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3 October 2016

MEMORANDUM FOR ALL PACIFIC REGION WINGS

FROM: Pacific Region Director of Personnel

SUBJECT: 2016 Awards Nominations - **due no later than 15 December 2016**

1. It is time again for the wings of this region to submit nominations for the awards specified in Attachment 1. Selectees will have their award presented in 2017 at an appropriate Region Conference. To allow sufficient time to edit selected award nomination for submission to National, we have established a due date of **15 December 2016** for your nominations to be received at Pacific Region.
2. Nominations submitted for consideration at Pacific Region will be reviewed and a recommendation made to the Region Commander. Selected awards may then be submitted to National Headquarters for consideration for the National Awards.
3. Keep in mind that when an award nomination is submitted using the on-line award nomination module, the information submitted cannot be edited after it is submitted. For that reason it is strongly recommended that all award nominations be submitted on the application form specified in Attachment 1 and sent by e-mail to Region Director of Personnel at ray.lantz@wawg.cap.gov. The nomination text should fit within the space provided on the specified award nomination form with no more than one additional page. Additional information and other attachments may be required for some nominations.
 - a. Nominations for these annual awards need to be approved by the wing commander.
 - b. The key to a good submittal is to be sure to include the basics: who, from where, for what reason, for what time period (that period should be 1 October 2015 through 30 September 2016) and why. You may wish to consult CAPP 39-3, *Awards Made Easy*, which can be found at:
http://www.capmembers.com/media/cms/P039_003_F66823F4021E0.pdf
 - c. **That last item is the most important.** Be sure to include a list of accomplishments at both the unit level and higher. The more relevant items you list the better chance the nominee has of being selected. Remember, the nomination can only judge by what has been submitted. Be sure you have good facts. Facts and data are always more important than glowing words.
4. **All nominations must be in the Region Director of Personnel no later than 1800 hours (Pacific Standard Time) on 15 December** to be considered.

A handwritten signature in black ink, appearing to read "Raymond N. Lantz".

Raymond N. Lantz, Lt Colonel, CAP
Pacific Region Director of Personnel

DESCRIPTIONS OF ANNUAL AWARDS

Pacific Region annual awards are listed in below. A description of each award available in each class is contained in the applicable section of this document.

1. The consideration period for these awards will be 1 October 2015 through 30 September 2016.
2. Each wing within Pacific Region is expected to submit an award nomination in all of the categories listed below.
3. Each nomination submitted must be approved by the appropriate wing commander.
4. The nomination text should fit within the space provided on the specified form and no more than one additional page. Additional information and other attachments may be required for some nominations.
5. Only Microsoft Word format will be accepted.
6. Nominations must be electronic and are due no later than 1800 hours (Pacific Standard Time) on

15 December 2016

AEROSPACE EDUCATION AWARDS

1. General Jeanne M. Holm Civil Air Patrol Aerospace Officer of the Year Award
As stated in paragraph 29 of CAPR 39-3, *Award of CAP Medals, Ribbons and Certificates*, this award is given to an outstanding Aerospace Education Officer (AEO). The nominee must have completed the Senior rating in the Aerospace Education Officer Specialty Track (see CAP pamphlet 217), have held an AE position for at least one year, and earned the Yeager award. A narrative describing what the member has contributed to Aerospace Education (AE) is required. The minimum criterion for this award includes:
 - at least one year of service as an AEO at any level (squadron or wing);
 - at least a Senior rating in the AE Specialty Track 215;
 - earned the Yeager Award and
 - promoted completion of the Yeager Award by others; promote the Aerospace Education program including AEX Award, CAP Model Rocketry, Fly-A-Teacher, AEO Workshops, AEM Recruiting, Cadet AE Program, CAP AE Newsletter, *Volunteer Magazine*, CAP Teacher of the Year, Brewer Awards, AFA Grants, etc.
- a. **Nomination Guidelines:** (from CAPR 280-2 paragraph 5a and CAPP 15 page 19)
 - (1) Any Aerospace Education Officer (AEO) in the Squadron, Group, Wing or Region is eligible.
 - (2) Eligible nominees must be nominated by a professional or personal reference.
 - (3) Nominees will be judged at the wing level, then progress to the region level, and ultimately end at the national level for final selection.
 - (4) Wings and Regions will decide how to best recognize the accomplishments of their individual winners.
- b. **Nomination Package Requirements:** (CAPP 15 page 19)
 - (1) **Use CAPF 129 to submit nomination**
Available at http://members.gocivilairpatrol.com/forms_publications_regulations/forms/
 - (2) One-page overview describing why nominee deserves this award; use Justification block

- (3) One-page letter of recommendation by person nominating the individual
- (4) Two-page photograph collage with an additional one-page description of activities, field trips, special events, etc. that depicts:
 - creativity in developing and utilizing aerospace materials for the promotion of aerospace in the squadron, group, wing, and/or region
 - cadet, senior or community involvement and activities that foster an appreciation of aerospace education and its role in our society
- c. **Nomination Package Optional:** Three extra pages of documentation that enhance the nomination package may be included. This may include media coverage of nominee's AE events, special recognition received by nominee or nominee's unit for aerospace performance, etc.

Note: The selected nomination will be submitted for the National General Jeanne M. Holm Civil Air Patrol Aerospace Officer of the Year Award.

2. Civil Air Patrol Aerospace Education Teacher of the Year Award

CAPR 39-3 paragraph 28 states that nominees must be Civil Air Patrol members, senior member or aerospace education member (AEM), and certified classroom teachers from grades kindergarten through twelve from any public, private or parochial school. Nominees must either teach aerospace education as a subject or use aerospace education to enrich the teaching of traditional subjects. Although the CAP Teacher Award is an annual award presented to a teacher, the accomplishments of the nominee need not be limited to the year for which the award is given. The award recognizes dedicated and talented aerospace education teachers who:

- Set high standards for students and demand excellence in student performance.
- Strive to improve their personal academic competence and teaching ability.
- Perform their teaching duties in an exemplary manner, resulting in admiration by students.
- Demonstrate creativity in developing and utilizing materials to enhance the teaching of aerospace.
- Maximize student involvement and classroom activities to improve student learning or create and develop a one-time project or program of such significance that it has a major impact on the teaching of aerospace education.

The nominee must be in one or more of the following categories:

- Civil Air Patrol members,
- Senior Member or Aerospace Education Member (AEM), and
- Any Aerospace Education Member (AEM) or Senior Member of CAP who is a certified K-12 teacher. Eligible teachers may nominate themselves or be nominated by someone else.
- must either teach aerospace education (Aerospace Education is that branch of general education concerned with communicating knowledge, skills and attitudes about aerospace activities and the total impact of air and space vehicles upon society) as a subject or use aerospace education to enrich the teaching of traditional subjects.

a. **Nomination Procedures:**

- For AEMs: Two copies of nomination package (10-page maximum).
- For Senior Member teacher nominations: Two copies of nomination package (10-page maximum).

b. **Nomination Package Requirements:**

- (1) **Submit nominations for this award on a CAPF 128**
Available at http://members.gocivilairpatrol.com/forms_publications_regulations/forms/.
- (2) One-page overview describing why nominee deserves this award.
- (3) One-page letter of endorsement by nominee's school principal or other educational leader.
- (4) Two additional one-page letters from colleagues, students, parents, or others that demonstrate nominee's exemplary teaching performance in aerospace education.
- (5) Two-page photograph collage with an additional one-page description of classroom activities, field trips, special events, etc. that depicts:

- Creativity in developing and utilizing aerospace materials in the K-12 classroom to enhance the teaching of the core curriculum, especially focusing on STEM-related curriculum areas.
 - Student involvement and classroom activities that improve the learning by the student through aerospace education.
- c. **Nomination Package Optional:** Three extra pieces of documentation that enhance the nomination package may be included. This may include media coverage of nominee’s AE events, special recognition received by nominee or nominee’s students for aerospace performance, etc.

Note: The selected nomination will be submitted for the National Civil Air Patrol Aerospace Education Teacher of the Year Award.

3. Air Force Association’s (AFA) Aerospace Education Cadet of the Year Award.

The AFA sponsors this award recognizing a CAP cadet for outstanding aerospace education contributions. The deserving cadet winner will have made significant contributions by promoting AE within CAP and the local community.

Nomination Package Requirements:

Nominations **are to be submitted on CAPF 120**

Available at http://members.gocivilairpatrol.com/forms_publications_regulations/forms/

The nomination text should fit within the space provided on the specified award nomination form with no more than one additional page.

Note: The selected nomination will be submitted for the Air Force Association’s (AFA) Aerospace Education Cadet of the Year Award.

4. Frank G. Brewer-Civil Air Patrol Memorial Aerospace Awards

Any CAP member or CAP unit may submit nominations in any of the four award categories. The Brewer awards are presented in commemoration of Frank G. Brewer, Sr. because of his lifelong interest in aviation, youth and education. Recognition is given to individuals and organizations that have made outstanding contributions, out of selfless devotion, to the advancement of youth in aerospace activities. Nominees are evaluated on CAP program support, significance of accomplishment, community involvement and support of all facets of the aerospace education mission.

All Frank G. Brewer Award nominations must be submitted on CAP form, CAPF 25, *Frank G. Brewer CAP Memorial Aerospace Award*, is found in CAPP 15, *Aerospace Education Officers’ Handbook*.

Nomination Package Requirements:

a. **Category I – Civil Air Patrol Cadet.**

- (1) **Nominations are to be submitted on the CAPF 25** (available at http://members.gocivilairpatrol.com/forms_publications_regulations/forms/)
- (2) Nominee must have earned the Billy Mitchell Award and must be a current CAP member.
- (3) The nomination should include a strong justification that supports an outstanding aerospace achievement or significant contribution to the aerospace field during the calendar year preceding the selection. Nomination **must** be for activities during the last calendar year **only**.
- (4) Aerospace achievement or activity should be significant — more than earning the Mitchell award or completing CAP training requirements.
- (5) Nominee should be doing significantly more than would be expected of anyone in a similar position.
- (6) Recognition is for contributions made out of selfless devotion.

- b. **Category II – Civil Air Patrol Senior Member.**
 - (1) **Nominations are to be submitted on the CAPF 25**
Available at http://members.gocivilairpatrol.com/forms_publications_regulations/forms/
 - (2) Nominee must be a current CAP member.
 - (3) The nomination should include strong justification that supports an outstanding aerospace achievement or significant contribution to the aerospace field during the calendar year preceding the selection.
- c. **Category III – Individual/Organization (non-CAP).**
 - (1) **Nominations are to be submitted on the CAPF 25** (available at http://members.gocivilairpatrol.com/forms_publications_regulations/forms/)
 - (2) Nomination should be for continued contribution over several years.
 - (3) Aerospace achievement or activity should be significant.
 - (4) Nominee’s activities should be “above and beyond” what would normally be expected of anyone in a similar position.
 - (5) Recognition is for contributions made out of selfless devotion.
 - (6) Nominee should have strong involvement with CAP
- d. **Category IV – Lifetime Achievement.** This award is not necessarily an annual award. The selection committee reserves the right to not select anyone in this category if the nominees do not live up to the expectations of this award.
 - (1) **Nominations are to be submitted on the CAPF 25**
Available at http://members.gocivilairpatrol.com/forms_publications_regulations/forms/
 - (2) Nominees must be CAP members, who are also educators, state aviation officials, fixed-base operators, state superintendents of public instruction, members of the armed forces, members of Congress, or other individuals who have performed a noteworthy aerospace achievement or made significant contributions to the aerospace field for a period of more than 20 years.

Note: The selected nominations will be submitted for the National Frank G. Brewer Awards.

CADET PROGRAM AWARDS

1. John V. “Jack” Sorenson Cadet Programs Officer of the Year Award

This award recognizes the Cadet Programs Officer or Cadet Programs staff who has contributed most to the CAP cadet program. The nominee should be an individual who best demonstrates a successful cadet program for the previous year. Emphasis areas should include; progress of cadets through the established program including milestone awards, cadet activities that foster enthusiasm and development, support programs for cadets to ensure success (mentoring, tutoring, etc.), and support to wing-wide activities. A narrative describing the member’s contributions to the program is required. Adult leaders who work directly with cadets at the unit level (Cadet Programs Officers) or serve on the Cadet Programs staff at a higher echelon are eligible for this award.

Nomination Process

- **Nominations are to be submitted on the on the CAPF 120**
Available at http://members.gocivilairpatrol.com/forms_publications_regulations/forms/
- Any CAP member may nominate an eligible member for the award.
- Nominations must describe why the individual is deserving of the award and be submitted in narrative format
- The nomination text should fit within the space provided on the CAPF 120 and no more than one additional page.

Note: The selected nomination will be submitted for the National John V. “Jack” Sorenson Cadet Programs Officer of the Year Award if qualified.

2. Cadet Of The Year

Presented to a cadet officer who has provided a good example of progress through CAP and has shown significant leadership and made important contributions to the CAP program during the past year and previous years. For the nominee to be eligible for this award, they must meet the following minimum criteria:

- 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.

Nomination Process

- **Nominations are to be submitted on CAPF 58**
Available at http://members.gocivilairpatrol.com/forms_publications_regulations/forms/
- **Mandatory** attachments include:
 - ♦ Transcript of high school credits.
 - ♦ Transcript of college credits (if applicable).
 - ♦ College entrance achievement test scores (sat or act).
 - ♦ Recent photo, full length, in uniform without hat.
 - ♦ Letters of recommendation (maximum of three).

Note: The selected nomination will be submitted for the National Cadet of the Year Award.

3. Cadet NCO of the Year

Presented to a cadet noncommissioned officer who exhibits outstanding qualities in the areas of followership; leadership; self-discipline and aerospace education. To be eligible for this award, cadets must meet the following minimum criteria:

- Earned the Wright Brothers Award, but not yet earned the General Billy Mitchell Award
- Completed at least one encampment as a participant
- Demonstrated by their actions an outstanding level of followership, leadership, self-discipline as well as personally advancing their aerospace knowledge and assisting other members in their unit.

Nomination Process

- **Nominations are to be submitted on CAPF 58**
Available at http://members.gocivilairpatrol.com/forms_publications_regulations/forms/
- **Mandatory** attachments include:
 - ♦ Transcript of high school credits.
 - ♦ Transcript of college credits (if applicable).
 - ♦ College entrance achievement test scores (SAT or ACT).
 - ♦ Recent photo, full length, in uniform without hat.
 - ♦ Letters of recommendation (maximum of three).

Note: The selected nomination will be submitted for the National Air Force Sergeants Association (AFSA) Outstanding National Cadet NCO of the Year award.

4. Drug Demand Reduction Member of the Year Award.

This annual award recognizes the most outstanding member (senior member or cadet) who contributed to the success of CAP's DDR program. Nominated members are not required to be assigned as Cadet DDR Program Officers. Nominations will include actions and impact of initiatives taken to achieve the DDR program vision and mission for a drug-free world through education, training and community outreach.

Nomination Process

- **Nominations are to be submitted on CAPF 120**
Available at http://members.gocivilairpatrol.com/forms_publications_regulations/forms/

Note: The selected nomination will be submitted for the National Drug Demand Reduction Member of the Year Award.

COMMUNICATION DEPARTMENT AWARDS

Senior Communicator Of The Year

Awarded to the CAP senior member who best exemplifies the critical role of communications in CAP and supports the whole CAP communications program. The award may involve multiple communications media. A narrative describing the member's contributions to the program is required.

Communicator of the Year award has been established to recognize a current member who has made a significant contribution to the CAP Communications Program as a whole. This selection should be based on the member's lifetime contributions to the CAP Communications Program, not just the year of nomination.

Nomination Process

- **Nominations are to be submitted on CAPF 120**
Available at http://members.gocivilairpatrol.com/forms_publications_regulations/forms/

Note: The selected nomination will be submitted for the national for the Communicator of the Year.

OPERATIONAL AWARDS

1. Colonel Ed Lewis Incident Staff member of the Year Award

This award is presented to a cadet or senior member who has participated in, promoted and supported emergency services activities in the past year. Nomination should include specific qualifications and events, but nominations should focus on recent participation and current benefits. Nominations describing the nominee's accomplishments and contributions will be submitted in narrative form. Be sure the nomination includes the following information:

- a. emergency services and operations qualifications and participation,
- b. impact on region/wing emergency services and operations programs and missions;
- c. impact on national emergency services and operations programs and missions.

Emphasis must be placed on incident staff contributions, but do not need to focus on incident commanders and other mission management.

Nomination Process

- **Nominations are to be submitted on CAPF 120**
Available at http://members.gocivilairpatrol.com/forms_publications_regulations/forms/

Note: The selected nomination may also be considered for the National Colonel Ed Lewis Incident Staff member of the year.

2. Colonel Dion E. DeCamp Ground Team of the Year Award

An annual award established to **recognize, active** ground teams, **urban direction finding teams** or other ground operations resources that may be developed in the future from throughout CAP who have **contributed significantly to the success of CAP’s emergency services and operational mission**. Emphasis is on 'team'. This award is meant to recognize and reward teams conducting ground operations at all levels for their contributions to mission success.

The selection is based on the team’s overall contributions to CAP, not just the accomplishments during the year of nomination, but nominations should focus on recent participation and current benefits. Nominations describing the team’s accomplishments and contributions will be submitted in narrative form.

Be sure the nomination includes the following information:

- (a) emergency services qualifications and
- (b) participation of all team members,
- (c) impact on region/wing emergency services and operations programs and missions.

Emphasis must be placed on team’s contributions to ground operations, but does not need to focus on specific members. Though the award criteria generally focuses on a team earning this award, individuals can also be nominated for recognition with this award as well.

Nomination Process

- **Nominations are to be submitted on CAPF 120**
Available at http://members.gocivilairpatrol.com/forms_publications_regulations/forms/

Note: The selected nomination will be submitted for the National Colonel Dion E. DeCamp Ground Team of the Year Award.

3. Norm Edwards Counterdrug Officer of the Year Award.

This award is presented to the Counterdrug Officer to recognize a member’s lifetime contribution to the CAP Counterdrug Program. Nominees must have demonstrates a professional attitude toward the counterdrug support program, have been a qualified counterdrug participant and participated in at least six actual or training counterdrug missions. Nominations should submit a narrative highlighting the achievements and service record of the member, with particular emphasis on their service in the Counterdrug Program.

Nomination Process

- **Nominations are to be submitted on CAPF 120**
Available at http://members.gocivilairpatrol.com/forms_publications_regulations/forms/

Note: The selected nomination will be submitted for the National Norm Edwards Counterdrug Officer of the Year Award.

FINANCE

Director of Finance of the Year Award.

This award is to recognize the Wing Director of Finance who has contributed the most to the financial management program during the previous twelve months.

Nomination Process

- **Wing commanders’ nomination may be made by either letter or on CAPF 120**
Available at http://members.gocivilairpatrol.com/forms_publications_regulations/forms/

The nomination should include the member’s length of service, specialty track accomplishments and should detail the member’s innovative procedures, superior initiative and exemplary contributions that distinguish the member as an outstanding financial manager.

Attach the following documents:

- Wing Financial Assessment Matrix ratings,
- WFA reports
- Data detailing the timeliness of year end reports.

Note: The selected nomination will be submitted for the National Director of Finance of the Year Award.

PROPERTY MANAGEMENT

Property Management Officer of the Year Award

An annual award presented to the unit Property Management Officer (logistics/supply /transportation/communications officer) who has best demonstrated the proper handling of the equipment and supplies needed to successfully run the CAP program. Emphasis areas include accountability, availability and storage of equipment and supplies. Officers from all levels of the organization are eligible for this award. A narrative describing the member's contributions to the program is required.

Nomination Process

- **Nominations are to be submitted on CAPF 120**
Available at http://members.gocivilairpatrol.com/forms_publications_regulations/forms/

Note: The selected nomination will be submitted for the National Property Management Officer of the Year Award.

PROFESSIONAL DEVELOPMENT

Professional Development Officer of the Year Award

This award recognizes a member who is currently assigned as a Professional Development Officer and whose life-time contribution to the Professional Development Program has had the greatest positive impact on the professional development of CAP members. Nominations should be a narrative extolling not only their administrative efficiencies but the breath, depth and duration of their positive impact on the professional development of CAP members through; innovation, mentoring; instructing, staffing and leading courses; development of programs, curriculum and educational materials used in the Professional Development Program.

Nomination Process

- **Nominations are to be submitted on CAPF 120**
Available at http://members.gocivilairpatrol.com/forms_publications_regulations/forms/

Note: The selected nomination will be submitted for the National Professional Development Officer of the Year Award if qualified.

PUBLIC AFFAIR

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

The Wing Public Affairs Officer of the Year award recognizes the PAO who epitomizes the Public Affairs program of CAP. The award is presented to the PAO at any level of the organization who provides outstanding and exemplary support for the CAP Cadet Program, Aerospace Education Program and Emergency Services Program and has a Public Affairs plan that greatly enhances the perceived value of Civil Air Patrol to the community. Activities include working with the media, promoting the CAP mission and submitting reports on time.

Nomination Process

- **Nominations are to be submitted on CAPF 120**
Available at http://members.gocivilairpatrol.com/forms_publications_regulations/forms/

Note: The selected nomination will be submitted for the Region/National Colonel Robert (Bud) V. Payton Public Affairs Officer of the Year if qualified.

SENIOR MEMBER AWARDS

a. Unit Outstanding Senior Member Of The Year Award

This award is to recognize the senior member in all of CAP who has contributed most to the success of CAP's mission. The selection is based on the member's life-time contributions to CAP, not just the member's accomplishments during the year of nomination.

Be sure the nomination includes:

- (1) length of membership,
- (2) command service,
- (3) emergency service participation,
- (4) cadet program participation,
- (5) aerospace education program participation,
- (6) personal senior training accomplishments,
- (7) specialty track accomplishments,
- (8) individual awards and decorations (including cadet achievements),
- (9) impact on region/wing programs,
- (10) impact on national programs,
- (11) impact on local legislative issues and
- (12) impact on national legislative issues.

Nomination Process

- **Nominations are to be submitted on CAPF 120**

Available at http://members.gocivilairpatrol.com/forms_publications_regulations/forms/

b. Unit Commander Of The Year

This award is presented to the member who best exemplifies the role of a CAP Unit Commander and has demonstrated this as the unit commander of a highly successful unit (squadron or flight). Nominee must have held the position for at least 6 months of the last year.

The unit must be active in all three major mission of Civil Air Patrol – Aerospace Education, Cadet Programs, and Emergency Services. Additionally, the unit under the command of nominee must demonstrate a high degree of support for the group and wing as well a community outreach.

Other factors to be considered include, but are not limited to, unit training of the members in all facets of CAP programs, such as Professional Development, Emergency Services, etc.

The growth of the unit over the past year is also a significant part of the unit commander's success. Nominations should extoll not only their administrative efficiencies but the breath, depth and duration of their positive impact on the missions of the unit; innovation, mentoring; instructing, staffing and leadership.

Nomination Process

- **Nominations are to be submitted on CAPF 120**

Available at http://members.gocivilairpatrol.com/forms_publications_regulations/forms/

WING HISTORIAN AWARD

Colonel Lester E. Hopper CAP Wing Historian of the Year Award

Awarded to the wing historian who has taken an active role to promote and document unit history. Historian should have a notebook (scrapbook) of unit activities for the previous year including personnel actions, pictures, copies of news articles and unit newsletters.

Selection Criteria

The minimum criteria for selection shall be the submission of an annual Wing History for the preceding year. Submitted histories will be judged on how successfully they meet the standards in paragraph 6a or CAPR 210-1 and guidance provided by the *Handbook for CAP Historians*. Greater value is given to content and coverage than to matters relating to format, cover, photographs, typing, etc.

Nomination Process

- This nomination should be by **letter** addressed to the current National Historian in care of Pacific Region Director of Personnel. The letter should include the name of the individual being nominated, designation of the history prepared by that individual, and pertinent facts relating to the individual's nomination.
- A complete copy of the wing's annual narrative and all documentation should accompany the nomination letter.

Note: The selected nomination will be submitted for the National Colonel Lester E. Hopper CAP Wing Historian of the Year Award.

CHAPLAIN CORPS AWARDS

Senior Chaplain of the Year Award.

This award is given for outstanding leadership ministry at region, wing and group levels.

Selection Criteria

Commanders or chaplains at the wing level or above are encouraged to make nominations of qualified chaplains. Nominees must be:

- Be at least a major,
- Have been a CAP chaplain for a minimum of 5 years and
- Completed Level IV of the senior member professional development program.

Nomination Process

Nominations will include at least a one-page narrative justification for the award.

Note: Persons who are selected as the Region Senior Chaplain of the Year become the nominee for the national award.

Squadron Chaplain of the Year Award.

This award is given for outstanding chaplain ministry at the squadron level.

Selection Criteria

Each wing commander in cooperation with the wing chaplain may submit a squadron chaplain as a nominee for the Region Squadron Chaplain of the Year Award. Wing chaplains are to ensure the nominated individual:

- Have served at least three years as chaplains and
- Have completed Level II of the senior member professional development program.

Nomination Process

All nominations will include a one-page narrative justification.

Note: The person selected as the Region Squadron Chaplain of the Year will become the region's nominee for the national award.

Character Development Instructor of the Year.

This award will be presented to a Character Development Instructor (CDI) who is enrolled in the senior member professional development program Level II Specialty Track 225, *Moral Leadership*, and has demonstrated the highest level of excellence in character development for cadets.

Selection Criteria

Wing and region commanders may nominate candidates for Character Development Instructor of the Year. Wing commanders are nominating officials and the CCEC makes the selection from among qualified candidates.

Nomination Process

All nominations will include a one-page narrative justification.

Note: The person selected as the Region Character Development Instructor of the Year will become the region's nominee for the national award.

Legislative Officer Award

George Texido Legislative Officer of the Year Award

This is an annual award established to recognize the outstanding Legislative/Government Relations Officer at the wing or region level that has contributed the most to the success of Civil Air Patrol through his/her legislative efforts.

Selection Criteria

Each Wing commander may nominate a candidate for George Texido Legislative Officer of the Year Award. The selection is based on the individual's efforts to recruit Congressional and State Legislative Squadron members; obtain state funding or assistance for the wing or region; as well as their overall contributions to Civil air Patrol.

Nomination Process

- **Nominations are to be submitted on CAPF 120**
Available at http://members.gocivilairpatrol.com/forms_publications_regulations/forms/
- All nominations will include a one-page narrative justification describing the individual's efforts to recruit Congressional and State Legislative Squadron members; obtain state funding or assistance for the wing or region; as well as their overall contributions to Civil air Patrol.