

NCR Awards Tip #2

This tip was prompted by a Wing asking if there were any directives on the composition of Awards Boards. If one Wing is in doubt, others may also be in the dark.

CAPR 39-3 has a section on the composition of Award Boards for Units, Groups Wings and Regions.

The regulation is twofold.

1. Awards Review Board
2. Cadet of the Year Wing Selection Board

The Wing Awards Review Board is required to have a minimum of three members, the Personnel Officer and two others. The Board may have more if so desired.

To comply with CAPP 30-1 one of those three members could be the Command NCO/Senior Enlisted Leader if the Wing has a member serving in that position. Please utilize your Senior Enlisted Leader if your wing has one appointed for the Wing Awards Board.

The Cadet of the Year Wing Selection Board is to have seven members on that Board. We realize not every Wing may have the seven members to fulfill this requirement. If you are able to comply, please do so within your Wing.

Specifically, from the regulation:

CAPR 39-3

SECTION A – GENERAL page 5

7. CAP Awards Review Board.

All commanders (region, wing, group and squadron) will appoint an awards review board to aid in the administration of this regulation.

The awards review board will consist of the personnel officer and two other members designated by the unit commander. The board should meet frequently to assure timely consideration of recommendations received from members of units. The CAP Awards Review Board will review recommendations and propose approval or disapproval to the approving authority.

SECTION G - SPECIAL AWARDS AND HONORS

Cadet of the Year

24 page 17

b. The outstanding Cadet of the Year is nominated from selected cadets within each wing by a wing selection board. Unit commanders of a cadet or composite unit are limited to one nomination from their unit for the wing selection. The selection process is accomplished by complying with the following schedule and procedures:

c. Wing selection boards will be composed of seven members, at least two of whom must be females. The members of the board should include the wing director of cadet programs, or designee, as chairperson, the CAP-USAF region assistant director of operations and a current senior member, preferably 28 years of age or younger who have, as a cadet, achieved the Billy Mitchell Award.

One of the seven Board members could be the Wing Command NCO now known and addressed as the Senior Enlisted Leader.

CAPP 30-1 CAP Sample Position Descriptions For Standard Duty Assignments

Sample Position Description has a section describing the duties of Command NCO's (Senior Enlisted Leaders) and how one of those duties relates to Awards Boards.

Page 12.

The Command NCO is the senior NCO Corps leader of their respective wing. The Command NCO is responsible for advising the Wing Commander and staff on mission effectiveness, professional development, training and utilization of the command's NCO members and takes action to address shortfalls or challenges.

The Command NCO:

Serves on award and recognition selection committees.

As such the Wing Senior Enlisted Leader may be used on both the generic Awards Board and the Cadet of the Year Board.

If you have any questions, please contact Lt. Col. Anna-Marie Bistodeau at abistodeau@ncr.cap.gov and or Col. Erica Williams at ewilliams@ncr.cap.gov.