



HEADQUARTERS – NEW YORK WING
 CIVIL AIR PATROL
 UNITED STATES AIR FORCE AUXILIARY
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28 February 2024

**MEMORANDUM FOR NEW YORK WING
 ATTN: NYW STAFF, GROUP & UNIT COMMANDERS**

FROM: NYW/CC

SUBJECT: Wing Commander’s Delegation of Approving Authority – Activities & Service Ribbons

1. This delegation of authority replaces and updates that issued on 01 November 2018 and all previous.

2. Effective this date, the following awards (*listed in CAPR 39-3, Section F, Para 21*) are to be nominated via a CAP Form 2a*, with appropriate back-up documentation, approved and signed by the Group Commander, *confirmed* by the Wing Director of Operations *or* the Wing Director of Emergency Services – as appropriate – who will make recommendation to the Wing Commander for approval:

- Air Search & Rescue Ribbon (para 21.c)
- Cadet Orientation Pilot Ribbon (para 21.h)
- Counterdrug Ribbon (para 21.e)
- Disaster Relief Ribbon (para 21.f)
- Disaster Relief Ribbon* with “V” device (para 21.g)
- Homeland Security Ribbon (para 21.l)
- Search ‘Find’ Ribbon (para 21.d)

Exception*: The following exception applies to the Disaster Relief Ribbon with “V” device* -- the Wing Commander reserves the right to publish a *Personnel Authorization* in place of multiple CAPF2a. Notification will be made to Group and Unit Commanders when appropriate.

3. Effective this date, individuals in the following positions are delegated the authority to approve the actions indicated, IAW CAPR 39-3, Award of CAP Medals, Ribbons & Certificates, dated 28 Dec 2012 (ICL 18-02 02 Mar 2018), Section F: Activity & Service Ribbons, Para 18b, Authority to Award Ribbons:

Award:	Approval Authority Delegated to:
Award of Command Service Ribbon (para 21a)	Group Commander – for subordinate Commanders
Award of Red Service Ribbon & clasps (para 21b)	Unit Commander
Award of Community Service Ribbon & clasps (para 21i)	Unit Commander
Award of Cadet Advisory Council Ribbon (CAC) – for Group CAC Primary Representatives (para 21j)	Group Commander
Award of Recruiter Ribbon & clasps (para 21k)	Unit Commander

4. In the continuing effort to reduce paper, Group and Unit Commanders are advised that once an **‘activity’** attendance appears on the member’s eServices Personnel Record, they are authorized to wear the ribbon associated with that activity – including clasps for repeat attendance. A separate CAP Form 2a is *not required* to authorize wear since authorization has already been made by National Headquarters. This includes:

- International Air Cadet Exchange Ribbon (IACE)
- National Cadet Competition Ribbon (NCC)
- National Color Guard Competition Ribbon (NCGC)
- Cadet Special Activity Ribbon (NCSA)
 - *See full listing in CAPR 39-3, Section F, Para 20d*
- Encampment Ribbon

WILLIAM F. MARTIN, III, Col, CAP
Commander
New York Wing

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1-NYW web site
1-NYW File