**UNITED STATES AIR FORCE AUXILIARY**

**CIVIL AIR PATROL**

**Maxwell Air Force Base, Alabama 36112-6332**

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**Office of the Chief of CAP Chaplain Corps**

**TO:** CAP Chaplain Corps

**FROM:** Chaplain, Col James Hughes

**SUBJECT:** Awards for Chaplain Corps Personnel

**DATE:** 12 October 2016

**Introduction:**

The Civil Air Patrol from its inception has been and will continue to be an organization largely comprised of volunteers. As with any volunteer organization we face the same challenges of addressing the “3 R’s”: Recruiting, Retention, Recognition.

Woven within the programs are resources and methods to both recognize and appreciate the service given by the volunteers in CAP. These are particularly effective for rewarding individuals who are performing well at their duty assignment. As with many volunteer organizations, much of the work that is done within Civil Air Patrol is done by those serving outside and in addition to their duty assignment. Many events, like wing encampments and Chaplain Corps Region Staff Colleges, have support from members who are assigned to units within the wing and region rather than the wing or region itself. The purpose of this document is twofold: to encourage the recognition and rewarding of members who are enabling programs to exist and flourish in addition to their assigned duty and to address the challenges of Retention and Recognition.

Encouragement tends to foster relationships and produce increasingly higher levels of quality in volunteers. The regular recognition of service sustains and supports volunteer involvement and longevity of relationships.

The vision of the CAP Chaplain Corps is that we *“will become the model of excellence and effectiveness for the rest of Civil Air Patrol”* embodying the following motto: *“A Paradigm of Excellence.”*  Recognizing and rewarding those who serve above and beyond their assigned duties is one of the ways that the CAP Chaplain Corps can encourage CAP to be aware and appreciative of the outstanding service being given to America every day in CAP.

**1. Principles:**

* 1. Anyone in CAP can submit a fellow member for an award (CAPR 39-3, 10, a.)

 The Form 120 is now available on-line.

* 1. Supervisory Chaplains at all levels should look for opportunities to recognize

 the performance of CAP Chaplain Corps personnel.

* 1. The practice of recognition is an on-going educational process – particularly

 with Command staff.

* 1. Depending on the policy (written or unwritten), you may not receive what award

 is requested. Some wings/regions are more restrictive of others on bestowing

 awards. Be sure to make the justification sound – and don’t be disappointed if

 you ask for a higher award and they approve a lesser (.i.e. Request a

 Meritorious Service Award and they approve a Commanders Commendation).

**2. Publications to be familiar with:**

 2.1 CAPR 39-3 – *“Award of CAP Medals, Ribbons, and Certificates”* (Section

 B – Decorations, Paragraphs 8, 9, 10, 13; Section G – Special Awards and

 Honors <\*The “Of the Year” awards for the Chaplain Corps personnel are

 not mentioned here, however the dates for other “Of the Year” awards are

 consistent and service as a useful guide>; Section H - Certificates).

 2.2 CAPP 39-3 – *“Awards Made Easy”*

 2.3 CAPR 265-1 – *“The Civil Air Patrol Chaplain Corps”* (Section 11) – sets the

 criteria for the *“Of the Year”* awards for Chaplain Corps personnel. The

 nominees are presented to the Chaplain Corps once NHQ receives them.

 2.4 CAPP-3 – *“Guide to Civil Air Patrol Protocol”* (pages 22-24)

**3. Types of recognition:**

 3.1 Formal – those offered by the organization:

 3.1.1 *“Of the Year”* awards – Presented by National Headquarters. Nominees

 are those who were recognized in their respective categories by the

 region (Character Development Instructor, Squadron Chaplain, Senior

 Chaplain).

 3.1.2 Decorations and approving authority

 3.1.2.1 Distinguished Service Award – National

 3.1.2.2 Exceptional Service Award – National, Region

 3.1.2.3 Meritorious Service Award – National, Region

 3.1.2.4 Commanders Commendation – National, Region, Wing

 3.1.2.5 Achievement Award – National, Region, Wing, Group

 3.1.3 Certificates of Appreciation

 3.1.3.1 National (CAPC 36)

 3.1.3.2 Region and Wing (CAPC 38)

 3.1.3.3 Group and Squadron (CAPC 35)

 3.1.3.4 Certificate of Partnership – Awarded by NHQ to the CAP Chaplain’s

 church

 3.2 Informal – Ones you create for your respective Chaplain Corps

 3.2.1 Plaques – Example: *“Ministry of Excellence”* award presented to a

 Character Development Instructor and to a Chaplain who is making a

 significant impact on a local unit or in the wing or Region.

 3.2.2 Certificate of Appreciation – Example: your own personalized certificate

 created for presentation to those who assisted in a staff position at a

 Wing Conference gathering or at a Chaplain Corps Region Staff

 College or who have served in any capacity above the normal duties

 of their current assignment for the good of the Wing.

**4. Process for requesting formal awards and decorations:**

 4.1 Always submit the Form 120 to the appropriate level of approval: group, wing,

 region

 4.2 Submission dates for the “Of the Year” Awards:

 4.2.1 By 15 January – Unit commanders submit to the wing commander.

 4.2.2 By 15 February – Wing Commanders will screen nominations from unit

 commanders within their wings and forward the best nominee to the

 region commander for consideration.

 4.2.3 By 15 March – Region Commanders will select the best of the wing

 nominees and forward one nomination to National Headquarters for

 consideration.

 4.2.4 By 15 April – National Headquarters forwards the Chaplain Corps

 nominees for the “Of the Year” awards to the Deputy Chief of the

 Chaplain Corps for Professional Development for consideration.

 4.3 To facilitate our Chaplain Corps personnel to receive any of the above

 “Decorations” or *“Of the Year”* awards, the Region and Wing

 Chaplains must take a “proactive” role and work with their

 respective Commanders in processing Form 120s and meeting the

 *“Of the Year”* awards.

 4.3.1 Decorations (Form 120) – Decorations are bestowed for service that

 Is commendable, meritorious or exceptional and does not duplicate

 the recognition of completing of Professional Development

 requirements (i.e. Level 4 requires the member “to serve in a director

 or staff member capacity in a CAP approved course or serve as a

 director or staff member of a national, region, or wing conference as

 a senior member - reference Attachment 3 – CAPR 50-17”. Once

 this requirement has been fulfilled, serving on the staff for

 subsequent courses or conferences would be considered.) Simply

 serving in a position is not justification for an award, but based on

 exemplary performance in that position. When submitting awards,

 the submission should include a description that explains what is

 appropriately commendable, meritorious or exceptional in a person’s

 performance.

 4.3.1.1 Chief of Chaplain Corps/Chaplain Corps Executive Council

 4.3.1.1.1 The Chief of Chaplains of the Chaplain Corps or members of

 the CCEC may utilize any of the awards and recognitions,

 appropriate for the recognition of chaplain corps personnel.

 4.3.1.2 Region Chaplains

 4.3.1.2.1 Region chaplains should be in contact wing chaplains

 regarding the awarding of decorations of Chaplain Corps personnel.

 This should be considered on-going training.

 4.3.1.2.2 Examples of items to be considered for decorations:

 4.3.1.2.2.1 Achievement Award –

* + - * + wing, group or squadron Chaplain or CDI who teaches at a Region Staff College or serves on staff;
				+ Chaplain or CDI who serves on a task force/committee formed to advance the Chaplain Corps;
				+ to students, who after fulfilling the Level 4 requirement, have attended 2 CCRSCs within 5 years;
				+ Wing Chaplain or member of the Region Chaplain’s Staff who makes an official or formal presentation to an outside group of the CAP (subsequent to fulfilling this requirement for Level 4).

 4.3.1.2.2.2 Commander’s Commendation –

* + - * Project director, Registrar, Transportation Officer for the Region Staff College;
			* those who have assisted the Region HC in planning and implementing a special project;
			* chairperson of a task force or committee formed to advance the Chaplain Corps;
			* Chaplain or CDI who serves on a staff a region or national activity (conferences/NCSA events/NSC);
			* Wing Chaplains who have full manning for their respective wing by Chaplain Corps personnel.

 4.3.1.2.2.3 Meritorious Service –

* + - * HCD and key Members of the Region HC staff who have served for the complete term with the Region HC.

 4.3.1.2.2.4 Exceptional Service –

* + - * A wing chaplain when their tour of duty has been completed.

 4.3.2.1.3 Coordination with the activity director would be advisable to

 avoid duplicate award submissions.

 4.3.1.3 Wing Chaplains

 4.3.1.3.1 Wing chaplains should be in contact squadron commanders

 regarding the awarding of decorations of Chaplain Corps

 personnel. Wing chaplains should be looking for opportunities

 to recognize the service rendered by their Chaplain Corps

 personnel in their respective units.

 4.3.1.3.2 Examples of items to be considered for decorations:

 4.3.1.3.2.1 Achievement Award –

* + - * squadron Chaplain or CDI who regularly teaches Character Development in a squadron to another squadron within the group or wing;
			* serving on the staff of a TLC, CPC, BCS, ATS, NSCOS, COS would be something to consider;
			* Encampment provides a ribbon (or clasp);
			* squadron Chaplain or CDI who teaches at a wing training activity (SLS/CLC/UCC);
			* squadron Chaplain or CDI who makes an official or formal presentation to an outside group of the CAP (subsequent to fulfilling this requirement for Level 4).

 4.3.1.3.2.2 Commander’s Commendation –

* squadron Chaplain or CDI who serves on staff of wing/region/national event conferences/NCSA/NSC);
* Lead chaplain at Encampment.
* Though participating in “Wreaths Across America” is a CAP

 sponsored activity, coordinating the local event would be

 something to consider.

 4.3.3.2.2.3 Meritorious Service –

* HCD and key Members of the Wing HC staff who have served for the complete term with the Wing HC.

 4.3.1.3.3 Coordination with the activity director would be advisable to

 avoid duplicate award submissions.

 4.3.2 *“Of the Year”* Awards

 4.3.2.1 Region Chaplains

 4.3.2.1.1 Region chaplains should be in contact with wing chaplains

 regarding the awarding of these awards of Chaplain Corps

 personnel to meet the deadlines cited in 4.2.

 4.3.2.1.2 Region chaplains should be in contact with region staff to

 assure that their nominees have been submitted to NHQ for

 consideration.

 4.3.2.2 Wing Chaplains

 4.3.2.2.1 Wing chaplains should be in contact with squadron

 commanders to assure that nominees from the Chaplain

 Corps personnel are submitted to the wing commander to

 meet the deadline in 4.2.

 4.3.2.2.2 Wing chaplains should be in contact with the region chaplain

 to assure that nominees from the wing have been submitted

 to region for consideration.

**5. Presentation of awards**

 5.1 Per the CAPR 39-3, “Decorations should be presented by the senior officer

 present on such occasions as region and wing conferences, unit assemblies,

 etc. Where a citation accompanies an award, the citation should be read

 immediately preceding the presentation of the medal or ribbon and the award

 certificate.“

 5.2 Many award presentations will take place in the above mentioned venues,

 however there are occasions when an award is sent directly to the wing or

 region chaplain. If it is impossible for the presentation to take place

 personally, the award can be sent to the local unit for squadron or group

 commander to make the presentation. Other possibilities would be to make

 the presentation the Chaplain Corps session conducted in conjunction with a

 wing conference or during the CCRSC.

 5.3 The graduation ceremony conducted at a CCRSC is a good venue to practice

 and perfect the skills of making award presentations.

Good communications between all echelons of CAP will foster an awareness of the sacrifices and contributions being made by CAP Chaplain Corps personnel. Often recognition goes ungiven, because those who are in a place to offer recognition simply are unaware of the effort and dedication being given, and therefore miss the opportunity to "honor those to whom honor is due." Developing a climate where all levels of the CAP program are consciously looking for opportunities to acknowledge and encourage Chaplain Corps personnel will benefit everyone and foster ongoing service and retention.