

**Cadet NCO of the Year Checklist**

| Last Name, First Name | Grade | Group |
|-----------------------|-------|-------|
|                       |       |       |

**Cadet NCO of the Year  
Eligibility Requirements**

- Must be a current member
- Wright Brothers Award recipient
- At least 8 months as NCO
- At least 3 promotions in a calendar year
- CPPT if over 18 years
- If officer, date of Mitchell Award no earlier than 15 December of application year
- Demonstrated outstanding leadership in CAP
- Be at least a Freshman in High School or equivalent

**Cadet Responsibilities**

- Complete NYWF 58n (Typed)
- Recent Member Search Report (Available from Member Search on eServices).
- Transcripts – Junior High School, High School, Homeschool, or College (NCO may present two previous report cards if transcripts are not available)
- SAT/ACT scores
- Letters of Recommendation, maximum of three (not including the Squadron Commander)
- Recent photo, full length, in Blues (Class A or B), without flight cap

Applicant signature \_\_\_\_\_

**Squadron Responsibilities**

- Review Application Package. Assist the cadet to make necessary corrections.
- Unit Commander complete the CAP Form 58n, including the written narrative (typed)
- Hold preparatory review board
- Forward Application Package to Group

Squadron Commander signature \_\_\_\_\_

**Group Responsibilities**

- Review the Application Package. Assist the cadet to make necessary corrections.
- Hold preparatory review board
- Is this cadet the Group Cadet NCO of the Year? (only one per Group)
- This Cadet NCO of the Year applicant is \_\_\_\_\_ of \_\_\_\_\_
- Forward completed nomination package to Wing Director of Cadet Programs postmark by 15 December

Group Commander or designee signature \_\_\_\_\_

**Take to Interview**

- Current CAP ID
- Completed NYWg F 17c
- Copy of Application Package