



**HEADQUARTERS**  
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15 Dec 2016

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

**FROM: NYW/Interim CC**

**SUBJECT: Wing Commander’s Delegation of Approving Authority**

1. Effective this date, individuals in the following positions are delegated the authority to approve the actions indicated, in accordance with CAPR 39-3, Award of CAP Medals, Ribbons & Certificates; dated 28 Dec 2012; Section F – Activity & Service Ribbons, Para 18b, Authority to Award Ribbons.

<b>Award:</b>	<b>Approval Authority Delegated to:</b>
Award of Command Service Ribbon	Group Commander – for subordinate Commanders
Award of Red Service Ribbon & clasps	Group Commander
Award of Community Service Ribbon & clasps	Group Commander
Award of Cadet Advisory Council Ribbon – for Group CAC Primary Representative	Group Commander
Award of Recruiter Ribbon & clasps	Group Commander

2. 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 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)
- Cadet Specialty Activity Ribbon (NCSA)
  - see full listing in CAPR 39-3,Section F, Para 20d
- Encampment Ribbon

3. This delegation of authority replaces and updates that issued on 19 May 2014.

*Thomas Carello*

THOMAS CARELLO, Lt Col, CAP  
 Interim Commander  
 New York Wing

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