

Washington Wing Pamphlet 5  
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# **ADDITIONAL CADET AWARDS**

Brought to you by:  
Washington Wing Personnel Department

## INTRODUCTION

There are many different factors that motivate members of Civil Air Patrol. These include achievement, opportunity for advancement, the ability to contribute, etc. Another major factor is the power of **RECOGNITION**.

Members who feel good about their abilities and their contributions to an organization or team are more likely to be happy, content and motivated. When they are recognized for their efforts, they will also continue in their desire to excel.

Another factor that needs to be considered is the importance of retaining good members and personnel. Many volunteer organizations invest significant dollars, time and resources in training their members only to have them leave for other organizations or so called better opportunities. The small costs of presenting an award would not compare to the significant amount of money and effort invested in members that would be lost when an organization loses a valuable member.

Members selected for recognition has been doing an excellent job and has just achieved recognition for their efforts. Everybody knows about it, and you have all congratulated your member for the good work. But you'd like to do more; you'd like to publicly recognize that Member's achievements and accomplishments. After all, this member is an example for everybody on the team.

When should you present awards for exemplary accomplishment and achievement? How often and under which circumstances your organization presents awards is entirely up to you. Some organizations hold an annual awards banquet to recognize outstanding work; others present awards only occasionally, and only in response to truly outstanding achievements.

Presenting awards at a special ceremony is a good way to honor volunteers who have shown outstanding commitment and accomplishments. But no matter how big the success, all exemplary accomplishments and achievements have in common a great deal of determination, hard work, and commitment.

Why is an awards ceremony so important? For example:

- **An awards ceremony makes people feel that their work is valued.** It shows approval and gratitude for each member's good job, and it makes people aware that good work will be rewarded. It shows others, such as the general public and other members, that you're aware of outstanding accomplishments. **Recognition motivates others** to strive for excellence and we all benefit from it.
- **Recognition motivates people.** For instance, if a member receives an award for an outstanding performance, other members will strive to do better also, so that they too can be recognized. Being rewarded for doing well is one of the biggest incentives anyone can receive.
- **An awards ceremony or activity is a chance for celebration and reflection.** People will get a break and a party, getting their minds away from everyday work, allowing them to see the bigger picture. At the same time, they will have the chance to discuss the importance of their work and the achievement of the person being awarded. Gathering and sharing experiences is a very powerful means of encouragement.

Now what is the purpose of this pamphlet? The purpose is remind unit commanders of additional cadet awards that are available to each and every unit that have cadet members.

**The awards listed below are not the same as the wing's annual award program.**

### **ADDITIONAL CADET AWARDS**

#### **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.

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

**NOTE:** The AFSA also sponsors a National level Cadet NCO of the Year. Complete details for the National Level Award are show in CAPR 39-3, paragraph 35.

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.

**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.