

## Review Board Tips

- Schedule Review Boards 2 weeks ahead through the Cadet Commander. The Review Board may be scheduled before all other components of the promotion requirements have been completed, however the board will not convene until the other requirements have been completed.
- Uniform of the Day - Cadets will be required to wear the highest class blues uniform they own (A then B then C). Cadets who are going before a board for the Mitchell or higher are required to be at least Class B (shirt with tie).
- Look sharp – uniform and appearance should be exemplary.
- Report properly.
- Use proper customs and courtesies
- Do not fidget.
- Make eye contact with board, especially the person asking a question.
- Do not mumble or use “um’s” or other slang when speaking
- Realize that you will not know the answer to every question. When you don’t know say so. Do not answer with “I don’t know, but I’ll get back to you on that.” You will not have an opportunity go back to the board and the board is testing your knowledge, not your ability to research.
- Part of the process is to see how you respond under pressure. You will be evaluated not only on your answers, but also on the way you answer the questions.
- Use “Sir/Ma’am” when addressing cadet officers and senior members on the Review Board. Cadet NCO’s should be referred to as “Sergeant.”
- Know your Cadet Basic Knowledge
- Cadets going for the Mitchell or higher milestone must know the leadership text through their current rank.
- Know squadron policies and procedures as stated in Cadet Handbook.
- Keep up on current events – Mitchell and higher milestones
- Do not make false statements to the board (don’t lie).
- Never keep the board waiting, be ready to go when you show up.
- When answering questions, remember to answer it completely.
- Evaluation is based on your performance since your last review board. The board is looking at the consistency of your performance over a period of time.
- The questions you are asked are the tool by which the board determines whether or not you have met the goals required for your phase. See CAPF 50
- Relax, do the best that you can.

Note: You will be debriefed the week after your board and told whether or not you passed. If you do not pass you will have another board within 6 weeks.