



HEADQUARTERS  
CIVIL AIR PATROL NEW YORK WING  
UNITED STATES AIR FORCE AUXILIARY  
Westchester County Airport 24 Loop Road, Bldg 1  
White Plains, NY 10604-1218  
Phone: 914-683-1000  
Fax: 914-683-1005

## NEW YORK WING CADET OF THE YEAR / CADET NCO OF THE YEAR GUIDE

### Table of Contents:

|       |  |    |
|-------|--|----|
| I.    | General.....   | 1  |
| A.    | About the Cadet of the Year .....                                      | 1  |
| B.    | The Captain James "Burr" Reddig Memorial Award.....                    | 1  |
| C.    | About the Cadet NCO of the Year .....                                  | 1  |
| D.    | Changes to the Cadet of the Year / Cadet NCO of the Year Process ..... | 2  |
| II.   | Eligibility Requirements .....   | 3  |
| A.    | Cadet of the Year .....  | 3  |
| B.    | Cadet NCO of the Year .....  | 3  |
| III.  | Application Package .....  | 3  |
| IV.   | Application Process .....  | 4  |
| A.    | Cadet Responsibilities .....   | 4  |
| B.    | Squadron Responsibilities .....  | 4  |
| C.    | Group Responsibilities.....  | 4  |
| D.    | Deadline .....   | 4  |
| E.    | New York Wing Responsibilities .....                                   | 5  |
| V.    | Review Board Interviews .....  | 6  |
| A.    | Cadet Attendance at the Review Board Interviews .....                  | 6  |
| B.    | Activity Location .....  | 6  |
| C.    | Activity Dates and Times .....   | 7  |
| D.    | Uniform of the Day.....  | 7  |
| E.    | Safety .....   | 7  |
| F.    | Mandatory Items required at Review Boards .....                        | 7  |
| VI.   | Application Paperwork Preparation.....                                 | 8  |
| VII.  | Meeting the Review Board.....  | 9  |
| A.    | Preparation.....   | 9  |
| B.    | Report In and Report Out .....   | 10 |
| C.    | The Day of the Interview.....  | 10 |
| D.    | Interview Skills.....  | 11 |
| E.    | Summary.....   | 11 |
| VIII. | Frequently Asked Questions (FAQ's).....                                | 12 |
| IX.   | Checklist.....   | 16 |

### Project Officer Contact Information:

Lt Col. Stephen M Samuels C.A.P. [smsamuels@verizon.net](mailto:smsamuels@verizon.net)

Westchester County Airport 24 Loop Road, Bldg 1  
White Plains, NY 10604-1218  
Phone: 914-683-1000  
Fax: 914-683-1005

## **I. General**

### **A. About the Cadet of the Year**

The Cadet of the Year Award is an annual award established by National Headquarters to recognize the most outstanding cadet in Civil Air Patrol. The selection committee considers active participation over the past year, in addition to all of the cadet's accomplishments throughout their CAP career. The selection committee is searching for a well-rounded cadet who excels not only within CAP but outside of CAP as well, especially school.

In accordance with CAPR 39-3, New York Wing Cadet Programs will use a Review Board to determine the most outstanding cadet officer to receive the Captain James "Burr" Reddig Memorial Award. The New York Wing Review Board will consider the cadet's application, supporting documentation and an interview.

The cadet selected as the New York Wing Cadet of the Year is announced at the annual New York Wing Conference Awards Banquet. The recipient will also represent New York Wing at the North East Region Cadet of the Year Review Board.

New York Wing Cadet Programs encourages each Squadron (Cadet Squadron, Composite Squadron or Flight) and Group to name a Cadet of the Year at each echelon to recognize the most outstanding cadet Officer in each Squadron and Group.

### **B. The Captain James "Burr" Reddig Memorial Award**

The Captain James "Burr" Reddig Memorial Award is the New York Wing Cadet of the Year award named for Captain James "Burr" Reddig who joined Civil Air Patrol as a cadet in 1952. He served as cadet Commander in Rochester cadet Squadron, Encampment cadet Commander at Sampson AFB and participated in the CAP Foreign exchange program. Joining the United States Air Force in 1956, Captain Reddig became a pilot and B-47 aircraft commander where he received an outstanding crew medal in 1964. In 1965 while assigned to the 351<sup>st</sup> Squadron, 100<sup>th</sup> Bomb Wing, Captain Reddig's B-47 collided with the KC-135 that was refueling them. All members of both crews were lost.

The Reddig Family, also members of CAP, created the Captain James "Burr" Reddig Memorial Award in 1965 as an annual award to outstanding CAP cadets in New York Wing. The New York Wing Cadet of the Year will receive the Capt James "Burr" Reddig Memorial College Scholarship (also established by the Reddig Family) in an amount of up to \$10,000 (\$2,500 per year for up to four years).

### **C. About the Cadet NCO of the Year**

The cadet Non-Commissioned Officer (NCO) of the Year Award is an annual award established to recognize the most outstanding Cadet NCO in New York Wing. The New York Wing Review Boards will be used to determine the most outstanding Cadet NCO in New York Wing. The Review Boards will consist of a review of the cadet's application and supporting documentation and an interview with the Review Board Committee.

The cadet selected as the New York Wing Cadet NCO of the Year is announced at the annual New York Wing Conference Awards Banquet.

New York Wing Cadet Programs encourages each Squadron and Group to name a Cadet NCO of the Year at each echelon to recognize the most outstanding Cadet NCO in each Squadron and Group.

#### **D. Changes to the Cadet of the Year / Cadet NCO of the Year Process**

The New York Wing Director of Cadet Programs will accept Application Packages from any cadet that wishes to apply for Cadet of the Year or Cadet NCO of the Year.

The New York Wing Review Board Committee will review the Application Package of each candidate. After a review of the application package the Review Board Committee will select cadets to attend an interview.

**Not all cadets who submit an Application Package will be asked to attend an interview.**

The Review Board Committee will only invite to an interview those cadets identified as the Group Cadet of the Year, cadets identified as the Group Cadet NCO of the Year and cadets selected based on a review of the Application Package.

## II. Eligibility Requirements

### A. Cadet of the Year

Cadet of the Year Candidates must meet the following minimum criteria (see CAPR 39-3 for exact requirements):

- Complete the CAPF58
- Must be a current member
- Received the Amelia Earhart Award
- Demonstrated outstanding leadership in CAP
- If over the age of 18 completed the CPPT
- Attained academic excellence in school
- Be at least a junior in High School or equivalent

### B. Cadet NCO of the Year

Cadet NCO of the Year Candidates must meet the following minimum criteria:

- Complete the NYWF 58n
- Must be a current member
- Received the Wright Brothers Award
- Minimum of eight months as an NCO
- Minimum of three promotions in a calendar year
- If currently a cadet officer, earned the Mitchell Award (award date) no earlier than 15 December the application year (as reported by National Headquarters)
- Demonstrated outstanding leadership in CAP
- If over the age of 18 completed the CPPT
- Attained academic excellence in school
- Be at least a freshman in high school

## III. Application Package

The [Checklist](#) is useful to verify that all required items are included in the Application Package.

The following paperwork must be mailed to New York Wing HQ:

1. CAPF 58 - Nomination for the Cadet of the Year (Cadet of the Year Candidate)
2. NYWF 58n – Nomination for the Cadet NCO of the Year (Cadet NCO of the Year Candidate) (NY Wing Web Site)
3. Recent Member Search Report (Available from Member Search on eServices).
4. Transcripts:
  - Junior High School (Cadet NCO of the Year Candidate)
  - High School
  - Home School (if Applicable)
  - College (if Applicable)Cadet NCO of the Year Candidates may present report cards from their previous 2 report cards if a High School / Junior High School transcript is not available.
5. SAT and/or ACT Scores (required for Cadet of the Year Candidates, Cadet NCO of the Year candidates should present if available)
6. Letters of Recommendation (maximum of 3) not including the Unit Commander. The Unit commander adds their recommendation in the Narrative Statement (Section V) of the CAPF58 / NYWF58n
7. Recent photo, full length (head to toe), in Blues uniform without the flight cap
8. A Civil Air Patrol Resume (Optional)
9. The Cadet of the Year / Cadet NCO of the Year Checklist

#### **IV. Application Process**

The New York Wing Director of Cadet Programs will accept Application Packages from any cadet that wishes to apply for Cadet of the Year / Cadet NCO of the Year. cadets applying for Cadet of the Year / Cadet NCO of the Year must meet the eligibility requirements in the [Eligibility Requirements](#) section [page 3](#).

Cadets, Squadrons and Groups are required to use the [Checklist, Page 16](#) to help the candidate complete the application package and prepare for all components of the process.

##### **A. Cadet Responsibilities**

Eligible cadets should inform their Unit Commander of their desire for nomination as the Cadet of the Year or Cadet NCO of the Year by presenting a completed Application Package (see [Application Package, page 3](#)) which includes the CAPF 58 / NYWF 58n. The cadet is ultimately responsible for providing a complete Application Package. The cadet completes the Checklist as the requirements are met and signs in the Cadet Responsibilities section. The cadet will need to retain a copy of the Application Package (with Checklist) to bring to the interview.

##### **B. Squadron Responsibilities**

The Unit Commander or designee must review the Application Packages for each applicant. Squadrons are encouraged form Review Boards to review the Application Packages and interview cadets. In addition the Unit Commander or designee is encouraged to assist cadets with completing the Application Package requirements where necessary.

The Unit Commander completes the CAPF 58 / NYWF 58n by adding the narrative statement (Section V of the form) and signing each application. The Unit Commander completes the Checklist as the requirements are met and signs where appropriate. Completed and signed applications are forwarded to their Group along with the remainder of the Application Packages.

##### **C. Group Responsibilities**

Groups will receive Cadet of the Year and Cadet NCO of the Year Application Packages from Squadrons. Multiple applicants from each squadron should be expected. Groups are required to review the Application Package for each applicant. Groups are encouraged form Review Boards to review the Application Packages and interview cadets. In addition the Group Commander or designee is encouraged to assist cadets with completing the Application Package requirements where necessary.

The Group Commander or designee completes the Checklist as the requirements are met and signs where appropriate for each Application Package.

The Cadets that the Group selects as he Group Cadet of the Year and Cadet NCO of the Year must be identified on the checklist (only one of each per Group). Cadets identified as the Group Cadet of the Year and Cadet NCO of the Year will automatically attend the New York Wing Review Board interview.

The Group Commander or designee forwards the Application Packages (including the Checklist) of all Cadet of the Year and Cadet NCO of the Year Applicants to the New York Wing, Director of Cadet Programs.

##### **D. Deadline**

**The Application Packages must reach New York Wing HQ by 15 December!!** Physical paperwork not e-mail! This includes CAPF 58 / NYWF 58n supporting documentation and the Checklist (see [Application Package, page 3](#)).

Send Application Packages to New York Wing HQ, Attention: Cadet of the Year or Cadet NCO of the Year.

## **E. New York Wing Responsibilities**

New York Wing Director of Cadet Programs will receive Cadet of the Year and Cadet NCO of the Year Application Packages from Groups. Incomplete Application Packages will be returned to the issuing Group. The Group/Squadron/cadet will have the opportunity to re-submit the Application Package provided it is re-submitted prior to the deadline.

The New York Wing Review Board Committee will review the Application Package of each candidate. After a review of the application package the Review Board Committee will select cadets to attend an interview.

### **Not all cadets who submit an Application Package will be asked to attend an interview.**

The Review Board Committee will only invite to an interview those cadets selected based on a review of the Application Package in addition cadets identified as the Group Cadet of the Year and cadets identified as the Group Cadet NCO of the Year will be invited for an interview. Cadets not selected to attend an interview will be informed by letter via the Chain of Command.

Interviews will be conducted at NYW HQ and/or Hancock ANGB depending on the cadet's originating group.

The New York Wing Review Board Committee will select the Cadet of the Year / Cadet NCO of the Year based on a combination of the Application Package and the Review Board interview.

In accordance with CAPR 39-3, the Cadet of the Year Review Board will have a 7-member panel (minimum), and consist of the following personnel:

1. Wing Director of Cadet Programs
2. Wing CAP-USAF State Director
3. Current Senior Officer Member, under age 28, who earned the Mitchell Award.
4. At least two female members

## **V. Review Board Interviews**

The Review Board Committee will select cadets to participate in an interview based on a review of the Application Paperwork. The interview provides the Review Board committee with an additional means to make the best selection for Cadet of the Year. The cadet gets to show their best to the committee.

Depending on the number of cadets asked to attend an interview, a Sergeant-at-Arms may be appointed to greet candidates and prepare candidates for interviews. A videographer may be appointed to film the interviews.

Officers interested in serving as board members, Sergeant-At-Arms or Videographers can e-mail the Wing Director of Cadet Programs at [smsamuels@verizon.net](mailto:smsamuels@verizon.net) with their desire and their qualifications. Board Members and Sergeant-At-Arms must be impartial and fairly rate all candidates who meet the board and have at least a Senior Rating in Cadet Programs (not including the Wing CAP-USAF State Director).

### **A. Cadet Attendance at the Review Board Interviews**

Cadet of the Year and Cadet NCO of the Year applicants selected by the New York Wing Review Board Committee **MUST ATTEND** the Review Board interview. If a candidate is unavailable to attend, the Director of Cadet Programs must be notified in advance of the scheduled interview date. If a reasonable arrangement cannot be worked out then the cadet will be evaluated without the interview. (This will count against the candidate heavily.)

All applicants must complete the NYWF 17c (NY Wing Web Site) and bring the completed form to the Review Board on the interview date. (Complete all sections except for the Medical Information section.)

Cadets **MUST** be chaperoned by a CAP Senior Member or cadet Sponsor Member. It is the responsibility of the candidate and their unit to provide chaperones. Chaperones may come from outside the unit as long as they are willing to take responsibility for the cadets. One chaperone may escort both the Cadet of the Year and Cadet NCO of the Year candidates.

### **B. Activity Location**

To maximize the use of time and resources the New York Wing Review Board interviews will be held in two locations. Each Review Board interview will be video recorded to ensure that the entire Review Board Committee has an opportunity to see each candidate's interview.

The Southern and Eastern Groups (Catskill Mountain Group, Long Island Group, Mid Eastern Group, New York City Group, and South Eastern Group) will have their interviews held at:

New York Wing Headquarters  
Westchester County Airport  
24 Loop Road, Bldg 1  
White Plains, NY 10604-1218

The Northern and Western Groups (Central New York Group, Finger Lakes Group, South Central Group and Western New York Group) will have their interviews held at:

Central New York Group Headquarters  
Hancock ANG 174<sup>th</sup> Fighter Wing  
6001 E. Malloy Rd.  
Syracuse, NY 13211

Review Board Meeting locations may change. Refer to the New York Wing Calendar and/or notifications for updates.

### **C. Activity Dates and Times**

Typically the Review Board interview will be conducted during the month of January. See the New York Wing Calendar for exact dates. Alternative dates (should any be required) will be posted to the New York Wing Calendar and notifications sent to the Review Board Committee, Group Commanders, and Review Board Candidates.

All personnel will report to the designated interview location (see [Cadet Attendance at the Review Board Interviews, page 6](#)). Each Group will receive an Interview appointment time for their Cadet of the Year Candidate and Cadet NCO of the Year candidate. Boards will begin at their scheduled appointment time.

### **D. Uniform of the Day**

Uniforms are required to be worn for this activity. Seniors, cadet Officers and Cadet NCOs must wear uniforms in accordance with CAPM 39-1. All accouterments to include the flight cap, flight cap Insignia Device, Epaulets, Collar Insignia, Nametag, and ribbons must be worn. Cadets must wear all authorized ribbons and badges. cadets will not wear berets.

- Seniors – Service Blues with tie or tie tab, or CAP Equivalent
- cadet Officers – Service Blues with tie or tie tab (No Flight Suit or BDU's)
- Cadet NCOs – Service Blues with tie or tie tab (No Flight Suit or BDU's)

### **E. Safety**

At all times participants in the activity will exercise the utmost degree of safety. Operational Risk Management Safety Briefings will be conducted for the Review Board, applicants and escorts. Cadets and Officers will conduct themselves in a professional manner with an emphasis on the prevention and elimination of potentially hazardous situations. The project officer and appointed designees are authorized to immediately dismiss **any** participants that conduct themselves in a manner that presents a risk to safety or property. In any situation requiring dismissal of participants, follow up action will be taken by the Wing Commander, Inspector General, and Safety Officer.

### **F. Mandatory Items required at Review Boards**

- The [Application Package, Page 3](#) (Copies)
- CAP ID Card – Current
- Completed NYWF 17c

## VI. Application Paperwork Preparation

Region and National only view your application paperwork. Your paperwork is your resume for the job. Its completeness and appearance are critical to your success. If you are a serious applicant for Cadet of the Year or Cadet NCO of the Year your paperwork must be OUTSTANDING. If you are not willing to put in the time to do this portion properly, do not waste yours, or the Review Board Committee's, time. You cannot win without properly completed paperwork.

Things to consider when completing the paperwork:

1. All Sections must be typed. NEATNESS does count. Take pride in your paperwork and look like you took the time to complete this paperwork as required.
2. PHOTO: Recent Photo, Full Length, in Blues Uniform (NO BDU's, NO Flight Suit) and NO flight cap! (not even on your belt). The photo is not supposed to be a mug shot, action picture, or cropped from a picture at an activity. Look personable and comfortable in your uniform. Smile! Higher echelons in the selection process really do look at these pictures. The picture should be of you and only you (i.e. not you shaking hands with someone else).
3. Be thorough in all sections.
4. When listing activities or awards list them chronologically and use bullets. Include the activity name, date (month/year), and position served.
5. A resume (optional) is a good tool to provide an outline of your personal, professional and Civil Air Patrol history. If you do not already have a resume for job searching, write a Civil Air Patrol resume (1 to 2 pages). The resume should include but not be limited to:
  - CAP History
    - Positions held
    - Awards
  - CAP Activities & Non CAP Activities
    - Activity
    - Location
    - Dates
    - Position(s) Held
  - Hobbies
  - Education
    - History
    - School activities
    - Awards
    - Clubs
  - Work Experience

If a section in the application is not large enough to include the entire synopsis you can refer them to the resume or an attachment to the application. There are many helpful books and websites available to help write a winning resume. It is in your best interest to research them.

6. Letters of Recommendation – You NEED three letters of recommendations. Your Unit Commander has already written a recommendation in the narrative statement on the CAPF 58/NYWF 58n (that does not count as one of your three).

Some who would write you a letter of recommendation may need assistance with developing the letter. Please refer them to the many helpful books and websites available to help write a winning Letter of Recommendation.

RECCOMENDATION: have one CAP member (not your Squadron Commander) write you a letter. Also talk to a teacher, youth leader, employer, etc. for additional letters. Remember the board is looking for a well-rounded cadet.

7. Include all transcripts requested (High School, College, etc). If you are educated at home include transcripts from all High School equivalent semesters. Applicants for Cadet NCO of the Year are permitted to supply report cards if a transcript is not available.

## VII. Meeting the Review Board

As the saying goes, "First impressions are lasting impressions." All boards allow points for dress, appearance, and military bearing. If you study and master the tips below, you will greatly increase your chances for success.

### A. Preparation

#### 1. General Knowledge

- a. Write down your goals, aspirations, and extracurricular activities. Example: "I have just finished the Wright Brothers Milestone and am awaiting my promotion." "I am currently a ground team member and am working on my next certification." "My goals are to ..."  
Board members are judging how you express yourself.
- b. Write down your hobbies and a brief synopsis of your CAP career (refer to your resume/CAP resume). Questions in this area give you a chance to talk about yourself.
- c. Know the information in your paperwork. Board members often ask you to expound on information they find on the application paperwork.
- d. Obtain and memorize a current chain of command.
- e. Questions will consist of right/wrong and opinion based. Subjects include leadership, aerospace, chain of command, general knowledge, and current events. Questions will be taken from the following sources:
  - o LEADERSHIP: 2000 & BEYOND, volumes 1 & 2
  - o Aerospace, "Aerospace Dimensions" and "The Journey of Flight"
  - o CAPM 39-1 Uniform Manual
  - o CAPP 50-2, CAP Core Values
  - o CAPP 52-6, Mentoring
  - o CAPP 52-14, Staff Duty Analysis
  - o CAPR 52-16, Cadet Program Management
  - o CAPP 52-18, cadet Physical Fitness Program
  - o CAPP 151, Customs and Courtesies
  - o AFM 36-2203, Drill and Ceremonies

#### 2. Uniform

- a. There will be a uniform inspection. Wear a clean, new (or like new) uniform and shoes.
- b. Buy new collar insignia 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.
- c. Do not mix trouser and coat weights. Always have your service dress uniform dry-cleaned as a set—never do your trousers and coat separately. This will prevent uneven fading.
- d. If the weather is bad, carry your uniform in a garment bag and change after you arrive.
- e. Use a lint brush/roller or masking tape to remove lint from service dress coat and trousers.
- f. If you meet the board in short sleeve shirt, clean your nametag with wax to remove scratches or get a new nametag.
- g. 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 (carpet, tile, etc.). Lastly, whenever possible do a pre-visit to the area/room where the board will be held to familiarize yourself with your surroundings.
- h. Females: Wear low quarters shoes or low-heeled pumps. Lower heels make it easier to make facing movements.
- i. Males: Wear shirt garters. Droopy socks and a baggy shirt do not convey the image of a winner.

### **3. Grooming / Posture**

- a. Do not have anything in your pockets except your ID card—no keys, change, wallet, etc.
- b. 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. Do not even make it close—board members should not have to look twice to see if you are in compliance.
- c. Sit with good posture. Do not sit stiff or rigid nor should you slouch or recline even though the chairperson may tell you to relax.

### **B. Report In and Report Out**

Cadets are evaluated on following these procedures exactly. Points will be deducted for deviation from the procedures below. LEADERSHIP: 2000 & BEYOND, Chapter 1 (page 14-15) describes the procedure for reporting as follows:

#### **1. Report In**

- a. Make final uniform adjustments, standby the door without the flight cap.
- b. The Sergeant-at-Arms will perform a uniform inspection and provide final instructions before you enter the interview room.
- c. Knock once.
- d. Enter when ordered to do so marching at the position of attention.
- e. Take the most direct route to the board chairperson. Stop two paces in front of the table, desk, or area where the review board is. Always halt so you squarely face the board chairperson.
- f. Salute the board chairperson and say, "Sir/Ma'am cadet (CAP grade and last name) reporting as ordered." (Say the exact phrase.)
- g. Drop the salute after it is returned. (The board chairperson will ask for the copy of the application, CAP ID card, and cadet Master Record copy.)
- h. Sit only after instructed to do so.

#### **2. Report Out**

- a. After the interview is complete you will be dismissed by the board chairperson.
- b. When dismissed the cadet will stand, take one step back, and salute the board chairperson.
- c. Drop the salute after it is returned.
- d. Exit the room marching at the position of attention and quietly close the door behind you after leaving.

### **C. The Day of the Interview**

1. Be early. Stand while you wait—do not sit down.
2. When you arrive, the Sergeant-at-Arms will greet you. He/She will inform you who is on the board, and any special instructions—if not, ASK!
3. Do not take your flight cap or purse in the interview room.
4. If you are instructed to knock before entering, knock once, but firmly.
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 chairperson. March (when turning use column movements, limit stopping to perform a facing movement then marching again), stop in place. Save the facing movement for your departure. Look directly at the chairperson,, salute, and say, "Sir/Ma'am, Cadet \_\_\_\_ (CAP Grade and last name) reporting as ordered." The chairperson will return your salute and instruct you to be seated.
6. Do not turn your back to the board members while sitting. Only when departing.

7. Sit in the middle of the chair—not on the edge or all the way back.
8. Sit with good posture (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. It is permissible to put 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?” or “What unit are you a member?” (See [Preparation, Page 9](#))
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. Limit hand gestures when answering questions. Too much use of the hands distracts the board from what you are trying to say.
14. 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 John Jumper, former Commander of Air Combat Command.”
15. If you do not understand a question, ask the board member to repeat it. If you are not sure of 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 do not know, simply tell the board you do not know the answer to the question.
16. Answers to questions should be detailed but brief. You do not get points for a long answer that repeats and/or goes nowhere.
17. Limit bad connectors such as “uhmm”, “like”, and “you know”. A brief pause is preferred.
18. When answering opinion type questions, give a thoughtfully considered answer. 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, do not crusade, and do not apologize.
19. Be prepared to tell the board why you should be the Cadet of the Year or Cadet NCO of the Year.
20. If the board asks you if you have any comments, thank them for their time and add any other comments that may be appropriate.
21. When you are finished, the chairperson will say, “cadet \_\_\_\_\_ you are dismissed.”
  - Answer, “Thank you, Sir/Ma’am”
  - Stand up and look directly at the chairperson.
  - Salute and wait for the salute to be returned.
  - Perform the appropriate facing movement to put you in direct line with the door. Exit the room smartly, marching with coordinated arm swings.

#### D. Interview Skills

How does a cadet remember all of the skills necessary for a winning interview? The answer is: **Practice! Practice! Practice!**

Groups and Squadrons should hold several practice interviews with their Cadet of the Year and Cadet NCO of the Year candidates (and all cadets at large) to prepare them for the skills that they will need at the Wing Review Board interview.

#### E. Summary

Be yourself. The board wants to know you. You must believe you are worthy of being Cadet of the Year / Cadet NCO of the Year and that you are a **WINNER. Someone else believed it;** otherwise, they would not have taken time to nominate you.

**GOOD LUCK!!!!!!**

## VIII. Frequently Asked Questions (FAQ's)

### **Q: What is the New York Wing Cadet of the Year?**

A: The New York Wing COY is the title given to the Phase IV cadet chosen to represent the 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. The distinction needs to be made that the cadet selected is not always the "best" cadet in leadership or command abilities. However, the cadet chosen is the best cadet qualified to represent the Wing. New York Wing will send the representative who is most likely to succeed at Region and National. Some Cadet of the Year winners have obtained admission to the United States Air Force Academy. That is the caliber of those you will compete with.

### **Q: What is the New York Wing Cadet NCO of the Year?**

A: The New York Wing Cadet NCO of the Year is the title given to the Phase II cadet chosen as the most outstanding cadet in New York Wing. As with the Cadet of the Year Award, the cadet chosen is usually the most well rounded individual who has balanced CAP with schoolwork and other extra-curricular activities. The distinction needs to be made that the cadet selected is not always the "best" cadet in leadership or command abilities. However, the cadet chosen is the best cadet qualified to represent the Wing. New York Wing will send the representative who is most likely to succeed at Region and National. Some NCO Cadet of the Year winners have obtained admission to the United States Air Force Academy. That is the caliber of those you will compete with.

### **Q: What is the Captain James "Burr" Reddig Memorial Scholarship?**

A: The Captain James "Burr" Reddig Memorial Scholarship is awarded to the New York Wing Cadet of the Year. The college scholarship is named for Captain James "Burr" Reddig, A former cadet in New York Wing who later served in the United States Air Force where he lost his life in a military aircraft accident. The scholarship award is in the amount of up to \$10,000, is distributed over four years (\$2,500 per year).

### **Q: Who should apply for Cadet of the Year?**

A: Any New York Wing cadet in Phase IV who believes that they have the qualifications to represent New York Wing. Cadet of the Year nominees should be active members whose contributions and accomplishments demand to be noted by the board. If you are, or know a cadet, who fits this description you are encouraged to apply.

### **Q: Who should apply for Cadet NCO of the Year?**

A: Any New York Wing cadet in Phase II who believes that they have the qualifications to represent New York Wing. Cadet NCO of the Year nominees should be active members whose contributions and accomplishments demand to be noted by the board. If you are, or know a cadet, who fits this description you are encouraged to apply.

### **Q: Where do I get official information regarding Cadet of the Year / Cadet NCO of the Year?**

A: CAPR 39-3 pg. 9 Section G (24) details the requirements for Cadet of the Year. Additional information from the Wing is provided in an Operations Order (this document you are reading).

### **Q: When is the application and supporting paperwork due to New York Wing Headquarters?**

A: The deadline for Wing receiving the application and supporting paperwork from the Groups is 15 December.

**Q: When is the application and supporting paperwork due to My Group?**

A: Check with your Group for application deadlines. The Groups must forward their candidate's application and supporting paperwork to Wing by 15 December..

**Q: What is the “paperwork” involved for Cadet of the Year?**

A: see [Application Package, page 3](#)

**Q: Any helpful suggestions for completing the paperwork?**

A: YES

- a. **CAPF 58 (Cadet of the Year) / NYWGF58N (Cadet NCO of the Year)** – Type or Word-process this form, do not hand write it. You will lose neatness points. (Yes, there are points for neatness) Focus on and list activities done within the last twelve months. Be sure to list significant and major events that happened throughout your CAP Career. List those things that were important or difficult. The Wing board scores activities and accomplishments completed in the last twelve months. However, Region and National may score differently. List all major items on the paperwork. As this form should be considered your resume, make sure it flows in a logical order.
- b. **PHOTO** - Recent Photo, full length, in Uniform (NO BDU's, NO Flight Suit) and NO flight cap! (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. The picture should be of you, and only you, i.e. not you shaking hands with someone else. Look like you took the time to complete this paperwork as required.
- c. **TRANSCRIPTS** - If you are in high school or college, provide the entire transcript from the day you started, i.e. 9-12 grades. If you bring in the transcript for just the year you are currently in, you will not score well. Bring the entire transcript. The same applies if you are home schooled.
- d. **SAT/ACT scores** - If you took them both, provide both. If you only took one, provide only one.
- e. **RECOMMENDATION LETTERS** – You NEED three letters of recommendation. SUGGESTION; do not get more than one CAP member to write a letter. Your squadron commander has already written a recommendation on the CAPF 58/NYWF 58n. Remember the board is looking for a well-rounded cadet. Talk to a teacher, youth leader, etc. about additional letters.
- f. Follow all paperwork instructions down to the letter. If your paperwork is not exactly right, you will have points deducted.

**Q: How is all the “paperwork” scored and how much of that goes towards selecting Cadet of the Year and Cadet NCO of the Year?**

A: The specifics of this change from year to year with each board. Your school grades play 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 Cadet of the Year and Cadet NCO of the Year. (For the Cadet of the Year, one fact remains constant: Region and National only view your paperwork.)

Your paperwork is your resume for the job. Its completeness and appearance are critical to your success at the board. If you are to be a serious applicant for Cadet of the Year, your paperwork must be outstanding. If you are not willing to put in the time to do this portion properly, do not waste yours, or the board's, time. **You cannot win without properly completed paperwork.**

**Q: What happens if I can't get all my paperwork to the board?**

A: You lose. As a cadet trying to prove you are the best person for the job, you will find no sympathy from the board if your paperwork is not complete. Be mindful of the deadlines. Make sure you send the paperwork via the proper chain of command and the directives provided. Only cadets whose paperwork arrive at Wing from their respective Group will be considered for Wing Cadet of the Year or Cadet NCO of the Year. Make at least two copies of everything you have. If you are the Group candidate send one copy to the Group (Your Group will forward the paperwork to New York Wing), and keep a copy with you until you get to the Wing board. If there is a problem with missing paperwork you can solve it yourself, just as a Cadet of the Year or Cadet NCO of the Year is expected too. No excuses, you want this job, you do what it takes to get it.

**Q: Who is this “board” you keep referring to?**

A: The Cadet of the Year board is comprised of 7 members. One Officer must be a former cadet officer under the age of 28, and one member is an officer of the USAF. New York Wing Cadet Programs selects Officers that were former cadets and Officers in the Cadet Programs specialty track with many years experience to sit on this board. The members of the board should be familiar faces to cadets who are active through out the Wing. Many of the members have stood as cadets in front of selection boards.

**Q: What happens when I go before the board?**

A: After reporting properly (yes that is graded) to the board, you will be asked to sit at ease. Each board member will ask you at least one question. The question directed to you is the same question asked of those you are competing against. You will receive a score based on your answer to the question. Each board member will score for the question they ask of you. All board members will give you a score based on your demeanor, posture, uniform appearance, reporting procedures, and the like. Board members may ask a follow-up question if your answer warrants it. Feel free to ask a question to be repeated if you do not understand the wording of a question. 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 gain you no points.

**Q: What types of questions will the board ask?**

A: Unfortunately for you, any type of question is fair game. Textbook knowledge only is not going to suffice for you. The board recognizes that written tests already rates your textbook knowledge. The board will ask questions about Civil Air Patrol, current events (political and aerospace), and questions of “What would you do in this situation” nature. One of the most devious questions asked at boards is “What makes an aircraft fly?” While a simple enough question, it requires the cadet’s mastery of many aerospace concepts found in the text, combined with the ability to convey those concepts to the board in a logical, coherent order. Questions such as “Why should you be Cadet of the Year or Cadet NCO of the Year?” or, “What would you do to improve CAP?” are usually asked. A cadet should have some idea as to how they would address these prior to entering the room. Thoughtful preparation will make many questions easier.

**Q: Any helpful hints for appearing before the board?**

A: YES.

- 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 whom the chairperson is. Reporting to the wrong person is not good for your cause.
- c. The person asking the question is the one scoring you on that question. Direct your answer to that board member but make eye contact with the others as you speak.
- d. Double-check your uniform before you enter. Walking in looking sloppy will do nothing to help you. Do not wear any uniform items that a board member may call into question. I.e. if you were not on the Wing drill team or color guard, don’t wear a 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; do not run on too long. You will lose the attention of the board members who have most likely asked this same question of several cadets already. Lack of interest on the part of the board members means lower scores for you.
- f. If you don’t know an answer, state that in so many words. Many have tried but none succeeds in fooling the board about their CAP knowledge. Remember, most board members are former Phase III or IV cadets. Do not show your ignorance or insult their intelligence by trying to bluff your way through an answer. The board members many nod in a reassuring manner to you, but your score will be zero. There are better ways to say, “I don’t know,” that enterprising cadets will discover. You may still receive partial credit if you present yourself well.

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

**Q: What bearing does my National Cadet Special Activities Selection Board have on Cadet of the Year or Cadet NCO of the Year?**

A: None. The COY board evaluates a combination of your paperwork, and your appearance before the COY board. Your National cadet Special Activities board counts only toward activity selections. This is done out of fairness to all cadets involved in the selection process. Every cadet goes through exactly the same criteria as their peers.

**Q: Why are you publishing this information?**

A: Knowledge of what is expected for the Cadet of the Year and Cadet NCO of the Year process will give you an idea of the expectations and what is evaluated so you can improve your preparation, writing and interview skills, as well as help future Cadet of the Year or Cadet NCO of the Year candidates improve their preparation, writing, and interview skills. Use the knowledge wisely. You now have sufficient notice of what is expected of you. Those who take the time to prepare will succeed next January.

Even those who are the busiest will find the time to get the Application Paperwork completed in a professional manner. Prior planning prevents poor performance!!

Questions: please contact the project officer [smsamuels@verizon.net](mailto:smsamuels@verizon.net) or 917-440-5990

If the question is sufficiently relevant I will update this guide with the answer.

Stephen M. Samuels, Lt Col., CAP  
Director of Cadet Programs  
New York Wing

**IX. Checklist**

| Last Name, First Name   | Grade | Group |
|---|-------|-------|
|   |       |       |
| <p style="text-align: center;"><b>Cadet of the Year<br/>Eligibility Requirements</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Must be a current member</li> <li><input type="checkbox"/> Earhart Award Recipient (minimum)</li> <li><input type="checkbox"/> Be at least a Junior in HS or equivalent</li> <li><input type="checkbox"/> CPPT if over 18 years</li> <li><input type="checkbox"/> Demonstrate outstanding leadership in CAP</li> <li><input type="checkbox"/> Attained academic excellence in school</li> </ul>  |       |       |
| <p style="text-align: center;"><b>Cadet Responsibilities</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete CAPF 58 (typed)</li> <li><input type="checkbox"/> Recent Member Search Report (Available from Member Search on eServices).</li> <li><input type="checkbox"/> Transcripts – High School, Homeschool, or College</li> <li><input type="checkbox"/> SAT/ACT scores (mandatory for COY or written explanation from school if not taken)</li> <li><input type="checkbox"/> Letters of Recommendation, maximum of three (not including the Squadron Commander)</li> <li><input type="checkbox"/> Recent photo, full length, in Blues (Class A or B), without flight cap</li> </ul> <p>Applicant signature _____</p> |       |       |
| <p style="text-align: center;"><b>Squadron Responsibilities</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review Application Package. Assist the cadet to make necessary corrections.</li> <li><input type="checkbox"/> Unit Commander complete the CAP Form 58, including the written narrative (typed)</li> <li><input type="checkbox"/> Hold preparatory review board</li> <li><input type="checkbox"/> Forward Application Package to Group</li> </ul> <p>Squadron Commander signature _____</p>  |       |       |
| <p style="text-align: center;"><b>Group Responsibilities</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review the Application Package. Assist the cadet to make necessary corrections.</li> <li><input type="checkbox"/> Hold preparatory review board</li> <li><input type="checkbox"/> Is this cadet the Group Cadet of the Year? (only one per Group)</li> <li><input type="checkbox"/> This Cadet of the Year applicant is _____ of _____</li> <li><input type="checkbox"/> Forward the completed nomination package to Wing Director of Cadet Programs postmark by 15 December</li> </ul> <p>Group Commander or designee signature _____</p>   |       |       |
| <p style="text-align: center;"><b>Take to Interview</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Current CAP ID</li> <li><input type="checkbox"/> Completed NYWg F 17c</li> <li><input type="checkbox"/> Copy of Application Package</li> </ul>  |       |       |

| Last Name, First Name  | Grade | Group |
|--|-------|-------|
|  |       |       |
| <p style="text-align: center;">Cadet NCO of the Year<br/>Eligibility Requirements</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Must be a current member</li> <li><input type="checkbox"/> Wright Brothers Award recipient</li> <li><input type="checkbox"/> At least 8 months as NCO</li> <li><input type="checkbox"/> At least 3 promotions in a calendar year</li> <li><input type="checkbox"/> CPPT if over 18 years</li> <li><input type="checkbox"/> If officer, date of Mitchell Award no earlier than 15 December of application year</li> <li><input type="checkbox"/> Demonstrated outstanding leadership in CAP</li> <li><input type="checkbox"/> Be at least a Freshman in High School or equivalent</li> </ul>                              |       |       |
| <p style="text-align: center;">Cadet Responsibilities</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete NYWF 58n (Typed)</li> <li><input type="checkbox"/> Recent Member Search Report (Available from Member Search on eServices).</li> <li><input type="checkbox"/> Transcripts – Junior High School, High School, Homeschool, or College (NCO may present two previous report cards if transcripts are not available)</li> <li><input type="checkbox"/> SAT/ACT scores</li> <li><input type="checkbox"/> Letters of Recommendation, maximum of three (not including the Squadron Commander)</li> <li><input type="checkbox"/> Recent photo, full length, in Blues (Class A or B), without flight cap</li> </ul> <p>Applicant signature _____</p> |       |       |
| <p style="text-align: center;">Squadron Responsibilities</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review Application Package. Assist the cadet to make necessary corrections.</li> <li><input type="checkbox"/> Unit Commander complete the CAP Form 58n, including the written narrative (typed)</li> <li><input type="checkbox"/> Hold preparatory review board</li> <li><input type="checkbox"/> Forward Application Package to Group</li> </ul> <p>Squadron Commander signature _____</p>   |       |       |
| <p style="text-align: center;">Group Responsibilities</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review the Application Package. Assist the cadet to make necessary corrections.</li> <li><input type="checkbox"/> Hold preparatory review board</li> <li><input type="checkbox"/> Is this cadet the Group Cadet NCO of the Year? (only one per Group)</li> <li><input type="checkbox"/> This Cadet NCO of the Year applicant is _____ of _____</li> <li><input type="checkbox"/> Forward completed nomination package to Wing Director of Cadet Programs postmark by 15 December</li> </ul> <p>Group Commander or designee signature _____</p>   |       |       |
| <p style="text-align: center;">Take to Interview</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Current CAP ID</li> <li><input type="checkbox"/> Completed NYWg F 17c</li> <li><input type="checkbox"/> Copy of Application Package</li> </ul>  |       |       |