



HEADQUARTERS  
CIVIL AIR PATROL NEW JERSEY WING  
UNITED STATES AIR FORCE AUXILIARY  
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## ***NEW JERSEY WING CADET OF THE YEAR GUIDE***

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Cadet Annual Performance Evaluation (CAPE) Form available on the NJ Wing website.

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# 1. GENERAL

## A. Type of Activity

The New Jersey Wing cadet of the Year (COY) Boards will be used to determine the cadet to be chosen as the Phase IV New Jersey Wing Cadet of the year. Cadets must be in Phase IV and have earned the Amelia Earhart Award to be nominated for Cadet of the Year. Please see CAPR 39-3 for exact requirements for cadets to be nominated.

## B. Activity Location

McGuire Air Force Base (AFB), Wing Headquarters Building #3412 on Neely Road.

## C. Primary Dates and Times

**See *Wing Calendar for dates and times***, No alternate dates have been established at this time.

## D. Reporting Location and times

All personnel will report to the Wing HQ Building. Boards will begin promptly after a briefing.

Cadets MUST be chaperoned by CAP Officer Members or cadet sponsors. It is the individuals unit's responsibility to provide chaperones. Each unit must send a chaperone for their cadets who attend this activity. Chaperones may come from outside the unit as long as they are willing to take responsibility for your cadets.

# 2. ELIGIBILITY AND APPLICATION

## A. DEADLINE

**Applications must reach Wing HQ by 1 January!!**

## B. Eligibility Requirements

Notification of this activity was made through the unit commander notification channels and the New Jersey Wing e-mail group. Unit Commanders will identify their cadets to be nominated. Cadets must be a current member, have achieved the Amelia Earhart Award, be a junior in High School, have demonstrated outstanding Leadership in CAP, and have attained academic excellence in school to be nominated. Any squadron who has Cadets that have earned the grade of Cadet Captain or higher should put in a nomination for Cadet of the Year.

## C. Mandatory Application Requirements

- 1) Cadet Annual Performance Evaluation Form (NJ Wing Web Site)
- 2) CAPF 58 - Nomination for the Cadet of the Year (completed)
- 3) High School Transcripts
- 4) College Transcripts (if applicable)
- 5) SAT and ACT Scores
- 6) Letters of Recommendation (maximum of 3)
- 7) Recent Photo, full length (head to toe), in Blues uniform without hat

## D. Mandatory Items required at Cadet of the Year Boards

- 1) Application including all documents as stated in Section C
- 2) CAP ID Card – Current
- 3) Cadet Master Record (Complete record needed including all forms, letters, etc.)

## E. Cadet attendance at the Cadet of the Year Boards

By regulation, any cadet nominated for Cadet of the Year MUST ATTEND the wing selection board.

If a unit nominate cadets that are out of state or have any other issues that may cause a conflict, the unit needs to ensure that their nominated cadets will be able to attend the boards. Exceptions CANNOT be made for any reason. Any nominated cadets must attend the boards.

### **3. UNIFORM OF THE DAY REQUIREMENTS**

Uniforms are required to be worn for this activity. Officers and Cadets must wear uniforms in accordance with CAPM 39-1. All accouterments to include Hat Device, Epaulets, Collar Insignia, Nametag, and ribbons must be worn. Cadets must wear ALL authorized ribbons and badges. Officers and/or cadets will not wear berets.

Officers – Service Blues with tie or tie tab, or CAP Equivalent

Cadets – Service Blues with tie or tie tab

### **4. SAFETY**

At all times all participants in the activity will exercise the utmost degree of safety. 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.*

### **5. STAFF REQUIREMENTS**

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

- 1) Wing Director of Cadet Programs
- 2) Wing CAP-USAF State Director
- 3) Current Officer Member, under age 28, who earned the Mitchell Award as a cadet.
- 4) Two female members
- 5) Two additional members

Officers interested in serving as board members can e-mail the Wing Director of Cadet Programs at [cp@njwg.cap.gov](mailto:cp@njwg.cap.gov) with their intent and their qualifications that would make them a qualified board member. Officers must be impartial and fairly rate all candidates who meet the board.

### **6. ACTIVITY OBJECTIVES AND DESCRIPTION**

#### National Headquarters Cadet of the Year 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. The selection committee is searching for a well-rounded cadet who excels outside of CAP, especially at school.*

#### A. Activity Objective

The objective of this activity is to identify the most well rounded cadet to be chosen as the New Jersey Wing Cadet of the Year.

## B. Activity Description

Cadets will be evaluated by their appearance before the review board, their answers to the Cadet Annual Performance Evaluation Form, and by the completeness of their application paperwork. A breakdown of the events follows:

- I. Review Board – 7 Board members. Questions will consist of right/wrong and opinion based. Cadets will be evaluated on demeanor, uniform, grooming, and board procedures. Questions subjects include leadership, aerospace, chain of command, general knowledge, and current events. Questions will be taken from the following sources:
  - LEADERSHIP: 2000 & BEYOND, volumes 1 & 2
  - Aerospace, “Aerospace Dimensions” and “The Journey of Flight”
  - CAPM 39-1 Uniform Manual
  - CAPP 50-2, CAP Core Values
  - CAPP 52-6, Mentoring
  - CAPP 52-14, Staff Duty Analysis
  - CAPR 52-16, Cadet Program Management
  - CAPP 52-18, Cadet Physical Fitness Program
  - CAPP 151, Customs and Courtesies
  - AFM 36-2203, Drill and Ceremonies
- II. CAPE Form – Allows for cadet input into their application and selection. Gives the opportunity for cadets to let the board know about all the great things they have done through out the year. Points are given depending on their participation in the CAP program and for completeness of their application paperwork.

## **7. 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 & BEYOND, Chapter 1 (page 14-15) 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 ONCE; 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 officer’s 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. Hold the Salute until the officer has returned your salute. The officer will ask for the cadet’s master record and any additional documentation the cadet has. The officer 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 the officer returns it.
- 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.

## **8. HOW TO MEET A BOARD (Helpful Hints taken from USAF guidelines)**

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.

## 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 you to expound 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, carry your uniform in a garment bag and change when you get there.
9. 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 one.
11. Use masking tape to remove lint from service dress coat.
12. Males: Wear shirt garters. Droopy socks and a baggy shirt do not convey the image of a winner.
13. Do not have anything in your pockets except your ID card—no keys, change, etc.
14. If you meet the board in short sleeve shirt, clean your nametag with wax to remove scratches. Better yet, get a brand new nametag.

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. Don't even make it close—board members shouldn't have to look twice to see if you're in compliance.

### **MEETING THE BOARD**

1. Be early. Stand while you wait—do not sit down.
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 not, ASK!
3. Do not take your hat or purse in the 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 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 John Jumper, former Commander of Air Combat Command."
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.

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.

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

## 9. FREQUENTLY ASKED QUESTIONS (FAQ's)

Q: What is the New Jersey Wing Cadet-of-the-Year?

The New Jersey 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 Jersey Wing will send the representative who is most likely to succeed at Region, and National. Note the last 3 National Cadet-of-the-Year winners have all obtained admission to the United States Air Force Academy. That is the caliber of those you would compete with.

Q: Who should apply for Cadet-of-the-Year?

Any New Jersey Wing Cadet in Phase IV who believes that they have the stuff to represent New Jersey 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: Where do I get "official" information regarding Cadet-of-the-Year?

CAPR 39-3 pg. 9 Section G (24) details the requirements for Phase IV COY. Deadline for Wing receiving information is January 15. Additional information from the Wing is provided in an Operations Order (this document you are reading).

Q: What is the "paperwork" involved for Cadet-of-the-Year?

See Section 2, paragraph C and D on page 2 of this document

Q: Any helpful suggestions for completing the paperwork?

YES

- a. **CAPF58 and CAPE Form** - 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 primarily only scores for activities, and accomplishments completed in the last twelve months. However, Region and National may score differently. List all major items on the paperwork. Also this form should be considered your resume, make sure it flows in a logical order.
- b. **PHOTO** - NO hat! (not even on your belt) This picture is not supposed to be a mug shot. Look personable and comfortable in your uniform. Smile! Higher echelons in the selection process really do look at these pictures. 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<sup>th</sup> grade. If you bring in the transcript for just the year you are currently in, you will not score well. Bring the entire transcript.
- d. **SAT/ACT scores** - If you took them both, provide both. If you only took one, provide only one.
- e. **RECOMMENDATION LETTERS** – You NEED 3 recommendations. My suggestion is do not get more than 1 CAP member to write you a letter. Your squadron commander has already written a recommendation on the CAPF58. 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?

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. 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, don't 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?

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 directly to Wing per the Operations Order. If you are also competing for your Group C.O.Y. that is great, but only cadets whose paperwork arrives at Wing will be considered for Wing C.O.Y. Make at least two copies of anything you have. Send one to Group, send one to Wing, and keep a copy on you until you get to the Wing board. If there is a problem with missing paperwork you can solve it yourself, just as a C.O.Y. 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?

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 Jersey 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 fairly familiar faces to cadets who are active through out the Wing. Many of the members have stood as cadets before the Special Activities Selection and Cadet-of-the-Year boards.

Q: What happens when I go before the board?

After reporting properly (-yes that's 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?

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 required 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 COY?” or, “What would you do to improve CAP?” are almost always 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?

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 who the chairman 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. Don't wear any uniform items that a board member may call into question. I.e. if you weren't 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; don't 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 succeed in fooling the board about their CAP knowledge. Remember, most board members are former Phase IV cadets. Don't show your ignorance or insult their intelligence by trying to fudge your way through an answer. The board members many nod in a reassuring manner to you, but your score will be 0. 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. Know something about CAP, and be prepared to give your opinion about the Cadet Program.

Q: What bearing does my Special Activities Selection Board have on Cadet-of-the-Year?

None. The COY board evaluates a combination of your paperwork, and your appearance before the COY board. Your 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?

Knowledge of what is expected for the COY process will help you in deciding whether you should attend the summer encampment, fall cadet competition, winter encampment, and other major CAP events. This will give you an idea of what's expected at evaluated so you can improve your resumes and help future cadet of the year nominees improve their resumes. Also, to properly complete the paperwork, take the pictures, gather the recommendations, and so on takes time. Use that time wisely. You now have fair 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 paperwork and nomination completed professionally. Prior planning prevents poor performance!!

**Questions: please contact the project officer at [cp@njwg.cap.gov](mailto:cp@njwg.cap.gov) or 609-929-7562.**

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

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