



**HEADQUARTERS
CIVIL AIR PATROL BOWIE SQUADRON
UNITED STATES AIRFORCE AUXILIARY
12409 SEABURY LANE
BOWIE, MD 20715**

26 October 2006

MEMORANDUM FOR ALL SQUADRON PERSONNEL

FROM: Commander/Bowie Composite Squadron

SUBJECT: CADET OF THE QUARTER AWARD

PURPOSE: This policy will establish a Cadet of the Quarter Award for the Bowie Squadron.

The Bowie Composite Squadron will appoint a selection board consisting of the Deputy Commander of Cadets and three senior members on a rotating basis. The board selections will be made by the Commander and/or Deputy Commander for Cadets. Resumes will be submitted to the Deputy Commander for Cadets by email NLT 1200 on the due dates listed below. Resumes not received on time by email will not be accepted.

Award Period	Submission Date	Selection Board
1 st Quarter	2 nd Meeting – January	3 rd Meeting – January
2 nd Quarter	2 nd Meeting – April	3 rd Meeting – April
3 rd Quarter	2 nd Meeting – July	3 rd Meeting - July
4 th Quarter	3 rd Meeting – September	4 th Meeting – September

The following areas will be considered (keeping in mind the cadet's grade/rank):

- a. The Cadet's Resume
- b. Regular Attendance
- c. Uniform & Personal Grooming
- d. Drill and Ceremonies & Military Bearing
- e. Testing – Class Work
- f. Aerospace Education Excellence Award Program (AEX)
- g. Emergency Services participation and qualifications
- h. Awards received
- i. School grades
- j. Community Services
- k. Extra Curricular Activities
- l. Overall progress and contribution to CAP

The selection of the selection board will be final. Appropriate awards will be determined by the Executive Staff at least one month prior to the selection for each award.

A Cadet of the Year will be chosen by the Executive Staff from those cadets winning the Cadet of the Quarter awards. That award shall be given in September of each year so that consideration would go into the Wing “of the Year” awards in October.

//signed//

1Lt Jeffrey M Welch

Commander

Bowie Composite Squadron