

# BCSP 1

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## Unit Awards Programs



Bellingham Composite Squadron, CAP

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## PREFACE

This pamphlet complements Civil Air Patrol Regulation 39-3, *Award of CAP Medals, Ribbons and Certificates*, Section G as well as Wing and Region Supplements. It is designed to assist members in awareness of special awards that are available to members of the Bellingham Composite Squadron at the unit level and the nomination procedures for awards at all levels. It does not cover techniques for how to write award nominations, for information on award writing see CAP Pamphlet 39-3 *Awards Made Easy*.

## OVERVIEW

"People respond to incentives." This rule of economics applies to CAP, while we can't pay our members for what they do, we can reward them in other ways for a job well done. This pamphlet details award programs for CAP members at the unit and higher levels.

## NATIONAL HEADQUARTERS AWARDS SELECTED AT THE UNIT LEVEL

The following national awards are selected at the unit level. We use the criteria below to select our members for these awards. While these awards are not due until later in the calendar year, Bellingham Composite Squadron may select these awards on a Fiscal Year basis during the month of October in case a winner is to be nominated for a wing level awards that are normally due by November 1<sup>st</sup>.

**Air Force Association Award to Outstanding CAP Cadets.** This award is presented to the unit's cadet of the year. See below for information on the cadet of the quarter and unit cadet of the year awards. This cadet may also be forwarded to wing for consideration as the wing cadet of the year or wing cadet NCO of the year if they meet the wing award requirements at the option of the squadron commander.

**Air Force Sergeants Association Award to Outstanding Squadron Cadet Noncommissioned Officer (NCO) of the Year.** This award is for a Cadet NCO who has been an NCO for at least 6 months during the year and who is not selected as the unit cadet of the year. Each September the Deputy Commander for Cadets will review each eligible cadet NCOs' performance in the cadet program and seek the input of the Cadets, Senior Members in cadet programs duty positions and the cadet leadership to nominate a cadet NCO to the squadron commander for this award. It is not required to be awarded if a suitable cadet NCO is not selected by the squadron commander. The decision of the squadron commander is final. This cadet may also be forwarded to wing for consideration as the wing cadet NCO of the year if they meet the requirements of the wing award at the discretion of the squadron commander.

**Veterans of Foreign Wars Award for Cadet NCOs and Cadet Officers.** Cadet NCOs and Officers not selected as the unit cadet of the year or Air Force Sergeants Association cadet NCO of the year are eligible for consideration for this award. These awards have specific criteria established by the VFW. The Deputy Commander for Cadets will review the performance of cadets during the past year and nominate deserving cadets to the squadron commander for selection. These awards are not automatic, but only selected to recognize outstanding performance that meets the VFW's criteria. A cadet receiving one of these awards may also be nominated for the wing Cadet of the Year or Cadet NCO of the year if they meet the criteria for

these awards at the discretion of the squadron commander.

## **UNIT CADET OF THE QUARTER AND CADET OF THE YEAR AWARDS**

**Cadet of the Quarter Program.** During each quarter of the fiscal year with the "year" starting on 1 October, a cadet is recognized for superior performance in the cadet program. 1<sup>st</sup> quarter is October-December, 2<sup>nd</sup> is January-March, 3<sup>rd</sup> is April to June and 4<sup>th</sup> is July-September. The program has 2 phases, a merit points program and a records review. This program is focused on cadets in Phase I and II of the cadet program. A separate award for the cadet officer of the quarter may be used when the unit has 5 or more Phase III and/or IV cadets at the option of the Deputy Commander for Cadets. The Phase III/IV award will use the same criteria as the Phase I/II award. The selected cadet officer will meet the cadet of the year board, and receive the same rewards with the exception of wearing the shoulder chord.

**Merit Points:** Cadets earn merit points for meeting and exceeding established standards in the areas of physical fitness, testing, training/education, wear of the uniform and attendance. Merit points are also awarded for a cadet attending national or wing activities and special awards. All points reset at the start of the new quarter, "banking" of points is not allowed. There are no "demerits" a cadet cannot lose earned merit points. Cadets who are students in the "Great Start" Basic Cadet Training program do not earn merit points until after they have graduated.

**Physical fitness:** Merit points are awarded for physical fitness performance during quarterly testing. Cadets meeting the Healthy Fitness Zone (HFZ) standard during that quarters test in the Active Cadet Fitness Program (ACFP), earn 1 merit point.

**Testing:** Merit points are earned for outstanding test scores. Points are awarded as follows:

- a. Outstanding Score (90-99%), 1 point.
- b. Perfect Score (100%), 2 points

Only the initial score will be credited for merit points, not any "corrected to 100%" scores. Merit points are awarded for the score achieved when the cadet passes the test, regardless of the number of times the test was taken. Cadets may not retake passed tests to improve their test score for the purpose of earning more points.

**Uniform Inspections:** All uniform inspections will be graded and are normally conducted by the cadet staff. The Deputy Commander for Cadets or Squadron Commander may as an option conduct uniform inspections or delegate to a member of the senior member cadet programs staff. The scoring standards found in CAPP 60-31 *Cadet Staff Handbook* are used with the exception that a score of "needs improvement" in any area of the inspection will not earn merit points even if the other scores would result in an "Excellent" rating. 1 merit point is awarded for an "Excellent" rating.

**Meeting Attendance:** Merit points are awarded for attending unit meetings, 1 point is awarded for being present and property signed into the meeting.

**Attendance at activities:** 1 point is awarded for attendance at any CAP activity during the quarter and 2 points are awarded for overnight activities. Cadets are responsible for reporting attendance at events not conducted by Bellingham Composite Squadron in writing thru the chain of command and having a means to verify attendance. For example, a point of contact

email/phone number, participation letter, or course certificate.

**Education and Training:** Merit points are awarded for education and training completed during the quarter and excellence in school work (middle school, high school, or college)

Training that supports CAP's Emergency Services mission (GES, First Aid, CPR, Ham Radio licenses, CERT training, ICUT, FEMA training, etc.) 1 point per completion or recertification completed during the quarter. **This does include courses offered by CAP and on-line courses.** The cadet is responsible for providing written verification thru the chain of command before the final meeting of the quarter.

Being named to an honor roll, dean's list or other formal recognition of academic excellence during the quarter is 1 point. The cadet is responsible for providing written verification thru the chain of command. Additionally, a cadet on the honor roll may wear a gold and black shoulder cord with the blue service uniform in accordance with the Washington Wing Supplement to CAPM 39-1.

**Ribbons and Badges.** Merit points are awarded for the following special awards earned during the quarter. To determine the date an award is made, use the date the CAPF 2a is signed by the approval authority. For awards that do not require a CAPF 2a, use the graduation date or the date the award is presented to the cadet. Points for awards are as follows:

- a. Cadet Recruiter, and Community Service Ribbon, or additional clasp: 1 point.
- b. Earn an NRA Marksmanship badge, Model Rocketry Badge, the Emergency Services Patch, Solo or Pre-Solo aviation badge, Ground Team, Communications, or Emergency Services Badge or new level of current badge: 1 point. This point is awarded addition to points earned for attending the event where the badge was earned.

**Activity Staff Service.** Merit Points are awarded for serving as a staff member at a Group or higher level activity, for example, Cascade Falcon Summer Encampment, a National Special Activity or Region Cadet Leadership School, the Wing Fall Cadet Conference, etc. 1 point in addition to any points for attending the activity.

**Selection of the Cadet of the Quarter:** After the final day of the quarter, the top 3 cadets in total merit points (including times) will be considered for selection as cadet of the quarter. The Deputy Commander for cadets will conduct record reviews, consult with cadet staff and cadet program officers as needed and make the selection and announce it to the unit as soon as possible, with the cadet selected being notified and presenting earned rewards at the next commanders call. At the option of the Deputy Commander for Cadets a selection board may be convened and the cadets interviewed by a selection board. If this option is used the cadets will receive at least a weeks' notice. If all cadets are unable to meet the board in person, the selection board will not be held and the cadet of the quarter selected by record review.

**Rewards.** The cadet of the quarter will receive a certificate of accomplishment, may wear a green and white shoulder cord with the blue service uniform in accordance with the Washington wing supplement to CAPM 39-1. The cadet of the quarter will also receive priority for any special activity (O-Rides, etc.) until a new cadet of the quarter is named.

Additional rewards are at the option of the Deputy Commander for Cadets (challenge coins, uniform items, etc.)

**Unit Cadet of the Year.** The annual cadet of the year award will run from October to September. This allows the presentation to be made at the units annual dining out or other end of year social event and nomination for wing level awards if eligible. The 4 cadets of the quarter will meet a selection board. The squadron commander will determine the content, time and date of this board. It will normally be chaired by the Deputy Commander for Cadets. In addition to the 4 cadets of the quarter, cadets may recommend any active cadet to meet the board via the chain of command to the Deputy Commander for Cadets. The cadet commander/ranking cadet will present evidence of this cadet's superior performance (in writing, less than one page, bullet format) to the Deputy Commander for Cadets. The winner will be based on board alone with the senior member president of the board breaking any ties. The cadet of the year will receive a plaque and will be selected for the units Air Force Association Award to Outstanding CAP Cadets.

**Flight of the Quarter.** The selection of a flight of the quarter is delegated to the cadet commander or ranking cadet. It is not used if less than 2 flights are assigned to the squadron. The cadet commander may use the subjective data from the cadet of the quarter program and any other information they choose in making the selection. A streamer may be added to the flights guidon denoting the award.

## **BELLINGHAM COMPOSITE SQUADRON AWARDS.**

The following annual awards are specific to the Bellingham Composite Squadron. They serve as a way for the squadron commander way to recognize superior performance in the unit. The award year is from October to September to allow selection in time for nomination for wing awards (if applicable) and presentation at the unit end of year social event in December.

The purpose of each award is listed below, but the squadron commander is the sole selection authority for these awards. They are highly encouraged to consult members of the unit, including leaders and peers in making their selection, but the selection by the commander is final. The commander may opt to not select anyone for one or more of these awards at their discretion. Only active members assigned to PCR-WA-015 are eligible for these awards, and with the exception of the Squadron Sprit Award, Cadet Sponsor members are not eligible. For Cadet Awards, the Deputy Commander for Cadets will make recommendations to the squadron commander on cadets who will receive these awards.

### **Senior Member Awards**

**Senior Member of the Year:** Member who best exemplifies commitment, enthusiasm, and excellence to the squadron and Civil Air Patrol during the past year.

**Squadron Spirit Award:** The senior member or cadet sponsor member who provides significant contributions to the betterment of CAP thru word and deed, providing inspiration, encouragement and support to others.

**Pilot of the Year:** A unit Pilot (holding CAP Pilot qualification at any level) who

exemplifies airmanship and outstanding commitment to the CAP mission. Concern for safety and support for training, actual missions and cadet orientation flying during the past year will be considered.

### **Cadet Awards.**

**Mason E. Payne Spirit Award:** Named for a former Bellingham Composite Squadron cadet who exemplified the spirit of overcoming adversity and never giving up, even when it would be easy to do. The cadet selected for this award provides significant contributions to the betterment of CAP and their fellow cadets thru word and deed, providing inspiration and support to others.

**Best Uniform Award:** Cadet who has excelled in personal appearance and pride in wearing the Air Force Uniform. It is awarded based on peer and cadet leader's nominations, input by the Senior Member cadet programs staff and uniform inspection scores.

**Best in Drill Award:** Cadet who has displayed excellence in performance of military drill and ceremony. It is awarded based on peer nominations, input by the Senior Member cadet programs staff and drill performance test scores.

**Attendance Award:** Cadet with the best attendance at unit meetings, must have been a member of the unit for at least 6 months and attendance during basic cadet training is not considered. In the case of a tie, the Deputy Commander for Cadets will consider attendance at activities and level of participation at unit meetings and select one cadet to recommend to the squadron commander for this award.

### **Joint Cadet and Senior Member awards**

For the following awards the squadron commander may select a cadet, a senior member or one of each.

**Erilk T. Konstrad Ground Search and Rescue (GSAR) Award:** Unit member who has displayed exceptional commitment to ground search and rescue training and response. This award is named for a former commander of the Bellingham Composite Squadron who was devoted to the support and development of ground search and rescue capability.

**Communicator of the Year Award:** Unit member who displayed exceptional commitment to the critical role of communications in CAP, fostering communication within the unit and supporting unit accomplishment with the sharing of information. This award may involve multiple communications means and is not limited to radio communications or the CAP communications program. But, that can be considered as part of this award.

## **WASHINGTON WING, PACIFIC REGION AND NATIONAL ANNUAL AWARDS.**

Each year in October the Wing Director of Personnel announces the criteria for wing level awards in many areas. Members of Bellingham Composite Squadron are highly encouraged to review this announcement and nominate peers and subordinates for these awards. For assistance in preparing the nomination you can contact the unit Personnel Officer, Deputy Commanders, or

Commander.

## **CONCLUSION**

Awards and recognition are what CAP can give as volunteer “paychecks.” But, in addition formal awards, leaders are encouraged to give informal praise and “pats on the back” often for duty well performed in service to CAP, our community, State and Nation at any time, don’t wait!