

Personnel – General

AWARD OF CAP MEDALS, RIBBONS, AND CERTIFICATES

CAPR 39-3, 2 July 1998, is supplemented as follows:

SECTION A - GENERAL

7. The Maryland Wing Awards Review Board will consist of the Wing Personnel Officer, Vice Commander, Director of Professional Development, and Director of Cadet Programs (or, in their absence, the personnel acting in those capacities). The board will review all requests for decorations listed in Section B, the special awards in Section G that require approval above group-level, and Wing/Region Certificates of Appreciation on Section H. The board will then make approval/disapproval recommendations to the Wing Commander.

7a. Added. The Vice Commander serves as the Board Chairperson, and will report the board's recommendations to the Wing Commander.

7b. Added. The Director of Professional Development is a voting member only for awards to senior members, and the Director of Cadet Programs is a voting member only for awards to cadets. All members vote on requests for unit citations and awards to non-CAP members (voting ties will be reported to the Wing Commander). The board may confer with other staff officers as needed when their expertise would assist in the recommendation process.

7c. Added. The board will meet at least monthly, as directed by the Chair.

SECTION D - SENIOR PROGRAM AWARDS

15. When senior member training program awards require the Wing Commander's approval, units will submit the award requests through channels to the wing Director of Professional Development, who will process the award requests.

SECTION F - ACTIVITY AND SERVICE RIBBONS

18b. Added. Squadron commanders are the approving authority for activity and service awards listed in this section with the exception of the National Cadet Competition and National Color Guard Competition ribbons. Group Commanders are the approving authority for group staff members and squadron commanders in their groups.

20b. The Wing Director of Cadet Programs will determine who will be awarded the National Cadet Competition Ribbon, and will process these awards recommendations.

20c. The Wing Director of Cadet Programs will determine who will be awarded the National Color Guard Competition Ribbon, and will process these awards recommendations.

21d. Before awarding a "Find Ribbon," the approving authority must receive written confirmation of the awarding of the find from the controlling Mission Coordinator/Incident Commander.

SECTION I - SUBMISSION DEADLINES (Added)

44. Award requests requiring Wing approval must reach Wing HQ at least 6 weeks prior to the requested presentation date. If the award requires Region or National approval, additional

time will be needed. Consult the Wing Personnel Officer to coordinate adequate lead-time for these awards.

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