

# INWGP 30-1

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## Indiana Wing Awards Program



INDIANA WING HEADQUARTERS

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## PREFACE

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This pamphlet provides background information, application guidelines, and general reference content for wing level awards. These awards 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 in both member awards and organizational awards. Use this pamphlet to help in identifying applicable awards and the associated award criteria.

## OVERVIEW

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This pamphlet breaks down the award categories for Indiana Wing awards as Individual Awards and Organizational Awards. Individual Awards apply to an individual member, either cadet or senior, and represent categories of recognition that do not have a region or national award equivalent or progression. Organizational Awards are given to flights, squadrons, groups and to teams such as aircrews or ground teams. 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.

All award nomination packages are due by 15 January. Annual Award submission guidelines are published on the public wing awards website: <https://inwg.cap.gov/members/awards>. All awards described in this pamphlet are awarded annually with presentations made during the annual wing conference.

## PART 1: INDIVIDUAL AWARDS

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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.

### Colonel Roscoe Turner Aviator of the Year

**Eligibility:** Current and qualified CAP Pilot. For new CAP pilots, the initial CAPF5 and appointment as “CAP Pilot” must have been completed prior to 1 April.

**Description:** This award recognizes pilots who have made significant contributions to the CAP flying mission. Consideration of pilot qualifications, total hours flown for CAP during the award year, participation in multiple missions and types of flight operations are all factors considered in the selection process. Activity participation outside of INWG should be noted in the nomination (i.e. National Flight Academy, NESAs, etc.).

**Submission:** Award submission instructions, documents, and additional guidance is published on the wing awards page and must be used for all award submissions. Always refer to the awards page for the most current information: <https://inwg.cap.gov/members/awards/>.

### David Dennis Memorial Award

**Eligibility:** Nominee must have received the Mitchell Award (official earned date in eServices) no later than 31 March of the award year and must not be the recipient of the Indiana Wing Cadet of the Year Award.

**Description:** The David Dennis Memorial Award is named for former C/Col David B. Dennis. C/Col Dennis was a dedicated cadet in the Indiana Wing and passed away while serving in the United States Army in 1995. The award memorializes C/Col Dennis and recognizes the wing’s outstanding Phase III cadet.

**Submission:** Award submission instructions, documents, and additional guidance is published on the wing awards page and must be used for all award submissions. Always refer to the awards page for the most current information: <https://inwg.cap.gov/members/awards/>.

### Finance Officer of the Year

**Eligibility:** Any finance officer at the flight, squadron, or group level.

**Description:** This award recognizes the finance officer who has most positively impacted a unit’s financial management and demonstrated strong fiscal responsibility and knowledge with regards to CAP Financial Management.

**Submission:** Award submission instructions, documents, and additional guidance is published on the wing awards page and must be used for all award submissions. Always refer to the awards page for the most current information: <https://inwg.cap.gov/members/awards/>.

### Ground Team Member of the Year

**Eligibility:** Any member with a current Ground Team Member (GTM) or Urban Direction Finding (UDF) rating.

**Description:** The Ground Team Member of the Year recognizes the individual GTM or UDF team member who's demonstrated exceptional talent, resourcefulness, availability, and professionalism in support of CAP Ground Operations. Consideration is given to missions participated in as well as activity outside INWG.

**Submission:** Award submission instructions, documents, and additional guidance is published on the wing awards page and must be used for all award submissions. Always refer to the awards page for the most current information: <https://inwg.cap.gov/members/awards/>.

### Lt Col Russ Hollenbeck Cadet of the Year

**Eligibility:** Cadets must have received the Amelia Earhart Award (or higher), demonstrated outstanding leadership in CAP, attained academic excellence in school, and be at least a junior in high school.

**Description:** The criterion for this award is established in CAPR 39-3 para 24, *Cadet of the Year*. This award is given to the cadet selected to compete for cadet of the year at the region level. The award is presented as the Lt Col Russ Hollenbeck Cadet of the Year Award. Lt Col Hollenbeck served in the United States Air Force for 31 years, retiring in 1976. He was a WW II Air Transport pilot in the U.S. & Pacific. Lt Col Hollenbeck was a member of Civil Air Patrol for 35 years and Commander of Weir Cook Cadet Squadron where he instructed cadets in Aerospace Education and he was named Distinguished Hoosier by Gov. Robert Orr for his Civil Air Patrol volunteering.

**Submission:** Award submission instructions, documents, and additional guidance is published on the wing awards page and must be used for all award submissions. Always refer to the awards page for the most current information: <https://inwg.cap.gov/members/awards/>.

### Major Richard L. Clemens Property Management Officer of the Year

**Eligibility:** Any property management officer (Logistics, Supply, Transportation, or Communications).

**Description:** The criterion for this award is established in CAPR 174-1, *Property Management and Accountability*, paragraph 1-7a. The recipient of this award at the wing level is awarded as the "Major Richard L. Clemens Property Management Officer of the Year" and is also forwarded to

region for competition for region and national Property Management Officer of the Year. Maj Clemens served as the Director of Logistics and Transportation Officer for Indiana Wing for a combined 7 years until his passing and in that role demonstrated excellence in property management at the wing with recognition at the national level. The wing award remembers his service and contribution to the Indiana Wing.

**Submission:** Award submission instructions, documents, and additional guidance is published on the wing awards page and must be used for all award submissions. Always refer to the awards page for the most current information: <https://inwg.cap.gov/members/awards/>.

### Unit Commander of the Year

**Eligibility:** Must have served at least six months as commander in award year and have at least 12 months of continuous service as commander.

**Description:** This award recognizes the commander (flight, squadron, or group) whose leadership and personal conduct best exemplify the core values of Civil Air Patrol and demonstrate a model CAP Officer. The nominee must have contributed to the measured success of their unit and the Indiana Wing and be an example for other commanders to follow.

**Submission:** Award submission instructions, documents, and additional guidance is published on the wing awards page and must be used for all award submissions. Always refer to the awards page for the most current information: <https://inwg.cap.gov/members/awards/>.

### Wing Staff Member of the Year

**Eligibility:** Appointed member of the Indiana Wing Staff in either a regular assignment or additional duty assignment position.

**Description:** This award recognizes the wing staff member whose personal dedication and leadership contributed significantly to the overall success of the Indiana Wing. Members nominated for this award have shown their willingness to repeatedly go above and beyond the normal expectations for their position and demonstrated excellent team work, organizational coordination skills, and professionalism in performance of their assigned duties.

**Submission:** Award submission instructions, documents, and additional guidance is published on the wing awards page and must be used for all award submissions. Always refer to the awards page for the most current information: <https://inwg.cap.gov/members/awards/>.

## PART 2: ORGANIZATIONAL AWARDS

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This part of the Indiana 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.

### Cadet Squadron of the Year

**Eligibility:** Any cadet squadron or flight that was chartered prior to 1 January of the award year. Units less than a year old are not eligible.

**Description:** This award recognizes outstanding performance by a cadet squadron. Unit metrics available through the eServices Commander's Dashboard as well as observed performance throughout the year are considered in selecting the unit for this award. To remain eligible, the unit must have submitted all required reports applicable to the unit on time, show positive membership retention, and have participated at more than one wing activity. Units *should* be recipients of the Quality Cadet Unit Award but it is not mandatory for consideration.

**Submission:** Units may self-nominate or group commanders may nominate on their units' behalf. Award submission instructions, documents, and additional guidance is published on the wing awards page and must be used for all award submissions. Always refer to the awards page for the most current information: <https://inwg.cap.gov/members/awards/>.

### Composite Squadron of the Year

**Eligibility:** Any composite squadron that was chartered prior to 1 January of the award year. Units less than a year old are not eligible.

**Description:** This award recognizes outstanding performance by a composite squadron. Unit metrics available through the eServices Commander's Dashboard as well as observed performance throughout the year are considered in selectin the unit for this award. To remain eligible, the unit must have submitted all required reports applicable to the unit on time, show positive membership retention, and have participated at more than one wing activity. Units *should* be recipients of the Quality Cadet Unit Award but it is not mandatory for consideration.

**Submission:** Units may self-nominate or group commanders may nominate on their units' behalf. Award submission instructions, documents, and additional guidance is published on the wing awards page and must be used for all award submissions. Always refer to the awards page for the most current information: <https://inwg.cap.gov/members/awards/>.

## Senior Squadron of the Year

**Eligibility:** Any senior squadron or flight that was chartered prior to 1 January of the award year. Units less than a year old are not eligible.

**Description:** This award recognizes outstanding performance by a senior squadron. Unit metrics available through the eServices Commander's Dashboard as well as observed performance throughout the year are considered in selecting the unit for this award. To remain eligible, the unit must have submitted all required reports applicable to the unit on time, show positive membership retention, and have participated at more than one wing activity.

**Submission:** Units may self-nominate or group commanders may nominate on their units' behalf. Award submission instructions, documents, and additional guidance is published on the wing awards page and must be used for all award submissions. Always refer to the awards page for the most current information: <https://inwg.cap.gov/members/awards/>.

## PART 3: NATIONAL AWARDS SUMMARY

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This part of this guide is provided as a quick reference of national awards. While parts 1 and 2 of this guide provide information about wing awards, this part simply lists the award, submission deadline, and any submission process notes associated with it. The regulation governing most of these awards is CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*. Some awards are prescribed in other regulations. Always reference the regulation for the complete award description and additional applicable information when drafting a submission. Submit any corrections to [awards@inwg.cap.gov](mailto:awards@inwg.cap.gov).

### **Air Force Association Aerospace Education Cadet of the Year**

Unit submission to Wing due 15 January | *Reference: CAPP 50-1, page 45*

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

Unit submission to Air Force Association due: 15 January | *Reference: CAPR 39-3, para 42*

### **Air Force Sergeants Association Award to Outstanding Squadron Cadet Noncommissioned Officer of the Year**

Unit submission to Air Force Sergeants Association due: 15 April | *Reference: CAPR 39-3, para 43*

### **Air Force Sergeants Association Outstanding National Cadet NCO of the Year**

Unit Submission due to Wing: 15 January | *Reference: CAPR 39-3, para 35*

### **Aerospace Education Teacher of the Year**

Unit Submission due to Wing: 15 January | *Reference: CAPR 39-3, para 28*

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

Wing submission to American Legion due: 30 July | *Reference: CAPR 39-3, para 41*

### **Cadet of the Year**

Unit Submission due to Wing: 15 January | *Reference: CAPR 39-3, para 24*

Note: This award requires Phase IV to be nominated. The David Dennis Memorial Award in Part 1 may be nominated for when cadets have not yet reached Phase IV. This award is presented at the wing level as the Lt Col Russ Hollenbeck Cadet of the Year Award. **CAPF 58, *Nomination for Cadet of the Year, and required attachments must be included in the submission package for this award.***

### **Character Development Officer of the Year**

Wing nomination due: 15 March | *Reference: CAPR 265-1, para 11c*

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

Unit submission to Wing due: 15 January | *Reference: CAPR 190-1, para 14.1*

### **Colonel David Kantor Operations Staff Officer of the Year**

Unit submission to Wing due: 15 January | *Reference: CAPR 39-3, para 35*

### **Colonel Dion E. DeCamp Ground Team of the Year Award**

Unit Submission due to Wing: 15 January | *Reference: CAPR 39-3, para 27*

### **Communicator of the Year**

Unit submission to Wing due: 15 January | *Reference: CAPR 100-1, para 4.8*

### **Director of Finance of the Year Award**

Wing Submission due to Region due: 15 February | *Reference: CAPR 39-3, para 25*

Note: This award is for wing directors of finance and is not nominated for at the squadron or group level. Unit finance officers may be nominated for Finance Officer of the Year as described in Part 1 of this guide.

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

Unit Submission due to Wing: 15 January | *Reference: CAPR 39-3, para 26*

### **Frank Brewer Memorial Aerospace Award**

Unit submission to Wing due: 15 January | *Reference: CAPR 280-2 para 5b(1)*

Note: This award is presented in four categories: Cadet, Individual/Organization, Lifetime Achievement, and Senior

### **George Texido Legislative Officer of the Year Award**

Wing submission to Region due: 15 February | *Reference: CAPR 39-3, para 30*

Note: Legislative Officers are wing level and above and as such units do not submit for this award.

### **Historian of the Year**

Wing submission to Region due: 15 February\* | *Reference: CAPR 210-1, para 9*

### **Inspector General of the Year Award**

Wing submission to Region due: 15 February | *Reference: CAPR 39-3, para 32*

Note: Inspector Generals are wing level and above and as such units do not submit for this award.

### **Jack V. Sorenson Cadet Programs Officer of the Year**

Unit submission to Wing due: 15 January | *Reference: CAPR 60-1, para 6.4*

### **Lt Col T. Keith Riddle Aircrew Member of the Year**

Unit submission to Wing due: 15 January | *Reference: CAPR 39-3, para 36*

### **Major General Jeanne M. Holm Civil Air Patrol Aerospace Officer of the Year Award**

Unit submission due to Wing: 15 January | *Reference: CAPR 39-3, para 29 and CAPR 280-2 para 5b(2)*

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

Wing submission to Region due: 15 February | *Reference: CAPR 39-3, para 37*

### **Norm Edwards Counterdrug Officer of the Year**

Unit Submission due to Wing: 15 January | *Reference: CAPR 39-3, para 31*

### **Paul W. Turner Safety Award**

Wing submission to Region due: 15 February | *Reference CAPR 160-1, para 5.3.1*

### **Professional Development Officer of the Year Award**

Unit Submission due to Wing: 15 January | *Reference: CAPR 39-3, para 34*

### **Property Management Officer of the Year**

Unit submission to Wing due: 15 January | *Reference: CAPR 174-1, para 1-7a*

Note: The wing's nominee for this award to region is presented the award at the wing level as the "Maj Richard L. Clemens Property Management Officer of the Year Award."

### **Safety Officer of the Year**

Unit submission to Wing due: 15 January | *Reference: CAPR 160-1, para 5.3.3*

### **Senior Chaplain of the Year**

Wing submission to Region due 15 February | *Reference CAPR 265-1, para 11a*

### **Senior Member of the Year**

Unit Submission due to Wing: 15 January | *Reference: CAPR 39-3, para 23*

### **Squadron Chaplain of the Year**

Unit submission due to Wing: 15 January | *Reference: CAPR 265-1, 11c*

### **Squadron of Merit**

Wing submission to National due: 15 March | *Reference: CAPR 39-3, para 39*

Note: This nomination is submitted by the wing directly to national. Units do not apply for the award.

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

Unit submission to Veterans of Foreign Wars due: 15 January | *Reference: CAPR 39-3, para 44*

## CLOSURE

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It is important to recognize top performers from across the organization. The wing 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.

While CAP undergoes a regulations rewrite process regulation references change frequently. If errors in this pamphlet are discovered please notify [awards@inwg.cap.gov](mailto:awards@inwg.cap.gov) so a correction can be made and this tool can remain a useful publication for the membership in award preparation.

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

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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.gocivilairpatrol.com/media/cms/R039\\_003\\_83459660D4F44.pdf](https://www.gocivilairpatrol.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.gocivilairpatrol.com/media/cms/P039\\_003\\_F66823F4021E0.pdf](https://www.gocivilairpatrol.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.