The American Legion
Department of North Carolina
Civil Air Patrol Squadron & Deputy Squadron Commander of the Year
Application Form

Date: _____

Candidate name: _____ Rank:_____

Legion/Legion Auxiliary/SAL Membership #: _____

Active Duty in United States Armed Forces: Branch_____Years:_____

Years Active in the Civil Air Patrol: _____

Home Address: _____

City: _____ State: _____ZIP:_____

Phone: (_____)_____

Civil Air Patrol Supervisor: _____

Address: _____

City: _____State: _____ZIP_____Phone: (___)_____

CAP Supervisor Signature: _____

Printed Name: _____

Legion Post Submitting Nomination: _____

Address: _____

City: _____State: _____ZIP_____Phone: (___)_____

Legion Post Commander Signature: _____

Printed Name: _____

Post Adjutant Signature: _____

Printed Name: _____

RULES FOR SELECTION OF DEPARTMENT CIVIL AIR PATROL SQUADRON AND DEPUTY SQUADRON COMMANDER OF THE YEAR

1. Nominations for North Carolina's American Legion Civil Air Patrol (CAP) Squadron and Deputy Squadron Commander of the Year must be submitted and approved by a chartered Post of the American Legion Department of North Carolina.

2. Names of the nominees with supporting written documentation must reach Department Headquarters four weeks prior to the Departments Mid-Winter Conference.

3. Judging and selection will be done by the Department JROTC Committee at the Department Mid-Winter Conference.

4. Presentation of award to the winning nominee for each award will be at the Department Convention following the Mid-Winter selection.

5. A Post may submit one (1) nominee for Squadron Commander and one (1) nominee for Deputy Squadron Commander each year. The CAP unit must be in the same Legion District as the Post submitting the nomination. All nominations must be signed by the Legion Post Commander and Adjutant.

6. Criteria for judging to be used by the Department JROTC Committee will include:
   a. Nominee must be a citizen of the United States. Not required to be a veteran or a member of The American Legion, Ladies Auxiliary, or Sons of the Legion.
   b. Nominee must be an active member of a CAP Unit.
   c. Nominee submission will be in narrative form outlining the accomplishments of the individual for CAP and service to the community beyond CAP duties and activities.
   d. Nominee submission must be endorsed by the individuals CAP supervisor/rating official and include a Recent Photo, Full Length, in Uniform without Hat; and any Letters of Recommendation.
   e. Judging of nominee will be based on information provided in the narrative provided, letters of recommendation and on any other documentation of activities in Americanism, Citizenship, Youth Activities, and other community involvement over and beyond assigned CAP duties.
   f. Act of heroism and bravery in the line of duty may be considered but should not be used as the only justification for nomination.

7. Post application packets for the nominee should include and be submitted in the following order:
   a. Completed application form.
   b. Narrative submission with appropriate endorsement.
   c. Current photo of nominee.
   d. Any additional documentation of activities in Americanism, Citizenship, Youth Activities, or community service.
   e. Items 7a, 7b, and 7c are required. Submissions without all three will not be considered.

8. Nominees will be graded on the following categories and assigned up to the number of points shown:
   a. Completeness of the application packets 15 Points
   b. Details of CAP participation, awards, activities, and narrative submission. 50 Points
   c. Community involvement beyond CAP duties 20 Points
   d. Letters of recognition, news articles, and other documents 15 Points

9. Nominee with the highest number of points will be selected as the Department of North Carolina's Civil Air Patrol Commander or Deputy Commander of the Year.