

## FORT SPOKANE BATTALION ADVANCEMENT/CADET OF THE YEAR BOARD PROCEDURES

### 1. Board evaluation subject areas:

- Personal appearance
- Oral expression and conversation skills
- Knowledge of world/local affairs and current events.
- Cadet's attitude
- Overall knowledge (basic cadet knowledge)

### 2. Uniform:

- Ensure your uniform is in accordance with NSCPUB 500 NSCC/NLCC UNIFORM REGULATIONS (this can be found on the Sea Cadet homeport web page). Check the fit and location of sewn on items to ensure they are in compliance.
- Awards and decorations: Set up your uniform in accordance with NSCPUB 400 NSCC/NLCC AWARDS MANUAL (this can be found on the Sea Cadet homeport page). Use a ruler to check placement of awards and decorations. All authorized awards and decorations should be clean, and properly positioned on the uniform. Nametag must be in accordance with the regulation and properly positioned on the uniform. If ANY items are scratched, faded, worn, discolored or dirty, ask for a replacement prior to the board.
- Footgear: must be in good repair and highly shined to include the edge of the shoes. Also, ensure shoes are properly laced, not cracked and heels are not worn down.
- ID and headgear: Make sure you have your Sea Cadet ID card. Check that headgear is clean.
- Grooming: Prior to the board, get a fresh haircut and be clean-shaven. Ensure that all jewelry is in accordance with Sea Cadet policy.

### 3. Oral Expression, Conversation Skills and Board Interaction.

- During a board appearance your ability to articulate your knowledge and opinions is a combination of good preparation and your vocabulary. Bottom line, speak normally and don't try to use unfamiliar words to depict your thoughts and answers to your questions. Speak confidently and clearly. If you feel your voice start to waiver because of nervousness, take a breath and raise your voice slightly. This will usually help to steady it.

- No inappropriate language.

#### 4. Standard Procedures for Appearing Before the Board and Interacting with Board Members.

- Reporting to the board: Knock loudly 3 times on the door of the boardroom. Enter when told to do so. Approach the president of the board at front then halt at attention. Render a hand salute, and report. “Lieutenant (insert name here), Petty Officer (or appropriate rank) (insert your name) reporting as ordered. Hold your salute until the president of the board returns it or acknowledges your salute with a “thank you.”
- If asked to be seated, please take a seat. While seated, sit straight with both feet flat on the floor and approximately one foot apart. Place your hands comfortably on your thighs.
- Begin all statements/answers to the board members by rank. (“Lieutenant,” “Ensign,” “Instructor” or with whatever salutation is appropriate). Direct your answers to the board member who asked you the question. Maintain eye contact at all times.
- Answering board members questions: When answering questions, use a natural tone. Don’t deviate from your normal speaking rate. Don’t mumble or begin your reply with “Um, uh”, “Well”, “I think” or “I believe”. This indicates indecisiveness.
- It is helpful and impressive to repeat the question as part of your answer. For example, “Instructor, my fifth general order is...” If you answer your question and the board member asks you “are you sure?” he or she is probably trying to see if you are indecisive and will change your answer. Simply restate the member’s rank and the correct answer. If you are confident the answer is correct, you may respond with a “Yes Sir/Ma’am.”
- More than likely there will be some questions you will not know the answer to. Remember, if you don’t know the answer SAY SO! Example: “Ensign, I do not know the answer to that question.” or “Ensign, I do not know the answer to that question but I know the answer can be found in...”. If you choose to use the latter of the two responses, be very specific of the location that the answer can be found. Also, never say, “I’m sorry” when you find yourself unable to answer a question. Of course if you don’t understand the question, you can ask the board member to please repeat or rephrase it.

- When asked your opinion, be sure you respond with your opinion (not what you think you want the board members to hear). You will not be penalized for your opinion. Board members only want to evaluate your knowledge, and ability to intelligently present an opinion.
- Departing the Board: Come to attention in front of the board president (if seated, stand and take a half step forward first). Render a hand salute to the president of the board and hold your salute until it has been returned with a salute or “thank you.” Leave the room using proper facing movements and close the door unless directed otherwise.

5. Things you NEED to know (the following are things that WILL BE ASKED during any board):

- Sailors Creed
- 11 General Orders
- Chain of Command (Local and National)