



HEADQUARTERS  
CIVIL AIR PATROL - NORTHEAST REGION  
UNITED STATES AIR FORCE AUXILIARY

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11 December 2014

MEMORANDUM FOR: The Director of Personnel for each NER Wing

SUBJECT: NER Awards Package Instructions

**General Provisions in CAPR 39-3** “describes the medals, ribbons, and certificates that may be awarded to Civil Air Patrol (CAP) members, establishes the requirements to qualify for them, explains the administrative procedures involved and prescribes how the medals and ribbons are worn.”

In an effort to fully comply with the CAP Regulations regarding awards and standardize their processing within NER, please use the following procedures:

- A. All award nominations and requests requiring NER approval will be processed through NER Personnel Officer who will review and forward the nominations to the NER Awards Committee before being recommended to the NER CC. Please send completed awards nominations packets to [awards@ner.cap.gov](mailto:awards@ner.cap.gov).  
**NOTE: Please do not send directly to the NER/CC.**
1. Each award has a specified process to be followed as detailed in the pertinent CAP publication.
2. Use of the appropriate CAP form and or procedure is important. Please refer to the pertinent CAP regulation for guidance.
3. Include the required justification. Some forms will provide the space for the justification while others will require you to complete on a separate narrative.
  - a) **The justification is an essential and vital part of the nomination. This is your opportunity to present substantial reasoning for the nomination or recommendation. In other words “sell the qualifications of the member to the committee.”**
  - b) Make sure that the form or recommendation letters are signed by the appropriate person.

- B. Annual Awards are a very special opportunity to recognize our members for the exceptional work that they do.
- a) Most award categories can be found in CAPR 39-3. Included are the requirements, qualifications and other specifications such as deadlines for submission.
  - b) Most award nominations are due to NER no later than 15 February.
  - c) NER will not accept late submissions.
  - d) Begin preparing your Awards packet early to allow for time to correct if needed.
  - e) **Each unit should carefully consider each Officer or Cadet serving as a possible candidate for an award. Awards are a great way to show our appreciation for the member's service to CAP.**
- C. When the Awards Packet is received the NER DP will acknowledge receipt. If packet is found to be lacking in its presentation, the DP will contact the Officer who submitted.
- NOTE: Without a complete packet the nomination or request can not be processed.**
- D. The NER DP will provide a status report to the Wing or Individual as follows:
- a) Status of an award with a request to modify or submit additional information
  - b) Denial of an award with an explanation
  - c) Approval of an award:
    - 1. A signed copy of the documentation will be returned for presentation or
    - 2. Held for appropriate presentation or
    - 3. A signed copy will be sent to National for further processing.
- E. NER Awards Committee procedures are subject to change or be revised as deemed necessary.

*Cathie Spaulding, Lt Col, CAP*

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NER Director of Personnel