

# Promotion Board FAQs and Tips

## What is a promotion board?

All LET 1 and 2 cadets are required to appear before the promotion board. The promotion board is a learning experience that challenges cadets to demonstrate their knowledge and proficiency and to gain confidence in their own abilities.

## What do I wear?

All cadets are required to wear his or her Class B uniform with all of their ribbons, medals, and other decorative items/awards to the promotion board.

## Who am I going to see at the board? What is the promotion board procedure?

The promotion board consists of up to five members. The board president is a LET IV cadet and the other LET IV/III cadets are board members. The board will be seated at a table in the front of the JROTC classroom. Board attendees are required to properly report in to the board president (who will be seated in the middle of all board members). Once the attendee has reported in, the board will proceed to ask the attendee question about general subjects, close order drill, military courtesy, and the chain of command. When the officers have finished asking questions, the attendee will report out and will promptly leave the classroom. Attendees are more than welcome to stay after the promotion board has finished for the day for the outbrief. The president or a member prior to the start of the promotion board will brief attendees.

## How do I report in/out?

All board attendees will wait outside of the classroom, on the lanai, until it is their turn to go before the promotion board. Before the cadet enters the room, the cadet must remove his or her headgear, knock on the door three times, and enter when told to do so. The cadet will then approach two steps from the board president, salute, and say: "Sir/Ma'am, Cadet \*insert last name here\* reports." The cadet will hold the salute until the board president returns it.

When the promotion board is finished for the cadet, he or she will report out by standing up from his or her chair, salute, and say: "Sir/Ma'am, Cadet \*insert last name here\* reporting out." The cadet will then leave and nicely close the door behind them as they leave.

## Proper Military Bearing

During the promotion board, the cadet will be seated while the board president and members ask them questions pertaining to what they (should) have already learned in class/drill. Cadets must sit with their back straight and without touching the back of their chair. Cadets must also hold on to their caps in his or her lap.

## Helpful Hints

A major area cadets lose points on is military courtesy as well as confidence. Do not forget to say sir/ma'am if the question comes from an officer or to use his/her rank if it is from an enlisted cadet before each answer! (Do NOT use "sir" or "ma'am" if the cadet is of an enlisted rank!) Speak with confidence

(even though you think you may be wrong) and audibly. Also, do not waste time! Questions are geared on not only getting the right answer but also proper displays of military bearing and courtesy. If you don't know the answer, don't waste the time of the members of the board. You might still be able to keep a few points on a question if you simply answer, "Sir/Ma'am/rank, I do not know."

## **BASIC/GENERAL KNOWLEDGE**

1. What does "SAI" stand for?  
*Senior Army Instructor*
2. What does "JROTC" stand for?  
*Junior Reserve Officers Training Corps*
3. What does "AI" stand for?  
*Army Instructor*
4. Who is your SAI?  
*LTC Robert Takao*
5. Who is your AI?  
*MSG Gary Kondo*
6. Who is your Battalion Commander?  
*c/LTC Julia Mamiya*
7. Who is your Battalion Executive Officer?  
*c/MAJ Sean Schofield*
8. Who is your Inspector General?  
*c/CPT Harley Ceberano*
9. Who is your Battalion Sergeant Major?  
*c/CSM Mati Durkin*
10. What does LET stand for?  
*Leadership, Education, and Training*
11. What is the mission of JROTC?

*To motivate young people to be better citizens.*

12. What are the four Winning Colors?

*Red, Brown, Blue, Green*

13. When was JROTC established?

*1916.*

14. When did JROTC start in Punahou?

*1918.*

15. As of 2018, what is our program celebrating?

*100 years of service.*

15: Q: Name 1 of the 6 CORE ABILITIES that the JROTC should instill in every cadet:

- 1. Build your capacity for lifelong learning.*
- 2. Communicate using verbal, non-verbal, visual, and written techniques.*
- 3. Take responsibility for your actions and choices.*
- 4. Do your share as a good citizen in your school, community, country, and the world.*
- 5. Treat yourself and others with respect.*
- 6. Apply critical thinking techniques.*

16: Q: There are 8 kinds of thinking maps; name 2.

- Circle Map*
- Bubble Map*
- Double Bubble Map*
- Tree Map*
- Flow Map*
- Brace Map*
- Multi-Flow Map*
- Bridge Map*

17: Q: There are 4 Winning Colors; name yours and why you are that color.

*A: Blue = Relater...; Brown = Builder...; Green = Planner...; Red = Adventurer...*

18: Q: What is the formula for service-learning?

*A: Orientation and training + meaningful service + structured reflection = service learning.*

19: Q: The 7 Army values can be summed up with the acronym, LDRSHIP. What do two letters in the acronym LDRSHIP stand for?

*A: L-Loyal, D-Duty, R-Respect, S-Selfless Service, H-Honor, I-Integrity, P-Personal Courage.*

20: Q: When the United States flag is properly folded, what does it look like?

*A: A triangle with only the blue field of stars (also known as the union) visible.*

21: Q: What does the acronym JCLC stand for?

*A: JROTC Cadet Leadership Challenge.*

22. Q: Who is the President of the United States?

*A: The President of the United States is the Honorable Joseph Biden*

23: Q: What is the name of your principal?

*A: My principal's name is Dr. McCarren*

24. Q: Name three common forms of sexual harassment.

*A: Any three (3) of the following:*

*-Inappropriate comments, jokes, gestures or looks*

*-Sexual pictures, photographs, illustrations, messages, or notes*

*-Sexual rumors about someone*

*-Calling someone gay*

*-Spying on students in dressing rooms or showers*

*-Touching, grabbing or pinching others in a sexual way*

*-Intentionally brushing against someone in an inappropriate way*

*-Pulling someone's clothing off or down*

*-Blocking someone or cornering them in a sexual way*

*-Forcing someone to do something sexual*

## **LEADERSHIP**

25. What is leadership?

*The ability to influence and direct others to accomplish a given task.*

26. What are the three types of leadership styles?

*Directing, participating, and delegating.*

27. Explain the directing leadership style. Give an example.  
*One who tells subordinates what they want to be done and how they want it done.*
28. Explain the participating leadership style. Give an example.  
*One who actively lets subordinates contribute to the leader's overall goal.*
29. Explain the delegating leadership style. Give an example.  
*One who lets subordinates give advice on the goal, but may or may not take it into accountability.*

## **DRILL**

30. What command is given when marching to change directions of the entire squad simultaneously?  
*"Right/Left Flank March" or "Rear March."*
31. How many counts are the movements "Right/Left Face" and "About Face"?  
*Two counts.*
32. When conducting an in-ranks inspection for a two-squad platoon, how many steps do the first and second squads take at the command, "Open Ranks March?"  
*First squad will take two steps forward while the second squad will one step forward.*
33. What action is taken by the squads at the command "Close Ranks March" by a two-squad platoon that has already executed "Open Ranks March?"  
*First squad will take four steps backward while the second squad takes two steps backwards.*
34. Which foot is the command, "Right Flank March," given on?  
*The right foot.*
35. What command is given for the hand salute?  
*Present Arms.*
36. What are the four rest positions?  
*Parade Rest, Stand At Ease, At Ease, and Rest.*
37. How many inches should your heels be away from each other when marching in quick time?

*Thirty inches.*

38. Which foot is the command, "Rear March," given on?

*The right foot.*

39. What is the cadence of quick time measured in steps or counts?

*120 steps/counts per minute.*

40. What is the length of a step during "Right/Left Step March" or "Backward March?"

*Fifteen inches.*

41. What rest position allows a cadet to move their whole body except their right foot?

*Rest.*

42. When marching, the cadet's arms must swing naturally about how many inches to the front?

To the back?

*Nine inches to the front, six to the rear.*

43. What are the three components in a command voice?

*Tone, snap, and cadence.*

44. How many counts are required when calling a unit to halt?

*Two counts.*

45. Approximately how many degrees should the cadet's feet make while in the position of attention?

*45 degrees.*

46. With regards to drill, explain/define the term, "pivot."

*The point at which the cadet turns while marching or during a facing movement.*

47. With regards to drill, explain/define the term, "rest."

*A stationary position that requires the right foot to stay in place but allows any other bodily movements.*

48. With regards to drill, explain/define the term, "fall out."

*You may move out of formation, but you must stay in the immediate area.*

49. With regards to drill, explain/define the following term, "dismissed."

*You may leave the area and go about your business.*

50. With regards to drill, explain/define the term, "normal interval."

*The measurement from the fingertips to the sleeve of the next cadet.*

51. With regards to drill, explain/define the term, "cover."

*The cadet will raise his or her left arm to a horizontal position that is parallel with the ground with the elbow locked, palm downward, fingers downward and six inches from the cadet in front; given only in a column formation.*

## **Military Courtesy**

52. Who are you required to salute to?

*All officers.*

53. How do you address a male officer? A female officer?

*Sir, Ma'am, or by their rank.*

54. If you were outdoors and an officer approaches you, what procedure would you use to salute?

*When the officer is six steps from me, I will render a hand salute and give the greeting of the day. After the officer has returned the salute, I will come to order arms.*

55. If you are in a platoon formation outdoors and an officer approaches you, what action do you take?

*As the officer approaches, the platoon leader/sergeant calls the platoon to attention and when the officer is six steps from the platoon, the platoon leader/sergeant salutes. Once the officer has returned the salute, the platoon leader/sergeant will come to order arms.*

56. What are two situations that require a cadet to render a hand salute?

*Any two of the following answers:*

- 1. When the national anthem is played*
- 2. When the national colors pass by on ceremonial occasions*
- 3. In official greetings*
- 4. At reveille and retreat*
- 5. During the rendering and sounding of honors*
- 6. When the colors are uncovered or covered*
- 7. When making a report*

57. What is one situation when you might be in uniform and are not required to salute?

*Any of the following answers:*

1. *When in a vehicle*
2. *In public places such as stores and theatres*
3. *When it is physically impossible*
4. *Indoors (except when reporting to an officer)*
5. *On guard duty or when one or both parties are in civilian clothes*

58. How would you verbally address a brigadier general?

*General.*

59. How would you verbally address a lieutenant colonel?

*Colonel.*

60. How would you verbally address a warrant officer?

*Mister or Ma'am.*

61. What is the proper courtesy that you should render if you are outdoors in uniform and the National Anthem is played?

*Stand at attention, face the flag (or where the music is coming from if the flag is not visible), and render the hand salute.*

62. Describe the appropriate action to be taken to honor the flag when you are in civilian dress?

*Stand at attention and hold your right hand over your heart.*

63. If you are wearing a hat and the national colors pass, what action should be taken?

*When you are six steps near the flag, take off your hat and hold it over your heart, until you are six steps away from the flag.*

64. What is the only situation that a non-commissioned officer will salute another non-commissioned officer?

*When making a report.*

65. When wearing a cap with a visor, such as a BDU cap, where should the forefingers touch when executing the hand salute?

*The forefingers should touch the rim of the visor on the right side of the right eye.*

## **DRILL AND CEREMONY QUESTIONS**

66: Q: A drill command is an oral command from a leader. Most drill commands have two parts; what are they?

*A: The preparatory command and the command of execution.*

67: Q: What is the preparatory command to get a group of cadets to salute?

*A: Present.*

68: Q: What command is used to revoke a preparatory command?

*A: As you were.*

69: Q: While at the position of attention, what command makes all cadets turn and face directly behind?

*A: About Face.*

## **UNIFORM QUESTIONS**

70: Q: What is the insignia of grade/rank you are wearing/earned?

*A: The insignia of grade/rank I am wearing/earned is*

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**(All cadets should know the insignia of grade they are wearing)**

71: Q: What is this specific insignia of grade/rank (Inspector points to an insignia of grade/rank)?

*A: That insignia of grade/rank is*

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72: Q: If you were promoted one grade/rank, what would your insignia of grade/rank be?

*A: My insignia of grade/rank would be*

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73: Q: What does that (Inspector points to a ribbon) represent on your uniform?

*A: It represents*

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**(Cadet at a minimum should be able to name one of the ribbons on the top row)**

74: Q: What does that cord you are wearing signify (Inspector points to the cord)?

*A: The cord that I am wearing signifies*

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75: Q: What uniform is worn to formal-type functions?

*A: The Class A uniform.*

76: Q: What uniform is worn to the JROTC Cadet Leadership Challenge and adventure-type activities?

*A: OCP*

77: Q: What type of earrings can female cadets wear?

*A: A matched pair of studs, diamonds, or white pearls, one earring per lobe, no greater than 1/4 inch in diameter.*

78: Q: What is Punahou's Unit Award?

*A: Honor Unit with Distinction*

79: Q: What kind of award is the Parade Ribbon?

*A: Miscellaneous award.*

### **Drill Demonstrations and Explanations**

Issue the cadet the appropriate number of commands/scenarios based on their LET level one at a time.

#### **LET I:**

LET Is must use one of the three drill instructing methods to demonstrate how they would instruct a group of LET I cadets (the board members) on how to perform two of the following stationary commands using their squad leader as their demonstrator. The LET one must also verbally explain how two of the movement commands below would be issued, what the subordinates would do upon their issuing, and what the function of the commands are.

Stationary - Select two (2) of the options below

ATTENTION

AT EASE

Stand at, EASE

Parade, REST

Right, FACE

Left, FACE

About, FACE

Movement – Select two (2) of the options below

Backward, MARCH

Right Step, MARCH

Left Step, MARCH

Forward, MARCH

Column Right, MARCH

Column Left, MARCH

Right Flank, MARCH

Left Flank, MARCH

Rear, MARCH

Change Step, MARCH

Mark Time, MARCH

### **SITUATIONAL QUESTIONS**

1. One of your squad members is continuously and blatantly disobedient during drill. As this cadet's Squad Leader, how do you address this issue?
2. One of your subordinates always comes to inspection with a terrible uniform. As this cadet's superior, how would you help this cadet in order to ensure that their uniform is squared away?
3. You forget to pass down information to your subordinates and they come into class unprepared, what should you as a Squad Leader do?
4. One of your squad members disrespects the instructors while they're not in the room, how do you handle the situation?