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NHQ, CAP has published new guidance for all "of the Year" awards. All annual “of the year” award nominations will now be submitted on the following schedule. This includes awards not listed in CAPR 39-3 such as the Frank G. Brewer Memorial Aerospace Awards, the Communications Officer of the Year, the Colonel Lester W. Hopper Historian of the Year, etc.

By 15 January. Unit commanders will submit nominations to the wing commander for consideration.

By 15 February. Wing commanders will screen nominations from unit commanders within their wings and forward the best nominee to the region commander for consideration.

By 15 March. Region commanders will select the best of the wing nominees and forward one nomination to National Headquarters for consideration.