



IN WING SUPPLEMENT 1

CAPR 39-3

28 AUGUST 2014

Personnel – General

**AWARD OF CAP MEDALS, RIBBONS, AND CERTIFICATES
"Delegation of Authority for Service and Activity Awards"**

SUMMARY OF CHANGES

This supplement authorizes unit commanders to award the Homeland Security Ribbon, and makes administrative changes referencing the wing email address for submissions.

CAPR 39-3, 28 December 2012, is supplemented as follows:

SECTION F – ACTIVITY AND SERVICE RIBBONS.

18. Authority to Award Ribbons.

b. Unit commanders are authorized to approve the following awards, speeding up approval and ensuring recognition occurs in the local unit. Commanders of units will submit their own personal awards and service ribbons to be approved by the next echelon of command. NOTE: Search "Find" Ribbon approval is retained with the Wing Commander who will approve based on documentation from the appropriate Incident Commander on who receives credit for the Find.

Air Search and Rescue Ribbon

Cadet Advisory Council Ribbon (award with bronze star must be signed by group commander, with silver star by wing commander and gold star by GLR/CC)

Community Service Ribbon

Cadet Orientation Pilot Ribbon

Command Service Ribbon (authority for squadron-level ribbon resides with group commander and group-level ribbon with wing commander)

Counterdrug Ribbon

Disaster Relief Ribbon (basic ribbon)

Encampment Ribbon

Homeland Security Ribbon

International Air Cadet Exchange Ribbon

National Cadet Special Activities ribbon (for cadets; adult officer awards require NHQ orders or Region approval)

Recruiter Ribbon (Cadet and Senior)

Red Service Ribbon

Commanders are strongly encouraged to attach justifying paperwork for all of these awards. This type of justification may include a memo from the senior officer at the activity, participation letter, a graduation certificate, or print out from E-services.

Note, award of all other activity and service ribbons (ie, Cadet Competition Ribbon, Disaster Relief with "V", etc) covered under Section F will require IN WG/CC approval through the group commander as appropriate.

19. Administration Procedures for Award of Activity and Service Ribbons.

Awards authorized, as noted above, by the Unit or Group Commander should be processed below Wing level and placed in the member's personnel record. When an award requires Wing Commander-approval the originating unit will forward the appropriate form (CAPF 2a) through channels (squadrons to groups, groups to Wing) by email. The wing email address for submissions is wa@inwg.cap.gov. Electronic signatures processed through Adobe or by typing "e/JOHN W. SMITH" in the .doc file are acceptable. Paper submission is not recommended. When paper submission is used, the mailing address will be:

Civil Air Patrol
IN WG/WA (Awards)
PO Box 421102
Indianapolis, IN 46242-1102

MATTHEW R. CREED, Colonel, CAP
Commander, Indiana Wing