

# FLWGP 60-60

19 June 2023



## Cadet of the Year Selection Process



FLORIDA WING  
CIVIL AIR PATROL

## Summary of Changes

The process of selecting the wing cadets of the year will now include the group level. All added or changed items are shaded.

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## 1. Description

The outstanding Cadet of the Year is an annual award established to recognize the most outstanding cadet in CAP. To be considered, a cadet needs to be in good standing both in CAP and academically in school, progressing admirably in the CAP cadet program, has demonstrated outstanding achievement in community service and the cadet program (aerospace and leadership). The cadet must also be of high moral character, demonstrate a high level of professionalism in appearance, action, and patriotism, actively participating in local squadron meetings and wing events, and demonstrate growth potential (assumes higher levels of responsibility).

The Florida Wing will recognize one outstanding cadet from each phase (I – IV). A cadet is nominated from cadets within each squadron of the wing. Squadron commanders are limited to one nomination, per phase, from their unit for the group selection. Each group is limited to one nomination per phase for the Wing selection.

Only the phase IV cadet will be sent on to compete at the Region level for the National Cadet of the Year nomination.

## 2. Minimum Eligibility

To be eligible for this award, the cadet must meet the following minimum criteria:

- a. Phase I
  - i. Received the Curry award but not yet achieved the Wright Brothers Award by the selection date.
  - ii. Demonstrated excellent followership.
  - iii. Displays a positive, enthusiastic attitude.
  - iv. Active in local squadron meetings.
- b. Phase II
  - i. Received the Wright Brothers Award but not yet achieved the Mitchell Award by the selection date.
  - ii. Demonstrated leadership in small groups.
  - iii. Guides and coaches' younger cadets, enforces standards.
  - iv. Active in local squadron meetings, activities, and wing activities.
- c. Phase III
  - i. Received the Mitchell Award but not yet achieved the Earhart Award by the selection date.
  - ii. Demonstrated good leadership in small and large groups
  - iii. Writes and speaks clearly, is a teacher (mentor)
  - iv. Plans and executes small projects with some direction
  - v. Active in local, group and wing activities
- d. Phase IV

- i. Received the Amelia Earhart Award (or higher)
- ii. Demonstrated outstanding leadership in CAP at all levels.
- iii. Plans and executes large projects with very little direction.
- iv. Activity develops and mentors' younger officers.
- v. Sets long term goals for the squadron.
- vi. Is at least a junior in high school.

### 3. Suspense Dates

- a) By 1 November squadron commanders will have their nominees for all phases submitted to the group level, the nominated cadets will have completed the CAP Form 60-84, Nomination for Cadet of the Year, and obtain required attachments. This form will need to be completed for each cadet from the four different phases. This form and all the required attachments are referred to in section 5 on the nomination package.
- b) By 15 January (midnight) the group commanders must have their 4 nominated cadets (one from each phase) submitted to the Wing Director of Cadet Programs. Late submissions will NOT be considered. The submissions must include the completed package as described in section 5.
- c) By 10 February the Wing DCP will submit the top cadet from each phase to the Wing Commander for consideration.
- d) By 15 February, the Wing Commander submits one phase IV wing nomination to the region commander.
- e) By 15 March, the Region commander will select best of the wing nominations and forward the nomination to National Headquarters/CP for consideration.
- f) By 15 April, the National Promotion and Awards Team at National Headquarters will screen nominations submitted by the region commanders and make recommendations to the National Commander. Final selection of the phase IV Cadet of the Year will be made by the National Commander.

### 4. Application process

Each group may choose their own application process. At a minimum the packet required by the wing level must be submitted by each cadet.

- a. Each squadron will select an outstanding cadet from each of the four phases to nominate for the Wing Cadet of the Year.
- b. The CAPF 60-84 will be filled out entirely for each cadet in each phase. If an entry does not pertain to the cadet i.e., "Date Earhart Award Issued" it will be

filled with N/A. If there is no information to provide for a section i.e., “National CAP Activities” it will be filled with N/A.

- c. The nominations will be submitted to the Group Commanders. The group level will determine their nominee by whatever process each group chooses. The minimum requirements for this process is outlined in section 6.
- d. Each group will submit their nominees for the 4 phases to the wing.
- e. The nomination package to the group and wing must be scanned into PDF format with file sizes limited to 3MB for each attachment and named correctly for what the file contains. For example, if Cadet Smith with CAP ID 123456 submitted their forms.
  - i. CAPF 60-84 Smith 123456
  - ii. Transcripts Smith 123456
  - iii. Letter of recommendation 1 Smith 123456
- f. Each attachment will be submitted to the group by their own process. Forms will be submitted to the Wing via a link provided to the group commander. No late submissions will be accepted, no exceptions.

## 5. Application package contents

The following documents are mandatory for submissions to both the group and wing level.

- a. Each phase will have the same requirements for the application package, however younger cadets may not have all the items due to their grade level in school. If that is the case, it will not be counted against them. Nevertheless, a file must be submitted for that item stating the reason it is not included. The following items are required for the nomination package:
  - i. CAPF 60-84
  - ii. Transcript of high school credits (or middle school report card)
  - iii. Transcript of college credits (if applicable)
  - iv. College entrance achievement test scores (SAT or CAT)
  - v. Recent photo in class B blues uniform (see below for more details)
  - vi. Letters of recommendation (maximum of three)
- b. The photo will be full length from the front to include shoes and top of the head. The uniform is class B only, with ribbons and without tie. Phase IV is excluded from this and may wear class A’s if they choose. The flight cap will not be worn. No extra points will be given for ties or class A’s for phase I – III. A clean white or light-colored background is preferred.

## 6. Selection Process

### 6.1 Stage 1

- a. Squadron level nominations will be made to the group level.
- b. Each group will select their nominees to the wing level in their own process. At a minimum the group process will include a board consisting of 3 or more senior members. This board may be held in person or virtually. It is strongly suggested that the groups hold an in person event to determine their best qualified nominees.

### 6.2 Stage 2

- a. The Group will submit their nominees to the wing level by submitting the nomination package as described in section 5.
- b. Each package will be graded on the following criteria:
  - i. Application appearance – properly filled out, attention to detail, neat, typed.
  - ii. Completeness – all required attachments present and correct.
  - iii. Leadership/Participation – emphasis on CAP activities, (local squadron, group, wing, national) other non-CAP activities also considered (sports, ROTC, scouting, community service).
  - iv. Level of Achievement – CAP honors and awards, also considered non-CAP local/state awards and achievements.
  - v. Academics – all required attachments present, grades obtained.
  - vi. Community involvement – type and amount.
- c. The applications will be scored by the wing cadet programs team.
- d. The cadets will then appear before a virtual board.
- e. For phases I – III the board will consist of three to five cadet programs experienced senior members. The board grading will be one to five points for each of the following criteria:
  - i. Question score – varying degrees of correct answer
  - ii. Military bearing – how the cadet presents themselves (uniform, grooming, C & C).
  - iii. Board procedure – how the cadet acts and responds to the questions (sitting at attention, not fidgeting, proper posture, professionalism).
  - iv. Report in – correct procedure
  - v. Report out – correct procedure
- b. For phase IV, IAW CAPR 39-3 section G-24, the board will consist of seven members, at least two of whom must be females. The members should include the wing director of cadet programs (or designee) as the chairperson, a CAP-USAF member, and a current senior member preferably 28 years or younger who was previously a cadet that achieved at least the Mitchell award. In addition to

the above criteria the phase IV board will also grade on demeanor/self-expression.

### 6.3 Stage 3

- a) The top scoring cadet for each phase will be sent to the Wing Commander for final approval.

## 7. Wing recognition

- a. Phase I – III will be recognized at the Wing Conference the year they are selected and awarded a plaque. In addition, they will also be awarded a maroon shoulder cord to be worn on their blues uniform at any event within the Florida Wing. This cord may be worn perpetually until the cadet leaves CAP or becomes a senior member as long as the cadet remains in good standing. Should the cadet receive any written disciplinary action or suspension from CAP they may no longer wear the cord.
- b. Phase IV will be recognized at the Wing Conference the year they are selected and awarded a plaque. In addition, they will also be awarded a maroon shoulder cord to be worn on their blues uniform at any event within the Florida Wing. This cord may be worn perpetually until the cadet leaves CAP or becomes a senior member as long as the cadet remains in good standing. Should the cadet receive any written disciplinary action or suspension from CAP they may no longer wear the cord.
- c. Phase IV cadet of the year will also advance to the region level to represent Florida Wing in the SER Cadet of the Year competition.