

31 October 2008

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

SUBJECT: National Cadet Special Activity Group Review Board

National Headquarters slotting Parameters

Because of the difficulty in slotting more than 3,000 applicants to approximately 1,200 National Cadet Special Activities (NCSA) positions, National HQ has revised the National Cadet Special Activities Slotting System for 2008. The Slotting system will be an automatic calculation based on the Cadet's Age (older preferred), Achievement phase completed (Higher preferred), Years in the program (seniority preferred) and prior NCSAs attended (fewer preferred).

Cadets will be slotted accordingly:

- a. Green Light: 10% of the Wing Cadet Applicants (outstanding Cadets) will be given a green light. Green light cadets will be placed ahead of all other cadets in the slotting system. (To illustrate, if approximately 60 cadets applied for NCSAs at least 6 would receive a green light.) While there's no guarantee that a green light cadet will receive their first choice activity it's very likely they will be slotted for one of their favorite programs.
- b. Approved: Cadets slotted for an activity. The vast majority of cadet applicants will be grouped into this category.
- c. Red Light: Wings will "red light" cadets whose personal conduct or attitude is deemed unsatisfactory.

New York Wing Responsibilities

NY Wing will comply with the NCSA directives by slotting cadets into one of three above categories. To aid in the slotting process New York Wing has developed the Group Level Review Board questionnaire. The Review Board questionnaire will be used to evaluate Cadets on their overall ability, effort, and commitment to Civil Air Patrol. Cadets will also be evaluated on interviewing skills, uniform, reporting, participation level, academic achievement and current events knowledge.

While Senior Members are not required to go through the Group Level Review Board, the paperwork must be submitted as per the *Application Preparation* and *Due Dates* below.

Group Responsibilities

The Review Boards will be conducted at the Group level.

The Group Level Review Board questionnaire and tally sheet must be used for each cadet who desires to participate in the NCSA. Your Group may add local requirements and questions to the Review Board, however, the questionnaire must be completed. Since special activities are rewards for hard work and achievement, make your decision accordingly.

This Review Board material may also be used during the Group selection for Cadet of the Year and Cadet NCO of the Year.

All Senior Members and Cadets over the age of 18 should complete the Cadet Protection Policy Training course (available at www.capnhq.gov, Member Services) prior to submitting applications to NYW Headquarters.

Process:

These documents are to be used for the NCSA:

1. The Review Board questionnaire (Keep for your records)
2. The Individual Cadet Score Sheet
3. The NCSA Tally Sheet. – the consolidated list of cadets and scores for the NCSA (1 copy to New York Wing Cadet Programs, 1 copy for your Records)

The Review Board consists of 8 categories each with its own scoring criteria the maximum score will be 150 not including the Bonus Question:

Category	Subject Matter	Maximum score
Uniform Inspection	Uniform, Poise and Military Bearing	25
Reporting Procedure	Based on Leadership for the 21st Century (or Leadership 2000 and Beyond Second Edition) Volume I, chapter 1, Customs and Courtesies, Reporting)	20
Interviewing Skills	Ability to communicate clearly and concisely	25
Participation Level / Community Service	CAP and Community Service activity over the past 12 Months	5
Academic Achievement	Academic GPA in school	15
Open ended Questions	Conciseness, thoughtfulness, and conviction of answers.	20
General Knowledge	Understanding of: CAP History, Organization, Mission, Leadership (Leadership 2000 and Beyond, Volume I), Aerospace (Aerospace Dimensions Module 1 – 6), Current Events, and Aerospace Current events.	36 (38 including the bonus question)
Activity Specific Questions	Questions specific to the requested activity (or activities)	4 Note 1: If multiple NCSAs are selected use an average of the activity specific scores. Note 2: HMRS should be scored separately.

- Whenever possible use at least three judges within the Group.
- Use the questionnaire to interview the Cadets for the NCSA.
- Enter the scores on the individual score sheet.
- Average the scores from all judges on the chief judge score sheet.
- Enter the Average score on the NCSA Tally Sheets (typed preferred).
- Rank each cadet based on their score. In the event of a tie review board score, cadets must still receive an individual ranking. Use other factors to select rank number (i.e. seniority or current duty assignment etc.).
- Cadets whose personal conduct or attitude is deemed unsatisfactory should be noted as “Red Light” in the comments section of the Tally Sheet.

New York Wing will determine which cadets are ranked as “Green Light” based on the Group rankings.

Application preparation (Cadets and Senior Members)

1. All applicants for NCSAs must complete the online application process by 15 January 2008. All applicants must use the online application process via eServices to register for NCSAs. Applicants using the paper CAPF 31 for an NCSA application will almost guarantee that they will not be selected for any of their choices. Unit Commanders and Cadet Program Officers should help cadets access eServices.
2. In the event an applicant cannot apply online, type or print neatly on a paper CAP Form 31. **(Note: Slotting is based on the data entered in the online application process, by not applying online the applicant may not be selected for any of their activity choices.)**
3. Print the online application from eServices. All applications must be signed by applicant, Parent/Guardian (cadets under 18 years only), and Squadron CC. Only one copy is required even if multiple NCSAs are selected.

Key dates (Cadets and Senior Members)

31 December 2008	Postmark date for IACE applications due to New York Wing
17 January 2009	Review Board for the IACE applicants (Cadet and Senior) (Location TBD)
15 January 2009	NCSA Online application process deadline
19 January 2009	Postmark date for NCSA applications and Tally sheets due to New York Wing

Mail the Paperwork

Mail the NCSA applications, The Individual Cadet Score Sheet (chief Judge Only) and Tally Sheets 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: NCSA Applications

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, Mobile phone 917-440-5990.

STEPHEN M. SAMUELS, Major, CAP
New York Wing Director of Cadet Programs

Incls

Review Board Questionnaire
Individual Score Sheet
NCSA Tally Sheet