

NCR Award Tips #6 Commendation Awards (accepted at any date)

The deadline for award nominations to be at your Wing Headquarters is 15 January. Note that you may waive that date for special circumstances to be determined by your board. Please do not disregard a nomination that comes into your board after that deadline but before your board meets to review and deliberate over the nominations. Remember always the bottom line is recognition, the Volunteer Paycheck. Our purpose is to recognize our members for the outstanding work they are doing.

Once your Board has met and made their decisions, that is the time to reject a nomination unless... There is always an unless... Unless the late nomination is the only nomination received for an active category and no decisions had been made regarding this category.

Only the "Of the Year" awards are regulated by deadlines. National HQ reviews nominations from eight regions to honor the best of the best members working in specialty areas.

Commendation Awards are not "Of the Year" awards. Commendation Awards may be reviewed and presented to a member at any time of the year. However, if wishing to present a member an award of this nature at a Wing Conference please submit the nomination with a minimum of one week prior to the conference.

Here is a breakdown of awards – Approving Authority

Certificate of Appreciation – Squadron level Use for members or non-CAP members

Achievement Award – Group CC or higher

Commander's Commendation – Wing CC or higher

Meritorious Service Award (MSA) – Region CC or higher

Exceptional Service Award (ESA) – Region CC or higher

Distinguished Service Award (DSA) – National level

This Tip was prompted by a Wing CC who shared a need to publish the criteria for these awards. Nominations had come in for members doing manual labor (shoveling walks, cleaning a hangar) for a Distinguished Service Award.

Criteria for the Commendation Awards: per CAPR 39-3

ACHIEVEMENT AWARD Presented for outstanding service to the unit, group or wing. This award may be approved by the group commander. If a group structure does not exist, the wing commander may designate who has the authority to approve this award

COMMANDER'S COMMENDATION AWARD. Outstanding duty performance where achievements and services are clearly and unmistakably exceptional when compared to similar achievements and service of members of like rank and responsibility. In instances where several members are affiliated with an exceptionally successful program, project or mission, the Commander's Commendation Award will be awarded only to those who clearly stand out from the others and who contributed most to the

success of the program. The Exceptional Service Award and the Meritorious Service Award differ from the Commanders' Commendation Award in that they recognize achievements and services significantly above and beyond normal duty performance. This award may be presented by a wing, region or National Commander.

MERITORIOUS SERVICE AWARD Outstanding achievement or meritorious service rendered specifically on behalf of CAP. Superior performance of normal duties does not, in itself, constitute automatic justification for the Meritorious Service Award. Awards should be restricted to the recognition of achievements and services which are clearly outstanding and unmistakably exceptional when compared to similar achievements and accomplishments of personnel of like rank and responsibilities. In instances where many individuals are affiliated with an exceptionally successful program, project or mission, the Meritorious Service Award should be awarded to the relatively few individuals whose contributions clearly stand out from the others and who have contributed most to the success of the program Please Note actions performed affecting Region if applicable.

EXCEPTIONAL SERVICE AWARD Region level Exceptionally outstanding service to CAP in a duty of great responsibility while serving in any capacity with CAP. However, the duty should carry the ultimate responsibility for the successful operation of a region, wing or major project within the region or wing. The discharge of such duty must involve the acceptance and fulfillment of the obligation so as to greatly benefit the wing or region and CAP. Please Note actions performed affecting Region if applicable.

DISTINGUISHED SERVICE AWARD. Conspicuous performance of outstanding service in a duty of great responsibility where the position held and results obtained reflect upon the accomplishments and prestige of CAP on a national scale. Recognition should be for an extremely difficult duty of marked national significance which is performed in a clearly outstanding manner or service which clearly aided CAP in furthering national policies. *This is most often awarded to outgoing Wing, Region and National Commanders after a successful tour of command.

FYI – not for Region Submission Strictly for a Squadron, Group or Wing level there are two other awards that may be utilized for recognition purposes.

1. **Certificate of Appreciation:** Group and Squadron [CAP Certificate 35, Certificate of Appreciation (Unit Level)]. Awarded by group and squadron commanders to both members and nonmembers of CAP in recognition of significant contributions to CAP. Blank certificates may be requisitioned from National Headquarters at eServices, Material Orders. This award has been given to Wing Administrators for their performance of admin duties. CAP cannot present them with a higher level award when performing duties as the Wing Administrator which is a paid position.

2. **Certificate of Accomplishment:** Certificate of Accomplishment (CAP Certificate 44, Certificate of Accomplishment (Region/Wing Level). Issued by region/wing commanders in recognition of participation in any one of the several activities carried out by the

individual regions/wings. Wing commanders may delegate authority to award this certificate to group and squadron commanders.

For any questions or concerns please contact either Col Erica William ewilliams@ncr.cap.gov or Lt Col Anna-Marie Bistodeau abistodeau@ncr.cap.gov