



## Annual Award Criteria and Instructions

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### **Application Deadlines:**

15 JAN	AFA
15 APR	AFSA
15 APR	VFW

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### **“American Legion Award to Outstanding CAP Squadrons:**

An annual award established by the American Legion to recognize the outstanding CAP squadron in each wing. Selections will be made by the wing commander no later than 30 July annually.

a. In order to allow wing commanders the widest possible latitude in this section, no specific criteria is established. Additionally, the award may go to any type squadron—cadet, senior, or composite. It may be for one noteworthy achievement such as outstanding support of an emergency services mission or sustained superior performance such as the squadron with the highest number of cadet achievements, activities, or awards during the year.

b. The wing commanders will forward their selection directly to the American Legion Headquarters at the following address:

National Security- Foreign Relations Division  
The American Legion  
1608 K Street, NW  
Washington, DC 20006

c. The complete mailing address and telephone numbers of the wing commander and the commander of the squadron selected will be provided for the convenience of the local American Legion commander in contacting the CAP squadron and wing commander concerned.

d. The Legion headquarters will prepare an award certificate and forward to the appropriate department commander for presentation. If possible, the wing commander should be in attendance when the award is presented to the commander of the outstanding squadron.

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**Air Force Association Award to Outstanding CAP Cadets:**

An annual award established by the Air Force Association (AFA) to recognize the outstanding CAP cadet in each squadron. Selections will be made by the unit commanders concerned not later than 15 January annually.

a. In order to allow commanders the widest possible latitude in this selection, no specific criteria is established. Additionally, the award may go to any cadet, at any level of achievement in the CAP Cadet Program.

b. The unit commander will forward their selection, along with a summary of the cadet's accomplishments, directly to the Air Force Association Headquarters at the following address:

Air Force Association Headquarters  
1501 Lee Highway  
Arlington, VA 22209-1198

c. The complete mailing address and telephone number of the unit commander will be provided for the convenience of the local AFA officials in contacting the CAP squadron concerned.

d. The AFA headquarters will prepare the award elements and forward them to the appropriate AFA unit for presentation.

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**Air Force Sergeants Association Award to Outstanding CAP Cadet Noncommissioned Officer of the Year:**

An annual award established by the Air Force Sergeants Association to recognize the outstanding CAP cadet NCO in each squadron. Selections will be made by the unit commanders concerned not later than 15 April annually.

a. In order to allow commanders the widest possible latitude in this selection, no specific criteria is established.

b. The unit commander will forward their selection, along with a summary of the cadet's accomplishments, directly to the Air Force Sergeants Association Headquarters at the following address:

Air Force Sergeants Association  
Member & Field Services  
5211 Auth Road  
Suitland, MD 20757

c. The complete mailing address and telephone number of the unit commander will be provided for the convenience of the local AFSA officials in contacting the CAP squadron concerned.

d. The AFSA headquarters will contact the sponsoring division/chapter to facilitate presentation.

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### **Veterans of Foreign Wars Award for Cadet NCOs and Cadet Officers.**

An annual award established by the Veterans of Foreign Wars (VFW) to recognize the outstanding CAP cadets in each squadron. Selections will be made by the unit commanders concerned not later than 15 April annually.

a. Eligibility criteria for the Cadet NCO Award:

- (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 award.

b. Eligibility criteria for the Cadet Officer Award:

- (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 award.

c. The unit commander will forward their selection on a CAP Form 120 with attached justification, directly to the Veterans of Foreign Wars Headquarters at the address below. A copy will also be sent to the Group and Wing Headquarters.

Veterans of Foreign Wars  
Department of Youth Development, Scholarship and Recognition Programs  
406 West 34th Street  
Kansas City MO 64111

d. The complete mailing address and telephone number of the unit commander will be provided for the convenience of the local VFW officials in contacting the CAP squadron concerned.

e. The VFW headquarters will prepare the award elements and forward them to the unit for presentation. If at all possible a VFW representative should present the award.”

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### Reference

Headquarters, National. (2010). *CAPR 39-3 Award of CAP Medals, Ribbons, and Certificates* (pp. 22-24 ). Maxwell AFB, AL: CAP NHQ