



HEADQUARTERS MICHIGAN WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
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10 August 2025

MEMORANDUM FOR MIWG ALL HANDS

FROM: MIWG/CC

SUBJECT: Awards Process

1. This memorandum outlines the Michigan Wing process for submitting and approving awards.
2. Members shall submit all award nominations with the exception of annual awards through the CAP E-services Award Recommendation portal and attach any applicable documentation pertaining to the award. Documentation must include the following:
 - a. Report of Individual Personnel (RIP) also known as Member Search Report.
 - b. Any applicable documentation such as Letters of Recommendation or Participation.
3. Members submitting awards shall use CAPP 39-3 Awards Made Easy for reference when writing awards and shall conform the writing style, outlined in this pamphlet for the respective award nominations.
4. Members submitting awards shall reference CAPR 39-3 Award of CAP Medals, Ribbons, and Certificates to determine if the member being nominated meets the criteria established award criteria.
5. Commanders shall provide detailed reasoning in their respective comment sections for their decisions.
6. Please direct any questions to Lt Col. Norman Zeitunian at Norman.Zeitunian@miwg.cap.gov or Capt. Mary Scilzo at mary.scilzo@a2cap.org.

ERIC V. SCOTT, Colonel, CAP
Commander

CC: CoS, DOS, DO