOR	warmth, fervor, enthusiasm, zeal, eagerness
BEARING	conduct, comportment, manner, behavior, demeanor, deportment, significance, carriage, import
BOLDNESS	daring, bravery, valor, vigorousness, courage, assurance
BULWARK	fortification, rampart, barrier, safeguard
CALIBER	talent, intelligence, ability, capability
CALMNESS	coolness, tranquillity, composure, steadiness
CAPACITY	talent, intelligence, ability, capability
CERTAINTY	sureness, assurance, confidence, assuredness, indubitableness
CHAMPION	defender, supporter, backer
CHEERFULNESS	geniality, gayety (gaiety), joyousness, light-heartedness, buoyancy
CLIMAX	acme, zenith, pinnacle, crest, culmination
COMBINATION	aggregation, composite, mixture, unification, consolidation, union
COMPETENCE	ability, proficiency, capability

NOUNS (WITH SYNONYMS)

COURAGE	fearlessness, bravery, valor, resoluteness, boldness, gallantry, intrepidity, heroism, prowess, audacity, self-reliance
DETERMINATION	resoluteness, decision, firmness, resolve, conclusion, judgment, decree
DEDICATION	devotion, steadfastness
DEVOTION	loyalty, constancy
DIGNITY	distinction, honor decorum
DILIGENCE	industry, application, zeal, perseverance, care
DIPLOMACY	tack, skill, dexterity
DISCERNMENT	astuteness, shrewdness, insight, sagacity, acumen
DISTINCTION	dignity, importance, greatness
EFFECTIVENESS	productiveness
EFFICIENCY	effectiveness
ENERGY	vigor
ESSENCE	being, reality
EAGERNESS	zeal, ardor, enthusiasm, keenness
ENLIGHTENMENT	ardor, fervor, vehemence, eagerness, spirit, force
EQUANIMITY	poise, self-control, calmness, composure, serenity, tranquillity
ESTEEM	estimation, admiration, regard, respect, honor
EXCELLENCE	merit, superiority, greatness, worth, distinction
FACILITY	ease, capability
FACULTY	quality, attribute, ability, aptitude, cleverness
FERVOR	ardor, fire, force, heartiness, vehemence

NOUNS (WITH SYNONYMS)

FORTITUDE	endurance, firmness
HEIGHT	stature, prominence, zenith, culmination
INGENUITY	inventiveness, creativity
IMAGINATION	originality
INDUSTRY	diligence, assiduity, assiduousness
INSIGHT	perception, discernment
INSPIRATION	creative, impulse, stimulation
INTENSITY	strength, power, force, vigor
INTEGRITY	uprightness, honesty
INTELLIGENCE	understanding, discernment, smartness, acumen, acuteness, keenness, perspicacity, sagacity
JUDGMENT	discernment, discrimination, perspicacity, keenness, sharpness, Shrewdness
KNOWLEDGE	information, learning, skill, understanding, scholarship, comprehension, wisdom, experience, cognition, perception
MAGNITUDE	size, volume, largeness, extent, measure, mass, quantity, enormity, grandeur, dignity
LOYALTY	faithful, steadfast, constant, trustworthy, true, devoted
MANIFESTATION	showing, demonstration, display, parade, exhibition
MINUTENESS	exactness, precision, attention to detail
PERCEPTION	discernment, apprehension, penetration, understanding, cognizance
PERFECTION	faultlessness, superexcellent
PERSEVERANCE	persistence, determination, aggressiveness, tenacity of purpose

NOUNS (WITH SYNONYMS)

PERSPICACITY	keenness, acuteness, penetration, shrewdness
PERSPICUITY	explicitness, lucidity, clearness, intelligibility, exactness
PERTINACITY	persistence, resoluteness, perseverance
PREPONDERANCE	predominance, ascendancy, 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

ADJECTIVES

absolute	abundant	accurate	active
adaptable	adept	affirmative	alert
ambitious	analytical	articulate	calm
capable	challenging	charismatic	clear-thinking
cohesive	compelling	competent	composed
comprehensive	concise	confident	conscientious
considerable	consistent	constructive	cooperative
courageous	courteous	creative	curious
decisive	dedicated	definite	dependable
desirable	determined	diligent	diplomatic
discreet	distinctive	dynamic	eager
effective	efficient	eminent	energetic
enlightening	enterprising	enthusiastic	excellent
exceptional	exciting	extra	extraordinary
extreme	factual	fair	favorable
fine	flexible	forceful	foremost
formidable	forward-looking	frank	genuine
good-natured	great	hands-on	harmonious
helpful	high	high-tech	honest
imaginative	immense	important	independent
industrious	ingenious	innovative	intense
involved	keen	knowledgeable	lasting

ADJECTIVES

latent	latest	logical	loyal	
Magnificent	major	mature	maximum	
meaningful	meticulous	motivated	neat	
objective	observant	open-minded	opportunistic	
optimal	optimistic	orderly	organized	
original	outstanding	patient	perceptive	
perfect	persevering	persuasive	pleasant	
poised	polished	positive	powerful	
practical	precise	predictable	productive	
professional	progressive	proper	prudent	
punctual	quick	rational	realistic	
reliable	remarkable	resourceful	responsive	
rigorous	self-confident	self-demanding	significant	
sincere	sizable	sophisticated	sound	
special	splendid	state-of-the-art	stellar	
stern	stimulating	stringent	strong	
successful	superb	superior	supportive	
synergistic	systematic	tactful	tedious	
thorough	trustworthy	truthful	ultimate	
understanding	unique	unlimited	unusual	
utmost	valuable	versatile	vibrant	
vigorous	well-liked	winning	worthy	zestful

VERBS

absorb	accelerate	accepted	acquaint
acquire	act	adapt	add
adhere	adjust	administer	admire
adopt	advance	affect	afford
aggravate	aid	aim	align
alleviate	allow	analyze	annex
applied	appreciate	approach	approved
arouse	arrange	aspire	assert
assess	assimilate	assist	associate
assumed	attach	attain	attract
augment	avert	befit	benefit
carry	challenge	change	charge
cherish	choose	cite	combine
commemorate	command	commend	compel
compile	complete	compose	comprise
conceived	conduct	consolidate	constitute
construct	contain	continue	contribute
construct	contain	continue	contribute
control	convert	convey	coordinate
convoke	correct	correlate	decrease
dedicate	delegate	deliberate	deliver
demand	demonstrate	depict	deserve

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
educate	educate	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

VERBS

generate	gratify	handle	heighten
illustrate	imbue	impart	impel
implant	impede	import	impose
impress	improve	implemented	improvised
inaugurate	increase	indicate	induct
inform	infuse	initiate	inject
inspire	install	instigate	instill
institute	instruct	instrumental	insure
intensity	introduce	intrust (or entrust)	invigorate
invoke	issue	justify	magnify
manage	manifest	mark	materialize
met	merge	mitigate	modernized
motivate	obtain	operate	originate
outweigh	overcome	overwhelm	parallel
penetrate	perceive	perfect	perform
permit	persevere	persist	persuade
pertain	phrase	pioneered	place
plan	play	please	possess
practice	praise	preclude	prepare
present	preserve	produce	profit
progress	project	promote	propel
propose	prosper	prove	provide

VERBS

pursue	push	qualify	quicken
radiate	raise	rally	reach
realize	rebuild	receive	reclaim
recognize	recommend	reconciled	recondition
rectify	reduce	reinforce	reestablish
refashion	refine	reflect	reform
refresh	regain	regard	regenerate
regularize	rehabilitate	release	render
renew	renovate	reorganize	replace
represent	resolve	restore	resulted
resume	reverberate	revise	revive
revolutionize	reward	rotate	rouse
satisfy	seasoned	secure	seize
select	succeed	serve	share
shouldered	show	signify	solicit
specialize	spread	stabilize	steer
stimulate	strengthen	succeed	support
surge	surpass	survey	symbolize
typify	undergo	undertake	unravel
unite	urge	utilize	withstand

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 and 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.



found on page 7.

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 life 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

RECOMMENDATION FOR DECORATION		DATE	
		20-Apr-99	
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 WEINOFF CADET SQ 3 P O BOX 8377 VAN NUYS CA 91409	
1. RECOMMEND INDIVIDUAL/UNIT INDICATED BE AWARDED: <input checked="" type="checkbox"/> Silver Medal of Valor <input type="checkbox"/> Bronze Medal of Valor <input type="checkbox"/> Distinguished Service Medal <input type="checkbox"/> Exceptional Service Award (Approved by Region) <input type="checkbox"/> Meritorious Service Award (Approved by Region)			
<input type="checkbox"/> Commander's Commendation Award (Approved by Wing, Region or National) <input type="checkbox"/> Achievement Award (Approved by Group) <input type="checkbox"/> Certificate of Recognition for Lifesaving (Approved by Wing or Region) <input type="checkbox"/> Unit Citation Award <input type="checkbox"/> 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 WEINOFF 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 <u>3-Aug-98</u> TO <u>3-Aug-98</u>			
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 CA051	SIGNATURE OF FLIGHT OR SQUADRON COMDR STEVE CANYON, LT COL	FLIGHT OR SQUADRON CA051 #002	DATE 22-Apr-99
APPROVED YES	SIGNATURE OF GROUP COMMANDER BEATLE BAILEY, MAJ, CAP	GROUP LA GRP 1 #99-	DATE 5-May-99
APPROVED YES	SIGNATURE OF WING COMMANDER G.O. AHEAD, COL, CAP	WING CA WG #99-093	DATE 25-Jul-99
APPROVED YES	SIGNATURE OF REGION COMMANDER A.W. KNOWLES, COL, CAP	REGION PCR #99-145	DATE 20 Oct 99

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.)

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

CAP FORM 120, DEC 08 Reverse

**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		DATE 1-Dec-00	
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	
1. RECOMMEND INDIVIDUAL/UNIT INDICATED BE AWARDED:			
<input type="checkbox"/> Silver Medal of Valor		<input type="checkbox"/> Commander's Commendation Award (Approved by Wing, Region or National)	
<input checked="" type="checkbox"/> Bronze Medal of Valor		<input type="checkbox"/> Achievement Award (Approved by Group)	
<input type="checkbox"/> Distinguished Service Medal		<input type="checkbox"/> Certificate of Recognition for Lifesaving (Approved by Wing or Region)	
<input type="checkbox"/> Exceptional Service Award (Approved by Region)		<input type="checkbox"/> Unit Citation Award	
<input type="checkbox"/> Meritorious Service Award (Approved by Region)		<input type="checkbox"/> 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 <u>23-Mar-99</u>		TO <u>23-Mar-99</u>	
5. PREVIOUS AWARDS AND DECORATIONS (List previous CAP awards and dates below:)			
COMMANDERS COMMENDATION 2000 LEADERSHIP RIBBON W/BRONZE STAR 1998/1999 MEMBERSHP RIBBON 1997 YEAGER AE RIBBON 2000 COMMAND SERVICE RIBBON 1999 RED SERVICE RIBBON 1999 FIND RIBBON W/BRONZE CLASP 1998/2000 AIR SAR RIBBON 1998 DISASTE RELIEF RIBBON 1998			
6. JUSTIFICATION			
COMPLETE ITEM 6 ON THE REVERSE SIDE OF THIS FORM			
REQUESTED BY IN126	SIGNATURE OF FLIGHT OR SQUADRON COMDR W. W. WINKLE, CAPT, CAP	FLIGHT OR SQUADRON IN 126 #332	DATE 30-Nov-
APPROVED	SIGNATURE OF GROUP COMMANDER	GROUP	DATE
APPROVED YES	SIGNATURE OF WING COMMANDER B. D. ALREAD, COL, CAP	WING IN WG 12345	DATE 27-Jan-
APPROVED YES	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.

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.)

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

TYPED NAME, GRADE, AND TITLE OF INDIVIDUAL INITIATING RECOMMENDATION W. W. WINKLE Capt	SIGNATURE
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Be sure to attach a sample citation to accompany the Silver Medal of Valor, the Bronze Medal of Valor, and Distinguished Service Medal.

CAPF 120 – Bronze Medal of Valor for Capt Williamson (continued)

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, Region, Wing, or Group) NATIONAL HEADQUARTERS CIVIL AIR PATROL 105 SOUTH HANSELL STREET MAXWELL AFB AL 36112		FROM: (Originating Organization and Address) UTAH WING HEADQUARTERS 640 NOTH 260 WEST SALT LAKE CITY UT 84116	
1. RECOMMEND INDIVIDUAL/UNIT INDICATED BE AWARDED:			
<input type="checkbox"/> Silver Medal of Valor		<input type="checkbox"/> Commander's Commendation Award (Approved by Wing, Region or National)	
<input type="checkbox"/> Bronze Medal of Valor		<input type="checkbox"/> Achievement Award (Approved by Group)	
<input checked="" type="checkbox"/> Distinguished Service Medal		<input type="checkbox"/> Certificate of Recognition for Lifesaving (Approved by Wing or Region)	
<input type="checkbox"/> Exceptional Service Award (Approved by Region)		<input type="checkbox"/> Unit Citation Award	
<input type="checkbox"/> Meritorious Service Award (Approved by Region)		<input type="checkbox"/> Other:	
2. PERSONAL DATA (Data Required for Individual Award)			
LAST NAME, FIRST NAME, AND MIDDLE INITIAL SISAM LORRIN R		CAPSN 123456	GRADE 1st Lt
UNIT NAME AND CHARTER NUMBER UTAH WING HEADQUARTERS UT001		WING UTAH	
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-00		TO 24-Feb-02	
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	FLIGHT OR SQUADRON	DATE
APPROVED	SIGNATURE OF GROUP COMMANDER	GROUP	DATE
APPROVED YES	SIGNATURE OF WING COMMANDER ROCKY M. HIGH, COL, CAP	WING UTWG #12345	DATE 26-Feb-
APPROVED YES	SIGNATURE OF REGION COMMANDER LIL O. LADY, COL, CAP	REGION RMR #02-456	DATE 28-Feb-

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.)

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 meetings 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, utilizing 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

TYPED NAME, GRADE, AND TITLE OF
INDIVIDUAL INITIATING RECOMMENDATION
ROCKY M. HIGH
COL
UTAH WING COMMANDER

SIGNATURE
ROCKY M. HIGH

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

CAP FORM 120, DEC 08 Reverse

CAPF 120 – Distinguished Service Medal for 1st Lt Lorrin R. Sissam

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 Sissam 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		DATE 1-Aug-99	
TO: (National, Region, Wing, or Group) NATIONAL HEADQUARTERS CIVIL AIR PATROL 105 SOUTH HANSELL ST MAXWELL AFB AL 36112		FROM: (Originating Organization and Address) NATIONAL ENCAMPMENT NEW YORK, NY	
1. RECOMMEND INDIVIDUAL/UNIT INDICATED BE AWARDED:			
<input type="checkbox"/> Silver Medal of Valor		<input type="checkbox"/> Commander's Commendation Award (Approved by Wing, Region or National)	
<input type="checkbox"/> Bronze Medal of Valor		<input type="checkbox"/> Achievement Award (Approved by Group)	
<input type="checkbox"/> Distinguished Service Medal		<input type="checkbox"/> Certificate of Recognition for Lifesaving (Approved by Wing or Region)	
<input checked="" type="checkbox"/> Exceptional Service Award (Approved by Region)		<input type="checkbox"/> Unit Citation Award	
<input type="checkbox"/> Meritorious Service Award (Approved by Region)		<input type="checkbox"/> Other:	
2. PERSONAL DATA (Data Required for Individual Award)			
LAST NAME, FIRST NAME, AND MIDDLE INITIAL BROWN JOE E		CAPSN 111111	GRADE Maj
UNIT NAME AND CHARTER NUMBER HQ NORTHEAST REGION NER001		WING 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 COMDR JOHN A. JONES, LT COL,	FLIGHT OR SQUADRON ENCAMPMENT	DATE 31-Aug-
APPROVED	SIGNATURE OF GROUP COMMANDER	GROUP	DATE
APPROVED	SIGNATURE OF WING COMMANDER	WING	DATE
APPROVED YES	SIGNATURE OF REGION COMMANDER S. DONGOOD, COL, CAP	REGION NER 99-123	DATE 10-Sep-

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.)

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

TYPED NAME, GRADE, AND TITLE OF
INDIVIDUAL INITIATING RECOMMENDATION
JOHN A JONES
LT COL
ENCAMPMENT COMMANDER

SIGNATURE
JOHN A. JONES

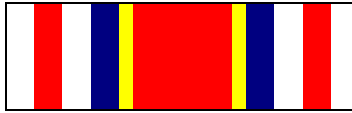
Be sure to attach a sample citation to accompany the Silver Medal of Valor, the Bronze Medal of Valor, and Distinguished Service Medal.

CAP FORM 120, DEC 08 Reverse

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.

MERITORIOUS 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:			
<input type="checkbox"/> Silver Medal of Valor		<input type="checkbox"/> Commander's Commendation Award (Approved by Wing, Region or National)	
<input type="checkbox"/> Bronze Medal of Valor		<input type="checkbox"/> Achievement Award (Approved by Group)	
<input type="checkbox"/> Distinguished Service Medal		<input type="checkbox"/> Certificate of Recognition for Lifesaving (Approved by Wing or Region)	
<input type="checkbox"/> Exceptional Service Award (Approved by Region)		<input type="checkbox"/> Unit Citation Award	
<input checked="" type="checkbox"/> Meritorious Service Award (Approved by Region)		<input type="checkbox"/> 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			
REQUESTED BY	SIGNATURE OF FLIGHT OR SQUADRON COMDR	FLIGHT OR SQUADRON	DATE
APPROVED	SIGNATURE OF GROUP COMMANDER	GROUP	DATE
APPROVED YES	SIGNATURE OF WING COMMANDER C. U. SOON, COL, CAP	WING VIRGINIA	DATE 14-Jul-
APPROVED YES	SIGNATURE OF REGION COMMANDER J.K. ROWLING, COL, CAP	REGION MER	DATE 23-Aug-

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 Bench Mark 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.

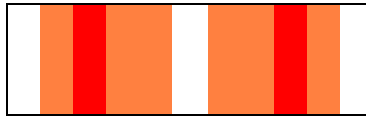
The accomplishments of Capt Thiem are truly outstanding and worthy of the Meritorious Service Award, especially when compared to the accomplishments of members of similar rank and responsibility.

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.

**NATIONAL COMMANDER'S COMMENDATION AWARD
and the
COMMANDER'S COMMENDATION AWARD**



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:			
<input type="checkbox"/> Silver Medal of Valor		<input checked="" type="checkbox"/> Commander's Commendation Award (Approved by Wing, Region or National)	
<input type="checkbox"/> Bronze Medal of Valor		<input type="checkbox"/> Achievement Award (Approved by Group)	
<input type="checkbox"/> Distinguished Service Medal		<input type="checkbox"/> Certificate of Recognition for Lifesaving (Approved by Wing or Region)	
<input type="checkbox"/> Exceptional Service Award (Approved by Region)		<input type="checkbox"/> Unit Citation Award	
<input type="checkbox"/> Meritorious Service Award (Approved by Region)		<input type="checkbox"/> 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		WING	
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 GROUP 1 CC	DATE 9-Jun-05
APPROVED YES	SIGNATURE OF WING COMMANDER	WING VA WG CC	DATE 23-Jun-05
APPROVED YES	SIGNATURE OF REGION COMMANDER	REGION MER CC	DATE 13-Aug-05

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 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 planning 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.

TYPED NAME, GRADE, AND TITLE OF INDIVIDUAL INITIATING RECOMMENDATION EUGENE F JACKSON LT COL GROUP 1 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.

RECOMMENDATION FOR DECORATION		DATE 9-Jul-05	
TO: (National, Region, Wing, or Group) COMMANDER, VIRGINIA WING		FROM: (Originating Organization and Address) LT COL JAMES TRUXEL VAWG DO	
1. RECOMMEND INDIVIDUAL/UNIT INDICATED BE AWARDED:			
<input type="checkbox"/> Silver Medal of Valor <input type="checkbox"/> Bronze Medal of Valor <input type="checkbox"/> Distinguished Service Medal <input type="checkbox"/> Exceptional Service Award (Approved by Region) <input type="checkbox"/> Meritorious Service Award (Approved by Region)		<input checked="" type="checkbox"/> Commander's Commendation Award (Approved by Wing, Region or National) <input type="checkbox"/> Achievement Award (Approved by Group) <input type="checkbox"/> Certificate of Recognition for Lifesaving (Approved by Wing or Region) <input type="checkbox"/> Unit Citation Award <input type="checkbox"/> 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		WING	
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			
REQUESTED BY	SIGNATURE OF FLIGHT OR SQUADRON COMDR	FLIGHT OR SQUADRON	DATE
APPROVED YES	SIGNATURE OF GROUP COMMANDER JAMES TRUXEL, LT COL	GROUP GRP 3	DATE 5-Jul-05
APPROVED YES	SIGNATURE OF WING COMMANDER T. J. CRAMER	WING VAWG	DATE 22-Jul-05
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.)

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 Charlottesville 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.

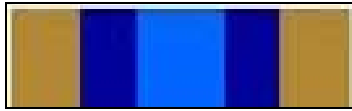
He has performed his duties in a manner that is clearly and unmistakably exceptional when compared to similar achievements by other officers of like rank and responsibility and is deserving of the Commander's Commendation Award

TYPED NAME, GRADE, AND TITLE OF
INDIVIDUAL INITIATING RECOMMENDATION
JAMES H. TRUXEL
LT COL
COMMANDER GROUP 3 VAWG

SIGNATURE
JAMES H. TRUXEL

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

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:			
<input type="checkbox"/> Silver Medal of Valor		<input type="checkbox"/> Commander's Commendation Award (Approved by Wing, Region or National)	
<input type="checkbox"/> Bronze Medal of Valor		<input checked="" type="checkbox"/> Achievement Award (Approved by Group)	
<input type="checkbox"/> Distinguished Service Medal		<input type="checkbox"/> Certificate of Recognition for Lifesaving (Approved by Wing or Region)	
<input type="checkbox"/> Exceptional Service Award (Approved by Region)		<input type="checkbox"/> Unit Citation Award	
<input type="checkbox"/> Meritorious Service Award (Approved by Region)		<input type="checkbox"/> 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.

TYPED NAME, GRADE, AND TITLE OF
INDIVIDUAL INITIATING RECOMMENDATION
EDWARD KAMINSKY
Lt Col
SQUADRON COMMANDER

SIGNATURE
EDWARD KAMINSKY

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		DATE 1-Sep-99	
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:			
<input type="checkbox"/> Silver Medal of Valor		<input type="checkbox"/> Commander's Commendation Award (Approved by Wing, Region or National)	
<input type="checkbox"/> Bronze Medal of Valor		<input type="checkbox"/> Achievement Award (Approved by Group)	
<input type="checkbox"/> Distinguished Service Medal		<input type="checkbox"/> Certificate of Recognition for Lifesaving (Approved by Wing or Region)	
<input type="checkbox"/> Exceptional Service Award (Approved by Region)		<input checked="" type="checkbox"/> Unit Citation Award	
<input type="checkbox"/> Meritorious Service Award (Approved by Region)		<input type="checkbox"/> Other:	
2. PERSONAL DATA (Data Required for Individual Award)			
LAST NAME, FIRST NAME, AND MIDDLE INITIAL		CAPSN	GRADE
UNIT NAME AND CHARTER NUMBER		WING	
3. UNIT DATA (Data Required for Unit Citation)			
UNIT NAME AND CHARTER NUMBER COLORADO WING HEADQUARTERS CO001		WING COLORADO	
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			
REQUESTED BY	SIGNATURE OF FLIGHT OR SQUADRON COMDR	FLIGHT OR SQUADRON	DATE
APPROVED	SIGNATURE OF GROUP COMMANDER	GROUP	DATE
APPROVED	SIGNATURE OF WING COMMANDER	WING	DATE
APPROVED YES	SIGNATURE OF REGION COMMANDER R.V. WORTHY	REGION RMR #123-99	DATE 30-Sep-

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.)

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 addition, 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

TYPED NAME, GRADE, AND TITLE OF
INDIVIDUAL INITIATING RECOMMENDATION
J.T HEAD
COL
RMP VICE COMMANDER

SIGNATURE
J. T. HEAD

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

CAP FORM 120, DEC 08 Reverse

CAPF 120 -- Unit Citation for Colorado Wing

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 from 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		DATE 7-Jan-05	
TO: (National, Region, Wing, or Group) MIDDLE EAST REGION, CAP		FROM: (Originating Organization and Address) VIRGINIA WING, CAP	
1. RECOMMEND INDIVIDUAL/UNIT INDICATED BE AWARDED: <input type="checkbox"/> Silver Medal of Valor <input type="checkbox"/> Bronze Medal of Valor <input type="checkbox"/> Distinguished Service Medal <input type="checkbox"/> Exceptional Service Award (Approved by Region) <input type="checkbox"/> Meritorious Service Award (Approved by Region) <input type="checkbox"/> Commander's Commendation Award (Approved by Wing, Region or National) <input type="checkbox"/> Achievement Award (Approved by Group) <input type="checkbox"/> Certificate of Recognition for Lifesaving (Approved by Wing or Region) <input type="checkbox"/> Unit Citation Award <input checked="" type="checkbox"/> 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	DATE
APPROVED	SIGNATURE OF GROUP COMMANDER	GROUP	DATE
APPROVED YES	SIGNATURE OF WING COMMANDER RICHARD L. MOSELEY, JR., COL, CAP	WING VIRGINIA	DATE 7-Jan-05
APPROVED YES	SIGNATURE OF REGION COMMANDER C. S. GLASS, COL, CAP	REGION MER	DATE 15-Feb-

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.)

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.

TYPED NAME, GRADE, AND TITLE OF
INDIVIDUAL INITIATING RECOMMENDATION
RICHARD L. MOSELEY, JR
COL
COMMANDER, VAWG

SIGNATURE
RICHARD L. MOSELEY JR.

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