

NCR Award Tips #3

Submitting Award nominations into eservices can be a challenge. Region has had to reject nominations because the nomination was incorrectly submitted, most often not on the correct form. Here are some tips to assist you and hopefully help you avoid a rejection with a request to re-submit on the proper form.

Most awards may be submitted right into eservices using the CAPF 120. For most awards you may submit into eservices without using the CAPF 120 by writing the justification for the nomination directly into the space provided by eservices. Your choice.

However there are nominations that **MUST** be on a designated CAP Form. Eservices does not tell you this nor does it refer you to where you may find the proper form.

Here is your reference to use when submitting your “of the Year” Awards. You may find these forms on the NHQ Website Publication Library under Forms.

CAPF 60-84 Oct 23

Cadet of the Year

AFSA Cadet NCO of the Year

Be sure to use the form dated Oct 23. Any previous editions may not be used.

There are only three mandatory items required:

MANDATORY ATTACHMENTS INCLUDE:

- 1. TRANSCRIPT OF HIGH SCHOOL CREDITS.***
- 2. TRANSCRIPT OF COLLEGE CREDITS (IF APPLICABLE).***
- 3. RECENT PHOTO, FULL LENGTH, IN UNIFORM WITHOUT HAT.***

***Ensure the photo is full length from head without hat to include feet.**

This current form now lists two items as optional.

OPTIONAL ATTACHMENTS INCLUDE:

- 1. COLLEGE ENTRANCE ACHIEVEMENT TEST SCORES (SAT OR ACT).***
- 2. LETTERS OF RECOMMENDATION (MAXIMUM OF THREE). I. SYNOPSIS OF CIVIL***

Letters of Recommendation are optional but they are still encouraged and can help support your cadet's nomination.

PLEASE NOTE:

CAP FORMs 50-1 – 50-4 September 2025 PREVIOUS EDITIONS WILL NOT BE USED

CAPF 50-1 Frank G. Brewer Memorial Aerospace Award

CAPF 50-2 MG Jeanne M. Holm Aerospace Education Officer of the Year

CAPF 50-3 Aerospace Teacher of the Year

CAPF 50-4 Aerospace Cadet of the Year (separate from the Brewer Cadet of the Year)

This category has rarely been utilized.

Please consider an outstanding Cadet and nominate!

CAPF 50-1 Frank G. Brewer Memorial Aerospace Award

See nomination guidance for each award category below. Suggestion is to include as much information as possible in a clear and concise manner. Good photos are really helpful, as well. The person/organization may be very deserving, but without a good nomination package, the person/organization may not be selected for recognition. So, take some time to get all info in an organized and interesting manner; trying to use all pages allowed for justification documentation.

- **Each nomination package should have a CAPF 120 as the cover; preferably using the eServices/Personnel/Award Recommendation/Awards Decoration/Submission pathway. The #6 Justification section therein should NOT be completed as CAPF 50-1 will be used for justification.**

Each Brewer award nomination package should not exceed CAPF 120 (preferably via eServices), the nomination form 50-1, and up to four justification/documentation/ photo pages. Nomination packages exceeding these allowed pages will not be considered.

Suggestions for additional four pages:

- 1- Provide a sequentially detailed narrative to depict a clear overview of all the things the person or organization has accomplished which fits into the time frame for that particular category.
- 2- Include a description of how the person or organization has improved the aerospace education programs within CAP and, generally, for Individual/Organization or Lifetime award categories (3 and 4).
- 3- Insert any news articles or color photos showing the person or organization conducting CAP AE programs or program support and, general aerospace endeavors for categories 3 and 4. (Ensure article copies are clear. Ensure photos are labeled to tell what is happening.)

Save the Form 50-1 and up to four additional pages into pdf documents. Then combine all pdf documents into one pdf binder to be submitted in the #7 document upload section of the online Form 120 (Awards and Decorations Submission in eServices). Consult awards officer for any clarification.

CATEGORY I – CAP CADET: Nominees must have earned the Billy Mitchell Award and must be a current Civil Air Patrol member. 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**. Nominations must adhere to calendar year requirement to be considered.

CATEGORY II – CAP SENIOR MEMBER: Nominees must have earned the Yeager Award and must be a current Civil Air Patrol member. 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**. Nominations must adhere to calendar year requirement in order to be considered for the award.

CATEGORY III – INDIVIDUAL OR ORGANIZATION (NON CAP): Nominees may include any person or organization involved in any area of aerospace (policy, education, or industry work) having performed a noteworthy aerospace achievement or made significant contributions to the aerospace field **over a continuous period of at least five years**. Nominee should have a strong involvement in or with CAP, but not be a member.

CATEGORY IV – LIFETIME ACHIEVEMENT: Nominees must be Civil Air Patrol members **for at least twenty years**. Nominees can be any person having worked in any area of the aerospace field (policy, education, or industry work) who has performed a noteworthy aerospace achievement or made significant contributions to the aerospace field for a period of twenty or more years **while having a strong involvement in CAP during that time**.

CAPF 50-2 MG Jeanne M. Holm Aerospace Education Officer of the Year

Nomination Package Requirements:

- Each nomination package should have a CAPF 120 as the cover; preferably using the eServices/Personnel/Award Recommendation/Awards Decoration/Submission pathway.
- The #6 Justification section therein should NOT be completed as CAPF 50-2 will be used for justification.

1. Nomination form with its two-page overview describing why nominee deserves this award. (Use Justification block on nomination form below for the two pages.)
2. One-page letter of recommendation by person nominating the individual.

3. Two-page photograph collage (with description of each photo) 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.

Optional, but enhances the total package: Three extra pages of documentation that enhances the nomination package. This may include additional letters of recommendation, copies of media coverage of nominee's AE events, special recognition received by nominee or nominee's unit for AE performance, etc. **This would make 8 pages MAX that can be submitted with CAPF 120. (Extra pages will disqualify a nominee.)**

Save each section as a pdf file, then combine all pages into one pdf binder for submission in the eServices award submission link (above) in the #7 "upload documents" section. Can upload one pdf at a time for a max of 3 pdfs, so combining files will help get your completed document submitted.

CAPF 50-3 Aerospace Teacher of the Year

Ten-page Maximum Nomination Package Requirements to be added to the nomination form (please title each section):

Section 1- Nominee Overview: (1 page max) One-page overview describing why nominee deserves the award **(aligned with qualifications)**.

Section 2- Supervisory Endorsement Letter: (1 page max) One-page letter of endorsement by school principal or other educational leader.

Section 3- Support Letters: (2 one-page letters max) Two additional one-page letters from colleagues, students, parents, or others that demonstrate the nominee's exemplary teaching performance in aerospace-related STEM education.

Section 4- Photograph Collage and Event Descriptions: (3 pages max) Three-page photograph collage with descriptions 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 or programs that improve the learning by the student through aerospace-related STEM education

Section 5- Optional Extra Documentation: (3 pages max) Three extra pieces of labeled documentation that enhance the nomination package which may include media coverage of nominee's aerospace-related STEM events, or special recognition received by nominee or nominee's students for aerospace-related STEM
*****NO extra pages allowed beyond the nomination form plus 10 additional documentation pages.**

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National CAP Cadet Award:

CAPF 50-4 Civil Air Patrol Aerospace Education Cadet of the Year

The selection criteria at each level should be based on significant aerospace education accomplishments and leadership during the past calendar year, both within the squadron and in external community or school events or initiatives. A favorable nomination component is involvement in the AFA's aerospace/STEM programs, CyberPatriot and/or StellarXplorers.

This award is a separate award from the Brewer Cadet AE Award and CAP's National Cadet of the Year Award. Thus, there is the opportunity for three outstanding cadets to receive national awards!

As this award is not in the drop-down box for eServices award submissions, nomination packages should contain the completed paper version of CAPF 120 as the cover form (with this award name in the "other" section). DO NOT start justification on this CAPF 120; start justification on CAPF 50-4. Attach CAPF 120 to CAPF 50-4, below, including the allowed four-page written narrative describing the cadet's accomplishments during the past year, with color photos inserted. The entire package should not exceed five pages (CAPF 120 plus the 4 pages with CAPF 50-4). These directives are found in CAPP 50- 1, The Aerospace Education Officers Handbook.

Compile the entire package of five total pages into one pdf document and submit to the Wing DAE by 15 January. **The award will be presented by the AFA at an appropriate time/location. Questions? afa@capnhq.gov**

Foot Notes:

****CATEGORY III – INDIVIDUAL OR ORGANIZATION (NON CAP)**

Entering this nomination in eservices is tricky. Eservices requires a CAPID but this award is for a non-CAP member.

We recommend this procedure:

- 1. Select the Award category from the drop down listing**
 - a. Frank Brewer Memorial Aerospace Award Individual/Organization**
- 2. Use the Wing Personnel Officer's CAPID**

3. **Box 6. *Justification - specify the name of the person or organization that is being nominated.**
4. **Box 7. Upload Documents - Scan CAPF 50-1 Frank G. Brewer Memorial Aerospace Award Select Category III**

****** CAPF 50-4 Aerospace Cadet of the Year (separate from the Brewer Cadet of the Year)**

This category has rarely been utilized.

Please consider an outstanding Cadet and nominate!

Please remember ALL nominations are due to Region no later than 15 Feb 2026.