HEADQUARTERS

CIVIL AIR PATROL ALASKA WING UNITED STATES AIR FORCE AUXILIARY

**Post Office Box 6014**

MEMORANDUM FOR AKWG

FROM: Director of Personnel

SUBJECT: Best Practice Procedures for Promotions, Annual Cadet Awards, and Online Award Module Requests.

30 Sep 2020

1. In accordance with CAPR 35-5, Paragraph 1-10, the Alaska Wing HQ and every squadron and flight in the Wing will utilize a promotion board to make recommendations for all promotion requests.

1. The action by the promotion board should be in the form of a recommendation to the approving authority as to whether the promotion should be approved or disapproved. Commanders who recommend personnel for promotion to Captain or higher grades should submit their requests to the Director of personnel via email to include a complete CAPF-2 signed (no handwritten forms please), a separate letter of recommendation from the unit commander listing active involvement in CAP and their squadron or flight promotion board recommendations. Make sure to include all supporting documents and certificates substantiating any needed qualifications.
2. All Duty performance promotion requests should be initiated via e-services. The unit commander and board recommendations may be included in the remarks box. If choosing this method, make sure to alert the Director of Personnel of the pending online request to ensure prompt attention. It is preferable that an e-mail with a separate letter of recommendation, including board recommendations, be sent to the director of personnel in conjunction with your online request, as action by the wing promotion board will be needed to complete the request.
3. The intent of these procedures is to ensure personnel are not promoted for just simply meeting the minimum requirements, but deserve the promotion based on their hard work and contributions to the Alaska Wing.
4. **AKWG Cadet of the Year:** Organizations may submit one cadet for consideration as the AKWG nomination for the CAP Cadet of the Year award. The award consideration period will be aligned with PCR guidance, 1 October - 30 September, annually, and the nominee will meet all eligibility criteria listed in CAPR 39-3 para 24a. **For the wing-level selection process, only the CAPF 60-84 will be submitted (by 25 Aug each year) and only the CAPF 60-84 will be evaluated.** The AKWG Cadet of the Year selection board will meet in accordance with CAPR 39-3 para 24c and will forward its recommendation to the Wing Commander NLT 15 September. Once the board has selected the AKWG Cadet of the Year, the additional documents specified in the CAPF 60-84 (photo, SAT scores, transcript and letters of recommendation, etc.) will be gathered in time to meet the PCR submission date. Link to the CAPF 60-84:

 https://www.gocivilairpatrol.com/members/publications/forms

1. **AKWG Junior Cadet officer of the Year:** This (new) wing-level award recognizes the most outstanding cadet officer who does not meet the eligibility requirements outlined in CAPR 39-3 para 24a for the CAP Cadet of the Year award, but has earned at least the Mitchell Award during the consideration period. The award consideration period will be aligned with PCR guidance, 1 October - 30 September, annually. **For wing level selection process, only the CAPF 60-84 will be submitted (by 25 Aug each year) and only the CAPF 60-84 will be evaluated** by the AKWG Cadet of the Year selection board. The board will forward its recommendation to the Wing Commander NLT 15 September. Link to CAPF 60-84:

https://www.gocivilairpatrol.com/members/publications/forms

1. If your outstanding cadet(s) does not meet the requirements outlined above, consider the AFA, AFSA and VFW Awards for cadet officers and cadet NCOs outlined in CAPR 39-3 paras 42-44, with templates found on our AKWG homepage where you will find easy-to-use templates to fill in:

https://akwg.cap.gov/members1/awardsdecorations/templates

1. The information provided by the unit commander **will weigh heavily** on the evaluation and recommendation made by the wing promotion board, but **promotions under any circumstances are neither automatic, nor mandatory.**

Online Award Module Procedures.

1. Prior to submitting an online request in the e-services award module for anything requiring wing or higher level of approval you must first e-mail the request in word format to the wing personnel officer. After evaluation you may be asked to either enter the request online as presented or to make changes and resend it to personnel for further evaluation. Entering the request online first may mean that it has to be rejected and then re-entered.
2. For historical requests you must attach a copy of the form 120 that was affixed to the original certificate in order to validate the authenticity of the request.

Questions regarding these procedures should be directed to the AKWG Director of Personnel.

 Kevin McClure, Lt. Colonel

 Commander