



HEADQUARTERS
CIVIL AIR PATROL ALASKA WING
UNITED STATES AIR FORCE AUXILIARY
Post Office Box 6014



9 Sep 22

MEMORANDUM FOR AKWG MEMBERS

FROM: AKWG/CC

SUBJECT: Alaska Wing Best Practices for Promotions and Awards

1. PROMOTION BOARDS: The following best practices are intended to ensure AKWG personnel are vetted and initially appointed IAW CAPR 35-5, and subsequently promoted IAW CAPR 35-5 requirements, recognizing both their contributions to their unit and the Alaska Wing, as well as demonstrating their potential to serve in the higher grade (and shoulder the increased responsibility that comes with NCO and Officer promotions). In accordance with CAPR 35-5, Para 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. 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.

a. The action by the unit-level promotion board should be in the form of a written recommendation to the approving authority as to whether the promotion should be approved or disapproved. With the exception of **Duty Performance Promotion (see para b below)**, Commanders who recommend personnel for promotion to the grade of Captain or higher should submit their requests to the Alaska Wing Director of Personnel (AKWG/DP) via email to include an electronically completed, signed CAP Form (CAPF) 2 with a "wet" or electronic signature. No handwritten forms will be accepted. In addition, commanders should submit a separate letter of recommendation listing active and anticipated involvement in CAP, their squadron or flight promotion board recommendations and any required supporting documentation (certification, licenses, etc.) bundled into one .pdf, if possible.

i. With regard to **initial mission-related skills appointments** recognizing FAA or FCC certified pilots, maintainers, communicators and instructors, the member's expected involvement in Alaska Wing and unit programs should be included in the commander's recommendation to the wing board.

ii. In the case of **initial professional appointments** recognizing chaplains, character development instructors, health service personnel, legal officers, professional educators serving as aerospace education officers and financial professionals serving as finance officers, the member's expected involvement in Alaska Wing and unit programs should be included in the commander's recommendation to the wing board.

ii. For **subsequent mission-related skills and professional promotions**, the member's CAP activity and anticipated future involvement should be included in the letter of recommendation to the wing board.

b. All requests for **Duty Performance promotion** should be initiated via eServices. The unit commander and unit-level board recommendations may be included in the remarks box. Simultaneously email the AKWW/DP of the pending online request to assure prompt attention, preferably an e-mail with a separate signed letter of recommendation. Include any supporting documentation and the unit-level board recommendation so the wing promotion board can make an appropriate recommendation to the AKWG/CC.

2. AWARDS

a. Awards for Specific Achievement to Be Approved By AKWG/CC (Not Requiring PCR Approval)

i. Prior to submitting an online request in the eServices award module for a nomination requiring wing level approval, commanders must first e-mail the request via editable word document CAPF 120 to AKWG/DP for review by the AKWG Awards Committee.

ii. Entering the request online without AKWG/DP review may result in disapproval and require a new award submission.

iii. After AKWG/DP coordination, the unit commander will be asked to submit the award electronically as drafted or resubmit the CAPF 120 with corrections for further review.

iv. When cleared to do so, unit commanders will electronically submit the award via eServices/Personnel/Award Recommendation/Submission, inserting the draft CAPF 120 block 6 Justification narrative into the "6. Justification" window. The electronic eServices process will route the award nomination to the AKWG/CC for final approval.

v. After AKWG/CC approval, AKWG/DP will forward a .pdf of the signed certificate to the unit commander. Unit commanders are encouraged to provide the member a copy of the signed certificate and the CAPF 120 containing the award justification for their records (members cannot access the justification of their individual award in eServices at this time).

vi. For recognition of members who participated in a large, wing-level activity, Activity Directors may consolidate nominations into a memo format detailing what "above and beyond" work was accomplished by individual members and/or groups. This memo will be endorsed by AKWG/DP pending AKWG Awards Committee review and recommendation, and then signed by the AKWG/CC. The endorsed, AKWG/CC-signed memo can be uploaded as justification for each individual member's award nomination via eServices for final approval. Activity Directors will ensure that a copy of the certificate and signed memo is forwarded to the member and the member's unit commander for presentation locally.

b. Awards for Specific Achievement to Be Approved By AKWG/CC (Requiring PCR Approval)

i. Current PCR guidance requires award nominations requiring PCR or NHQ approval to be submitted to PCR/DP via editable word CAPF 120 by AKWG/DP. Therefore, commanders should submit awards requiring PCR or NHQ approval via editable word CAPF 120 for review and further coordination.

ii. Once the award is approved, the unit commander can present the award locally as appropriate, provide a copy of the signed certificate and the CAPF 120 to the member and

upload/submit the award via eServices/Personnel/Award Recommendation/Submission as a “historical document.” See para c below for historical award eServices upload/submission.

c. Previous Awards (not reflected in Member’s eServices Personnel Tabs)

i. For those members who wish to submit awards that these possess in hardcopy form (or .pdf) that do not appear in their member record in eServices, they should submit them via eServices/Personnel/Award Recommendation/Submission.

ii. Fill out all blocks, select “historical award” in block 4, note “See attached award” in block 7, upload the historical document at block 9 and submit electronically for validation.

d. Senior Member “Of The Year” (OTY) Awards (All Are Assumed to Compete Above Wing)

i. For all senior member submissions, unless otherwise specified in CAPR 39-3 or a staff-area -specific award regulation, use a CAPF 120 in Word format.

ii. Nominations for AKWG Senior Member of the Year (CAPR 39-3 para 23), AKWG American Legion Squadron of the Year (CAPR 39-3 para 41), and any other “of the year nominations” listed in CAPR 39-3, including associated Interim Change Letters and Attachment 1 of CAPR 39-3, will be considered.

iii. Because many “of the year” awards also compete at Region and National levels, please ensure nominations comply with all the regulatory requirements.

e. Cadet “Of The Year” (OTY) Awards (All Are Assumed to Be Competing Above Wing Level)

i. Each squadron’s nomination for AFSA Cadet NCO of the Year is due on CAPF 120 (See CAPR 39-3, paras 35 & 43).

ii. Frank G Brewer Aerospace Cadet Award nominations must be submitted on CAPF 50-1 (See CAPR 50-1 Category 1 cadet award).

iii. AFA Aerospace Education Cadet of the Year nomination must be submitted on CAPF 50-4 (See CAPR 50-1)

iv. Cadet of the Year (COY) nominations must be submitted in Word Format on CAPF 60-84 (do not use form CAPF 120). The “mandatory attachments” listed on CAPF 60-84 are not required at AKWG level and will be requested later only of the COY cadet selected to compete at the regional level (See CAPR 39-3 para 24).

f. Alaska-Specific OTY Awards (Not Included in CAPR 39-3 or in PCR/DP Award Guidance)

i. Junior Cadet Officer of the Year (JCOOY) nominations must be submitted in Word Format on CAPF 120 (do not use form CAPF 60-84).

ii. Nominees must be company-grade cadet officers (C/2d Lt, C/1st Lt, or C/Capt).

3. Questions regarding these best practices should be directed to Lt Col Al Senese, AKWG/DP, senese@juno.com These best practices will be incorporated into future AKWG supplementary guidance IAW CAP policies.

KEVIN A. McCLURE, Colonel, CAP
Commander