



HEADQUARTERS
CIVIL AIR PATROL OREGON WING



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7 July 2015

MEMORANDUM FOR ALL UNIT COMMANDERS AND WING STAFF

FROM: WING COMMANDER

SUBJECT: Updated and Revised Oregon Wing Awards Guidelines

1. This memorandum describes current local procedures for recommending, processing and approving awards at unit and wing levels. These procedures are in accordance with appropriate CAP Regulations.

2. Activity and Service Ribbons. The Wing Commander has delegated authority to all Squadron Commanders to award activity and service ribbons. (Ref: Memorandum for All Commanders, 28 Nov 12).

d. Wing Awards Review Board. CAPR 39-3 Paragraph 7. Requires all commanders (region, wing, group and squadron) to appoint an awards review board to aid in the administration of that regulation. The Wing Awards Review Board may meet via email, telephone poll or conference call, or in person. Documents may be signed by electronic signature or by scanned and signed documents. The Awards Board Chair will copy the Wing Commander when a request for a CAP Achievement Award or Commander's Commendation is sent for review to the Awards Board members.

4. Awards approved at Wing Level. Awards approved at the wing level include the Certificate of Recognition for Lifesaving Award, CAP Achievement Award, and the Commander's Commendation.

a. Certificate of Recognition for Lifesaving Award. Send requests to admin@orwg.cap.gov, attention: Wing Awards Board for review and recommendation forwarded to the Wing Awards Board for review and recommendation, and then sent to the Wing commander for approval or disapproval.

b. CAP Achievement Award. Send requests to admin@orwg.cap.gov, attention: Wing Awards Board, for review and recommendation, and forwarded to the Wing Vice Commander for approval or disapproval.

c. Commander's Commendation. Send requests to admin@orwg.cap.gov, attention: Wing Awards Board, for review and recommendation, and forwarded to the Wing commander for approval or disapproval.

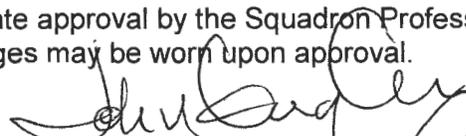
d. The Wing Commander may directly select a member for a Commander's Commendation or CAP Achievement Award. Wing Vice Commander(s) may select a member for a CAP Achievement Award.

5. Professional Development Awards. Professional Development Awards recognizing completion of Senior Member Professional Development Levels I through V are awarded, through eServices, upon completion of the requirements for each Level.

a. Members may display and wear appropriate award elements when they are presented the certificate for that Level.

b. The Leadership Ribbon and attachments may be worn for the appropriate Technician, Senior, or Master ratings when the award appears in the member's eService record.

c. Squadron Commanders may approve, or delegate approval by the Squadron Professional Development Officer of Specialty Rating badges. Badges may be worn upon approval.


John R. Longley, Colonel, CAP
Oregon Wing Commander