



AIR ACADEMY CADET SQUADRON CIVIL AIR PATROL

United States Air Force Auxiliary
P. O. Box 261
United States Air Force Academy, CO 80840-0261
719-749-1329 www.aacs.us



December 29, 2013

Awards Review Board – Policy and Guidelines

1. General

1.1 The purpose of this standard operating procedure is to establish a clear operating policy for the awards practices, the board procedures, and guidelines for certain awarding criteria. In no way is this meant to overrule any standing CAP, Rocky Mountain Region, or Colorado Wing policy regarding awards.

1.2 All guidelines are applicable to all members of Air Academy Cadet Squadron regardless of rank or status (Cadet/Senior) unless otherwise noted.

1.3 In the event of a questionable decision, the higher level guidance shall take precedence. If it does not address a given situation, it shall be referred to the Squadron Commander in writing for a final decision, which will be returned within 45 calendar days.

2. The Awards Review Board

2.1 IAW CAP Regulation 39-3, Section A, Para. 7, this standard operating procedure establishes the formal awards review board for the Air Academy Cadet Squadron.

2.2 Members: This board shall consist of three voting members. Mandatory members will include the squadron Personnel officer, the squadron Deputy Commander, and one Cadet holding the rank of Cadet Captain or above. The entire board will consist of the the Personnel Officer, Deputy Commander, Deputy Cadet Commander or Executive Officer, and all three (Alpha, Bravo, and Basic Training Flight) Flight Commanders.

2.3 Nominations: The Board shall serve as the Commander's representative for all awards pertaining to the squadron. Any award requiring higher level (Group/Wing/Region) approval will be reviewed by the Board and submitted to the Squadron Commander for final review and signature. The Personnel officer will handle submissions to the appropriate authority.

2.4 Organization: The Personnel officer will chair the Board and serve as the final vote in the event of a tie. The Deputy Commander and Cadet representative will hold an equal vote. A two-thirds majority is required to finalize any decisions.

2.5 Term limits: The squadron Personnel officer and Deputy Commander will serve as permanent members of the board for the duration of their term in those positions. The Cadet

officer will hold their position for one semester. The Cadet may hold the position for one additional semester at the discretion of the Squadron Commander.

2.6 Meetings: The Board will meet periodically for consideration of all awards. These meetings will cover multiple periods on an annual basis. Meetings may be held electronically to facilitate a member who may be unable to participate in person. The Commander may call a meeting of the Board for consideration of an award at any time.

2.7 Suspense timeline: four regular meetings per year consisting of two awards periods being quarterly awards and two being semester awards. Quarterly awards will be considered simultaneously during semester award periods and will be considered as part of the same process. The Personnel officer will set the dates for these meetings annually.

2.8 Conflicts of Interest: Should a member of the Board be related in a personal sense to an individual under consideration for any award(s), that member shall recuse themselves from the Board during discussion or voting on that award. In the event of a tie between the remaining two members, the Squadron Commander shall make the final decision.

2.9 The Board may delegate recommendation for certain awards and honors as defined herein.

3. Awards Processes

3.1 Any person may nominate another for any CAP award at any time IAW CAPR 39-3 Section 10, paragraph a.

3.2 All awards will be referred through the Chain of Command to the Board as appropriate. Senior Members shall submit awards nominations through the Deputy Commander. Cadets shall submit awards nominations through their first line supervisor (Element Leader, Flight Sergeant, etc) through to the Cadet Deputy Commander and Cadet Commander. They will ensure that the award is free of all grammatical, spelling, and content errors before submitting it to the Cadet representative for the Board.

3.3 All awards will be tracked from the time of submission by the Personnel officer. It is the responsibility of the Deputy Commander and Cadet representative to ensure that the Personnel officer is notified of all nominations prior to a Board for consideration.

3.4 All decorations and awards will be considered by the Board based entirely on the recommendation as filed in the CAPF 2A. Verbal or written statements may be requested by or volunteered to the Board in justification of an award at any time prior to the final selection.

3.5 Milestone, Senior Member progression, Encampment, Emergency Services, and NCSA awards are exempt from this policy as those are entirely based on a set standard of criteria for those programs. Approval of decorations and awards from those programs is considered inherent in the Commander's authorization to attend or participate in those activities.

4. End of Tour Awards

4.1 Based on long standing military tradition, end of tour awards may be considered by the Board. This constitutes a guideline for consideration, not a guarantee that an award will be granted.

4.2 These awards will be considered on a semester basis for all members. Cadets will be considered at the end of term in a given leadership position. Seniors will be considered throughout for impact awards (i.e. specific activities) and at the end of their time with the unit.

4.3 Awards will be considered based on position held with what a given member has accomplished in that position.

5. Cadet of the Quarter

5.1 The Cadet Commander is directed to hold a board four times per year to consider a Squadron Cadet of the Quarter.

5.2 Each Flight will nominate one Cadet to attend the Board each quarter.

5.3 The Cadet of the Quarter Board will consist of no less than three voting members and one observer. Voting members are the Cadet Commander, Cadet 1st Sergeant, and the Cadet Executive Officer or Deputy Commander. One Senior Member who is currently serving as a Leadership Officer will be present at all times during the board to make recommendations. The vote of the board is considered final. Results will be submitted in a written memorandum to the Awards Board and certified by the Senior Member who was present.

5.4 Criteria for the Cadet of the Quarter Board to consider will be set by the Cadet Commander and Personnel officer.

5.4 The winner of the Cadet of the Quarter board will automatically be considered for nomination to the Cadet of the Semester board.

5.5 The winner of the Cadet of the Quarter board will receive a CAP Achievement Award for excellence in performance.

5.6 Cadet officers shall not be nominated or considered for this.

6. Cadet of the Semester

6.1 The Cadet Commander is directed to hold a board twice per year to consider a Squadron Cadet of the Semester.

6.2 The two most recent Cadet of the Quarter board winners will automatically be considered for this distinction. Exceptional circumstances (lifesaving, mission participation, etc) may justify a nomination from outside the Cadet of the Quarter for consideration as Cadet of the Semester.

6.3 The Cadet of the Semester Board will be conducted identically to the Cadet of the Quarter Board.

6.4 Criteria for the Cadet of the Semester Board to consider will be set by the Cadet Commander and Personnel officer. The criteria shall be different from Cadet of the Quarter, which means reasonable time should be set between boards for nominees to study.

6.4 The winners of the Cadet of the Semester board will have primary consideration for nomination of annual Cadet and Cadet NCO awards (i.e. AFA Achievement, AFSA NCO of the Year) by the Awards review board.

6.5 The winner of the Cadet of the Semester board will receive a CAP Achievement Award for excellence in performance.

6.6 Cadet officers shall not be nominated or considered for this.

7. Annual Awards

7.1 CAP has established formal annual awards for members. The Personnel officer will establish reasonable dates to keep within the suspenses to ensure that the unit meets these timelines.

7.2 Senior member awards are directed entirely by CAPR 39-3. These will be considered based on performance.

7.3 Cadet awards are numerous and some are vague in nature to allow squadrons the widest possible guidelines for nomination.

7.3.1 All Cadet officers will be considered for Cadet of the Year based on performance and initiative.

7.3.2 Cadet NCOs will be considered for awards IAW CAPR 39-3 Section C, paragraph 14.

7.3.3 The Air Force Association Award will be considered from the following candidates: Cadet officers not selected as Cadet of the Year and Cadet of the Semester winners.

7.3.4 The Air Force Sergeant's Association Award will be considered for all Cadet NCOs not selected as Cadet NCO of the Year.

A handwritten signature in black ink, reading "Michael A. Fay", enclosed in a thin black rectangular border.

Michael Fay, Maj, CAP
Commander