Civil Air Patrol National Aerospace Education Awards

CAPF 120 Info for both the online and paper versions, as your Wing desires

AEOs or Wing DAEs should submit completed nomination packages at the Wing level for ANY AE Award(s) found HERE by 15 January. (Unless the award needs to go to the Group level earlier than the Wing level.)

Anyone making a submission should read and follow EACH award's instructions carefully to avoid submitting MORE pages than allowed.

Conversely, it is recommended that ALL the allowable pages are used in a nomination package to provide the best representation of the nominee. This will lead to a better chance of the nominee being selected and sent to the next level (Region) by 15 February for consideration of the national award.

NOTE: Photos should be included/embedded within the supplement pages and not submitted separately when submitting via online or paper version of CAPF 120. See instructions, below for both versions.

Select the version instructions you need:

- Paper CAPF 120

- Online CAPF 120 (directly below)

Nomination Submission Procedures for Wing DAEs or AEOs who are submitting a nomination via online (eServices) CAP Form 120:

The nominating AEO or Wing DAE should complete the online Form 120, Recommendation for Decoration, in eServices-->Personnel-->Award Recommendation.
-   If the Wing does not desire the online submission, the paper CAPF 120 should be used and sent through the chain of command.

The nominee's info should be inserted in the online CAPF 120, as follows:

1- Select **the appropriate AE award** in the drop-down box.
   NOTE:
   a. The Teacher of the Year award nomination can be submitted using the online CAPF 120 if *the nominee is a member of a squadron*. Other teacher members, AEMs, should have their nomination packages submitted to the Wing DAE (or Region DCS/AE if there is not a Wing DAE) using the paper CAPF 120 as AEMs do not have a commander to approve this.
   b. The AFA- Air & Space Forces Association's National CAP AE Cadet of the Year Award is still not included in the online CAPF 120 drop-down box. Thus, until that award is added, this award can only be submitted to the Wing DAE via the paper CAPF 120 adding this in the "other" section.

2- Enter the nominee's CAP ID and the boxes should auto-fill.

3- Unit data: The nominee's unit will be the default unit (except for the teacher award if an AEM as noted above).

4- The inclusive dates of act or achievement should be 1 January- 31 December of the previous year (since these awards are due to the Wing DAE by 15 January of the current year).
   a. If a Brewer Lifetime Award, the inclusive dates should be at least twenty years of working in personal or professional AE areas while being a CAP member.
   - **Historical award? Do not enter "yes." Leave blank.**

5- **Previous Awards**- *List those on CAPF 120 and <u>not</u> on the award's nomination form, unless requested for that award.*

6- **Justification**- Enter a ***one paragraph "overview" with 2-3 statements***. This will be a one paragraph general overview of the nominee used for award announcements.
   a. The more expanded justification should be in each award nomination package's allowed number of additional pages.

7- ***Attachments:*** This may be tricky for some, but it CAN be done….
   a. First, save the individual award's nomination form with the nominee's info on it. (Save as a pdf.)
   b. Save all allowed supplemental pages as a Word document.
   c. Then, transfer all supplemental pages to ONE pdf file. (See directions to transfer to a pdf file below.)
   d. If you can combine the pdf files of the nomination form and the supplemental pages, that works beautifully. If not, keep them as two pdfs, which can then be uploaded per the directions on the online CAPF 120, which says the following:
   Attachments --- Upload up to 3 attachments. Only JPEG, PDF, MS Word (.jpg, .pdf, .doc) files can be uploaded. Size limit is 3MB max file size each (as per online submission directions).

   BEST SUGGESTION for the award submission:

   Only upload pdf files: Embed photos you are including in the Word document you work on and then save this as a pdf file and it will not use so much space to reach the size limit. (HINT: **Do not** upload JPEG or MS Word documents; only upload completed pdf files.)

If you need to learn how to convert a Word document to a pdf file, or how to combine pdf documents into one pdf binder, the following instructions may help you:

1- Save your Word document. Then, go back and click on "Save as an Adobe PDF."
                    OR
2- Choose File>> Export>> Create PDF. Click Publish.

3- **Advanced:**
   Combining PDF Instructions- If you want to combine pdf pages, you will need to open one of your pdf files for the teacher packages and go to "Tools."
   Then, go to "Combine Files."
   Click on "Add Files."
   Click on the first page you want (such as CAPF 50-3) and it should come up.
   Then continue adding files until you have all the supplemental pages accepted for that award in that ONE pdf "binder."
   Save the "binder" with the title of your specific award package- with the nominee's name and Wing.

Nomination Submission Procedures for Wing DAEs or AEOs who are submitting a nomination via a paper CAP Form 120 which will be sent electronically via e-mail:

If the Wing prefers the paper CAPF 120, or, if the award cannot be submitted via the online method, as noted in yellow, below, the nominating AEO or Wing DAE should complete the paper CAPF 120 and send through the chain of command via electronic means (e-mail with nomination packages as attachments).

The nominee's info should be inserted in the paper CAPF 120, as follows:

#1 – Check the box of the decoration sought.

a. The Teacher of the Year award nomination can be submitted using the online CAPF 120 if the nominee is a member of a squadron.
Other teacher members, AEMs, should have their nomination packages submitted to the Wing DAE (or Region DCS/AE if there is not a Wing DAE) **using the paper CAPF 120**, as AEMs do not have a commander to approve this award submission.

b. The AFA- Air & Space Forces Association's National CAP AE Cadet of the Year Award is still not included in the CAPF 120 selections. This award can only be submitted to the Wing DAE via the paper CAPF 120 adding this in the "other" section.

#2- Personal data with unit and wing information.
#3- Same as #2
#4- 1 Jan- 31 Dec of previous year (unless a Brewer Lifetime award nominee, who has to have been a CAP member for at least twenty years)
#5- Enter the following statement: "*As per guidelines from CAP NHQ/AE, all pertinent information will be in the award's nomination form and accompanying supplemental pages.*"
#6- ONLY enter a 2-3 statement "overview" of why the nominee should be selected. This is for a quick glimpse view only and for award announcements. The rest of the justification will be included in the allowed pages of supplemental info to be submitted in the award package.

- Save the completed CAPF 120 and add to the award's nomination form and maximum additional pages of attachments all info ONE pdf document. (*** See directions for combining files to submit as one pdf binder below.)
- The combined package should be sent as one document to the Wing DAE or through the Wing's chain of command for awards. The package, if selected at the wing level, will then be transferred to the region via e-mail. (The same if selected to go to national.)
- All signatures and dates should be completed as the nomination moves upward through the chain of command.

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4- Save your Word document. Then, go back and click on "Save as an Adobe PDF."
            OR
5- Choose File>> Export>> Create PDF. Click Publish.

6- **Advanced:**
Combining PDF Instructions- If you want to combine pdf pages, you will need to open one of your pdf files for the teacher packages and go to "Tools."
Then, go to "Combine Files."
Click on "Add Files."
Click on the first page you want (such as CAPF 50-3) and it should come up.
Then continue adding files until you have all the 10 supplemental pages in that ONE pdf "binder."
Save the "binder" with the title of your specific award package- with the nominee's name and Wing.