29 November 2017

MEMORANDUM FOR VAWG COMMANDERS

FROM: CC

SUBJECT: Commander's Intent for Annual Awards

1. Annual awards are one of the ways we can reward our dedicated volunteers for service to Civil Air Patrol. These awards intend to recognize sustained superior performance and highlight the "best of the best" across Virginia Wing. Winners at the wing level will represent VAWG as our nominees at the Middle East Region level. In the past couple of years we have had members win at the national level.

2. Nominees for awards that recognize lifetime contributions to CAP should have CAP experience that encompasses at least 15 years of volunteer service in the organization. This does not have to be in Virginia Wing and does not have to be continuous. They should have been active in CAP for all of 2017.

3. Cadet experience can be counted towards the 15 years but nominees for senior awards must have been a senior member for all of 2017.

4. Nominees for awards that recognize contributions in 2017 should have been active in CAP for all of 2017. Again, it does not have to be all in Virginia Wing.

5. Unit commanders are responsible for ensuring members are qualified for the award category of their nomination. Award justifications will include the periods of a member's active service in the narrative.

6. For members who do not meet this criteria, unit commanders have additional methods for recognition of outstanding service, including Achievement Awards (approved by group commanders), certificates of appreciation, and letters of appreciation. Units may also establish local awards, such as cadet and senior member of the month/quarter to recognize service.

7. As a commander, you need to take the time to "take care of your people" and nominate them for wing level awards. It is the least you can do for all they have done for you this past year.

DEAN E. GOULD, Colonel, CAP
Commander

cc:
All CDS
All DP