

Preparation for Promotion Board or Cadet of the Month Board

10. Reporting to the board

Knock LOUDLY on the door of the board room and enter only when told to do so

Approach the president of the board using proper facing movements and position yourself in front of the president of the board.

Halt at attention, render a crisp hand salute, and report to the president of the board (i.e. " ***Cadet First Sergeant, Cadet Smith reports.***) Hold your salute until the president of the board returns it.

After reporting to the board, you may be asked to recite the Cadet Creed and/or perform some facing movements. Execute them properly and crisply. Practice them with your supervisor and in front of a mirror to ensure you are executing them correctly.

Once you are told to be seated, look over your shoulder, step to the rear with your left foot, (or about face as directed), and be seated. While seated, sit straight with both feet flat on the floor and approximately one foot apart. Place your hands, fingers outstretched, but comfortable, on your knees or thighs.

11. Answering board member's questions.

Do your best not to show nervousness and listen very carefully to questions being directed at you.

Begin all statements to the board members by title with "Cadet Sergeant Major," "Cadet First sergeant," or with whatever salutation is appropriate.

Speak loudly enough so that all board members will hear you and distinctly enough so that you will not be misunderstood. If you feel your voice start to waiver because of nervousness, raising your voice will help to steady it. Do not raise your voice to the point you are yelling at the board members.

Direct your answer to the person asking the question, maintaining eye-to-eye contact at all times.

Do not give answers you do not know or try to fake an answer. **If you do not know an answer, simply say "_____, I do not know the answer."** Do not lose your bearing or become frustrated because you miss a question.

If you do not understand the question, ask the board member to please repeat or rephrase it.

Do not mumble or begin your reply with "uh", "oh", "I think" or "I believe". This indicates indecisiveness. Never say, "I'm sorry", if you do not know the answer.

It is helpful and impressive to repeat the question as part of your answer. ***For example, "Cadet Sergeant Major, the mission of JROTC is..."***

When asked your opinion, be sure it is your opinion. Board members do not penalize you for an opinion they do not agree with. They only want to evaluate your knowledge, speaking ability, and ability to intelligently present an opinion.

12. Departing the board

Come to attention in front of the board president.

Render a hand salute to the president of the board and hold your salute until it has been returned.

Leave the room using proper facing movements and close the door unless directed otherwise.

Do not discuss questions or information with other personnel attending the board. This would give them an unfair advantage and an unrealistic evaluation of their knowledge (cadet of the month board).