

HQ, Topper Battalion
Science Hill High School Junior ROTC
1509 John Exum Parkway, Johnson City, TN 37604

Science Hill High School
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7th Brigade, USACC

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Science Hill High School Topper Promotion Board SOP

Summary: This Standard Operating Procedure (SOP) manual provides guidance for the execution of Promotion/Staff/JCLC Selection Boards

Applicability: This SOP applies to all JROTC cadets at Science Hill High School. It covers the events that will take place during Promotion/Staff/JCLC Selection Boards and also tells how to properly execute the events.

Suggested improvements: Send comments and suggested improvements to the S-3.*

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Chapter 1-Introduction

- 1-1. Uniform-** Under most circumstances, the uniform for Promotion/Staff/JCLC Selection Boards is Class A Dress Blue uniform. The uniform are recommended to be fully decorated so as to give a general presentation of cadet accomplishments. The uniform must be neat and organized. The neater a uniform is, the more points allotted to the cadet.
- 1-2. Purpose-** The purpose of Promotions Boards is to provide an opportunity for cadets to seek higher rank and responsibility, and can also serve as an opportunity to scout out cadets who are capable and responsible. The purpose of Staff Boards is to provide an opportunity for cadets seeking staff positions (S1-S6, BC, XO, CSM, Company position) to prove that they are capable of being a staff cadet, and that they are informed of the responsibilities of the applied for staff position. The purpose of JCLC Selection Boards are to select responsible and capable cadets for the JROTC Cadet Leadership Challenge.
- 1-3. Preparation-** Prior to the execution of the board, staff class will decide who will be on the board. The cadets usually on the board are the CSM, and the Company Commanders/First Sergeants. The Company group will, in association with the S5, inform the cadets of upcoming promotion boards and the staff board/JCLC selection board, when it is, and what to wear. On the day of the board, the cadets sitting on the board (plus the proctor) will reorganize the room to suit the needs of the board.

Chapter 2- Arrival/Departure

- 2-1. Arrival Area/Time-** Promotion boards are executed after school on specified Wednesdays.
- 2-2. Formation-** Cadets will line up in front of the class room used for the board. The order of the cadets will depend on the situation facing each cadet. For example, if a cadet has to work, or if one is on drill and needs to practice, that cadet will take order priority and be placed further up into the line.
- 2-3. Departure/Time-** The cadets taking part in the promotion board are dismissed directly after their respective boards are complete. The cadets on the board are required to stay and clean up the classroom, ensuring that it is as it was prior to the board.

Chapter 3- Cadet Role

3-1. Arrival Area/Time-See Chapter 2 Section 1

3-2. Uniform- See Chapter 1 Section 1

- 3-3. Entrance-** The cadet taking part in the board will be told to wait a certain amount of seconds (ranging from 10 to 60 seconds in most cases) by a sitting member of the board. After the amount of seconds passes, the cadet will knock LOUDLY on the door. The president of the board will tell the

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cadet to enter. The cadet will ensure that the door does not slam behind him after he enters the room. Afterwards, the cadet will march towards the chair placed in front of the sitting board members. Once the cadet is in front of the chair, he/she will salute and report in to the president of the board (“Sir/Ma’am/Command Sergeant Major/Sergeant Major, Cadet Rank reporting in to the President of the board, Sir/Ma’am/Command Sergeant Major/Sergeant Major). The president will return the cadet’s salute and proceed to tell the cadet to have a seat after possibly doing a task that the president dictates (usually saying the Cadet Creed).

3-2. Questions- After the cadet is seated, the board members will proceed to ask the cadet questions. These questions test the cadet on their knowledge of:

- Cadet Leadership
- Company Leadership
- JROTC General Knowledge

The cadet will also be asked questions about their own leadership experiences, as well as questions about their academic standing. There will also be a selection of personal questions that will both test the cadet on their bearing and honesty. (List of question located in **Chapter 11**)

3-3. Exit- After the board members are finished asking the cadet questions, the board president will give the cadet permission to leave. The cadet will stand up and come to the position of attention and request permission to leave (Sir/Ma’am/Command Sergeant Major/Sergeant Major, Cadet Rank requesting your permission to depart, Sir/Ma’am/Command Sergeant Major/Sergeant Major). After permission is granted, the cadet will march out of the room using stiff drill movement and the cadet proctoring will instruct the next cadet in line for the board to wait a previously specified amount of time before knocking on the door.

Chapter 4- Bearing and Posture (Promotion and Staff Boards, 20 point possible)

4-1. Bearing- It is recommend that cadets maintain proper military bearing throughout the board. This shows that the cadet is capable of handling stress. Excessive amounts of nervousness (i.e. stuttering, looking around, speaking quietly, fidgeting, using phrasing like “uh”, “oh”, “I think”, or “I believe”, etc.) will be penalized. However, being nervous is expect, and small amounts of nervous quirks will not be penalized harshly. If a cadet is overly nervous, this shows that the cadet is not ready for the stress that comes with being a higher rank/staff position.

4-2. Posture- While the participating cadet is seated, he/she will be at the position of attention. The seated position of attention consists of:

- The cadet’s back being straight and stiff
- The cadet’s legs being faced straight forward (pressed together, not wide apart)
- The cadet’s hands being placed in an open, palms downward position on top of their legs
- The cadet looking straight forward at all times unless answering the question in which case they would make eye contact with the board member asking the question.

Chapter 5- Knowledge Portion (Promotion and Staff Board, 20 points possible)

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5-1. Questions- The questions used during any given promotion board are decided upon directly prior to the board's execution. Each member of the board selects which questions they will be asking for the board. Each member of the board asks the same question to each cadet who goes to the board. The questions are selected from a list questions. Complete list of Promotion and Staff Board questions is located in **Chapter 11**.

5-2. Answers- When asked a question, the cadet responds by saying the asking board member's title (rank) followed by the cadet's answer. In general, good answers are answers that:

- Answer the question asked
- Are answered in a calm and collected manner
- Show that the cadet understands what he/she is talking about
- (if applicable) include personal information

If a cadet does not know the answer for a question, the cadet should not attempt to fake an answer. Instead the cadet should say,

“(Sir/Ma’am/Command Sergeant Major/Sergeant Major), I do not know the answer to this question,”
The cadet should maintain eye contact with the board member asking the question, and it is also recommended that the cadet repeat the question asked before answering the question.

The priorities of answers are that the questions are given in a calm and collected manner, and that they are given in a way that shows that the cadet knows what he/she is talking about. The importance of being calm and collected is specified in **Chapter 4 Section 1**. The importance of the cadet knowing the knowledge of the question asked is important, but it is more important that they *understand* the knowledge. A cadet may have memorized the cadet creed or the definition of leadership, but only a few cadets truly understand what they mean and entail. It is a priority of the promotion and staff boards to locate these cadets who understand the material.

Chapter 6- Personal Scoring (20 points possible)

6-1. Specification- Personal scoring refers to scoring based on self-confidence, honesty, respect, involvement in outside activities, and personal conduct.

6-2. Self-Confidence- Cadets who are self-confident exhibit these traits:

- Speaking clearly and in at a loud volume (not to the point of yelling)
- Sits still (not fidgeting or shaking)\
- Answers quickly
- Answers without stuttering.

More specific information available in **Chapter 4 Section 1**.

6-3. Honesty- Honesty is a property that can't be tested easily. The way the honesty of a cadet is usually tested is related to having contact with the cadet outside of the board. If the actions of the cadet outside of the board don't correspond to the claims of the same cadet attending a promotion board, the cadet has not been honest and it will penalize them.

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6-4. Respect- Respect is shown both in the way cadets respond to questions at a promotion board and in the way the cadet acts outside of the board. Ways a cadet can show respect during a board include:

- Saying “Sir/Ma’am/Sergeant/etc” after answering a question
- Using a level and respectful tone of voice while answering questions
- Having proper military posture during the board

Having respect for the board members is important, but respect to cadets outside of the board is more important. Like honesty, knowledge of how the cadet acts outside of the board is just as important, if not more important, then how they act at the board. If a cadet is disrespectful to his fellow cadets, and the board members know this, the cadet will be penalized.

6-5. Involvement in Outside Activities- A cadet who participates in battalion activities will make more of an impression than a cadet who does not. Being a part of drill team, academic and leadership team, marksmanship team, etc. shows that you interact with other the cadets in the battalion. Leading other cadets in these teams is also looked up on, because showing willingness to lead is an important factor of being a higher rank or being in a staff position.

6-6. Personal Conduct- How the cadet acts both outside and while in a board. Cadets who treat their fellow cadets, their teachers, their studies, and JROTC as a whole with seriousness take first priority over cadets who do not.

Chapter 7- Proctors

7-1. Role- The proctor’s job is to ensure that the board is fair and that personal feelings are not a factor during the board. Examples of unfairness include:

- If the members of the board are “badgering” the participating cadet with unreasonable questions and personal attacks
- Asking questions to certain cadets that are not asked to other cadets
- Biases for friends/family
- Biases against individuals for personal reasons

7-2. Selection- The proctor must be an officer. They also must be impartial. If the proctor is biased either in favor of or against the board members, promotions might not be assigned deservedly. Staff members are chosen as proctor on most occasions, since staff cadets are most capable of being impartial. For a JCLC Selection Board, the proctor must have gone to JCLC either the summer before or the summer before that.

7-3. Activities- During a board, the proctor sits in the back of the room behind the participating cadet’s seat. Throughout the board, the proctor takes notes on the progress of the board. The proctor notes:

- The way the board members speak to the cadets participating, and whether or not the way the cadets are spoken to differs from cadet to cadet

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- Certain things that the members say in between participating cadets, noting what could be considered unfair personal biases against either previous or upcoming participants
- Notes on the Promotion Board (so as to assist in making an informed promotion decision)

Chapter 8- Promotion Decisions

8-1. Process- After the execution of a Promotion Board, the board members are to consolidate their findings and scores onto a single grade sheet. Afterwards, they are to give their recommendations and reasoning to the BC. Once the BC provides his/her input on the board's findings, all of the information will be given to the SAI and he will provide the final verdict.

8-2. Promotion Release- Once the promotions are decided upon, the results will be placed onto the JROTC Hallway Board for the cadets to see. The promoted cadets are supposed to either receive their ranks from the SAI or AI, or ask the SAI for the rank that they have achieved.

8-2-1. Change of Command and Promotion Banquet- Promotions taking place after the November Promotion Board are not given to the applying cadet until the Change of Command and Promotion Banquet. The Staff Board is to occur during the period between the November Promotion Board and the Banquet.

Chapter 9- Staff Board Exceptions

9-1. Staff Board Members- The only sitting members of staff boards are the Battalion Commander and Executive Officer. In rare cases, another high ranking officer may participate. The SAI and AI sit on the board for the portion of the staff board where cadets applying for the Battalion Commander and/or Executive Officer positions. During this portion, the SAI acts as the president of the board.

9-2. Scoring- There is no standardized grading policy for the staff board. The members of the board review the cadet's JROTC and academic record. Afterwards, the board members determine who the best candidate for each staff position is. If a cadet earns a staff position, that cadet does not always get the position he/she applied for. The cadet is given the position that the board members believe that the cadet has earned and that the cadet is best suited for.

Chapter 10- JCLC Selection Board Exceptions

10-1. Selection Board Members- JCLC selection boards consists of cadets who have previously gone to JCLC. The members have gone to the JCLC either the summer before the upcoming summer or the summer before that summer.

10-2. Questions- The questions for a JCLC selection board are different from the questions of a Promotion or Staff board. The complete list of question is located in **Chapter 11**.

10-3. Uniform- Cadets do not need to wear there dress uniform for a JCLC selection board. The members of the board, however, need to wear ACU's for the board.

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10-4. Scoring- Scoring is more lenient in a JCLC Selection Board than in a Promotion or Staff Board. Being nervous is less frowned upon, and is actually a priority for JCLC attendance. Cadets who are nervous but show potential are priorities for JCLC because the camp can help improve self-esteem and self-image. Honesty is also a priority during JCLC selection.

Chapter 11- List of Questions

11-1. Promotion and Staff Board Questions-

Cadet Leadership

1. Who is the S1?
2. Who is the S2?
3. Who is the S3?
4. Who is the S4?
5. Who is the S5?
6. Who is the Battalion Commander?
7. Who is the Executive Officer?
8. Who is the Commander Sergeant Major?

Company Leadership

1. What company are you in?
2. Who is your Company Commander?
3. Who is your Company First Sergeant?

Personal Leadership Questions

1. What is *your* definition of leadership?
2. Give an example of leadership.
3. Do you consider yourself a leader of a follower?
4. Why should I promote you?

Personal Questions

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1. Do you always wear your cover in uniform when you go outside?
2. Did you shine your brass/clean your shoes (etc.) before today's inspection?
3. What are your grades like?
4. Are you a part of our competitive teams (drill, academic, etc.)?
5. Do you follow the JROTC Cadet Creed?

General Knowledge

1. What is the Mission Statement of JROTC?
2. What are the Army Values?
3. Who is our SAI?
4. Who is our AI?
5. Who is the Commander-in-Chief?
6. Who is the principal of SHHS?
7. Who is your third period teacher?

11-2. JCLC Selection Board Questions-

1. Have you been to JCLC before?
2. Why are you interested in going to JCLC?
3. Why do you deserve to go to JCLC?
4. Do you work well with others?
5. If you are accepted, will you follow through and go to JCLC?
6. Are you willing to spend all seven days and six nights at JCLC?
7. Do you have a physical or health injury/disability?
8. Are you a part of any competitive teams?
9. What are your grades?