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**Michigan Wing
Of The Year Awards
Program**



MICHIGAN WING HEADQUARTERS

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PREFACE

This pamphlet provides background information, application guidelines, and general reference content for wing-level awards. Some of these awards have a higher level of recognition at region and national levels. If so, a reference to applicable CAP regulations and/or pamphlets will provide additional guidance to the recommender beyond this document. Recipients of awards at wing level will be Michigan Wing's candidate for the respective award at the region level.

Awards referencing "Wing-level Award" do not have a higher award level (i.e. national or region) but recognize exemplary performance from within the wing.

The wing awards program is intended to highlight top performance through both member awards and organizational awards. Use this pamphlet to help in identifying applicable awards and the associated award criteria.

OVERVIEW

This pamphlet breaks down the award categories for all awards available to members and units of Michigan Wing. Awards may be Individual Awards or Organizational Awards.

Individual Awards apply to an individual member, either cadet or senior, and represent categories of recognition that may or may not have a region or national award equivalent or progression. Categories of Mission Awards and Mission Support Awards are also awarded to individuals unless otherwise specified.

Organizational Awards are given to flights, squadrons, groups, and to teams such as aircrews or ground teams. Included in this group are awards eligible to the entire wing. This pamphlet provides background information for the award and any specific application guidelines that apply. This guide is to be used in preparing for and submitting these wing-level awards.

INSTRUCTIONS FOR SUBMITTING AWARDS

All award nomination packages are due by 15 January to the MIWG Director of Personnel (email address available on the Michigan Wing website). The awards described in this pamphlet are awarded annually with presentations made during the annual Michigan Wing Conference.

It is preferred that all awards be submitted via the MS Word editable version of the CAPF 120 instead of the online award module in eServices (aka: online CAPF 120). Use CAP Form 120 in MS Word format available at <https://www.gocivilairpatrol.com/members/publications/forms/> unless a different CAP Form is specified in the regulations or in the description for the award.

If the CAPF 120, or other specified form, does not allow sufficient room for the award justification, attach a MS Word document with the justification narrative. No hand-written recommendations will be accepted.

Use of electronic format, where narratives and other information can be copied and pasted, is essential as the Michigan Wing Awards Board will execute an online CAP Form 120 for all wing award recipients who are eligible for award at the region level.

These guidelines do not apply to awards not listed in this pamphlet, including, but not limited to, Achievement Awards, Commanders Commendations, Meritorious Service Awards, Unit Citations and the like. These awards may be submitted via the online award recommendation.

PART 1: INDIVIDUAL AWARDS

Individual Awards are created to recognize individual members and their performance. The awards in this section are “of the year” awards and thus awarded annually.

Senior Member of the Year Award

Reference: CAPR 39-3, para 23.

Purpose: To recognize the senior member that exemplifies the tenants of what an Auxiliary Officer should be, and has contributed most to the success of CAP’s missions. The selection is based on the member’s lifetime contributions to CAP, not just the member’s accomplishments during the year of nomination.

Eligibility: Any senior member.

Submission Format/Procedure: Narrative format that reflects accomplishments in length of membership, command service, emergency services participation, cadet program participation, aerospace education program participation, personal senior training accomplishments, specialty track accomplishments, individual awards and decorations (including cadet achievements), impact on region/wing programs, impact on national programs, impact on local legislative issues, and impact on national legislative issues. ***The recipient of this award will also be the Michigan Wing Nominee for the Great Lakes Region Senior Member of the Year Award.***

Cadet of the Year Award

Reference: CAPR 39-3, para 24.

Purpose: Established to recognize the most outstanding cadet in CAP.

Eligibility: Minimum of Amelia Earhart Award and junior in high school. The wing may consider other cadets for this award that do not meet the minimum eligibility requirements as a wing recipient, but will not submit them to the Great Lakes Region as a nominee.

Submission Format/Procedure: Submit a completed CAPF 58 with indicated mandatory attachments. ***The recipient of this award will also be the Michigan Wing Nominee for the Great Lakes Region Cadet of the Year Award.***

Outstanding Cadet Non-Commissioned Officer of the Year

Reference: CAPR 39-3, para 43.

Purpose: Established to recognize the outstanding cadet NCO in Michigan Wing.

Eligibility: Cadets must have earned Wright Bros Award and have been an NCO for no less than 8 months of the year of nomination.

Submission Format/Procedure: CAPF 58 with indicated "Mandatory Attachments." ***The recipient of this award will also be the Michigan Wing Nominee for the AFSA National Cadet NCO of the Year Award.***

PART 2: UNIT-LEVEL CADET AWARDS

There are four unit-level cadet awards are created to recognize individual cadet members and their performance. The awards in this section are “of the year” awards and thus awarded annually.

AFA Outstanding Cadet (Unit Award)

Reference: CAPR 39-3, para 42.

Purpose: To recognize the outstanding cadet member in a local squadron or flight.

Eligibility: Any cadet member.

Submission Format/Procedure: The unit commander selects the cadet. In order to allow commanders the widest possible latitude in this selection, no specific criteria are established. The instructions in CAPR 39-3 for submitting this award are out of date and should be ignored. Instead, forward the name and CAPID of the selected cadet to National Headquarters at afa@capnhq.gov no later than 15 January. The AFA Ribbon and certificate will then be mailed to the commander for presentation to the selected cadet.

AFSA Outstanding Cadet NCO (Unit Award)

Reference: CAPR 39-3, para 43.

Purpose: To recognize the outstanding cadet NCO in a local squadron or flight.

Eligibility: Any cadet member who has earned the Wright Brothers award but who has not yet earned the Mitchell Award.

Submission Format/Procedure: The unit commander selects the cadet. In order to allow commanders the widest possible latitude in this selection, no specific criteria are established. The commander forwards the name of the cadet to the AFSA using the address in CAPR 39-3, no later than 15 April. The AFSA Ribbon and certificate will then be mailed to the commander for presentation to the selected cadet.

VFW Outstanding Cadet Officer (Unit Award)

Reference: CAPR 39-3, para 44.

Purpose: To recognize the outstanding cadet officer in a local squadron or flight.

Eligibility: Any cadet member who has received the Mitchell Award.

Submission Format/Procedure: The unit commander selects the cadet based on the following criteria:

- (1) Be in good standing academically.
- (2) Progressing satisfactorily in the CAP cadet program
- (3) Demonstrate outstanding achievement in community service and the Aerospace and Leadership portions of the cadet program
- (4) Demonstrate outstanding leadership in Civil Air Patrol
- (5) Be of high moral character
- (6) Demonstrate a high level of professionalism in appearance and action
- (7) Patriotism (commander or member of color guard, drill team, etc.) and actively promote Americanism
- (8) Demonstrate growth potential (assumes higher levels of responsibility)
- (9) Must not have been a previous recipient of the VFW Cadet Officer Award.

The commander forwards the name of the cadet to the VFW using the address in CAPR 39-3, no later than 15 April. The VFW Ribbon and certificate will then be mailed to the commander for presentation to the selected cadet.

VFW Outstanding Cadet NCO (Unit Award)

Reference: CAPR 39-3, para 44.

Purpose: To recognize the outstanding cadet NCO in a local squadron or flight.

Eligibility: Any cadet member who has received the Wright Brothers Award but who has not yet received the Mitchell Award.

Submission Format/Procedure: The unit commander selects the cadet based on the following criteria:

- (1) Be in good standing academically.
- (2) Progressing satisfactorily in the CAP cadet program
- (3) Demonstrate outstanding leadership in Civil Air patrol
- (4) Be of high moral character
- (5) Display outstanding military bearing and conduct both in and out of uniform
- (6) Patriotism (commander or member of color guard, drill team, etc.) and actively promote Americanism
- (7) Demonstrate growth potential (assumes higher levels of responsibility)
- (8) Must not have been a previous recipient of the VFW Cadet NCO Award.

The commander forwards the name of the cadet to the VFW using the address in CAPR 39-3, no later than 15 April. The VFW Ribbon and certificate will then be mailed to the commander for presentation to the selected cadet.

PART 3: ORGANIZATIONAL AWARDS

This part of the Michigan Wing Awards program recognizes organizational excellence in both units and teams. These awards represent those groups whose teamwork and dedication to the mission resulted in performance superior to that of their peers and is recognized here as outstanding organizational performance.

Squadron of Merit

Reference: CAPR 39-3, para 39.

Purpose: Recognizes an outstanding cadet or composite squadron.

Submission Format/Procedure: Self nominated narrative memo based on background data provided by NHQ. The minimum eligibility requirements are noted as a-f. The memo should also outline the unit's significant accomplishments and unique nature that sets them apart from all other cadet and composite squadrons.

- a. A minimum of 12 cadets on January 1 of the nomination year.
- b. An active cadet recruiting and retention program
- c. Number of cadet milestone awards (Wright Brothers, Mitchell, Earhart, Eaker and Spaatz)
- d. Number of cadet first-time encampment attendees
- e. Participation in the orientation flight program
- f. Percentage of cadets flying the back seat (code "99") orientation flights.

The following will be considered as highly-recommend practices for Squadron of Merit consideration:

- g. Participation and Completion of the AEX program.
- h. Participation in CyberPatriot
- i. Pursuit and accomplishment of Quality Cadet Unit Award.
- j. Attendance at NCSAs

Michigan Wing American Legion Outstanding Squadron Award

Reference: CAPR 39-3, para 41.

Purpose: Award established by the American Legion to recognize an outstanding unit of squadron designation.

Eligibility: Any Michigan Wing unit is eligible and may be selected by Michigan Wing Commander's discretion, as established in the award criteria.

Submission Format: Self nominated narrative memo outlining the accomplishments and development of the nominated unit. Submission will be sent to the Michigan Wing Vice Commander, and recommendation then forwarded onto the Michigan Wing Awards Board by 15 January annually for the previous year's accomplishments.

PART 4: MICHIGAN WING ELIGIBLE AWARDS

The following awards are given to the wing as a whole from Great Lakes Region, and not individual units.

CAP-USAF Counter Drug and Homeland Security Mission Award

Reference: CAP-USAF Great Lakes Liaison Region Award

Purpose: Award established by CAP-USAF that recognizes the most outstanding wing in the Great Lakes Region who demonstrates the most outstanding Counter Drug and Homeland Security effective wing.

Eligibility: Any Wing in the Great Lakes Region who participates in Counter Drug or Homeland Security Missions.

Submission Format: Self nominated narrative memo outlining the accomplishments and development of the nominated wing to the Great Lakes Liaison Region Commander by 15 February annually. Nomination will be completed by the Chief of Staff for Operations or their designee and submitted by 15 January annually.

CAP-USAF Search and Rescue Mission Award

Reference: CAP-USAF Great Lakes Liaison Region Award

Purpose: Award established by CAP-USAF that recognizes the most outstanding wing in the Great Lakes Region who demonstrates the most outstanding Search and Rescue capability as a wing.

Eligibility: Any Wing in the Great Lakes Region who participates in Search and Rescue missions..

Submission Format: Self nominated narrative memo outlining the accomplishments and development of the nominated wing to the Great Lakes Liaison Region Commander by 15 February annually. Nomination will be completed by the Chief of Staff for Operations or their designee and submitted by 15 January annually.

CAP-USAF Disaster Relief Mission Award

Reference: CAP-USAF Great Lakes Liaison Region Award

Purpose: Award established by CAP-USAF that recognizes the most outstanding wing in the Great Lakes Region who demonstrates the most outstanding Disaster Relief effective Wing.

Eligibility: Any Wing in the Great Lakes Region who participates in disaster relief effort missions.

Submission Format: Self nominated narrative memo outlining the accomplishments and development of the nominated wing to the Great Lakes Liaison Region Commander by 15 February annually. Nomination will be completed by the Chief of Staff for Operations or their designee and submitted by 15 January annually.

Great Lakes Region Aerospace Education Mission Award

Reference: CAP-USAF Great Lakes Liaison Region Award

Purpose: Award established by Great Lakes Region that recognizes the most outstanding wing in the Great Lakes Region who demonstrates the best Aerospace Education Mission as an effective wing.

Eligibility: Any Wing in the Great Lakes Region who provides and propagates the core mission of CAP Aerospace Education.

Submission Format: Self nominated narrative memo outlining the accomplishments and development of the nominated wing to the Great Lakes Region Awards Board by 15 February annually. Nomination will be completed by the Director of Aerospace Education or their designee and submitted to MIWG Awards Board by 15 January annually.

Great Lakes Region Cadet Programs Mission Award

Reference: CAP-USAF Great Lakes Liaison Region Award

Purpose: Award established by Great Lakes Region that recognizes the wing in the Great Lakes Region who demonstrates the most outstanding Cadet Program effective Wing.

Eligibility: Any Wing in the Great Lakes Region who provides and propagates the CAP Cadet Program Mission.

Submission Format: Self nominated narrative memo outlining the accomplishments and development of the nominated wing to the Great Lakes Region Awards Board by 15 February annually. Nomination will be completed by the Director of Cadet Programs or their designee and submitted by 15 January to the MIWG Awards Board.

Paul W. Turner Wing Safety Award

Reference: CAPR 62-1, para 8.a.

Purpose: To identify the most outstanding Wing Safety Program in Civil Air Patrol.

Eligibility: Any Civil Air Patrol Wing

Submission Format: Narrative memo that is forwarded to CAP/NHQ SE through MIWG/CC that outlines the goals, training, Risk Management efforts, and overall approach to a comprehensive safety mindset. Additional documentation and artifacts will be included to assist the award package.

PART 5: MISSION AWARDS

Distinguished Aviator Award

Reference: CAPR 62-1, para 8.d.

Purpose: This award recognizes outstanding airmanship by a CAP pilot requiring heroic measures or an extraordinary level of skill, alertness, ingenuity, or proficiency in averting or minimizing the seriousness of a flight mishap.

Eligibility: The emergency must have resulted from any of these situations: (a) Mechanical difficulty with the aircraft while in flight or on the ground, (b) Errors made by others, in the air or on the ground. (c) Environmental factors beyond the nominee's control.

Submission Format/Procedure: Narrative Memo.

Special Note: *There is no deadline for this award and it can be nominated at any time of the year. The recipient of this award will be recommended for the national Distinguished Aviator Award.*

Michigan Wing Top Prop Award

Reference: Wing-level award

Purpose: To individually recognize the top aviator within the Michigan Wing in the areas of Orientation Flights, Training, and real-world Search and Rescue or Customer support missions.

Eligibility: Any Transport Mission, Orientation Ride, or Mission Pilot.

Submission Format/Procedure: NONE

Special Note: *Top Prop Awards will be determined by the Director of Operations from reviewing mission data on hours flown, safety issues, and CAP standards for professional aviation and forward their selection onto the MIWG Awards Review Board by 15 January.*

Jack Sorenson Cadet Programs Officer of the Year

Reference: CAPR 60-1, para 6.4.

Purpose: recognizes the cadet programs officer who has contributed most to the CAP cadet program during the previous year.

Eligibility: Senior members who work directly with cadets at the squadron level (Cadet Programs Officers), or serve on the Cadet Programs staff at a higher echelon (as defined in CAPR 20-1) are eligible for this award.

Submission Format/Procedure: Narrative Memo submitted to the MIWG Awards Board by 15 January.

Brewer Award – Cadet

Reference: CAPR 50-1, para 9.2.1., CAPP 50-1

Purpose: Recognizes a Michigan Wing cadet whose involvement and participation in aerospace deserves Wing-level recognition.

Eligibility: Cadet who has earned the Billy Mitchell Award and is a current CAP member.

Submission Format/Procedure: Narrative Memo with strong justification of an aerospace achievement or significant contribution to the aerospace field.

Brewer Award -- Senior Member

Reference: CAPR 50-1, para 9.2.1., CAPP 50-1

Purpose: Recognizes a Michigan Wing senior member whose involvement and participation in aerospace deserves Wing-level recognition.

Eligibility: Current senior member

Submission Format/Procedure: Narrative Memo with strong justification of an aerospace achievement or significant contribution to the aerospace field.

Brewer Award -- Individual/Organizational

Reference: CAPR 50-1, para 9.2.1., CAPP 50-1

Purpose: Recognizes an organization or individual based or active in Michigan whose involvement and participation in aerospace for more than 10 years deserves Wing-level recognition.

Eligibility: Nominees may include educators, state aviation officials, fixed-base operators, state superintendents of public instruction, members of the Armed Forces, members of Congress, or elementary or secondary schools, colleges and universities, airlines, aircraft industries, flying schools, governmental agencies, associations or other individuals or organizations who have performed a noteworthy aerospace achievement or made significant contributions to the aerospace field over a continuous period of up to 10 years. Nominees should have a strong involvement in CAP and not be a CAP member.

Submission Format/Procedure: Narrative Memo with strong justification of an aerospace achievement or significant contribution to the aerospace field.

Brewer Award -- Lifetime Achievement

Reference: CAPR 50-1, para 9.2.1., CAPP 50-1

Purpose: Recognizes a Michigan Wing senior member whose involvement and participation in aerospace over more than 20 years deserves Wing-level recognition.

Eligibility: Nominees must be CAP members, who are also, educators, state aviation officials, fixed-base operators, state superintendents of public instruction, members of the armed forces, members of Congress, or other individuals who have performed a noteworthy aerospace achievement or made significant contributions to the aerospace field for a period of more than 20 years.

Submission Format/Procedure: Narrative Memo with strong justification of an aerospace achievement or significant contribution to the aerospace field.

Civil Air Patrol Aerospace Education Teacher of the Year Award

Reference: CAPR 39-3, para 28., CAPR 50-1, para 9.2.3., CAPP 50-1

Purpose: The Civil Air Patrol Aerospace Education Teacher of the Year Award is a national level award established to recognize and reward any Civil Air Patrol member who is a certified teacher for outstanding accomplishments in Aerospace Education and for possessing those honorable attributes we expect from American teachers

Eligibility: Must be a SM or AEM and a certified teacher for K-12, and teach aerospace education or aerospace principles in core subjects to students.

Submission Format/Procedure: CAPF 129, with required attachments.

Maj Gen Jeanne M. Holm Civil Air Patrol Aerospace Education Officer of the Year Award

Reference: CAPR 39-3 para 29., CAPR 50-1, para 9.2.2., CAPP 50-1

Purpose: This award was established to recognize and reward outstanding performance in aerospace education by CAP Aerospace Education Officers assigned duties at the squadron, group, wing or region levels.

Eligibility: At least one year of service as AEO at any level; and a senior or master rating in the Aerospace Education Specialty Track.

Submission Format/Procedure: Submission of narrative memo and supporting documents/artifacts to the MIWG Awards Review Board by 15 January of each year

Colonel Edwin W. Lewis, Jr. Incident Staff Member of the Year Award

Reference: CAPR39-3 para 26.

Purpose: An annual award established to recognize active cadet or senior members who have contributed significantly to the success of CAP's emergency services and operational mission on the incident staff level.

Eligibility: Incident Staff Member, Cadet or Senior Submission Format/Procedure: Narrative memo.

Submission Format/Procedure: Narrative memo submitted to MIWG Awards Review Board by 15 January.

Col David Kantor Operations Staff Officer of the Year Award

Reference: CAPR39-3 para 35.

Purpose: An annual award established to recognize active members in all of CAP who have contributed significantly to the success of CAP's operational missions. The selection is based on the member's lifetime contributions to CAP, not just the member's accomplishments during the year of nomination; however, nominations should focus on recent participation and current contributions. Nominations describing the nominee's accomplishments and contributions will be submitted through channels in narrative form according to the timetable established below. Nominations shall include the following information: emergency services/operations qualifications and participation, as well as impact on national/region/wing emergency services, homeland security or operations programs and missions. The nomination should include documentation of qualifications, awards, decorations or other experience not reflected in eServices.

Eligibility: Officers responsible for managing Emergency Services, Homeland Security, and other similar operational missions not recognized by other mission awards Submission Format/Procedure: Narrative memo.

Submission Format/Procedure: Narrative memo submitted to MIWG Awards Review Board by 15 January.

Col T. Keith Riddle Aircrew Member of the Year Award

Reference: CAPR39-3 para 36.

Purpose: An annual award established to recognize active cadet or senior members in all of CAP who have contributed significantly to the success of CAP's emergency services and operational mission by participation as members of an aircrew. The selection is normally based on the member's lifetime contributions to CAP, not just the member's accomplishments during the year of nomination; however, nominations should focus on recent participation and current contributions. Extraordinary accomplishments during a shorter period may also be considered. Nominations

describing the nominee's accomplishments and contributions will be submitted through channels in narrative form according to the timetable established below. Nominations shall include the following information: emergency services and operations qualifications and participation and impact on region/wing emergency services and operations programs and missions. Emphasis must be placed on aircrew contributions, but do not need to focus on mission pilots and mission observers. The nomination should include documentation of qualifications, awards, decorations or other experience not reflected in eServices.

Eligibility: Aircrew members at all levels for their contributions to mission success. Though the award criteria generally focuses on an individual earning this award, a group of people can be nominated in one package for recognition with this award.

Submission Format/Procedure: Narrative memo submitted to MIWG Awards Review Board by 15 January.

Major General Dwight H. Wheless Legal Officer of the Year Award

Reference: CAPR39-3 para 37.

Purpose: An annual award established to recognize and reward outstanding performance by a Legal Officer who has contributed to the success of the Civil Air Patrol's mission. The selection is based on the individual's demonstrated integrity, command counsel, investigation support, representation in regulatory actions, and other legal services, as well as the nominee's overall contributions to Civil Air Patrol. Preference will be given to nominees who have been generous and effective mentors to others, including other legal officers, and to nominees who have represented the Legal Officer Corps by serving outside their legal officer role in Civil Air Patrol's congressionally-chartered missions. Nominations may describe an individual's lifetime efforts or extraordinary accomplishments during a shorter period. The nomination should include documentation of qualifications, awards, decorations or other experience not reflected in eServices.

Eligibility: At the time of nomination, nominees must have (1) completed at least one year of service as a legal officer at the wing, region, or national level, (2) completed National Legal Officers College, and (3) hold a senior or master rating in the legal officer specialty track.

Submission Format/Procedure: Narrative memo submitted to MIWG Awards Review Board by 15 January.

Colonel Dion E. DeCamp Ground Team of the Year Award

Reference: CAPR39-3 para 27.

Purpose: An award established to recognize active ground teams, urban direction finding teams, or other ground operations teams and individual personnel that have contributed significantly to the success of CAP's emergency services and operational mission on the ground. A nomination should reflect an entirety of service of the nominee to include multiple years of service, training, accomplishments, and a history of service to CAP.

Eligibility: Accomplished ground team, UDF team, or individual with a history of contribution to CAP.

Submission Format/Procedure: Self nomination by narrative memo. *View regulation for proper submission requirements.*

PART 6: MISSION SUPPORT AWARDS

Communicator of the Year

Reference: CAPR 100-1, para 4.8.

Purpose: Recognize the Michigan Wing member who has made significant contributions to the Wing and Civil Air Patrol Communications Program over the course of their CAP career.

Eligibility: Any communications qualified member of Michigan Wing.

Submission Format/Procedure: Narrative memo submitted to the MIWG Awards Board by 15 January annually. *The Wing Director of Communications will be consulted by the MIWG Awards Board when considering the award.*

Property Manager of the Year

Reference: CAPR 174-1, para 1-7.a.

Purpose: Recognize the Michigan Wing's logistics/supply/transportation officer whose actions most contributed to the success of the Wing's logistics program.

Eligibility: Serving in a logistics duty position.

Submission Format/Procedure: Narrative memo submitted to the MIWG Awards Review Board by 15 January.

Senior Chaplain of the Year

Reference: CAPR265-1, para 11.a.

Purpose: Recognize the outstanding chaplain assigned at group level or above.

Eligibility: Chaplain in the grade of major, five years in chaplaincy and completion of Level IV.

Submission Format/Procedure: Narrative memo submitted to the MIWG Awards Review Board by 15 January.

Squadron Chaplain of the Year

Reference: CAPR265-1, para 11.b.

Purpose: Recognize the outstanding chaplain assigned at the squadron level.

Eligibility: Chaplain assigned to a squadron with at least three years in overall chaplaincy and completion of Level II. If no one meets the minimum qualifications, the wing will consider those that do not meet the above listed minimum qualifications.

Submission Format/Procedure: Narrative memo submitted to the MIWG Awards Review Board by 15 January.

Character Development Instructor of the Year

Reference: CAPR265-1, para 11.c.

Purpose: Recognize the outstanding moral leadership officer in Michigan Wing.

Eligibility: Completion of technician level in the MLO specialty track and outstanding moral leadership of CAP cadets.

Submission Format/Procedure: Narrative memo submitted to the MIWG Awards Review Board by 15 January.

Safety Officer of the Year

Reference: CAPR 62-1, para 8.c.

Purpose: Recognize the Michigan Wing's outstanding Safety Officer and their actions, initiatives, and management of a unit safety program.

Eligibility: Serving as a unit safety officer.

Submission Format/Procedure: Narrative memo submitted to the MIWG Awards Review Board by 15 January.

Colonel Robert (Bud) V. Payton Public Affairs Officer of the Year

Reference: CAPR 190-1, para 14.1.

Purpose: Recognize the Michigan Wing's outstanding PAOs and their actions, initiatives, and management of a unit public affairs program.

Eligibility: Serving as a public affairs officer.

Submission Format/Procedure: Narrative memo submitted to the MIWG Awards Board by 15 January annually.

Professional Development Officer of the Year Award

Reference: CAPR39-3 para 34.

Purpose: Recognizes the Professional Development Officer whose lifetime contribution to the Professional Development Program has had the greatest positive impact on the professional development of CAP members.

Eligibility: Any senior member currently serving in the Professional Development duty position.

Submission Format/Procedure: Narrative memo extolling not only their administrative efficiencies but the breadth, depth and duration of their positive impact on the professional development of CAP members through; innovation, mentoring; instructing, staffing and leading courses; development of programs, curriculum and educational materials used in the Professional Development Program. Nominations will be forwarded to the MIWG Awards Board by 15 January annually.

CAP Historian of the Year Award

Reference: CAPR 210-1, para 9.

Purpose: To recognize the most outstanding Wing-level historian who has contributed to the overall historical preservation of CAP History. The nominee should be considered for their breadth of service in the conservation and preservation of CAP significant artifacts and documents.

Eligibility: Candidates will be appointed as a Wing-level historian and be enrolled in the historian specialty track. Areas of importance will be the development of monographs, document and artifact restoration, cataloguing and conservation, and efforts to share CAP history with stake holders.

Submission Format and Procedure: Selected by the Region Historian no later than 15 February annually.

George Texido Legislative Officer of the Year Award

Reference: CAPR 39-3, para 30.

Purpose: An annual award established to recognize the outstanding Legislative/Government Relations Officer at the wing or region level.

Eligibility: Appointed Legislative or Government Relations Officers that has contributed the most to the success of Civil Air Patrol through his/her legislative efforts. The selection is based on the

individuals efforts to recruit Congressional and State Legislative Squadron members; obtain state funding or assistance for the wing or region; as well as their overall contributions to Civil air Patrol. **Submission Format and procedure:** Nominations will be forwarded to the MIWG Awards Board by 15 January annually.

Norm Edwards Counter Drug Officer of the Year Award

Reference: CAPR 39-3, para 31.

Purpose: Recognizes a member's lifetime contribution to the CAP Counterdrug Program.

Eligibility: Counterdrug officers or those serving in duties relating to Counter Drug at all levels of CAP may be nominated for the award.

Submission Format and Procedures: Nominees should be submitted via a narrative highlighting the achievements and service record of the member, with particular emphasis on their service in the Counterdrug Program by 15 January annually.

Inspector General of the Year Award

Reference: CAPR 39-3, para 32.

Purpose: Recognizes the Inspector General who has made significant contributions to the CAP Inspector General program.

Eligibility: Nominees should be based on the member's lifetime contributions to the CAP Inspector General program, not just the year of nomination. Any CAP member may nominate an eligible Inspector General for the award. Nominations should describe why the individual is deserving of the award. Nominees must have completed at least one year of service as an Inspector General at any level (wing, region or national); the National Inspector General College and hold a Senior or Master rating in the Inspector General Specialty Track.

Submission Format and Procedures: Narrative format. Due to the sensitive nature of the materials handled by Inspectors General, all nominations must remain within Inspector General channels. Nominations should be received by the Wing Commander directly will be evaluated, and forwarded onto the Great Lakes Region Inspector General for selection by 15 January annually.

CONCLUSION

It is important to recognize top performers from across the organization. MIWG recognizes that the contributions made by the most dedicated of members in the wing make a tremendous impact to the success of operations across all mission areas of CAP.

The Wing-level awards program hopes to provide additional recognition to those members whose contributions are significant but don't otherwise have a national award track process to compete through.

SUPPLEMENTAL INFORMATION

The following information is provided to assist in preparation of award and decoration nomination packages:

CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*

https://www.capmembers.com/media/cms/R039_003_83459660D4F44.pdf

This regulation describes the medals, ribbons and certificates that may be awarded to Civil Air Patrol (CAP) members, establishes the requirements to qualify for them, explains the administrative procedures involved and prescribes how the medals and ribbons are worn.

CAPP 39-3, *Awards Made Easy*

https://www.capmembers.com/media/cms/P039_003_F66823F4021E0.pdf

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.