



TEXAS WING SUPPLEMENT 1

CAP REGULATION 39-3

14 JANUARY 2018

APPROVED/S. PARKER/CAP/DP

Personnel

AWARD OF CAP MEDALS, RIBBONS AND CERTIFICATES

CAP Regulation 39-3, dated 28 December 2012, is supplemented as follows:

18.b. Texas Wing Group Commanders are delegated authority to award activity and service ribbons as listed in CAPR 39-3, Attachment 2, to members of their staffs and to members of units within their groups.

57. Added. Texas Wing Awards Committee. The Texas Wing Awards Committee shall be selected by the Texas Wing Commander and consist of a minimum of five members selected from Texas Wing staff. A quorum of greater than 50 percent of the members is required to recommend approval or disapproval for each award nomination and awards selection to the Texas Wing Commander.

58. Added. Texas Wing Awards.

58.a. Added. The following awards will be voted on by the Wing Awards Review Board and submitted no later than 21 January:

- Nominations for the American Legion Award to Outstanding CAP Squadrons.
- Squadron of Merit.
- Squadron of the Year.
- Group of the Year.
- Senior Member of the Year.
- Cadet of the Year.
- Officers of the Year, as listed in para. 66.

58.b. Added. Each squadron is encouraged to have the following awards presented each calendar year:

- Veterans of Foreign Wars Award for Cadet NCOs
- Veterans of Foreign Wars Award for Cadet Officers
- Air Force Association Award to Outstanding CAP Cadets
- Air Force Sergeants Association Award to Outstanding Squadron NCO of the Year

58.c. Added. The award review board reserves the right to alter award recommendations for clarification for a wing award winner prior to forwarding it to Southwest Region Headquarters. The board will issue a Personnel Authorization listing the award winners and have it posted on the Texas Wing website.

59. Added. Submission of Texas Wing Award Nominations. One nomination for each Texas Wing Award category will be submitted by the Group Commanders directly to the Chief of Staff (or designee) with an email copy to forms@txwgcap.org.

59.a. Added. The Chief of Staff (or designee) will acknowledge receipt of these within three days.

59.b. Added. All nomination paper work must be complete and will be sent via email formatted in MS Word. DO NOT send the narrative nomination in a PDF file.

59.c. Added. All other supporting documentation may be submitted as a PDF file.

59.d. Added. All nominations must be approved by the Group Commander.

59.e. Added. Nomination for Wing Staff members will be submitted directly to the Chief of Staff.

59.f. Added. Nomination received after 21 January, unless otherwise specified, will be rejected.

59.g. Added. Any Award that does not use a specific nomination form will be written in narrative form. Nominations will be submitted IAW CAPP 1-2. Only individuals assigned to Texas Wing and/or subordinate units will be considered for awards.

60. Added. Submission of Decoration Nominations. Submission of decoration nominations will be in compliance with CAPR 39-3, paragraph 10. Award nominations will be submitted to the wing administrative personnel, who will add the necessary control numbers and forward them to the Texas Wing Commander. If a decoration is disapproved or downgraded, it will be returned to the Group Commander for a review and/or rewrite. Only individuals assigned to Texas Wing will be considered for awards.

61. Added. Squadron of the Year. A Squadron of the Year will be recognized annually at the Wing Conference. All Cadet, Composite, and Senior Squadrons are eligible for this award. Group Commanders will forward a single submission for a single outstanding squadron under their command detailing the unit's accomplishments in achieving excellence in all three missions of Civil Air Patrol, i.e., Cadet Programs, Aerospace Education, and Emergency Services. The wing awards review board will review nominations and select a recipient the award.

62. Added. Squadron of Merit. The award will be presented to the top cadet or composite at the Wing Conference. Only squadrons that have received the Quality Cadet Unit Award during the award period will be considered. The selection process will be IAW CAPR 39-3, para. 39.

63. Added. Group of the Year. A Group of the Year can be recognized annually at the Wing Conference. The wing awards review board will review the data received from national headquarters, the same data used in the Squadron of the Year, flying hours, vehicle hours, communications network participation, and report timeliness.

64. Added. Senior Member of the Year. The Senior Member of the Year will be recognized annually at the Wing Conference. Only one Senior Member of the Year can be selected each year. All supporting documentation will be forwarded with the nominations as described in CAPR 39-3, para. 23. The wing awards review board will screen the nominations. The member will be forwarded as the wing nominee for recognition for the region and national award.

65. Added. Cadet of the Year. Only one Cadet of the Year can be selected each year. All supporting documentation and photos as required on the CAPF 58 will be forwarded as described in CAPR 39-3, para. 24 for consideration. The Cadet of the Year documentation requires a color photograph. The wing awards review board will screen the nominations. The cadet will be forwarded as the wing nominee for recognition for the region and national award.

66. Added. Officers of the Year. Unit members demonstrating outstanding duty performance in the following categories will be recognized annually at the Wing Conference. Nominations will be made on the appropriate form indicated in the CAP regulations or in narrative form. The nominations must be submitted to the wing awards review board. Specific guidelines for some awards will be found in the regulations supporting the respective awards. It is the responsibility of the person making the nomination to assure that all required supporting documents are submitted with the nomination.

66.a. Added. Director of Finance of the Year (CAPR 39-3, para. 25).

66.b. Added. Col Edwin W. Lewis, Jr. Incident Staff Member of the Year (CAPR 39-3, para. 26).

66.c. Added. John V. "Jack" Sorenson Cadet Programs Officer of the Year Award (CAPR 52-16).

66.d. Added. Col Dion E. DeCamp Ground Team of the Year (CAPR 39-3, para. 27).

66.e. Added. Civil Air Patrol Aerospace Education Teacher of the Year (CAPR 39-3, para. 28).

66.f. Added. Aerospace Education Officer of the Year (CAPR 39-3, para. 29).

66.g. Added. George Texido Legislative Officer of the Year Award (CAPR 39-3, para. 30).

66.h. Added. Norm Edwards Counterdrug Officer of the Year Award (CAPR 39-3, para. 31).

66.i. Added. Col Robert B. Payton Public Affairs Officer of the Year Award (CAPR 190-1).

66.j. Added. Col Lester E. Hopper CAP Historian of the Year (CAPR 210-1).

66.k. Added. Communications Officer of the Year (CAPR 100-1, vol. 1, para. 4-8).

66.l. Added. Safety Officer of the Year (CAPR 62-1).

66.m. Added. Senior Chaplain of the Year Award (CAPR 265-1, para. 11(a)).

66.n. Added. Squadron Chaplain of the Year Award (CAPR 265-1, para. 11(b)).

66.o. Added. Character Development Instructor of the Year Award (CAPR 265-1, para. 11(c)).

66.p. Added. Property Management Officer of the Year Award (CAPR 174-1, para. 11-7).

67. Added. Coast to Coast Award. This award is presented to the unit which has the most articles published in "Wings over Texas" each calendar year. The "Wings over Texas" Editor will notify the Chief of Staff (or designee) of the winning Unit.

SEAN CRANDALL, Colonel, CAP
Commander

Attachment 1
COMPLIANCE ELEMENTS

Checklist and Tab	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
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There are no additional compliance elements for this supplement.