

National Cadet Special Activities Cadet of the Year

Wing Selection Boards – Preparation Guide



New Jersey Wing, Civil Air Patrol

NJWP 52-1 - Cadet Programs

March 2014

National Cadet Special Activities & Cadet of the Year Selection

PREFACE

This guide is intended to assist cadets and Cadet Program Leaders in preparing for the National Cadet Special Activities (NCSA) and Cadet of the Year (COY) Selection process. The process covers many areas of the cadet program to allow for the most well rounded cadet to be selected for their desired activity or award category.

The New Jersey Wing Cadet Programs team developed this guide based on CAP Regulations, personal experiences, sharing resources with other wings, and input from various members throughout New Jersey Wing. Individuals are always encouraged to provide ideas and feedback on the selection process, as well as ideas and/or feedback that would further develop the cadet program.

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Part I

INTRODUCTION

PURPOSE & OBJECTIVES

The primary purposes of the New Jersey Wing Selection Process are to identify the most well rounded cadets to attend National Cadet Special Activities with limited slots available and to identify the most well rounded cadet in each phase of the cadet program to be chosen as the New Jersey Wing Cadet of the Year. The secondary purposes are to rank cadets within New Jersey Wing for slotting in activities and to rank cadets among their peers to evaluate and reward performance.

Additional objectives for this activity include informing cadets on how they perform amongst others, promoting an active cadet program in New Jersey Wing, providing exposure to experiences which will help them later in their careers and lives, and encouraging both cadets and seniors to participate in wing sponsored activities. Members attending this activity will work towards fostering the motivation necessary to take on challenges beyond the unit level.

NCSA SELECTION

Each year in November, National Headquarters announces the upcoming years National Cadet Special Activities. Thousands of cadets apply from all over the nation for these activities. National Headquarters slots cadets for National Activities based on age, achievement, longevity and prior activities. The function of the wing board is to determine which cadets to green light, which to approve, and which to red light. CAPR 52-16 allows each wing to conduct a Special Activities Review Board to allow for a better understanding of the cadets who apply. The selection process has been created to have an equitable system to advise the Wing Commander as to whom the best cadet is to represent New Jersey Wing at these various activities.

CADET OF THE YEAR SELECTION

One of the purposes of the wing selection boards is to rank cadets among their peers. The objective is to select the top nominated cadets in each phase as Cadet of the Year and to inform cadets on how they perform compared to other cadets throughout the wing. Cadets are nominated for their respective phase and then these cadets will appear before the COY selection board where they will be evaluated and ranked. The highest ranked cadet in each phase is awarded the Cadet of the Year award in their phase.

FINAL EVALUATION

Each cadet receives a report on how well they performed from each selection board. This report will inform cadets on how they performed overall among other cadets and how they performed overall in the selection board process. This feedback is crucial for a cadet in helping them understand where they rank among their peers and what areas are their strongest and weakest. Cadets and cadet program leaders should use this evaluation as one of the tools to measure a cadet's annual progression.

WHY ATTEND?

Every cadet **must** attend the selection board for several reasons. First, if you do not attend you will be considered a "no show" for the board, which constitutes red light status (unless scheduling conflicts are communicated to the NJW/CP in advance, with probable cause). Second, you have the opportunity to meet other cadets from around the wing and get the opportunity to see how you are doing in your cadet career compared to your peers. Additionally, the areas in which you will be ranked are areas that will sharpen your skills and performance as a cadet. The best person to ask, "Why attend?" would be the cadets who have gone before and experienced the challenge and excitement of attending National Cadet Special Activities.

Part II

ELIGIBILITY AND APPLICATION PROCESS

ELIGIBILITY

Eligibility and application processes are subject to change to meet current requirements or any changes to requirements announced by National Headquarters. It is vital that the published operations order is adhered to in all cases. Most parts of the application process will be completed the same way every year.

APPLICATION PROCESS

National Activities

To be eligible to attend an NCSA, cadets must be a current member and have attended an encampment prior to the start of their desired activity. If a record of encampment completion is not on file, then proof of encampment completion must be provided. Qualified participants who are eligible to apply for National Special Activities will be identified by their respective unit commander. Each activity has specific eligibility requirements for cadets and for those which officers (senior members) have the opportunity to attend. Most National Special Activities allow officers to apply as escorts and a few allow full officer participation. Officers applying for any of the activities must follow the same procedures, use the same forms, and meet the same deadlines as the cadets. A listing of all National Special Activities and any special requirements can be found online at the National Cadet Programs web site: <http://ncsas.com/>.

Cadets and Officers applying for any of the National Special Activities must complete the on-line registration process. This process can be completed by logging into the E-Services membership webpage at www.capnhq.gov. Once logged in find and select the Registration and Payment System. In the NCSA section of the webpage you will find the online application and simple instructions on how to complete it. Once the application is submitted it will generate a completed CAPF 31, which must be printed out. All signatures must be acquired. Anyone applying to attend more than one NCSA must indicate their order of preference on the second page of the CAPF 31.

Any version of the CAPF 31 other than the online electronic version from E-Services will not be accepted. This includes forms that are hand-written and/or downloaded from the National Forms website and then printed out. The reason for this is when the member fills out the online CAPF 31 it automatically enters the applicants name into a database in preparation for National Headquarters to make the final rankings and selections for the National Special Activities. National Headquarters uses the wing rankings to determine the final overall rankings and selections for each of the National Special Activities. Wing Headquarters will endorse CAPF 31 applications and rank the applicants using the National database. Once the deadline has passed and the online application process closes, no more names can be input into the database. If someone does not use the online CAPF 31 application, their name will be not available to be ranked by the wing and they will not be considered for attendance at any National Special Activity.

Cadet of the Year

New Jersey Wing selects a Cadet of the Year for each phase of the Cadet Program. Commanders should nominate one deserving cadet in each phase, for a total of four possible nominations. Cadets must be a current and active member, have demonstrated outstanding leadership in CAP, and have attained academic excellence in school. Nominations for phase 4 must meet the requirements stated in CAPR 39-3, paragraph 24. Cadets will be nominated for the phase 1, 2, and 3 awards based on how much time the cadet was in the phase during the year. A cadet is nominated for the phase they were in for at least 6 months (180 days) during the calendar year (1 January – 31 December).

Cadets nominated must submit a CAP Form 58 with all additional supporting documentation as stated on the form. This must be done in accordance with CAPR 39-3. It is mandatory for all supporting documentation to be included. Failure to have the additional documents will result in losing points on the paperwork evaluation portion of the board and the nomination may be rejected entirely. Any additional requirements for Cadet of the Year nominations will be published in a separate operations order.

Part III

NCSA WING SELECTION BOARDS

RANKING CATEGORIES

The NCSA review process is divided into three areas. This is in order to achieve the selection of the most well rounded and deserving cadets. The categories cadets will be evaluated in are the selection board (interview), a written exam, and the Cadet Annual Performance Evaluation (NJWF 52-1 CAPE). A breakdown of the events follows; also see attachment A for a flow chart of the events.

Selection Board

The Selection Board is designed as an interview between the cadet and the board members. The board will consist of 3 members, each will ask 2 questions. Subjects will include leadership, aerospace, chain of command, general CAP knowledge, and current events. Sources for the questions are the same as listed for the written exam. The board chair will sit in the center of the board members and conduct the selection board proceedings. Cadets should review *Learn to Lead*, Volume 1 & 2.

There will be 5 factual questions and 1 practical question. For the 5 factual questions each board member will give a rating of 0-6 (6 being the highest) on the question they ask. No other board member will rate the answer. For the one practical (opinion) question, all board members will rate the cadet's response from 0-5 (5 being the highest). The board members scores will be averaged into an overall final score for the practical question.

The final criteria for rating are observations of characteristics made by the board members. These characteristics that will be observed are a cadet's demeanor, uniform, grooming, and properly following board procedures. Each board member will give a rating of 0-10 (10 being the highest). The board members scores will be averaged into an overall final score for this section also.

The total points from the factual questions, the average from the practical question, and the average of the additional observations scores will be totaled for the categories raw points. The total category points for the selection board are 75 raw points. See attachment A for additional information.

Written Exam

The written exam is a timed multiple choice exam. It will consist of 50 questions and have a 45 minute time limit. Cadets will receive one raw point for each question answered. The total category points are 50 raw points. The exam will consist of questions from the following sources:

<i>Learn to Lead</i>	Volume 1 & 2
Aerospace	Modules 1-6
CAPM 39-1	Uniform Manual
CAPP 50-2	CAP Core Values
CAPP 50-5	Introduction to Civil Air Patrol
CAPP 52-6	Mentoring
CAPR 52-16	Cadet Program Management
CAPP 52-18	Cadet Physical Fitness Program
CAPP 151	Respect on Display
AFI 36-2203	Drill and Ceremonies Manual
Current Events	www.foxnews.com and www.space.com

Cadet Annual Performance Evaluation (CAPE)

Each year cadets will complete a Cadet Annual Performance Evaluation Form NJWF 52-1 (see attachment C). This form allows for cadet input into their application and selection. It gives the opportunity for cadets to let the board know about all the great things they have done throughout the year. The CAPE Form must be submitted with the cadet's CAPF 31 application for NCSA's or CAPF 58 for Cadet of the Year. The CAPE Form will be signed by the Squadron Commander or designee ensuring that all forms are correct, filled out, and signed. Incomplete and/or unsigned applications will not be accepted and will be returned unprocessed. *Only list events completed in the last calendar year on the CAPE Form, listing events/activities done outside the last calendar year will result in no points being awarded in that section.*

The CAPE form primarily consists of items concerning cadet programs, however additional performance evaluation items will be examined in order to credit cadets for achieving performance levels beyond cadet programs. Cadets will receive raw points per category as described on the chart in attachment A. Points are given based on their participation in the CAP Program in the last calendar year and for completeness of their application paperwork. Only the NCSA wing selection staff will calculate points for the application paperwork. It is suggested that cadets use this form as a checklist to ensure they receive all possible points they can earn. The total category points for the CAPE form are 267 raw points. See attachment A under the CAPE section for further information.

Part IV

CADET OF THE YEAR SELECTION BOARDS

The Cadet of the Year (COY) Selection Board is used for the purpose of determining the top cadet in each phase of the cadet program. The COY selection boards will be conducted in accordance with CAPR 39-3, paragraph 24 and using the supplemental information provided in this guide. COY nominations will also need to follow instructions as outlined in the operations order published separately. Cadets in phases 1, 2, and 3 will compete at the wing level only. The top cadet selected in the Phase 4 category will represent the wing at the region level.

NATIONAL HEADQUARTERS PHILOSOPHY

From a National Perspective, they are looking for the most outstanding cadet in CAP. The selection committee considers not only active participation in the last year, but they look at ALL of the cadets accomplishments through out their career. They are searching for a well rounded cadet who excels outside of CAP, especially at school; one who has balanced CAP with schoolwork and other extra-curricular activities.

APPLICATION

The following items must be included in the cadet's COY nomination package for all phases:

- 1) CAPE Form (see attachment C -- list events done in last calendar year only)
- 2) CAPF 58 (completed – list events done in entire CAP career)
- 3) School Transcripts
- 4) College Transcripts (if applicable)
- 5) SAT and ACT Scores (if applicable)
- 6) Letters of Recommendation (maximum of 3)
- 7) Recent photo, full length (head to toe), in blues uniform without hat (must be an individual photo and not include anyone else)

RANKING CATEGORIES

Cadet of the Year nominees will be ranked using the same three events as the NCSA selection boards. The only difference will be in how the selection board portion operates. Please see the event break down under the NCSA selection board section in part III of this guide. Cadet nominees will scored by their appearance before the selection board, performance in the last year and CAP career, and completeness of their nomination package. An explanation of the COY selection board follows; all other events remain the same as explained in Part III. See attachment B for a flow chart of the COY Selection Board Events and scoring criteria.

Selection Board

There will be 9 factual questions and 1 practical (opinion) question that will be scored. Additional questions may be asked but they will not be scored. Topics of questions will include aerospace, leadership, core values, mentoring, job performance, customs/courtesies, chain of command, general CAP knowledge, and current events. Sources for the questions are the same as listed for the written exam. Cadets will be asked questions from their respective phase of the cadet program they are in; for example phase 1 cadets will be asked leadership questions primarily from *Learn to Lead*, Volumes 1 & 2. All cadets in the same phase will be asked the same questions, but cadets in different phases may not be asked the same questions. For the 10 questions that are scored, each board member will give a rating of 0-6 (6 being the highest). The board members scores for each question will be averaged into an overall final score.

Each board member will also evaluate the nomination package and all supporting documentation included. The nomination package evaluation is broken down into 7 sub-categories. Board members will give a score in each category. The scores in each category will be averaged into an overall final score for the nomination package. The package evaluation portion is worth 100 raw points.

The final criteria for rating are observations of characteristics made by the board members. These characteristics that will be observed are a cadet's demeanor, uniform, grooming, and properly following board procedures. Each board member will give a rating of 0-10 (10 being the highest). The board members scores will be averaged into an overall final score for this section also.

The average of the scored questions, the average of the package evaluation scores, and the average of the additional observations scores will be totaled for the categories raw points. The total category points for the selection board are 200 raw points. See attachment B for additional information.

Written Exam

The written exam is a timed multiple choice exam. It will consist of 50 questions and have a 45 minute time limit. Cadets will receive one raw point for each question answered. The total category points are 50 raw points. The exam will consist of questions from the following sources:

<i>Learn to Lead</i>	Volume 1 & 2
Aerospace	Modules 1-6
CAPM 39-1	Uniform Manual
CAPP 50-2	CAP Core Values
CAPP 50-5	Introduction to CAP
CAPP 52-6	Mentoring
CAPR 52-16	Cadet Program Management
CAPP 52-18	Cadet Physical Fitness Program
CAPP 151	Respect on Display
AFI 36-2203	Drill and Ceremonies Manual
Current Events	www.foxnews.com and www.space.com

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The CAPE form primarily consists of items concerning cadet programs, however additional performance evaluation items will be examined in order to credit cadets for achieving performance levels beyond cadet programs. Cadets will receive raw points per category as described on the chart in attachment A. Points are given based on their participation in the CAP Program in the last calendar year and for completeness of their application paperwork. Only the NCSA wing selection staff will calculate points for the application paperwork. It is suggested that cadets use this form as a checklist to ensure they receive all possible points they can earn. The total category points for the CAPE form are 267 raw points. See attachment A under the CAPE section for further information.

Selection Board Scoring

Scoring for both the NCSA board and the COY board will be done in the same manner. See attachment A and B for the scoring information for each board. The total event points from all three ranking areas will be added to obtain a final selection score. For NCSA ranking the final score will be used to rank each cadet among all other cadets applying for a National Special Activity. Cadets applying for National Activities are ranked in one group; rankings are not separated by the activity applied for. For COY ranking the final score will be used to rank the cadet among all other nominees in the same phase. If score calculations for all participants are completed, the top cadets will be announced at the conclusion of the Special Activities Selection Process. The Cadet of the Year for each phase will be awarded at the wing conference.

Uniforms

Uniforms are required to be worn for this activity. The exact uniform of the day will be published in the operations order separate from this guide. Officers and Cadets must wear uniforms in compliance with CAPM 39-1. All accouterments must be worn including proper headgear, hat device, epaulets, collar insignia, nametag, and all earned ribbons and badges. CAP Honor Guard items, berets, or any other unauthorized items will not be worn. Failure to wear the proper uniform and/or wearing unauthorized items will result in losing points in the uniform evaluation. This applies to both the NCSA Selection Boards and the COY Selection Boards.

Part V

ADDITIONAL BOARDS

Additional boards may be held during the Wing Selection Boards. The addition of any selection board for the purpose of cadet activities, peer evaluation, or award review held during the wing selection boards process will be determined by the wing selection boards staff prior to the event. Any additional boards will be communicated to all appropriate parties prior to the event for proper scheduling and attendance confirmation. An example of such an additional board would be a wing activities selection board. This board would be used when there is a wing activity in which only a limited number of cadets can attend and therefore a board would be an appropriate medium to determine those cadets who will be chosen to attend.

International Air Cadet Exchange Board

Another additional board that may convene is the International Air Cadet Exchange (IACE) Board. National Headquarters asks the Wing Commander and Director of Cadet Programs to approve/disapprove all IACE applicants from a wing. A board may convene to allow for a better understanding of the cadets and seniors who apply. The board should consist of members who have attended IACE before and understand the diplomatic role that must be displayed in a foreign country. The purpose of this board is to approve or disapprove applicants; no scoring of applicants is done. If the board disapproves an applicant, they will not be eligible to attend IACE.

Part VI

TIPS FOR SUCCESS

Tip #1

If you wish to attend an activity with multiple locations and dates, such as National Flight Academy, choose all locations and dates that fit your schedule. This will increase your odds in being selected for at least one of the locations and/or dates.

Tip #2

Choosing multiple activities will increase your selection opportunities for a National Activity. When selecting multiple activities (even if it's the same type of activity), make sure you rank order them on the second page of the on-line CAPF 31 in the order you wish to attend them the most.

Tip #3

Make sure you are eligible to attend the activity (i.e. age requirements, grade requirements, encampment completion) Also make sure you meet any training pre-requisites such as attending the basic course prior to the advanced course, completing basic first aid, etc...

Tip #4

Make sure you can afford the activity fee. Although most of the activities are reasonably priced, you must keep in mind, travel, equipment, and uniform expenses.

Tip #5

Complete ALL portions of any paperwork that must be submitted. If filling out an area of a form that does not apply to you, write "N/A". This means "not applicable" and tells the reader that you did not just forget to fill out that area of the form; it just does not apply to you.

Tip #6

Make sure you have all required signatures before submitting your paperwork. Forms must be signed by the applicant, parents, and squadron commander. A lack of signatures will result in point deductions and possibly no consideration for your desired National Activities.

Tip #7

Review this guide and the attachments to make sure you are prepared for the wing selection boards and to ensure you have submitted all appropriate paperwork.

Tip #8

Keep a personal copy of all paperwork

Tip #9

Do not procrastinate in gathering all the required items. Plan ahead and obtain required items ahead of time.

Part VII

BOARD PROCEDURES

Cadets are evaluated on following these procedures exactly. Points will be deducted for deviation from the procedures “a to g” below. *CAPP 151 - Respect on Display*, (page 9-10) describes the procedure for reporting as follows:

- a. After making any uniform adjustments and without headgear, stand by at the door. Wait for instructions from the Sergeant at Arms.
- b. After instructed, knock on the door firmly and loud. When told to enter; march at attention taking the most direct route to the officer (board chairperson.) Halt 2 paces from the officer or in front of the officers’ desk. Always halt so you squarely face the officer. Never stop and then do a facing movement towards the officer.
- c. ***To report:*** First salute, then state “Sir/Ma’am Cadet ____ (CAP grade and last name) reporting as ordered.” Ex: “Sir, Cadet Staff Sergeant Smith reporting as ordered” Hold the salute until the officer has returned your salute. The officer will ask for the cadet’s paperwork and will then direct them to sit in the chair provided
- d. The review board questions and evaluation will begin.
- e. When dismissed, return to the position of attention, and render a hand salute. Hold the salute until it is returned.
- f. Smartly drop the salute and immediately execute the appropriate facing movement taking the most direct route out the door
- g. March at the position of attention while exiting and quietly close the door behind you after leaving.

Part VIII

HOW TO MEET A BOARD

As the saying goes, “First impressions are lasting impressions.” All boards may give or deduct points for dress, appearance, and military bearing. If you study and master the following tips, you will greatly increase your chances for success.

PREPARATION

1. Write down your goals, aspirations, and extra curricular activities. Example: “I have just finished Wright Brothers Award and am awaiting my promotion. I am a current ground team member and am working on my next certification. My goals are to ...” Board members are judging how you express yourself.
2. Write down your hobbies and a brief synopsis of your career, this is often an icebreaker question and gives you a chance to talk about yourself.
3. Know the information you put in your paperwork. Board members often ask for further explanation on information they find on the forms.
4. Obtain and memorize a current chain of command.
5. Females: Wear slacks and low quarters or low-heeled pumps. It’s easier to get the length right on slacks than skirts, and it’s less likely to change when you sit and stand. Lower heels make it easier to make facing movements.
6. Practice facing movements in the same shoes you will be wearing when you meet the board. Determine the location of the board and practice on the same floor covering. Lastly, do a pre-visit to the area/room where the board will be held to familiarize yourself with your surroundings.
7. Invest in new shoes. If it is raining the day that your board meets, carry your shoes in a plastic bag and change when you get there. Ensure the welt seams of the shoes are free of dirt and dust. If you use edge dressing, ensure you have a fresh coat on. Take a small piece of cloth or old nylon hose to wipe the dust off your shoes.
8. If the weather is bad, take additional precautions to protect your uniform.
9. If wearing the service coat is required, do not mix trouser and coat weights. Always get your service dress dry-cleaned as a set—never do your trousers and coat separately. This will prevent uneven fading.
10. Buy new-collar brass and ribbons. Ensure your buttons are straight. Ensure ribbons are in the proper order and that you are authorized to wear any ribbons or badges you have on.
11. Use masking tape or a lint roller to remove lint, fuzz, hair, etc... from your uniform.
12. Males: Wear shirt garters. Droopy socks and a baggy shirt do not convey the image of a winner. Ladies should do this too if wearing a tuck-in shirt.
13. Do not have anything in your pockets except your ID card—no keys, change, cell phones, etc.
14. Clean your name tag with wax to remove scratches. Better yet, get a brand new name tag.
15. Males: Get a haircut one or two days before meeting the board. Females: Ensure bangs are off your eyebrows and hair does not extend below the bottom of your collar. All hair must be secured and present a uniform appearance. Don’t even make it close—board members should not have to look twice to see if you’re in compliance.

MEETING THE BOARD

1. Be early.
2. When you arrive, there will be an official greeter, probably standing outside the meeting room. They should inform you who is on the board, what the reporting instructions are, and any other special instructions.
IF YOU HAVE QUESTIONS, ASK THEM!
3. Do not take your hat, purse, cell phone, or any other un-necessary items into the room.
4. If you are instructed to knock before entering, knock firmly and loud
5. When you open the door, take a good look at the room. Look for the chair you will be sitting in. March by the most direct route to position yourself in the front of the chair facing the board president. Do not stop and perform a facing movement, stop in place. Save the facing movement for your departure. Look directly at the president, salute and say, "Sir/Ma'am, Cadet ____ (CAP Grade and last name) reports as ordered." The chairperson will return your salute and instruct you to be seated.
6. Back up until you feel the calves of your legs touch the chair. Do not look back or down. Don't turn your back to the board members until you are departing.
7. Sit in the middle of the chair—not on the edge, or all the way back.
8. Sit at attention and place your hands on your thighs. The idea is to be erect and alert, but not rigid. NEVER slouch or recline, even though the chairperson may tell you to relax.
9. Do not cross your legs. Place one foot slightly in front of the other.
10. Smile and establish rapport with the board.
11. The first questions are usually relaxing icebreakers, such as, "Tell us about yourself?" (see preparation section above, #1) or "What unit are you a member?"
12. When answering questions, do not turn your body—turn your head toward the person asking the question and then pan the board members when giving your answer. Good eye contact is very important.
13. After being asked a question, repeat the question and preface your answer with "Sir/Ma'am." Try to give more than the basic answer and use full name and rank in your answer. Example: "Who is the Air Force Chief of Staff?" "Sir, The Air Force Chief of Staff is General T. Michael Mosely."
14. If you do not understand a question, ask the board member to repeat it. If you do not know the answer at that point, ask to return to the question later. If you know part of the answer, give it—partial credit is better than none at all. Lastly, if you flatout don't know, simply tell the board you don't know the answer to that question.
15. When answering opinion type questions, give a thoughtfully considered one. Tell the board members whether or not your opinion is in line with current policy. Most importantly, defend your position with logic, fact, and personal experience, not emotion. Be tactful, don't crusade, and don't apologize. Avoid using slang language
16. If the board asks you if you have any comments, thank them for their time and add any other comments that may be appropriate.

17. When you are finished, the president will say “Cadet _____ you are dismissed.”

- a. Answer,” Thank you, Sir/Ma’am”
- b. Push down on your thighs with your hands, stand up and look directly at the president.
- c. Salute and wait for the salute to be returned.
- d. Perform the appropriate facing movement to put you in direct line with the door. Exit the room smartly, marching with coordinated arm swing.

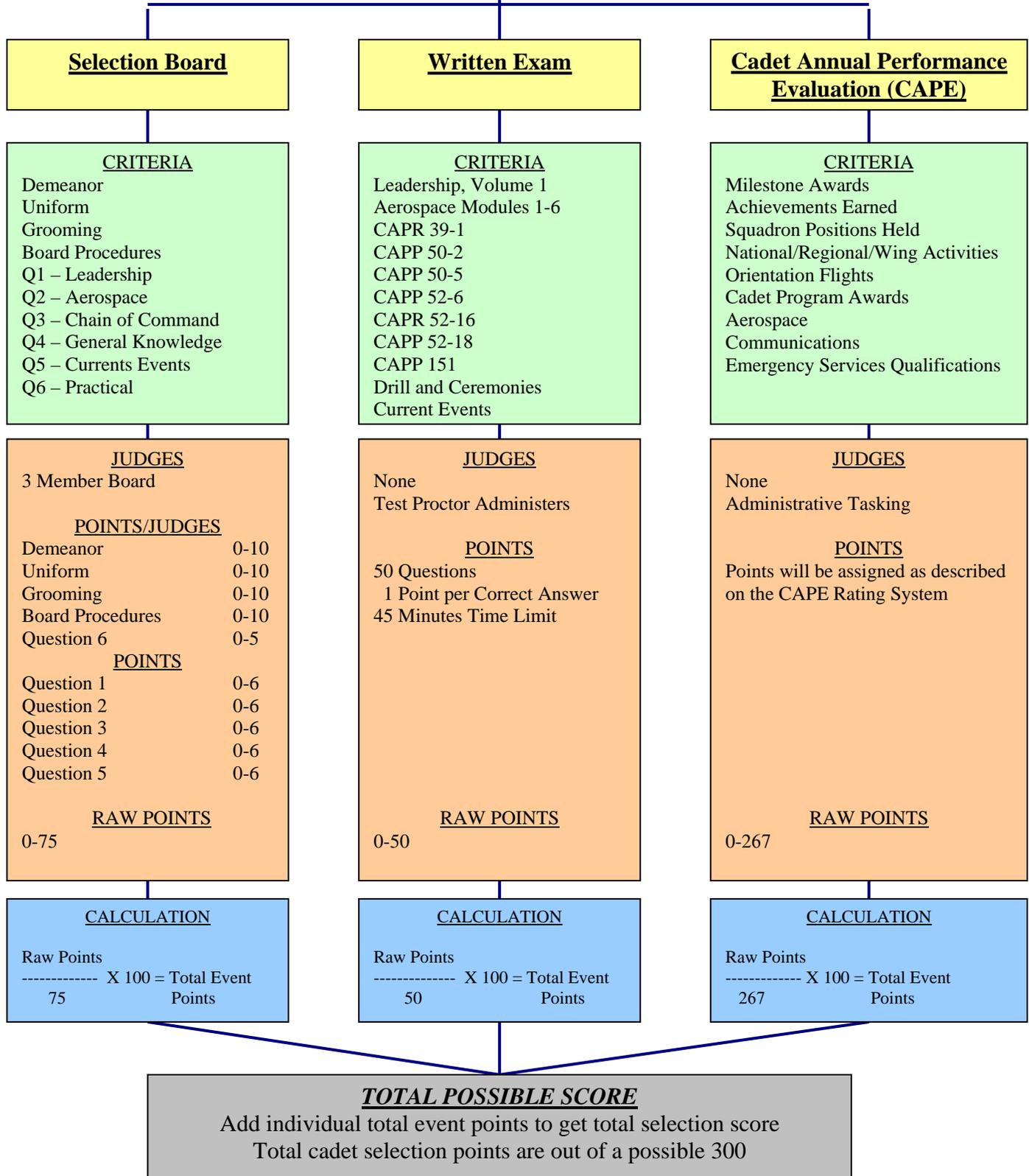
SUMMARY

Be yourself. The board wants to know you. You must believe you are worthy of the award being presented--that you are a *WINNER*. Someone else believed it; otherwise they would not have taken time to nominate you.

Part IX
ATTACHMENTS

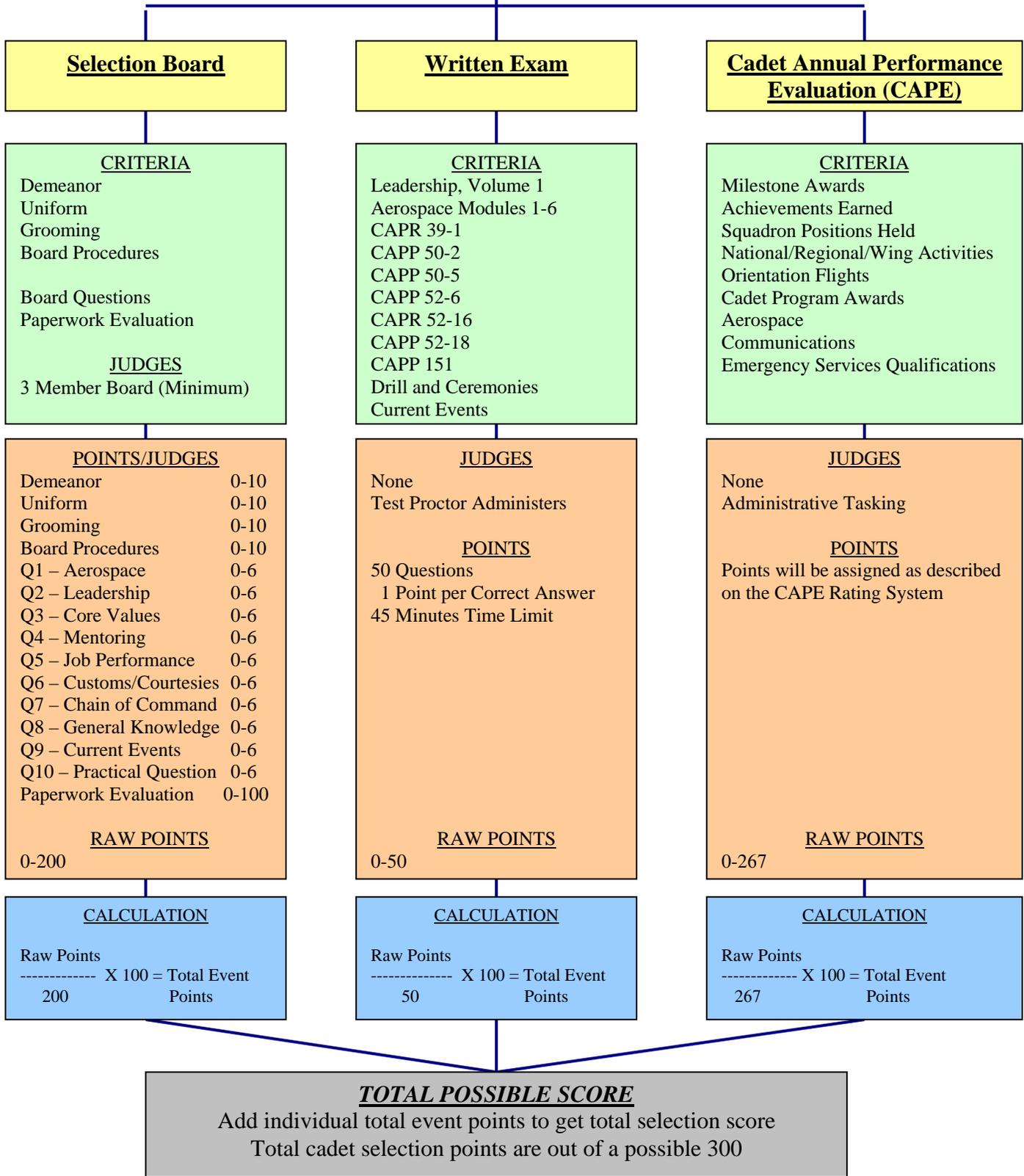
Attachment A

*National Special Activities
Wing Selection Board Process*



Attachment B

**CADET OF THE YEAR
Wing Selection Board Process**



CADET ANNUAL PERFORMANCE EVALUATION

PERSONNEL INFORMATION

CAP ID	UNIT CHARTER NUMBER	GROUP	UNIT NAME	AGE
CADET'S FULL NAME				GRADE
Cadet of the Year Phase I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/>			National Cadet Special Activities <input type="checkbox"/>	

CADET PROGRAM PERFORMANCE

Complete the information below for those items achieved 1 January to 31 December of the calendar year.

MILESTONE AWARDS MUST be earned in current year	ACHIEVEMENTS EARNED MUST be earned in current year	SQUADRON CADET POSITIONS HELD Position MUST be appointed in e-Services	
Wright Brothers Award <input type="checkbox"/>	Currey (1) <input type="checkbox"/> Goddard (7) <input type="checkbox"/> Leadership (12) <input type="checkbox"/>	POSITION	MONTHS HELD
Gen William Mitchell Award <input type="checkbox"/>	Arnold (2) <input type="checkbox"/> Armstrong (8) <input type="checkbox"/> Aerospace (13) <input type="checkbox"/>	POSITION	MONTHS HELD
Amelia Earhart Award <input type="checkbox"/>	Feik (3) <input type="checkbox"/> Flight Commander (9) <input type="checkbox"/> Operations (14) <input type="checkbox"/>		
Gen Ira C Eaker Award <input type="checkbox"/>	Rickenbacker (4) <input type="checkbox"/> Administration (10) <input type="checkbox"/> Logistics (15) <input type="checkbox"/>		
Gen Carl A Spaatz Award <input type="checkbox"/>	Lindberg (5) <input type="checkbox"/> Public Affairs (11) <input type="checkbox"/> Cadet Commander (16) <input type="checkbox"/>		
	Doolittle (6) <input type="checkbox"/>		

Complete the information below for those items achieved 1 January to 31 December of the calendar year.

WING ACTIVITIES PARTICIPATION MUST have attended in current year	Mark position you had: P= Participant, S= Staff	ORIENTATION FLIGHTS Check flights flown in current year ONLY	
Cadet Encampment <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/>	POWERED	GLIDER
Falcon Flight Encampment <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Flight 1 <input type="checkbox"/>	Flight 1 <input type="checkbox"/>
Wing Color Guard Competition <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Flight 2 <input type="checkbox"/>	Flight 2 <input type="checkbox"/>
Wing Drill Team <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Flight 3 <input type="checkbox"/>	Flight 3 <input type="checkbox"/>
Wing Conference <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Flight 4 <input type="checkbox"/>	Flight 4 <input type="checkbox"/>
		Flight 5 <input type="checkbox"/>	Flight 5 <input type="checkbox"/>

Complete the information below for those items achieved 1 January to 31 December of the calendar year.

REGIONAL AND NATIONAL ACTIVITIES PARTICIPATION ONLY check those attended in current year	CADET PROGRAM AWARDS ONLY check those you have earned in current year
AF Space Command Fam Course <input type="checkbox"/>	Cadet Officer School <input type="checkbox"/>
AF Pararescue Orientation Course – Basic AF <input type="checkbox"/>	Civic Leadership Academy <input type="checkbox"/>
Pararescue Orientation Course – Adv <input type="checkbox"/>	Hawk Mountain Search & Rescue School <input type="checkbox"/>
Advance Technologies Academy Engineering <input type="checkbox"/>	International Air Cadet Exchange <input type="checkbox"/>
Technologies Academy <input type="checkbox"/>	National Blue Beret <input type="checkbox"/>
AF Civil Engineering Fam Course <input type="checkbox"/>	National Powered Flight Academy <input type="checkbox"/>
MKS Business Academy <input type="checkbox"/>	National Glider Flight Academy <input type="checkbox"/>
NCR Joint Flight Academy <input type="checkbox"/>	Honor Guard Academy <input type="checkbox"/>
Region Glider Academy <input type="checkbox"/>	National Emergency Services Academy <input type="checkbox"/>
Region Cadet Leadership School <input type="checkbox"/>	Manufacturing & Maintenance Academy <input type="checkbox"/>
Region Conference <input type="checkbox"/>	Undergraduate Pilot Training Fam Course Model <input type="checkbox"/>
National Character & Leadership Symposium <input type="checkbox"/>	Aircraft & Remote Control Flight Academy Cyber <input type="checkbox"/>
Region Cadet Competition <input type="checkbox"/>	Patriot Finals <input type="checkbox"/>
National Cadet Competition <input type="checkbox"/>	Johnson Flight Academy <input type="checkbox"/>
Other (specify) <input type="checkbox"/>	Other (specify) <input type="checkbox"/>

AEROSPACE ONLY check those you have earned in current year
Air Force Association Award <input type="checkbox"/>
Air Force Sergeants Association Award <input type="checkbox"/>
Veterans of Foreign Wars (Officer or NCO) Award <input type="checkbox"/>
The Congressional Award <input type="checkbox"/>
Presidential Physical Fitness Award Community <input type="checkbox"/>
Red Service Award <input type="checkbox"/>
Cadet Advisory Council Award <input type="checkbox"/>
Cadet Recruiter Award <input type="checkbox"/>
Model Rocketry Badge <input type="checkbox"/>
Brewer Award - Category I Cadet <input type="checkbox"/>
AFA Aerospace Education Cadet of the Year <input type="checkbox"/>

ADDITIONAL PERFORMANCE ITEMS

Complete the information below for items you have current qualifications in. Items MAY have been earned at any time.

COMMUNICATIONS MUST be current - MAY be earned at any time Check your highest rating ONLY	EMERGENCY SERVICES QUALIFICATIONS Check all qualifications that your CURRENTLY hold MUST be current and MAY be earned at any time
ICUT or BCUT <input type="checkbox"/>	General Emergency Services <input type="checkbox"/> Urban DF Team Member <input type="checkbox"/> Mission Staff Assistant <input type="checkbox"/>
Radio Operator Authorization – Advance <input type="checkbox"/>	Ground Team Member Level 3 <input type="checkbox"/> Ground Team Member Level 2 <input type="checkbox"/> Ground Team Member Level 1 <input type="checkbox"/>
	Flight Line Marshaller <input type="checkbox"/> Mission Radio Operator <input type="checkbox"/> Communications Unit Leader <input type="checkbox"/>
	CERT Training <input type="checkbox"/>

This form is for the purpose of evaluating cadets who will be going through the New Jersey Wing Special Activities and Cadet of the Year selection process. Information must be true and correct. Unit Commanders MUST certify this form by signing below.

UNIT COMMANDER CERTIFICATION		
To my knowledge: I certify this member has actively participated in the last calendar year and that ALL of the information on this form is correct.		
Printed Name	Signature of Unit Commander	Date

Attachment D

National Cadet Special Activities Cadet of the Year

Wing Selection Boards

CADET ANNUAL PERFORMANCE EVALUATION (CAPE) RATING SYSTEM

Category	Points per Item	Total Points per Category	Notes
Milestone Awards	20	40	Points limited to 40 since maximum possibility to earn a milestone award in one year is twice.
Achievements Earned	5	30	Points limited to 30 since maximum possibility to earn an achievement in one year is six times.
Squadron Positions Held	6/1st 6mos position is held 1/each additional month	24	6 points for the first 6 months a position is held and 1 point for each additional month. Position MUST be listed in the Cadet Staff Handbook and appointed in e-Services. A maximum of two different positions may be considered for points. Points limited to 24 since maximum possibility to hold each position is twelve months in a calendar year.
Wing Activities	3/participant 5/staff	80	3 points per attendance at a NJ Wing Activity 5 points per attendance as staff at a NJ Wing Activity Combinations of participant and staff are not possible. If both are marked, you will receive credit as a participant ONLY. Points are limited to 80 since some courses are held at the same time and attendance at both is not possible.
Orientation Flights	2	20	2 points for each flight a cadet has flown. 99 flights (back seat) do NOT count.
Region and National Activities	4	16	4 points for each Region/National Activity completed during the calendar year. Points limited to 16 since the reasonable annual maximum attendance to Region/National activities is four.
Cadet Programs Awards	3	24	3 points for each cadet program award received during the calendar year. <i>Proof must be provided (i.e. certificate or 2a)</i>
Aerospace	3	9	3 points for each aerospace award received during the calendar year. <i>Proof must be provided (i.e. certificate or 2a)</i>
Communications	2/ICUT or BCUT 4/Advanced	4	2 points for either ICUT or BCUT Rating (only one will be scored). 4 points for an Advanced Rating. Only the highest rating will be scored. <i>Can be earned at any time but must be current</i>
Emergency Services Qualifications	2	20	2 points for each qualification held that is listed <i>Can be earned at any time but must be current</i>
TOTALS		267	

The time frame for ALL points (unless otherwise noted) will be for the calendar year of 1 January to 31 December. This is to ensure application packets will be submitted in a timely manner without penalizing a cadet for items achieved after 1 January of the current year.

Attachment E

New Jersey Wing Special Activities Review Boards

Station: A

Cadet Identification	Demeanor (0-10)	Uniform (0-10)	Grooming (0-10)	Board Procedure (0-10)	Leadership (0-6)	Aerospace (0-6)	Practical Q (0-5)

Comments:

Circle the letter that
Corresponds to your
Comment/evaluation.

- | | |
|--------------------|---------------------------------|
| A – Good Job | F – Nervous |
| B – Good Answers | G – Didn't use Sir/Ma'am |
| C – Well prepared | H – Wasn't prepared |
| D – Good Bearing | I – Didn't look at all of board |
| E – Presented Well | J – Didn't present well |

New Jersey Wing Special Activities Review Boards

Station: B

Cadet Identification	Demeanor (0-10)	Uniform (0-10)	Grooming (0-10)	Board Procedure (0-10)	General Knowledge (0-6)	Current Events (0-6)	Practical Q (0-5)

Comments:

Circle the letter that
Corresponds to your
Comment/evaluation.

- | | |
|--------------------|---------------------------------|
| A – Good Job | F – Nervous |
| B – Good Answers | G – Didn't use Sir/Ma'am |
| C – Well prepared | H – Wasn't prepared |
| D – Good Bearing | I – Didn't look at all of board |
| E – Presented Well | J – Didn't present well |

New Jersey Wing Special Activities Review Boards

Station: C

Cadet Identification	Demeanor (0-10)	Uniform (0-10)	Grooming (0-10)	Board Procedure (0-10)	Chain of Command (0-6)	Practical Q (0-5)

Comments:

Circle the letter that
Corresponds to your
Comment/evaluation.

- | | |
|--------------------|---------------------------------|
| A – Good Job | F – Nervous |
| B – Good Answers | G – Didn't use Sir/Ma'am |
| C – Well prepared | H – Wasn't prepared |
| D – Good Bearing | I – Didn't look at all of board |
| E – Presented Well | J – Didn't present well |

Attachment F

NEW JERSEY WING CADET OF THE YEAR SELECTION BOARD

Cadet Name: _____

Squadron: _____

Grooming (0-10)	Uniform (0-10)	Demeanor (0-10)	Board Procedures (0-10)	Miscellaneous (0-10)

1. Grooming – haircut, shave, facial hair, cleanliness
2. Uniform – correct fit, worn properly, device placement, ironed, (see uniform inspection sheet)
3. Demeanor – poise, confidence, carriage, posture, military bearing
4. Board Procedures – proper entry/exit, correctness of reporting, correct saluting, (see board procedures sheet)
5. Miscellaneous – additional criteria as appropriate

BOARD MEMBERS SCORE ALL QUESTIONS

Aerospace (0-5)	Leadership (0-5)	Core Values (0-5)	Mentoring (0-5)	Staff Duty Analysis (0-5)	Customs and Courtesies (0-5)	Chain of Command (0-5)	General Knowledge (0-5)	Current Events (0-5)	Practical Question (0-5)

Score for answer of each board members questions

Evaluate quality of answer, how well did cadet express themselves, cadets confidence in answering the questions

Paperwork

1. Presentation of Forms (0-5):
Quality of paperwork presentation, neatness of print, consistency. _____
All required forms and attachments present
2. High School/College Transcripts (0-25):
Completeness of transcripts, applicable grades for education level, _____
Honors/Advanced courses taken, strength of GPA
3. College (SAT or ACT) Entrance Exam Scores (0-10):
SAT or ACT scores, strength of scores, were scores provided _____
4. Photograph (0-10):
Full-length photo in uniform – NO HAT. Is photo well done, does _____
Cadet look personable/professional. Is cadet alone in picture
5. Letters of Recommendation (0-10):
How many letters are included, variety of persons writing letters _____
6. Civil Air Patrol Activities (0-25):
How active has cadet been in last calendar year, variety of activity _____
Participation, did cadet accomplish any recognition at activities
7. Outside Activities (0-15):
How active is cadet in extra-curricular school and community activities _____

Comments:

- | | | | |
|------------------------|--------------------|---------------------------------|-------|
| Circle the letter that | A – Good Job | F – Nervous | |
| Corresponds to your | B – Good Answers | G – Didn't use Sir/Ma'am | _____ |
| Comment/evaluation. | C – Well prepared | H – Wasn't prepared | _____ |
| | D – Good Bearing | I – Didn't look at all of board | _____ |
| | E – Presented Well | J – Didn't present well | _____ |