



WASHINGTON WING CADET ADVISORY COUNCIL
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
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15 July 2016

MEMORANDUM FOR: WAWG SQUADRONS

FROM: WAWG CADET ADVISORY COUNCIL

SUBJECT: Award Receiving Standardization

1. Why Standardize?

- a. Civil Air Patrol makes its best effort to imitate the traditions and ceremonies of the United States Air Force. This is visible in our uniforms, ranking structure, basic encampment, and much more.
- b. The Air Force, among every other military branch, is a professional and standardized organization, providing procedures, policies, and regulations to its members. Like the Air Force, CAP must strive to standardize every significant detail to attain a high level of professionalism

2. How to Properly Receive an Award

- a. The process of receiving an award involves three main parts: Reporting, Accepting, and Dismissal. Reporting consists of the formal procedure outlined in CAPP 115. Accepting the award (i.e. ribbon, medal, or certificate) is where the “Shake and take” method is used, and dismissal is the closing.
 - i. **Report to the officer by saluting, reporting “sir/ma’am, (Grade, Last Name) reporting as ordered” and dropping the salute after the officer.**
 - ii. **Use your right hand to shake the officer’s right hand, grab the award with your left, and face the audience for photos.**
 - iii. **When dismissed by the officer, take a step back with your left foot and salute. Once the officer has returned the salute, perform an about face, and return to your seat, spot, or position.**
- b. Remain vigilant of this procedure when attending wing or group activities which may include award ceremonies.