

CIVIL AIR PATROL  
HEADQUARTERS TEXAS WING  
P.O. BOX 154997 WACO TX 76715-4997

TX WING SUPPLEMENT  
CAPR 39-3  
01 JAN 07

Personnel- General

AWARD OF CAP MEDALS, RIBBONS, AND CERTIFICATES

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

**SECTION F**

18 c. Group Commanders are delegated authority to award the following awards and subsequent clasps:

- Air Search and Rescue
- Cadet Advisory Council
- Cadet Community Service
- Cadet Orientation Pilot
- Cadet Special Activities
- Command Service
- Disaster Relief
- Encampment
- Recruiter
- Red Service
- Search "Find"

**SECTION I. Texas Wing Specific Items**

**44. Texas Wing Awards Committee**

The Texas Wing Awards Committee shall be selected by the Texas Wing Commander and consist of a minimum of five members selected from Texas Wing staff. A quorum greater than 50 percent of the members is required to recommend approval or disapproval for each award nominations and award selections to the Texas Wing Commander.

**45. Texas Wing Awards**

The following awards will be voted on by the Wing Awards Review Board and submitted NLT 15 January

- Top Flyer Award
- Top Wheels Award

- Nominations for the American Legion Award to Outstanding CAP Squadrons
- Squadron of the Year (Winner forwarded to Region)
- Senior Squadron of the Year
- Group of the Year

- Senior Member of the Year (Winner forwarded to Region)
- Cadet of the Year (Winner forwarded to Region)
- Officers of the Year (**Para 54**) (Winners forwarded to Region)

Each squadron is encouraged to have the following awards presented each calendar year:

- Veterans of Foreign War, Cadet Officer
- Veterans of Foreign War, Cadet NCO
- Air Force Association Award to Outstanding CAP Cadets
- Air Force Sergeants Association Award to Outstanding CAP Cadet Noncommissioned Officer of the Year

The award review board reserves the right to alter award recommendations for clarification for a wing award winner prior to forwarding it to Region Headquarters. The board will issue a PA listing the award winners and have it posted on the Wing web site.

Refer to Appendix A for a matrix of suspense dates

SUPERSEDES ALL PREVIOUS TXWG SUPPLEMENTS TO CAPR 39-3

OPR: DP

DISTRIBUTION: 2 ea. Unit, 1 ea. Wing Staff, 2 ea. SWR HQ.

#### **46. Submission of Texas Wing Award Nominations**

One nomination for each Texas Wing Award category will be submitted by the Group Commanders directly to the Chief of Staff (or designee) who serves as the chairman of the Wing Awards Review Board. The Chief of Staff (or designee) will acknowledge receipt of these within 3 days. All nomination paper work must be complete and will be sent via email formatted in MS Word. DO NOT send the narrative nomination in a PDF file. All other supporting documentation may be submitted as a PDF file. All nominations must go thru the Group Commander. Nomination for wing staff members will be submitted directly to the Chief of Staff. Any nomination received after the cutoff date, 15 Jan unless otherwise specified, will be rejected. Any Award that does not use a specific nomination form will be written in narrative form. This is will done IAW CAPR 10-1, CAPR10-3 and the "Tongue and Quill". Only individuals assigned to Texas Wing will be considered for awards.

#### **47. Submission of Decoration Nominations**

Submission of decoration nominations will be in compliance with CAPR 39-3, paragraph 10. Award nominations will be submitted to the wing administrative personnel, who will add the necessary control numbers and forward them to the Chief of Staff. If an decoration is disapproved or downgraded, it will be returned to the Group Commander for a review and/or rewrite. This includes those that were previously disapproved and returned for review/rewrite. There is a 30 day suspense on any disapproval or downgrade. Otherwise the decision of the board stands. Only individuals assigned to Texas Wing will be considered for awards.

**48. Top Flyer Award** – The Top Flyer Award will be recognized annually at the Wing Conference. Factors will include, but not limited to, unit with most flying hours, best aircraft appearance and timely filing of the CAPF-71s.

**49. Top Wheels Award** - The Top Wheels Award will be recognized annually at the Wing Conference. Factors will include, but not limited to, unit with most vehicle hours, best vehicle appearance and timely filing of reports.

**50. Squadron of the Year.** A Squadron of the Year will be recognized annually at the Wing Conference. All Cadet and Composite Squadrons are eligible for this award. The wing awards review board will review the data received from national headquarters to determine this award. See CAPR 39-3, paragraph 27(a) for selection criteria. The squadron selected will receive the Squadron of Merit.

**51. Senior Squadron of the Year.** A Senior Squadron of the Year will be recognized annually at the Wing Conference. Nominations in narrative format will be submitted to the wing awards review board with supporting documentation. This is a Squadron accomplishment, not the individuals within the unit. Factors will include, but not limited to, recruiting/retention, number of aerospace awards, percent of aerospace awards to eligible members, number completing senior training levels, percent completing senior training levels, etc.

**52. Group of the Year.** A Group of the Year can be recognized annually at the Wing Conference. The wing awards review board will review the data received from national headquarters, the same data used in the Squadron of the Year, flying hours, vehicle hours, communications network participation, and report timeliness.

**53. Senior Member of the Year.** The Senior Member of the Year will be recognized annually at the Wing Conference. Only one Senior Member of the Year can be selected each year. All supporting documentation will be forwarded with the nominations as described in CAPR 39-3, paragraph 23. The wing awards review board will screen the nominations. The member will be forwarded as the wing nominee for recognition for the region and national award.

**54. Cadet of the Year.** Only one Cadet of the Year can be selected each year. All supporting documentation and photos as required on the CAPF 58 will be forwarded as described in CAPR 39-3, paragraph 24 for consideration. The Cadet of the Year documentation requires a color photograph. The wing awards review board will screen the nominations. The cadet will be forwarded as the wing nominee for recognition for the region and national award.

**55. Officers of the Year.** Unit members demonstrating outstanding duty performance in the following categories will be recognized annually at the Wing Conference:

SUPERSEDES ALL PREVIOUS TXWG SUPPLEMENTS TO CAPR 39-3

OPR: DP

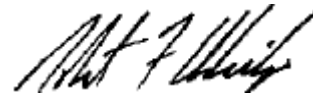
DISTRIBUTION: 2 ea. Unit, 1 ea. Wing Staff, 2 ea. SWR HQ.

Cadet Programs Officer of the Year  
Aerospace Education Officer of the Year (CAPR 280-2)  
Public Affairs Officer of the Year  
Communications Officer of the Year (CAPR100-1 Vol 1 Para 4-8)  
Safety Officer of the Year (CAPR 62-1)  
Squadron Chaplain of the Year (CAPR 265-1)  
Moral Leadership Officer of the Year (CAPR 265-1)  
Logistician of the Year (67-1)

Nominations will be made on the appropriate form indicated in the CAP regulations or in narrative form. The nominations must be submitted to the wing awards review board. Specific guidelines for some awards will be found in the regulations supporting the respective awards. It is the responsibility of the person making the nomination to assure that all required supporting documents are submitted with the nomination.

**55. Coast to Coast Award.** This award is presented to the unit which has the most articles published in “Wings over Texas” each calendar year. The “Wings over Texas” Editor will notify the Chief of Staff (or designee) of the winning Unit.

SUMMARY OF CHANGES: Section I is revised in its entirety.



ROBERT F. ELDRIDGE, Col, CAP  
Commander