

CADET OF THE YEAR – WING REVIEW BOARD

FREQUENTLY ASKED QUESTIONS (FAQs)

Q. What is the New Jersey Wing Cadet of the Year?

A. The New Jersey Wing Cadet of the Year is a title given to cadets chosen as the Cadet of the Year for their respective phase. The Phase 4 Cadet of the Year will represent NJ Wing at the Region, and hopefully National, levels. The cadet chosen is usually the most well-rounded individual who has balanced CAP with schoolwork and other extra-curricular activities. It is important to understand that the cadet chosen is not always the “best” cadet in leadership or command abilities. However, the cadet chosen is the best cadet qualified to represent the Wing. NJ Wing will send the representative most likely to succeed at Region, and National. Several previous National Cadet of the Year winners obtained nominations to the United States Air Force Academy. That is the caliber of those you would compete with.

Q. Who should be nominated for Cadet of the Year?

A. Squadron Commanders should nominate any cadet they believe has the “right stuff” to represent NJ Wing. Cadet of the Year nominees must be active members whose accomplishments and contributions demand to be noted by the board. If you are, or know of, a cadet that deserves to be recognized please inform your Squadron Commander.

Q. Where do I get official information about Cadet of the Year?

A. CAPR 39-3, page 17, section G, paragraph 24 details the requirements for the Cadet of the Year award. Additional information from the Wing can be found in the preparation guide posted on DragonNet.

Q. What paperwork is required for Cadet of the Year?

A. See CAPF 58 and the Wing Preparation guide for additional information.

Q. Any helpful suggestions for completing the paperwork?

A. Here are suggestions:

a. CAPF 58 and CAPE Form – If possible, type the form and do not handwrite. It is important for the board to be able to read the information. On the CAPF 58 list events from your entire CAP career. On the CAPE Form only include events completed during the last calendar year. Be sure to list significant and major events that happened throughout your CAP career and those that were the most important or difficult. These forms should be considered your “CAP resume” and follow a logical order.

b. Photo – NO Hat (not even on your belt)! This picture is not supposed to be a mug shot. Look personable and comfortable in your uniform. Smile!!! Higher echelons in the selection process really do look at these pictures; they should be as professional as possible. The picture should be of you and only

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you; you should not be holding or shaking anyone's hand. Look like you took the time to take this photo.

c. Transcripts – If you are in high school or college, provide the entire transcript from the day you started (i.e. 9-12th grade). If you bring in a transcript from just your current year started, this will affect your score. Bring the entire transcript!

d. SAT/ACT Scores – If you took them both, provide them both. If you only took one, provide that one. Strength of the scores is what gets evaluated.

e. Letters of Recommendation – MUST have 3. Do NOT get more than one CAP member to write you a letter. Your Squadron Commander has already written a recommendation on the CAPF 58. Remember, the board is looking for a well-rounded cadet. Talk to a youth leader, coach, teacher, etc. about additional letters.

f. Follow all paperwork instructions to a "T". If your paperwork is not exactly right, points will be deducted.

Q. How are the paperwork scored and how much of that counts towards selecting a Cadet of the Year?

A. Your school grades plan an important part. The completeness of your paperwork is also a substantial factor. Typically, the paperwork portion will be about 50% of your total score for the Wing selection board process. Your paperwork is what represents you at the higher echelons; it your resume for the job. Its completeness and appearance are critical to your success at the board. If you are not willing to put in the time to do this portion properly, you are wasting the board's time and your own. You cannot win without properly completing the paperwork.

Q. What happens if I cannot get all of my paperwork to the board?

A. You lose. As a cadet trying to prove you are the best in your phase of the cadet program, you will find no sympathy from the board if your paperwork is not complete. Be mindful of deadlines. Make sure you send your paperwork directly to the Wing DCP. If there is an issue with your paperwork you can resolve it yourself, just as a prospective Cadet of the Year is expected. No excuses, if you want this honor you need to do what it takes to make it happen.

Q. Who is the Board you keep referring to?

A. The cadet of the year board consists of a minimum of 5 highly qualified members. The NJ Wing Cadet Programs Officer selects members who are former cadets, and officers with appropriate experiences to sit on this board.

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Q. What happens when I go before the board?

A. After properly reporting to the board (yes – that is scored), you will be asked to sit at ease. Each board member will ask you a question. Those questions are the same ones asked to your competitors. You will receive a score based on your answer. All board members will give you a score of demeanor, posture, uniform appearance, and following board procedures. Board members may ask follow-up questions if your answer warrants it. Feel free to ask for a question to be repeated if you do not understand it. The board is not testing you on your vocabulary skills, only on how you present yourself and the quality of the answer given. Answering the wrong question will give you no points.

Q. What types of questions will the board ask?

A. Any information is fair game. Study your Learn to Lead Chapters, Aerospace Modules, CAP history, and current events. Book knowledge alone will not suffice.

Q. Any suggestions for appearing before the board?

A. Here are some suggestions:

a. When told to sit “at ease”, sit at ease. Outward nervousness will not help your cause. Keep composed and focus on the task at hand.

b. When you enter the room, glance towards the board and make sure you know where the chief judge is. Reporting to the wrong board member will help your cause either.

c. The person asking you a question is the person scoring you on that question. Make eye contact and direct your answer to that board member.

d. Double check your uniform before entering. Walking in looking sloppy will do nothing for you. Don't wear any uniform items that may raise questions by the board members (i.e. if you weren't on drill team, don't wear the white shoulder cord). Make sure you are wearing the designated Uniform of the Day properly.

e. Keep your answers to a moderate length. The board wants direct answers to direct questions; don't run on too long. You will lose interest of the board if your reply is too lengthy. Lack of interest on their part means lower scores for you.

f. If you do not know the answer, state so. Remember, some of the board members are previous cadets. Do not show your ignorance or insult their intelligence by trying to fudge your way through an answer. Give partial information if you have it, rather than saying you do not know.

g. Prepare your answers ahead of time. Most questions the board will ask are easy to prepare for. Know something about CAP, and be prepared to give your opinion about the Cadet Program.

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Q. What bearing does my NCSA boards have on Cadet of the Year?

A. None. The Cadet of the Year board evaluates a combination of your paperwork, and your appearance before the board. Your NCSA board only counts towards the activities you selected for that process. This is done out of fairness to all cadets involved in the selection process. Every cadet goes through the same criteria as their peers.

Q. Why publish this information?

A. We want you to succeed on all levels. This process allows cadets to gather information that is needed to place on their CAP Resume. This information could be extremely useful in the future (ie. When applying for Encampment Staff, etc). You have now been given fair notice of what is expected of you in order to win Cadet of the Year.

GOOD LUCK!!!