



22 OCTOBER 2017

APPROVED/S. PARKER/CAP/DP

Personnel-General

AWARD OF CAP MEDALS, RIBBONS AND CERTIFICATES

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

14.n. ADDED - WV WING CADET HONOR SOCIETY MEMBERSHIP

Cadet Honor Society Induction - The induction in the Honor Society was established to stimulate continued outstanding excellence in the cadet program and to encourage non-member cadets to pursue the higher level of excellence required for membership. Eligibility for membership is based on the following criteria:

1. Must complete 3 achievements in a period no greater than 180 days.
2. Must complete all tests in the application period with a score of no less than a 92.
3. Must receive endorsement of the respective squadron commander.

Cadets, in any phase of the Cadet Program that satisfy the criteria for induction is eligible to apply for the Honor Society. A cadet inducted before achieving the Billy Mitchell Award is eligible to satisfy the criteria again as a cadet officer. The application for membership will be submitted on a WVF 39-3B. The evaluative period indicated in the application should start on the first day following the last achievement not to be considered for evaluation. Inductees will receive a certificate from the Wing Commander during the Annual WVWG Conference and Banquet, and will have their achievement publicized through available media.

18.b. (1) Unit Commanders have the authority to award the following:

Red Service Ribbon and Clasps

Cadet Advisory Council Ribbon (Senior and Cadet)

Encampment Ribbon

Recruiter Ribbon (Senior and Cadet)

Community Service Ribbon (Senior and Cadet)* Cadet Special Activities Ribbon

CAP Achievement Ribbon

21.i. Cadet/Senior members will submit WVF 39-3 with CAPF 2a as proof of completion of at least 60 hours of community service for consideration of the Community Service Ribbon, (Community service must be completed outside of official Civil Air Patrol activities) to their unit commander on completion of 60 hours of community service.

*Community Service verification form can be found on WV Forms Admin/Personnel page (WVF 39-3) wvcap.net.

SECTION I, ADDED - WV WING QUARTERLY AWARDS

1. Mountaineer Award (Senior Member Category) - The Quarterly award established to recognize the senior member of the West Virginia Wing who has contributed most over the previous calendar quarter to the success of Wing's mission areas: Aerospace Education, Emergency Services and Cadet Programs. The narrative write up will be submitted on a CAPF 120 to the WVWG/CS not later than the 7th day of the month following the end of the Quarterly nomination period. Nomination periods are: 1Q – 1 Jan to 31 Mar; 2Q – 1 Apr to 30 Jun; 3Q – 1 Jul to 30 Sep; 4Q – 1 Oct to 31 Dec.

2. Mountaineer Award (Cadet Category) - The Quarterly award established to recognize the most outstanding cadet in the West Virginia Wing over the previous calendar quarter. The basis of selection will be on the whole person concept. The possible areas of support are Local/State/CAP Activities; Regional CAP Activities; National CAP Activities; CAP Honors & Awards; High School or College Activities; and Employment. The narrative write up will be submitted on a CAPF58 to the WVWG/CS not later than the 7th day of the month following the end of the Quarterly nomination period (Mandatory attachments listed on the CAPF 58 are not required for the Quarterly Award nomination). Nomination periods are: 1Q – 1 Jan to 31 Mar; 2Q – 1 Apr to 30 Jun; 3Q – 1 Jul to 30 Sep; 4Q – 1 Oct to 31 Dec.

PAUL G. MCCROSKEY II, Colonel, CAP
Commander

Attachment 1

COMPLIANCE ELEMENTS

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
WVWG/ DP	1	Are Activity and Service Ribbons awarded properly?			
		a) Authorized on a CAPF 2a?	a) Compliance is determined through on-site inspection.	(A-Discrepancy): [xx] (PD Question 1a) Activity and/or Service Ribbons are not awarded on a CAPF 2a IAW CAPR 39-3 para 19. NOTE: Use sub-bullets to give details.	a) Attach documentation showing this requirement has been met to this discrepancy in the Discrepancy Tracking System (DTS).
		b) Signed by approving authority?	b) Compliance is determined through on-site inspection.	(A-Discrepancy): [xx] (PD Question 1b) CAPF 2a's, authorizing award of Activity and/or Service Ribbons, are not signed by approving authority IAW CAPR 39-3 para 19. NOTE: Use sub-bullets to give details.	b) Attach documentation showing this requirement has been met to this discrepancy in the Discrepancy Tracking System (DTS).
		c) Copy of completed CAPF 2a filed in member's personnel file?	c) Compliance is determined through on-site inspection.	(A-Discrepancy): [xx] (PD Question 1c) CAPF 2a's, authorizing award of Activity and/or Service Ribbons, are not signed by approving authority IAW CAPR 39-3 para 19. NOTE: Use sub-bullets to give details.	c) Attach documentation showing this requirement has been met to this discrepancy in the Discrepancy Tracking System (DTS).