

**MEMORANDUM FOR:** New York Wing Group Commanders and Cadet Program Officers

**SUBJECT:** Cadet Programs Annual Awards Parameters

**Important:**

Each Group should have at least one cadet who meets the each criteria below for Cadet of the Year and Cadet NCO of the Year. Also each Group should have at least one Cadet Programs Officer who meets the criteria below for Cadet Programs Officer of the Year. However, if your group has a nominee that does not meet all of the criteria below, they should be nominated regardless. Each Group should recognize their outstanding Cadets and Cadet Program Officers. New York Wing would like to acknowledge these individuals as well.

Group Level Review Boards may use the NCSA Review Board questionnaire as a guide to interview the Cadet of the Year and Cadet NCO of the Year. However each Group may use their own criteria during the Group Level Review Board process.

The following criteria are based on the Cadet of the Year parameters posted in CAPR 39-3.

**Cadet of the Year:**

- a. An annual award established to recognize the most outstanding cadet in CAP. To be eligible for this award, the cadet must meet the following minimum criteria:
  - 1) received the Amelia Earhart Award (or higher)
  - 2) demonstrated outstanding leadership in CAP
  - 3) if over the age of 18 completed the CPPT
  - 4) attained academic excellence in school
  - 5) be at least a junior in high school
- b. Group Level. The outstanding Cadet of the Year is nominated from cadets within each Group by a Group Review Board. Group Commanders are limited to one nomination from their unit for Wing consideration. The selection process is accomplished by complying with the following schedule and procedures:
  - 1) Group commanders should begin completing one copy of CAP Form 58, *Nomination for Cadet of the Year*, and obtain required attachments. Submit the completed form with all attachments to New York Wing, Attn: Cadet of the Year.
  - 2) By 15 December. Deadline for Group Commander's nomination to reach New York Wing Cadet Programs (CAP Form 58).
- c. Wing Level. The outstanding Cadet of the Year is nominated from selected cadets within New York Wing by a Wing Review Board.
  - 1) By 17 January 2009. Wing Review board interviews all Group nominations.
  - 2) By 15 February 2008. Wing Review board considers all Group nominations and submits one Wing nomination to the Wing Commander.
- d. Notification of the Cadet NCO of the Year Award will be made at the New York Wing Conference.
- e. If the selected cadet is able to attend the New York Wing conference, the presentation will be made at that time. Otherwise, the award will be sent to the Group commander for appropriate presentation.
- f. Regional selections will be announced after April.

**Cadet NCO of the Year:**

- b. A New York Wing annual award established to recognize the most outstanding Cadet NCO in New York Wing. To be eligible for this award, the cadet must meet the following minimum criteria:
  - 1) received the Wright Brothers Award
  - 2) minimum of eight months as an NCO
  - 3) minimum of three promotions in a calendar year
  - 4) if currently a cadet officer earned the Mitchell Award (award date) no earlier than 15 December 2008
  - 5) demonstrated outstanding leadership in CAP
  - 6) if over the age of 18 completed the CPPT
  - 7) attained academic excellence in school
  - 8) be at least a freshman in high school

- c. Group Level. The outstanding Cadet NCO of the Year is nominated from selected cadets within each Group by a Group selection board. Group Commanders are limited to one nomination from their unit for Wing consideration. The selection process is accomplished by complying with the following schedule and procedures:
  - 1) Group commanders should begin completing one copy of New York Wing Form 58, *Nomination for Cadet NCO of the Year*, and obtain required attachments. Submit the completed form with all attachments to New York Wing, Attn: Cadet NCO of the Year.
  - 2) By 15 December 2008. Deadline for Group Commander's nomination to reach New York Wing Cadet Programs (NYW Form 58).
- d. Wing Level. The outstanding Cadet NCO of the Year is nominated from selected cadets within New York Wing by a Wing Review Board.
  - 1) By 17 January 2009. Wing Review Board interviews all Group nominees.
  - 2) By 15 February 2008. Wing Review Board considers all Group nominees and submits one Wing nomination to the Wing Commander.
- e. Notification of the Cadet NCO of the Year Award will be made at the New York Wing Conference.
- f. If the selected cadet is able to attend the New York Wing conference, the presentation will be made at that time. Otherwise, the award will be sent to the Group commander for appropriate presentation.

**Cadet Programs Officer of the Year:**

- a. An annual award established to recognize the most outstanding Cadet Programs Officer in New York Wing. The nominee should have a Cadet Programs Specialty Track and actively working within Cadet Programs.
- b. Group Level. The Group Cadet Programs Officer of the Year is nominated by the Group Commander. Group Commanders are limited to one nomination from their unit for Wing consideration. The selection process is accomplished by complying with the following schedule and procedures:
  - 1) Group Commanders should write a narrative that includes the name and grade of the Cadet Programs officer, List & date the accomplishments of the Cadet Programs Officer and why he/she should be the Cadet Programs Officer of the Year.
  - 2) By 15 December. Deadline for Group Commander's nomination to reach New York Wing Cadet Programs.
- c. Wing Level. The Cadet Programs Officer of the Year is nominated from selected Cadet Programs Officers within New York Wing by a Wing Review Board. By 15 February 2008, the Wing Review board will review and consider all Group nominations and submits one Wing nomination to the Wing Commander.
- d. Notification of the Cadet Programs Officer Year Award will be made at the New York Wing Conference.
- e. If the selected Cadet Programs Officer is able to attend the New York Wing conference, the presentation will be made at that time. Otherwise, the award will be sent to the Group commander for appropriate presentation.

**Where to Mail:**

Mail the applications and the required attachments to New York Wing Cadet Programs.

New York Wing Headquarters  
 Westchester County Airport  
 24 Loop Road, Bldg 1  
 White Plains, New York 10604-1218  
 ATTN: Cadet Programs Annual Awards

Fax: 914-683-1005

**DO NOT SEND DOCUMENTATION TO NYW HEADQUARTERS WITH SIGNATURE CONFIRMATION!** United States Postal Service has Delivery Confirmation available (identifies when a package has arrived but does not require a signature).

If you have any questions, please contact me by email [smsamuels@verizon.net](mailto:smsamuels@verizon.net), Mobile phone 917-440-5990.

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 New York Wing Director of Cadet Programs