

National Cadet Special Activities Cadet of the Year

Wing Selection Boards – Cadet Preparation Guide



New Jersey Wing - Civil Air Patrol

Office of Cadet Programs

November 2009

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.

CONTENTS

Part I	Introduction	2
Part II	Eligibility and Application Process	3
Part III	NCSA Wing Selection Boards	4
Part IV	Cadet of the Year Selection Boards	6
Part V	Additional Boards	9
Part VI	Tips for Success	10
Part VII	Board Reporting Procedures	11
Part VIII	How to Meet a Board	12
Part IX	Attachments	14
Attachment A	NCSA Selection Events and Scoring Criteria	15
Attachment B	COY Selection Events and Scoring Criteria	16
Attachment C	Cadet Annual Performance Evaluation Form	17
Attachment D	CAPE Rating System	18



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 should attend for several reasons. First if you do not attend, you severely limit your chances of attending an NCSA. 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://members.gocivilairpatrol.com/cadet_programs/activities/national_special_activities/

Cadets and Officers applying for any of the National Special Activities must complete the on-line CAP Form 31. This form can be found by logging into the E-Services membership webpage at <https://www.capnhq.gov/>. Once logged in find and select the NCSA Main Menu. In the NCSA section of the webpage you will find the online CAPF 31 and simple instructions on how to complete it. Once the form is completed it must be printed out. 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 will rank all approved cadets based on their criteria for each of the National Special Activities. Wing Headquarters will endorse CAPF 31 applications and rank the applicants bases on the Wing Ranking System. 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 (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 *Leadership 2000*, Volume 1, Chapter 1, page 9-10 and 14-15 or *Leadership for the 21st Century*, Volume 1, Chapter 1, page 14-15 and 18, to learn about board procedures.

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:

Leadership 2000, Volume 1, All Chapters or *Leadership for the 21st Century*, Volume 1, All Chapters

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 Customs and Courtesies

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 (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 cadets CAPF 31 application. The CAPE Form will be signed by the Squadron Commander or Deputy Commander for Cadets 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 290 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 NJWF 52-CAPE)
- 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

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 *Leadership 2000* or *Leadership for the 21st Century*, chapters 1-3. 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:

Leadership 2000, Volume 1, All Chapters or *Leadership for the 21st Century*, Volume 1, All Chapters
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 Customs and Courtesies
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 (see NJWF 52-CAPE). 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 cadets CAPF 31 application. The CAPE Form will be signed by the Squadron Commander or Deputy Commander for Cadets ensuring that all forms are correct, filled out, and signed. Incomplete and/or unsigned applications will not be accepted and will be returned unprocessed. The CAPE Form must be submitted with the cadet's COY nomination package. *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 290 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

On the CAPE Form, use the area entitled "Special Activities Selection Application" as a checklist to ensure your paperwork is complete. Remember not to write anything in this area.

Tip #7

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 #8

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 #9

Keep a personal copy of all paperwork

Tip #10

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. *Leadership 2000*, Chapter 1 (page 9-10 and 14-15) or *Leadership for the 21st Century*, Chapter 1 (page 14-15 and 18) 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 they tuck their shirts in.
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 flat 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.

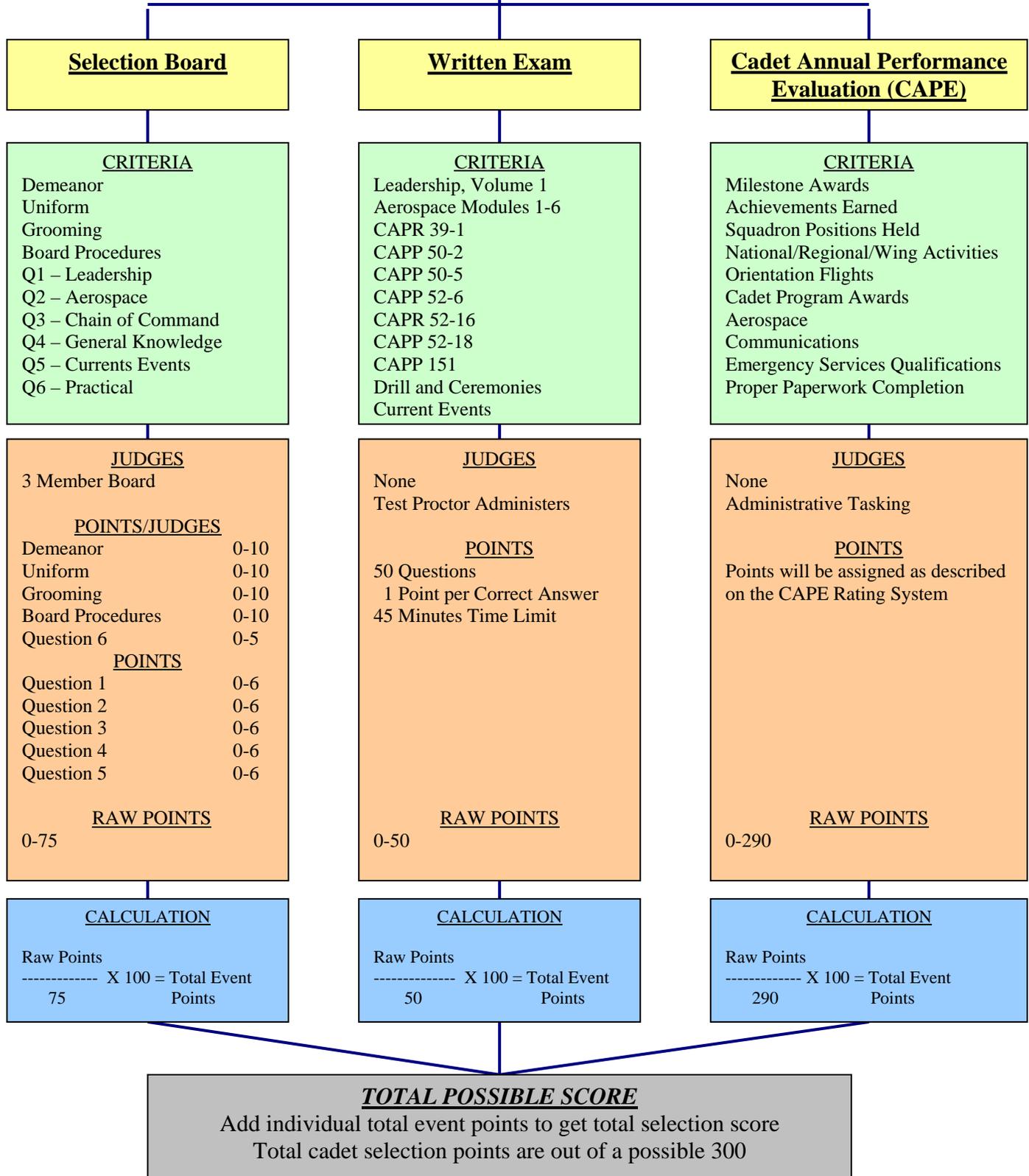
SUMMARY

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

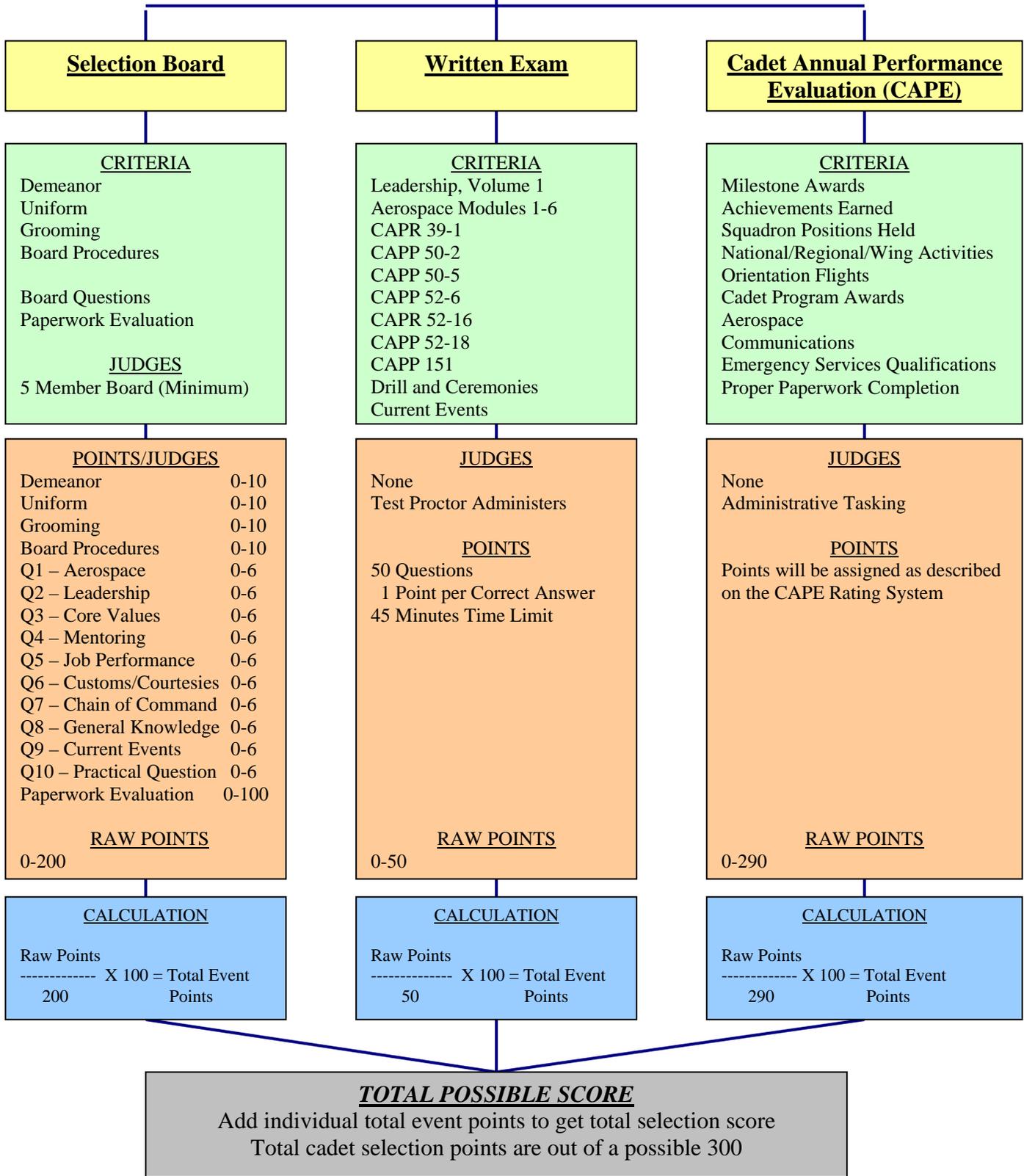
Attachment A

*National Special Activities
Wing Selection Board Process*



Attachment B

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



Attachment C

CADET ANNUAL PERFORMANCE EVALUATION

PERSONNEL INFORMATION				
CAP ID	UNIT CHARTER NUMBER	UNIT NAME	GROUP	AGE
NAME (Last Name, First Name, Middle Initial)			GRADE	CURRENT ACHIEVEMENT

CADET PROGRAM PERFORMANCE				
<i>Complete the information below for those items achieved 1 January to 31 December of the calendar year.</i>				
MILESTONE AWARDS	ACHIEVEMENTS EARNED			SQUADRON CADET POSITIONS HELD
Check each you earned	Check each you earned			List each position held for six months or more.
Wright Brothers Award <input type="checkbox"/>	Ach. 1 <input type="checkbox"/>	Ach. 7 <input type="checkbox"/>	Ach. 12 <input type="checkbox"/>	POSITION MONTHS HELD
Gen William Mitchell Award <input type="checkbox"/>	Ach. 2 <input type="checkbox"/>	Ach. 8 <input type="checkbox"/>	Ach. 13 <input type="checkbox"/>	
Amelia Earhart Award <input type="checkbox"/>	Ach. 3 <input type="checkbox"/>	Ach. 9 <input type="checkbox"/>	Ach. 14 <input type="checkbox"/>	
Gen Ira C Eaker Award <input type="checkbox"/>	Ach. 4 <input type="checkbox"/>	Ach. 10 <input type="checkbox"/>	Ach. 15 <input type="checkbox"/>	POSITION MONTHS HELD
Gen Carl A Spaatz Award <input type="checkbox"/>	Ach. 5 <input type="checkbox"/>	Ach. 11 <input type="checkbox"/>	Ach. 16 <input type="checkbox"/>	
	Ach. 6 <input type="checkbox"/>			

WING ACTIVITIES PARTICIPATION			ORIENTATION FLIGHTS		
Check each attended. Mark position you had, P= Participant, S= Staff			Check flights flown in current year		
	P	S		P	S
Cadet Encampment	<input type="checkbox"/>	<input type="checkbox"/>	Cadet Advisory Council	<input type="checkbox"/>	<input type="checkbox"/>
Eagle Flight Encampment	<input type="checkbox"/>	<input type="checkbox"/>	Cadet Leadership School	<input type="checkbox"/>	<input type="checkbox"/>
Falcon Flight Encampment	<input type="checkbox"/>	<input type="checkbox"/>	Cadet NCO Academy	<input type="checkbox"/>	<input type="checkbox"/>
Wing Cadet Competition	<input type="checkbox"/>	<input type="checkbox"/>	Wing SAR Evaluation/Exercise	<input type="checkbox"/>	<input type="checkbox"/>
Wing Conference	<input type="checkbox"/>	<input type="checkbox"/>	Other: (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

REGIONAL AND NATIONAL ACTIVITIES PARTICIPATION			CADET PROGRAM AWARDS		
Check each attended			Check each you earned		
AF AETC Fam Course	<input type="checkbox"/>	Cadet Officer School	<input type="checkbox"/>	Air Force Association Award	<input type="checkbox"/>
AF Space Command Fam Course	<input type="checkbox"/>	Civic Leadership Academy	<input type="checkbox"/>	Air Force Sergeants Association Award	<input type="checkbox"/>
AF Weather Agency Fam Course – Basic	<input type="checkbox"/>	Hawk Mountain SAR School	<input type="checkbox"/>	Veterans of Foreign Wars Award	<input type="checkbox"/>
AF Weather Agency Fam Course – Adv	<input type="checkbox"/>	International Air Cadet Exchange	<input type="checkbox"/>	The Congressional Award	<input type="checkbox"/>
AF Pararescue Orientation Course – Basic	<input type="checkbox"/>	National Blue Beret	<input type="checkbox"/>	Presidential Challenge Physical Fitness Award	<input type="checkbox"/>
AF Pararescue Orientation Course – Adv	<input type="checkbox"/>	National Flight Academy – Glider	<input type="checkbox"/>	Community Service Award	<input type="checkbox"/>
Aerospace Education Academy	<input type="checkbox"/>	National Flight Academy – Power	<input type="checkbox"/>	Cadet Advisory Council Award	<input type="checkbox"/>
Advance Technologies Academy	<input type="checkbox"/>	National Honor Guard Academy	<input type="checkbox"/>	Cadet Recruiter Award	<input type="checkbox"/>
Engineering Technologies Academy	<input type="checkbox"/>	National Emergency Services Academy	<input type="checkbox"/>	Who's Who Among American High School Students	<input type="checkbox"/>
EAA Air Academy	<input type="checkbox"/>	National Military Music Academy	<input type="checkbox"/>		
Region Cadet Leadership School	<input type="checkbox"/>	Region Cadet Competition	<input type="checkbox"/>	AEROSPACE	
Region Cadet Speaking Competition	<input type="checkbox"/>	National Cadet Competition	<input type="checkbox"/>	Check if you earned the following	
Region Conference	<input type="checkbox"/>	Other: (Specify)	<input type="checkbox"/>	AF Association Aerospace Cadet of the Year	<input type="checkbox"/>
				Model Rocketry Badge	<input type="checkbox"/>

ADDITIONAL PERFORMANCE ITEMS				
<i>Complete the information below for those items you have current qualifications in. Items below MAY have been earned at any time.</i>				
COMMUNICATIONS	EMERGENCY SERVICES QUALIFICATIONS			
Check only one IF it applies. MUST be current and MAY be earned at any time.	Check each qualification listed below that you currently hold. MUST be current and MAY be earned at any time.			
Radio Operator Authorization – Basic <input type="checkbox"/>	General Emergency Services <input type="checkbox"/>	Mission Radio Operator <input type="checkbox"/>	Ground Team Member-any level <input type="checkbox"/>	
Radio Operator Authorization – Advance <input type="checkbox"/>	Flight Line Marshaller <input type="checkbox"/>	Mission Staff Assistant <input type="checkbox"/>	Urban DF Team Member <input type="checkbox"/>	

SPECIAL ACTIVITIES SELECTION APPLICATION				
DO NOT COMPLETE. To be completed by Special Activities Selection Staff ONLY.				
Clean <input type="checkbox"/>	Typed <input type="checkbox"/>	E-Mail Address Present <input type="checkbox"/>	Medical Information Completed <input type="checkbox"/>	Parent/Witness Signature <input type="checkbox"/>
Complete <input type="checkbox"/>	Accurate <input type="checkbox"/>	Activities Rank Ordered <input type="checkbox"/>	Applicant Signature <input type="checkbox"/>	Squadron Certification <input type="checkbox"/>
APPLICATION SUBMITTED BY DEADLINE <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		
<i>To my knowledge:</i>		
I certify this member has actively participated in the last calendar year and that ALL of the information on this form is correct.		
_____	_____	_____
Date	Signature of Unit Commander	Printed Name

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/ 1 st six months 1/ each additional month	12	6 points are earned for six months in a single position. An additional point will be added per month for each month the cadet holds the position, up to a total of 12 months. If the cadet has held a position for six months and changes to another position within that year, those months in the second position count towards the total. Each month will be 1 point per month up to a total of 12 points.
Wing Activities	3/ Participant 5/ Staff	80	3 points per attendance at an NJ wing activity 5 points per attendance as staff at an NJ wing activity Combinations of participant and staff will not be scored. If both are marked, cadet gets credit as a participant ONLY. Points are limited to 80 since some courses are held at the same time and attendance at both is impossible.
Orientation Flights	2	20	2 points for each flight a cadet has flown
Region and National Activities	4	12	4 points per attendance to a Region and/or National Activity. Points are limited to 12 since the reasonable annual maximum attendance to a Region and/or National activities is three.
Cadet Program Awards	3	24	3 points for each cadet program award received during the calendar year.
Aerospace	3	3	3 points for earning the model rocketry badge
Communications	2 for Basic 4 for Adv	4	2 points for ROA Basic Rating 4 points for ROA Advanced Rating <i>Can be earned at any time, points are awarded for currency</i>
Emergency Services Qualifications	2	10	1 points for each qualification held that is listed <i>Can be earned at any time, points are awarded for currency</i>
Special Activities Paperwork	5	55	5 points earned for each item correctly completed
TOTALS		290	

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.