



## KENTUCKY WING AWARDS PROGRAM

KYWGP 30-1, SEP 2023

OPR: KYWG/DP

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## PREFACE

This pamphlet contains essential details, application guidelines, and general references pertaining to wing-level awards. Certain awards hold greater recognition at Region and National levels. In such cases, the recommender can find further guidance by referring to relevant CAP regulations and pamphlets, in addition to this document. Those who receive awards at the wing level will be considered as candidates from the Kentucky Wing for the corresponding award at the regional level.

Awards referencing “Wing-level Award” do not have a higher award level (i.e., national or region) but recognize exemplary performance from within the wing.

The primary purpose of the wing awards program is to showcase outstanding achievements by recognizing excellence in both individual members and the organization. This pamphlet will serve as a guide to assist you in identifying relevant awards and understanding the criteria for each award.

## OVERVIEW

In this pamphlet, you will find a comprehensive breakdown of all the award categories accessible to members and units of the Kentucky Wing. These awards are classified into two types: Individual Awards and Organizational Awards.

Individual Awards are designed to honor individual members, whether they are cadets or seniors, and encompass various categories of recognition, some of which may have regional or national award equivalents or follow a specific progression. Additionally, Mission Awards and Mission Support Awards are among the categories awarded to individuals, unless explicitly specified otherwise.

Organizational Awards are bestowed upon flights, squadrons, groups, as well as teams such as aircrews or ground teams. This category also includes awards that are eligible for the entire wing.

This pamphlet offers essential background information about each award along with specific application guidelines that must be followed. It serves as a comprehensive guide to aid in the preparation and submission of these wing-level awards.

## INSTRUCTIONS FOR SUBMITTING AWARDS

**All award nomination packages, unless otherwise specified, are due by 01 JAN to [awards@kywg.cap.gov](mailto:awards@kywg.cap.gov). All awards described in this pamphlet are awarded annually.**

**For all awards described in this pamphlet, please DO NOT USE THE ONLINE "RECOMMENDATION FOR DECORATION" in eServices (CAPF 120EZ). Use the format indicated in the award submission description. Late, incorrect forms, or incomplete packages may be returned without action.**

**\*\*\*Please take careful note of the submission requirements for all awards.\*\*\***

If an award submission requires a narrative memo, please use the provided memorandum template available at the following link: [Narrative Memo](#). This template is designed to include all necessary information related to the award nomination, making your submission clear, organized, and professional. Using the prescribed format will help the reviewing board thoroughly evaluate the nomination's merits and increase the chances of a successful outcome.

**Please note that the guidelines provided in this pamphlet are specific to the awards listed here.** This includes awards such as Achievement Awards, Commanders Commendations, Meritorious Service Awards, Lifesaving Awards, Unit Citations, and others. For these awards not listed in the pamphlet, you can still submit nominations through the online award recommendation system at any time.

## **PART 1: INDIVIDUAL AWARDS**

Individual Awards are established to acknowledge the outstanding contributions and performance of individual members. The awards presented in this section are designed as "of the year" awards and are, therefore, bestowed annually in recognition of exceptional achievements.

### LT COL ALICE FAYE NOBLE SENIOR MEMBER OF THE YEAR AWARD

**Reference:** CAPR 39-3, para 23.

**Purpose:** The purpose of this recognition is to identify the senior member who best embodies the principles of an exemplary Auxiliary Officer and has made the most significant contributions to the success of CAP's missions. Lt Col Noble stood out as a dedicated advocate of Aerospace Education and the Cadet Program. Her kind and compassionate approach to working with others serves as a remarkable model of servant leadership within the Civil Air Patrol. Throughout her extensive tenure as the Great Lakes Region Director of Aerospace Education and as an accomplished officer in the role of Region Director of Operations, Lt Col Noble consistently displayed a high level of professionalism and enthusiasm, setting a standard for excellence that others should strive to emulate. It's important to note that the selection for this recognition is not solely based on accomplishments within the current year of nomination but rather on the member's lifetime contributions to CAP.

**Eligibility:** Any senior member.

**Submission Format/Procedure:** The submission format for this recognition requires a narrative memo that encompasses various aspects, including the length of membership, command service, emergency services participation, cadet program involvement, aerospace education program engagement, personal senior training achievements, specialty track accomplishments, individual awards and decorations (including cadet honors), as well as the impact on region/wing programs, national programs, and contributions to local and national legislative matters. The narrative should cover all these dimensions to provide a comprehensive overview of the individual's significant contributions and accomplishments. ***The recipient of this award will also be the Kentucky Wing Nominee for the Great Lakes Region Senior Member of the Year Award.***

### CADET OF THE YEAR AWARD

**Reference:** CAPR 39-3, para 24.

**Purpose:** The primary objective of this initiative is to acknowledge and honor the most exceptional cadet within the Civil Air Patrol.

**Eligibility:** To be eligible for this award, cadets must have achieved a minimum of the Amelia Earhart Award and be in their junior year of high school. The wing may also consider other cadets who have not met the minimum eligibility requirements as potential recipients within the wing; however, such cadets will not be submitted to the Great Lakes Region as official nominees.

**Submission Format/Procedure:** The submission format for this award is to use CAPF 60-84, with the primary focus on the activities and achievements of the current calendar year. **All mandatory documentation must be provided. *The recipient of this award will also be the Kentucky Wing Nominee for the Great Lakes Region Cadet of the Year Award.***

## JIM BREWER MEMORIAL UNIT COMMANDER OF THE YEAR

**Reference:** Wing-level Award

**Purpose:** The purpose of this recognition is to honor the commander whose leadership at the unit level, coupled with a personal embodiment of an exemplary Auxiliary officer, has made the most significant contributions to the success of the Kentucky Wing.

**Eligibility:** To be eligible for consideration, individuals must have held the position of unit commander for a minimum of six months during the year of nomination and have a total service duration of no less than 12 months.

**Submission Format/Procedure:** The submission format for this recognition requires a narrative memo that highlights the accomplishments and achievements of the commander.

## WING STAFF MEMBER OF THE YEAR

**Reference:** Wing-level Award

**Purpose:** The purpose of this recognition is to acknowledge and honor the wing staff member whose unwavering dedication and outstanding leadership have made the most significant contributions to the overall success of the Kentucky Wing.

**Eligibility:** Appointed member of Wing Staff.

**Submission Format/Procedure:** Nomination from Chief of Staff to Wing Awards Board

## NON-COMMISSIONED OFFICER OF THE YEAR

**Reference:** Wing-level Award

**Purpose:** The purpose of this recognition is to honor and acknowledge the non-commissioned officer in the Kentucky Wing, whose exceptional dedication and leadership have made the most significant contributions to the overall success of the Kentucky Wing.

**Eligibility:** Non-commissioned Officers (NCO) of any grade.

**Submission Format/Procedure:** The submission format for this recognition involves a narrative memo recommendation to the Kentucky Wing Command NCO. Subsequently, the recommendation will be forwarded from the Kentucky Wing Command NCO to the Awards Board for further consideration.

## STUART POWELL MEMORIAL JUNIOR CADET OFFICER OF THE YEAR AWARD

**Reference:** Wing-level Award

**Purpose:** The purpose of this initiative is to acknowledge and honor the most exceptional Phase III cadet within the Kentucky Wing.

**Eligibility:** To be eligible for consideration, cadets must have received the Mitchell Award no later than 31 March of the year of nomination. Additionally, if the Earhart Award has been earned, it must have been achieved after 1 October of the year of nomination.

**Submission Format/Procedure:** The submission format for this award is to use CAPF 60-84, with the primary focus on the activities and achievements of the current calendar year. **All mandatory documentation must be provided.**

## OUTSTANDING CADET NON-COMMISSIONED OFFICER OF THE YEAR

**Reference:** CAPR 39-3, para 43.

**Purpose:** The purpose of creating this award is to honor and acknowledge the exceptional cadet non-commissioned officer (NCO) within the Kentucky Wing.

**Eligibility:** To be eligible for this award, cadets must have obtained the Wright Brothers Award and served as an NCO for a minimum of 8 months during the year of nomination.

**Submission Format/Procedure:** The submission format for this award is to use CAPF 60-84, with the primary focus on the activities and achievements of the current calendar year. **All mandatory documentation must be provided.**

## AIR FORCE SPACE FORCES ASSOCIATION AEROSPACE EDUCATION CADET OF THE YEAR AWARD

**Reference:** CAPP20-1, pages 45-46.

**Purpose:** The Air Force Association recognizes one CAP cadet for outstanding aerospace education contributions with its national CAP Aerospace Education Cadet of the Year award. This is an annual award that goes to the most deserving cadet in the nation who has made significant contributions by promoting aerospace education within CAP and the local community. Use CAPF 50-4 to make the nomination and follow the directions on the form. The form is available as an attachment to this pamphlet. Anyone in a CAP squadron/unit may nominate a deserving cadet. This award timeline follows all other CAP awards, but the AEOs at each level will be the POC for this award.

**Eligibility:** The selection criteria at each level should be based on significant aerospace education accomplishments during the year. These accomplishments should include support for CAP's aerospace mission with the unit, as well as school and community involvement. Since the AFA includes CAP cadets in their two national STEM competitions, CyberPatriot and StellarXplorers, involvement in one or both of those programs would enhance the nomination.

**Submission Format/Procedure:** The submission format for this award is to use CAPF 50-4. Nomination packages should contain the completed nomination form, a written narrative describing the cadet's accomplishments during the past year. The package can contain photos and information about the cadet's educational endeavors, especially if they involve any aspect of aerospace/STEM education. The package should not be more than three pages beyond the nomination form.

## AIR FORCE SERGEANTS' ASSOCIATION OUTSTANDING NATIONAL CADET NCO OF THE YEAR

**Reference:** CAPR 39-3, para 35.

**Purpose:** Awarded to the cadet noncommissioned officer who exhibits outstanding qualities in the areas of followership, leadership, self-discipline and aerospace education.

**Eligibility:** To be eligible for this award, cadets must have obtained the Wright Brothers Award. They must have completed at least one encampment as a participant. Finally, they must have demonstrated by their actions an outstanding level of followership, leadership, self-discipline as well as personally advancing their aerospace knowledge and assisting other members in their unit.

**Submission Format/Procedure:** The submission format for this award is to use CAPF 60-84, with the primary focus on the activities and achievements of the current calendar year. **All mandatory documentation must be provided.**

## PART 2: ORGANIZATIONAL AWARDS

This section of the Kentucky Wing Awards program is intended to commend outstanding organizational excellence displayed by units and teams. These awards are presented to groups that have demonstrated exceptional teamwork and dedication to the mission, resulting in performance that surpasses their peers. It serves as recognition for their remarkable organizational achievement and contribution.

### SENIOR SQUADRON OF THE YEAR

**Reference:** Wing-level award

**Purpose:** The purpose of this recognition is to acknowledge and honor the most exceptional senior squadron within the Kentucky Wing.

**Eligibility:** All senior squadrons that were chartered before 01 JAN of the nomination year are eligible to participate by submitting a self-nomination to their group commander. The board will evaluate units based on meeting the below criteria and their overall capability to effectively support the Wing's missions.

**Submission Format/Procedure:** The submission format for this recognition requires **Group Commanders to nominate** a squadron through a narrative memo that documents the following criteria:

- a. The number of safety-involved mishaps/incidents involving squadron members.
- b. Submission of all finance reports by the required date as defined by KYWG/FM.
- c. Positive membership growth between 01 JAN and 31 DEC.
- d. Continuous participation of a ground team or aircrew in a real and/or practice Emergency Services (ES) mission during the year, as defined by KYWG/DOS.
- e. Percentage of senior member training level completions that are eligible.
- f. Number of senior member specialty track advancements from the preceding year.
- g. other mission achievements (ES, CP, AE) or community involvement that reflects positively on the Kentucky Wing and Civil Air Patrol.
- h. The total number of Cadet Orientation Flights completed.

### CADET SQUADRON OF THE YEAR

**Reference:** Wing-level award

**Purpose:** The purpose of this recognition is to acknowledge and honor the most exceptional cadet squadron within the Kentucky Wing.

**Eligibility:** All cadet squadrons chartered before 01 JAN of the nomination year and submitting a self-nomination to their **Group Commander** are eligible. The board will assess units based on the criteria below and their overall capacity to effectively support the Wing's missions.

**Submission Format/Procedure:** The submission format for this recognition requires **Group Commanders** to nominate a squadron through a narrative memo that documents the following criteria:

- a. Number of safety-involved mishaps/incidents involving squadron members.
- b. All finance reports submitted by the required date as defined by KYWG/FM.
- c. Positive membership growth (1 JAN – 31 DEC).
- d. Number of cadet milestone awards (Wright Brothers, Mitchell, Earhart, Esker and Spaatz).



- e. Number of cadet first-time encampment attendees.
- f. Participation in the orientation flight program.
- g. Percentage of cadets flying the back seat (code "99") orientation flights.
- h. Other mission (ES, CP, AE) achievements or community involvement that brings credit to Kentucky Wing and Civil Air Patrol.
- i. Number of senior members who have completed TLC.
- j. Participation in AEX program.
- k. Participation in Cyber Patriot Program.
- l. Recipient of the Quality Cadet Unit Award Program.
- m. Participation in the Drug Demand Reduction Program
- n. Participation in the NCSA selection board and attendance to NCSAs

## COMPOSITE SQUADRON OF THE YEAR

**Reference:** Wing-level award

**Purpose:** The purpose of this recognition is to acknowledge and honor the most exceptional composite squadron within the Kentucky Wing.

**Eligibility:** All composite squadrons that were chartered on or before 01 JAN of the nomination year and submit a self-nomination to their **Group Commander** are eligible. The board will assess units based on their fulfillment of the combined criteria for senior and cadet units and their overall capacity to effectively support the Wing's missions.

**Submission Format/Procedure:** **Group Commanders** will nominate a squadron by narrative memo to document the following:

- a. The number of mishaps involving squadron members.
- b. Compliance with all finance reports submitted by the required date as defined by KYWG/FM.
- c. Positive membership growth for both seniors and cadets from 01 JAN to 31 DEC.
- d. The number of cadet milestone awards achieved (Wright Brothers, Mitchell, Earhart, Eaker, and Spaatz).
- e. The number of cadet first-time encampment attendees.
- f. Participation in the orientation flight program.
- g. The percentage of cadets flying the back seat (code "99") orientation flights.
- h. Participation of a ground team or aircrew in a real or practice ES mission during the year as defined by KYWG/DOS.
- i. The percentage of senior member training level completions that are eligible.
- j. The number of senior member specialty track advancements from the preceding year.
- k. other mission (ES, CP, AE) achievements or community involvement that brings credit to the Kentucky Wing and Civil Air Patrol.
- l. The number of senior members who have completed TLC (Training Leaders of Cadets).
- m. Participation in the AEX (Aerospace Education Excellence) program.
- n. Participation in the Cyber Patriot Program.
- o. Recipient of the Quality Cadet Unit Award.
- p. Participation in the Drug Demand Reduction Program.
- q. Participation in the NCSA (National Cadet Special Activity) selection board and attendance at NCSAs.

## SQUADRON OF MERIT

**Reference:** CAPR 39-3, para 39.

**Purpose:** This award recognizes the exceptional performance of a cadet or composite squadron.

**Submission Format/Procedure:** This award requires squadrons to submit a self-nominated narrative memo, utilizing the background data provided by NHQ. The minimum eligibility requirements (a-f) must be addressed in the memo. Additionally, the memo should highlight the unit's notable achievements and emphasize the distinctive attributes that distinguish it from all other cadet and composite squadrons. The criteria for evaluation are as follows:

- a. A minimum of 12 cadets on 01 JAN of the nomination year.
- b. An active cadet recruiting and retention program.
- c. The number of cadet milestone awards achieved (Wright Brothers, Mitchell, Earhart, Eaker, and Spaatz).
- d. The number of cadet first-time encampment attendees.
- e. Participation in the orientation flight program.
- f. The percentage of cadets flying in the back seat (code "99") during orientation flights.

The following practices will be strongly considered for Squadron of Merit recognition:

- a. Participation and successful completion of the AEX (Aerospace Education Excellence) program.
- b. Participation in the Red Ribbon Leadership Academy.
- c. Involvement in Wreaths Across America activities.
- d. Participation in CyberPatriot.
- e. Pursuit and attainment of the Quality Cadet Unit Award.
- f. Participation in the NCSA (National Cadet Special Activity) selection board and attendance at NCSAs.

## **PART 3: KENTUCKY WING ELIGIBLE AWARDS**

The awards listed are presented to the entire wing by the Great Lakes Region, rather than to individual units.

### CAP-USAF Counter Drug and Homeland Security Mission Award

**Reference:** CAP-USAF Great Lakes Liaison Region Award

**Purpose:** CAP-USAF established this award to acknowledge the exceptional wing within the Great Lakes Region that demonstrates remarkable effectiveness in Counter Drug and Homeland Security efforts.

**Eligibility:** Any Wing in the Great Lakes Region who participates in Counter Drug or Homeland Security Missions.

**Submission Format:** An annually self-nominated narrative memorandum detailing the achievements and progress of the nominated Wing must be provided to the Commander of the Great Lakes Liaison Region no later than 15 FEB. The Chief of Staff for Operations or their appointed representative will finalize the nomination and ensure its submission by 15 JAN each year.

## [CAP-USAF Search and Rescue Mission Award](#)

**Reference:** CAP-USAF Great Lakes Liaison Region Award

**Purpose:** CAP-USAF established this award to acknowledge the exceptional wing within the Great Lakes Region that demonstrates the utmost Search and Rescue capability as a Wing.

**Eligibility:** Any Wing in the Great Lakes Region who participates in Search and Rescue missions.

**Submission Format:** An annually self-nominated narrative memorandum detailing the achievements and progress of the nominated Wing must be provided to the Commander of the Great Lakes Liaison Region no later than 15 FEB. The Chief of Staff for Operations or their appointed representative will finalize the nomination and ensure its submission by 15 JAN each year.

## [CAP-USAF Disaster Relief Mission Award](#)

**Reference:** CAP-USAF Great Lakes Liaison Region Award

**Purpose:** Award established by CAP-USAF that recognizes the most outstanding Wing in the Great Lakes Region that demonstrates the most effective Disaster Relief as a Wing.

**Eligibility:** Any Wing in the Great Lakes Region who has participated in disaster relief effort missions.

**Submission Format:** An annually self-nominated narrative memorandum detailing the achievements and progress of the nominated Wing must be provided to the Commander of the Great Lakes Liaison Region no later than 15 FEB. The Chief of Staff for Operations or their appointed representative will finalize the nomination and ensure its submission by 15 JAN each year.

## [Great Lakes Region Aerospace Education Mission Award](#)

**Reference:** CAP-USAF Great Lakes Liaison Region Award

**Purpose:** Award was established by the Great Lakes Region to recognize the most outstanding wing in the Great Lakes Region who demonstrates the best Aerospace Education Mission as an effective wing

**Eligibility:** Any Wing in the Great Lakes Region who provides and propagates the core mission of CAP Aerospace Education.

**Submission Format:** An annually self-nominated narrative memorandum detailing the achievements and progress of the nominated Wing must be provided to the Commander of the Great Lakes Liaison Region no later than 15 FEB. The Chief of Staff for Operations or their appointed representative will finalize the nomination and ensure its submission by 15 JAN each year.

## [Great Lakes Region Cadet Programs Mission Award](#)

**Reference:** CAP-USAF Great Lakes Liaison Region Award

**Purpose:** Award established by Great Lakes Region that recognizes the wing in the Great Lakes Region who demonstrates the most outstanding Cadet Program effective Wing.

**Eligibility:** Any Wing in the Great Lakes Region who provides and propagates the CAP Cadet Program Mission.

**Submission Format:** An annually self-nominated narrative memorandum detailing the achievements and progress of the nominated Wing must be provided to the Commander of the Great Lakes Liaison Region no later than 15 FEB. The Chief of Staff for Operations or their

appointed representative will finalize the nomination and ensure its submission by 15 JAN each year.

### Paul W. Turner Wing Safety Award

**Reference:** CAPR 62-1, para 8.a.

**Purpose:** To identify the most outstanding Wing Safety Program in Civil Air Patrol.

**Eligibility:** Any Civil Air Patrol Wing

**Submission Format:** A narrative memorandum to be sent through KYWG/CC to CAP/NHQ SE, detailing the objectives, training, Risk Management initiatives, and holistic strategy for fostering a comprehensive safety outlook. Supplementary records and materials will be enclosed to support the award package.

## **PART 4: MISSION AWARDS**

### Lt Col Larry Herzog Distinguished Aviator Award

**Reference:** CAPR 62-1, para 8.d.

**Purpose:** This award acknowledges exceptional airmanship demonstrated by a CAP pilot, which involves either heroic actions or an exceptional display of skill, vigilance, creativity, or expertise in preventing or mitigating the severity of a flight incident

**Eligibility:** The emergency must have arisen due to any of the following circumstances: (a) Mechanical issues with the aircraft, whether in flight or on the ground, (b) Mistakes made by others, whether in the air or on the ground, (c) Environmental factors that were beyond the control of the nominee.

**Submission Format/Procedure:** The submission format for this recognition is a narrative memo.

**Special Note:** *There is no deadline for this award, and it can be nominated at any time of the year. The recipient of this award will be recommended for the National Distinguished Aviator Award.*

### Kentucky Wing Top Prop Awards

**Reference:** Wing-level award

**Purpose:** This award was established to individually acknowledge the top aviators and units within the Kentucky Wing for their excellence in Orientation Flights, Training, and real-world Search and Rescue or Customer Support missions.

**Eligibility:** Any Transport Mission, Orientation Ride, or Mission Pilot.

**Submission Format/Procedure:** NONE

**Special Note:** *The recipients of the Top Prop Awards will be selected by the Director of Operations after a thorough review of mission data, which includes factors such as flight hours, safety records, and adherence to professional aviation standards. The Director of Operations will then submit their chosen recipients to the KYWG Awards Review Board by 01 JAN.*

## [Jack Sorenson Cadet Programs Officer of the Year](#)

**Reference:** CAPR 60-1, para 6.4.

**Purpose:** This award recognizes the cadet programs officer who has contributed most to the CAP Cadet Program during the previous year.

**Eligibility:** Senior members who work directly with cadets at the squadron level (Cadet Programs Officers) or serve on the Cadet Programs staff at a higher echelon (as defined in CAPR 20-1) are eligible for this award.

**Submission Format/Procedure:** Narrative Memo submitted to the KYWG Awards Board.

## [Frank G. Brewer Award - Cadet](#)

**Reference:** CAPR 50-1, para 9.2.1., CAPP 50-1

**Purpose:** This award recognizes the Kentucky Wing cadet who made a significant contribution to aerospace education for the previous year.

**Eligibility:** Candidates for this award must have completed Phase II of the cadet program and is a current CAP member.

**Submission Format/Procedure:** The submission of the award requires a Narrative Memo with a strong justification of an aerospace achievement or significant contribution to the aerospace field.

## [Frank G. Brewer Award - Senior Member](#)

**Reference:** CAPR 50-1, para 9.2.1., CAPP 50-1

**Purpose:** This award recognizes the Kentucky Wing senior member who made a significant contribution to aerospace education for the previous year.

**Eligibility:** Current senior member

**Submission Format/Procedure:** The submission of the award requires a Narrative Memo with a strong justification of an aerospace achievement or significant contribution to the aerospace field.

## [Frank G. Brewer Award - Individual/Organizational \(Non-CAP Member\)](#)

**Reference:** CAPR 50-1, para 9.2.1., CAPP 50-1

**Purpose:** This award recognizes either an individual or an organization, based or active in Kentucky, whose substantial involvement and noteworthy contributions to aerospace education have extended beyond a decade.

**Eligibility:** Potential candidates for recognition could encompass a wide range of individuals and organizations, such as educators, state aviation authorities, fixed-base operators, state superintendents of public instruction, Armed Forces personnel, members of Congress, as well as elementary and secondary schools, colleges, universities, airlines, aircraft industries, flying schools, government entities, associations, or any other persons or groups that have demonstrated remarkable accomplishments or substantial contributions within the aerospace sector throughout a consistent period of 10 years or more. It is essential that nominees exhibit a significant connection to CAP, even though they are not themselves members of CAP.

**Submission Format/Procedure:** The submission of the award requires a Narrative Memo with a strong justification of an aerospace achievement or significant contribution to the aerospace field.

## Frank G. Brewer Award - Lifetime Achievement

**Reference:** CAPR 50-1, para 9.2.1., CAPP 50-1

**Purpose:** This award recognizes a Kentucky Wing senior member whose involvement and contribution to aerospace education over more than 20 years.

**Eligibility:** Nominees for this award should include CAP members who serve as educators, state aviation officials, fixed-base operators, state superintendents of public instruction, members of the armed forces, members of Congress, or individuals with a distinguished aerospace track record, marked by substantial contributions spanning over two decades.

**Cont.**

**Submission Format/Procedure:** The submission of the award requires a Narrative Memo with a strong justification of an aerospace achievement or significant contribution to the aerospace field.

## Civil Air Patrol Aerospace Education Teacher of the Year Award

**Reference:** CAPR 39-3, para 28., CAPR 50-1, para 9.2.3., CAPP 50-1

**Purpose:** The Civil Air Patrol Aerospace Education Teacher of the Year Award is a prestigious national-level recognition program designed to honor and celebrate certified Civil Air Patrol members who are also educators, in recognition of their exceptional achievements in the field of Aerospace Education, coupled with the admirable qualities we hold in high regard in American educators.

**Eligibility:** Candidates must be a SM or AEM and possess K-12 teaching certification. Additionally, they must instruct students in aerospace education or aerospace principles as part of their core subject teaching responsibilities.

**Submission Format/Procedure:** *Submission for this award requires CAPF 50-3, with required attachments.*

## Civil Air Patrol Aerospace Education Officer of the Year Award

**Reference:** CAPR 39-3 para 29., CAPR 50-1, para 9.2.2., CAPP 50-1

**Purpose:** This award was established to recognize and reward outstanding performance in aerospace education by CAP Aerospace Education Officers assigned duties at the squadron, group, wing, or region levels.

**Eligibility:** To be eligible for this award, candidates must have a minimum of one year of experience as an Aerospace Education Officer (AEO) at any level and hold a senior or master rating in the Aerospace Education Specialty Track.

**Submission Format/Procedure:** Submission of narrative memo and supporting documents/artifacts to the KYWG Awards Review Board by 01 JAN of each year.

## Colonel Edwin W. Lewis, Jr. Incident Staff Member of the Year Award

**Reference:** CAPR39-3 para 26.

**Purpose:** This annual award was instituted to acknowledge the efforts of the dedicated cadet or senior member who has made substantial contributions to the effective execution of CAP's emergency services and operational missions at the incident staff level.

**Eligibility: Nominees** must have served as an incident staff member.

**Submission Format/Procedure:** Submission of Narrative Memo to the KYWG Awards Review Board.

### Colonel Dion E. DeCamp Ground Team of the Year Award

**Reference:** CAPR39-3 para 27.

**Purpose:** This award has been instituted to acknowledge the outstanding efforts of active ground teams, urban direction-finding teams, and other ground operations teams, as well as individual personnel who have made substantial contributions to the success of the Civil Air Patrol's emergency services and operational mission on the ground. A nomination should comprehensively represent the nominee's service, encompassing multiple years of dedication, training, achievements, and a proven track record of serving the Civil Air Patrol.

**Eligibility:** Accomplished ground team, UDF team, or individual with a history of contribution to CAP.

**Submission Format/Procedure:** Self-nomination by narrative memo to the KYWG Awards Review Board. *View regulation for proper submission requirements.*

### Major Joseph L. Johnson Ground Team Member of the Year

**Reference:** Wing Level Award

**Purpose:** A Kentucky Wing award established to acknowledge the exemplary achievements of cadet and senior members who have proven their commitment to ground team or UDF team qualifications and have consistently demonstrated exceptional dedication in the preceding year. These individuals serve as shining examples of those who have devoted themselves to honing their skills, training rigorously, and executing missions with the utmost dedication, echoing the values cherished by Maj Johnson, who held the highest regard for saving lives.

**Eligibility:** Candidates eligible for nomination should have been a qualified Ground Team or UDF Team member with a valid CAPF 101 certification for a minimum of one year.

**Submission Format/Procedure:** Submission requirements consist of a Narrative Memo to the KYWG Awards Review Board, showcasing the distinctive attributes of the individual, which should encompass their involvement in real-world experiences and training missions. Special attention will be paid to the member's achievements in training fellow members towards attaining new qualifications.

### Lt Col Thomas Keith Riddle Aircrew Member of the Year Award

**Reference:** CAPR 39-3 para 36

**Purpose:** " An annual award established to recognize active cadet or senior members in all of CAP who have contributed significantly to the success of CAP's emergency services and operational mission by participation as members of an aircrew. The selection is normally based on the member's lifetime contributions to CAP, not just the member's accomplishments during the year of nomination; however, nominations should focus on recent participation and current contributions. Extraordinary accomplishments during a shorter period may also be considered. Nominations describing the nominee's accomplishments and contributions will be submitted through channels in narrative form according to the timetable established below. Nominations shall include the following information: emergency services and operations qualifications and participation and



impact on region/wing emergency services and operations programs and missions. Emphasis must be placed on aircrew contributions, but do not need to focus on mission pilots and mission observers. The nomination should include documentation of qualifications, awards, decorations, or other experience not reflected in eServices. This award is meant to recognize and reward aircrew members at all levels for their contributions to mission success. Though the award criteria focuses on an individual earning this award, a group of people can be nominated in one package for recognition with this award.”

**Eligibility:** Any mission observer, scanner, or aerial photographer who has met the CAPF101 qualification criteria in the preceding calendar year, cadet and senior members.

**Submission Format/Procedure:** Submission requirements consist of a Narrative Memo to the KYWG Awards Review Board, showcasing the distinctive attributes of the individual, which should encompass their involvement in real-world experiences and training missions. Special attention will be paid to the member's achievements in training fellow members towards attaining new qualifications.

## **PART 5: MISSION SUPPORT AWARDS**

### [Col David A. Kantor Operations Staff Officer of the Year Award](#)

**Reference:** CAPR 39-3 para 35

**Purpose:** An annual award established to recognize active members in all of CAP who have contributed significantly to the success of CAP’s operational missions. The selection is based on the member’s lifetime contributions to CAP, not just the member’s accomplishments during the year of nomination; however, nominations should focus on recent participation and current contributions. Nominations describing the nominee’s accomplishments and contributions will be submitted through channels in narrative form according to the timetable established below. Nominations shall include the following information: emergency services/operations qualifications and participation, as well as impact on national/region/wing emergency services, homeland security or operations programs and missions. The nomination should include documentation of qualifications, awards, decorations, or other experience not reflected in eServices. This award is meant to recognize and reward officers responsible for managing Emergency Services, Homeland Security, and other similar operational missions not recognized by other mission awards.

**Eligibility:** Any member designated for duty roles within Operations, Emergency Services, Homeland Security, Standardization and Evaluation (including Instructor Pilots, Check Pilots, and Mission Check Pilots), Flight Release Officers, Aircraft Maintenance, or Unit Aircraft Custodians.

**Submission Format/Procedure:** Submission requirements are a Narrative Memo outlining the nominee’s accomplishments and duty performance of the award criteria above and submitted to the KYWG Awards Review Board by 01 JAN each year. ***The KYWG Director of Operations will be consulted by the KYWG Awards Review Board for this award.***

### [Communicator of the Year](#)



**Reference:** CAPR 100-1, para 4.8.

**Purpose:** This award was created to recognize the Kentucky Wing member whose CAP career has been marked by substantial contributions to both the Wing and the Civil Air Patrol Communications Program.

**Submission Format/Procedure:** Submission requirements are a Narrative Memo outlining the nominee's accomplishments and duty performance of the award criteria above and submitted to the KYWG Awards Review Board. *The Wing Director of Communications will be consulted by the KYWG Awards Board when considering the award.*

### Lt Col James Gutermuth Property Manager of the Year the Year

**Reference:** CAPR 174-1, para 1-7.a.

**Purpose:** This annual accolade is bestowed upon the property management officer (whether in logistics, supply, transportation, or communications) who has made the most significant contribution to the CAP property management program. Eligibility for this award extends to officers at all organizational levels.

**Eligibility:** Nominees must have served in a logistics duty position.

**Submission Format/Procedure:** Submission requirements are a Narrative Memo outlining the nominee's accomplishments and duty performance of the award criteria above and submitted to the KYWG Awards Review Board.

### Senior Chaplain of the Year

**Reference:** CAPR265-1, para 11.a.

**Purpose:** This award is given for outstanding leadership ministry at region, wing, and group levels. Commanders or chaplains at the wing level or above will make nominations.

**Eligibility:** Nominees must be at least a major, have been a CAP chaplain for a minimum of 5 years, and completed Level V of the senior member professional development program.

**Submission Format/Procedure:** Submission requirements are a Narrative Memo submitted to the KYWG Awards Review Board.

### Squadron Chaplain of the Year

**Reference:** CAPR265-1, para 11.b.

**Purpose:** This award is given for outstanding chaplain ministry at the squadron level. Wing chaplains are to ensure the nomination complies with region award requirements.

**Eligibility:** Chaplain assigned to a squadron with at least three years in overall chaplaincy and completion of Level III. If no one meets the minimum qualifications, the wing will consider those that do not meet the above-listed minimum qualifications.

**Submission Format/Procedure:** Submission requirements are a Narrative Memo submitted to the KYWG Awards Review Board.

### Character Development Instructor of the Year

**Reference:** CAPR265-1, para 11.c.

**Purpose:** This award will be presented to a CDI who has the designated 225 Specialty Track and has demonstrated the highest level of excellence in character development for cadets.

**Eligibility:** Completion of technician level in the CDI specialty track and demonstrate outstanding moral leadership of CAP cadets.

**Submission Format/Procedure:** Submission requirements are a Narrative Memo submitted to the KYWG Awards Review Board.

### Safety Officer of the Year

**Reference:** CAPR 160-1, para 5.3.3.

**Purpose:** This annual award recognizes the Kentucky Wing's outstanding Safety Officer and their actions, initiatives, and management of a unit safety program.

**Eligibility: Nominees** must have served as a unit safety officer.

**Submission Format/Procedure:** Submission requirements are a Narrative Memo submitted to the KYWG Awards Review Board.

### Finance Officer of the Year

**Reference:** Wing-level Award

**Purpose:** This award recognizes the Kentucky Wing's outstanding Finance Officer and their actions, initiatives, and management of a unit finance program.

**Eligibility:** Nominees must have served as a unit finance officer.

**Submission Format/Procedure:** Submission requirements are a Narrative Memo submitted to the KYWG Awards Review Board.

### Director of Finance of the Year Award

**Reference:** National Award

**Purpose:** This award recognizes the Wing Director of Finance who has contributed the most to the financial management program during the previous twelve months.

**Eligibility:** The wing commanders' nomination should include the member's length of service, specialty track accomplishments and should detail the member's innovative procedures, superior initiative and exemplary contributions that distinguish the member as an outstanding financial manager. The review boards will also consider the wing Financial Assessment Matrix ratings, WFA reports and timeliness of year end reports.

**Submission Format/Procedure:** Submission requirements are a Narrative Memo submitted to the KYWG Awards Review Board.

### Colonel Robert (Bud) V. Payton Public Affairs Officer of the Year

**Reference:** CAPR 190-1, para 14.1.

**Purpose:** This award recognizes the Kentucky Wing's outstanding PAOs and their actions, initiatives, and management of a unit public affairs program.

**Eligibility:** Nominees must have served as unit public affairs officer.

**Submission Format/Procedure:** Submission requirements are a Narrative Memo submitted to the KYWG Awards Review Board.

## Education and Training Officer of the Year Award

**Reference:** CAPR39-3 para 34.

**Purpose:** Recognizes the Education and Training Officer whose lifetime contribution to the Education and Training Program has had the greatest positive impact on the education and training of CAP members.

**Eligibility:** Any senior member currently serving in the Education and Training duty position.

**Submission Format/Procedure:** Submission requirements are a Narrative Memo submitted to the KYWG Awards Review Board. This narrative should outline not only their administrative efficiencies but the breadth, depth, and duration of their positive impact on the professional development of CAP members through innovation, mentoring; instructing, staffing, and leading courses; development of programs, curriculum and educational materials used in the Education and Training Program.

## Recruiting and Retention Member of the Year Award

**Reference:** Wing-level award

**Purpose:** The purpose of this award is to recognize the most outstanding individual who has contributed to the overall membership growth and retention of members in the Kentucky Wing.

**Eligibility:** Any member (cadet or senior) who has demonstrated their talents to help increase the membership of CAP as well as ensure efforts for the retention of our members.

**Submission Format/Procedure:** Submission requirements are a Narrative Memo submitted to the KYWG Awards Review Board. Nominations should include metrics that can show progressive data for growth as well as data demonstrating retention efforts that the nominee is responsible for.

## Col Lester Hopper CAP Historian of the Year Award

**Reference:** CAPR 110-1, para 9.

**Purpose:** To recognize the most outstanding individual who has contributed to the overall historical preservation of CAP History. The nominee should be considered for their breadth of service in the conservation and preservation of CAP significant artifacts and documents.

**Eligibility:** Candidates will be appointed as a historian and be enrolled in the historian specialty track. If a cadet is the nominated candidate, they will have demonstrated a high level of dedication and aptitude to preserving the history of the Civil Air Patrol. Areas of importance will be in the developments of monographs, document and artifact restoration, cataloguing, and conservation, as well as their efforts to share with our members and stake holders our rich history.

**Submission Format and Procedure:** Submission requirements are a Narrative Memo submitted to the KYWG Awards Review Board. The nomination should contain example attachments or photos.

## George Texido Legislative Officer of the Year Award

**Reference:** CAPR 39-3, para 30.

**Purpose:** This annual award was established to recognize the outstanding Legislative/Government Relations Officer at the wing or region level.

**Eligibility:** Appointed Legislative or Government Relations Officers that has contributed the most to the success of Civil Air Patrol through his/her legislative efforts. The selection is based on the individual's efforts to recruit Congressional and State Legislative Squadron members; obtain state funding or assistance for the wing or region; as well as their overall contributions to Civil air Patrol.

**Submission Format and procedure:** Submission requirements are a Narrative Memo submitted to the KYWG Awards Review Board.

### [Norm Edwards Counter Drug Officer of the Year Award](#)

**Reference:** CAPR 39-3, para 31.

**Purpose:** Recognizes a member's lifetime contribution to the CAP Counterdrug Program.

**Eligibility:** Counterdrug officers or those serving in duties relating to Counter Drug at all levels of CAP may be nominated for the award.

**Submission Format and Procedures:** Submission requirements are a Narrative Memo submitted to the KYWG Awards Review Board. Nominees should be submitted via a narrative highlighting the achievements and service record of the member, with particular emphasis on their service in the Counterdrug Program.

### [Inspector General of the Year Award](#)

**Reference:** CAPR 39-3, para 32.

**Purpose:** This award recognizes the Inspector General who has made significant contributions to the CAP Inspector General program.

**Eligibility:** Nominees should be based on the member's lifetime contributions to the CAP Inspector General program, not just the year of nomination. Any CAP member may nominate an eligible Inspector General for the award. Nominations should describe why the individual is deserving the award. Nominees must have completed at least one year of service as an Inspector General at any level (wing, region or national); the National Inspector General College and hold a Senior or Master rating in the Inspector General Specialty Track.

**Submission Format and Procedures:** Submission requirements are a Narrative Memo submitted to the KYWG Awards Review Board. Due to the sensitive nature of the materials handled by Inspectors General, all nominations must remain within Inspector General channels. Nominations should be received by the Wing Commander directly will be evaluated and forwarded onto the Great Lakes Region Inspector General for selection.

### [General Dwight Wheless Legal Officer of the Year Award](#)

**Reference:** CAPR 39-3 para 37

**Purpose:** An annual award established to recognize and reward outstanding performance by a Legal Officer who has contributed to the success of the Civil Air Patrol's mission. The selection is based on the individual's demonstrated integrity, command counsel, investigation support, representation in regulatory actions, and other legal services, as well as the nominee's overall contributions to Civil Air Patrol. Preference will be given to nominees who have been generous and effective mentors to others, including other legal officers, and to nominees who have represented the Legal Officer

Corps by serving outside their legal officer role in Civil Air Patrol's congressionally chartered missions. Nominations may describe an individual's lifetime efforts or extraordinary accomplishments during a shorter period. The nomination should include documentation of qualifications, awards, decorations, or other experience not reflected in eServices.

**Eligibility:** At the time of nomination, nominees must have (1) completed at least one year of service as a legal officer at the wing, region, or national level, (2) completed National Legal Officers College, and (3) hold a senior or master rating in the legal officer specialty track.

**Submission Format and Procedures:** Submission requirements are a Narrative Memo submitted to the KYWG Awards Review Board.