

# Your Guide to Promotion Board

**Before** To be done **before** the day of promotion board -- not the day of

- Study expected knowledge for the rank you are going up for (ranks, chain of command and
- Have your uniform meet the standards laid out in the **Cadet Reference Manual** (cover included)
- Make sure you meet **grooming standards** too
- Have your **promotion sheet** completely filled out (can be found on the shelf outside of Staff Room)
- Make sure your **cadet record** is fully updated and shared with your company staff - this should be done before the day of promotion board

**During** To be acknowledged for **going** to promotion board

- You will be in front of your company staff
- Remain at the **position of attention** the whole time
- **Keep your bearing**.....even if asked questions that seem unusual. Do not look around
- You will **march in** and report to your company commander, following this procedure
  - **\*\*\*Salute\*\*\* “Sir/Ma’am Cadet (your name and rank) respectfully requesting promotion consideration to the desired rank of (rank you are going up for)”**  
**\*\*\*CO returns the salute and says “Very well” and drops salute\*\*\* \*\*\*Then you drop your salute\*\*\***
- Know your intentions for the unit and why you’re going up for this rank.
- What are your future goals?
- How will you use your higher position to contribute to the unit?
- How have you contributed to the unit thus far?
- Are you involved in any of the activities organized through ROTC?
- In addition, you may be asked military knowledge and questions regarding the Chain of Command (internal and external) as aforementioned.

**Post** Consider this after the promotion board

- Do not freak out -- please
- You will hear if you were promoted at an upcoming battalion formation
- It will be okay

## Tips:

- **Disclaimer:** The company staff is not scary, and they are not here to yell at you during promotion board and tell you that you suck. They all understand it is intimidating and have all been in front of a promotion board before. Everything they tell you is meant to help you. You don't need to be scared.
- Do not ask for signatures 5 minutes before the promotion board. You will not get it. Get them before or on the day of.
- If you do not know the answer to a question, don't panic. Don't look around or do anything out of line. Calmly reply: **"This cadet does not know, but will report back if requested sir/ma'am"**
- If requested to report back, find the answer and return it to your staff at the end of the board.
- **CHECK FOR Irish Pennants** (dangling pieces of the fabric sticking out of shirt or pants)
- Shine your shoes

## General Knowledge:

### Chain of Command:

<b>Commander in Chief:</b>	The Honorable Mr. Donald Trump
<b>Vice President:</b>	The Honorable Mr. James Vance
<b>Sec. of State:</b>	The Honorable Mr. Marco Rubio
<b>Sec. of Defense:</b>	The Honorable Mr. Peter Hegseth
<b>Sec. of the Navy:</b>	The Honorable Mr. John Phelan
<b>Chairman of the Joint Chiefs of Staff:</b>	General Charles Brown
<b>Vice Chairman of the Joint Chiefs of Staff:</b>	Admiral Christopher Grady
<b>Chief of Naval Operations:</b>	Admiral Lise Franchetti
<b>Vice Chief of Naval Operations:</b>	Admiral James Kilby
<b>Commander of Naval Service Training Command:</b>	Rear Admiral Craig T. Mattingly
<b>Commander of Naval Education and Training Command:</b>	Rear Admiral Jeffrey J. Czerewko
<b>Master Chief Petty Officer of the Navy:</b>	MCPON James Honea
<b>Commandant of the Marine Corps:</b>	General Eric M. Smith
<b>Sergeant Major of the Marine Corps:</b>	Sgt Major Carlos A. Ruiz
<b>NJROTC Area 4 Manager:</b>	CDR Humphreys
<b>Senior Naval Science Instructor (SNSI):</b>	CDR Ipkovich
<b>Associate Naval Science Instructor (ANSI/NSI):</b>	Master Sergeant Meehan

Battalion Chief of Staff: C/CDR Michael Horvath  
Battalion Commander: C/CDR Jonathan Keener  
Battalion Executive Officer: C/LCDR Nicholas Gutierrez  
Battalion Operations Officer: C/LCDR Annabelle Souza  
Battalion Master Chief: C/MCPO Lia Kantor

Alpha Company Commander: C/LCDR Joshua Heyel  
Alpha Company Executive Officer: C/LT Jessica Kinas  
Alpha Senior Chief: C/SCPO Gianluigi Dimeglio

Bravo Company Commander: C/LCDR Allison Kinas  
Bravo Company Executive Officer: C/LT Macklin Cooke  
Bravo Company Senior Chief: C/SCPO Gavin Malone

#### **Extra Information:**

Father of the Navy - Captain John Paul Jones  
The seven belt loops - stand for the seven seas  
Review ribbon and device placement in the field manual and measurements

#### **General Orders**

1. Take charge of my post and all government property in view.
2. Walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
3. Report all violations of orders I am instructed to enforce
4. Repeat all calls from posts more distant from the guardhouse or quarterdeck than my own.
5. Quit my post only when properly relieved.
6. Receive, obey, and pass on to the sentry who relieves me all orders from the commanding officer, command duty officer, officer of the deck, and officers and petty officers of the watch only.

7. Talk to no one except in the line of duty
8. Give the alarm in case of fire or disorder.
9. Call the Corporal of the Guard or Officer of the Deck in case not covered by instructions.
10. Salute all Officers and all Colors and Standards not cased.
11. Be especially watchful at night, and during the time of challenging, challenge all persons on or near my post, and allow no one to pass without proper authority.

**Phonetic Alphabet**

A-Alpha	B-Bravo	C-Charlie	D-Delta	E-Echo
F-Foxtrot	G-Golf	H-Hotel	I-India	J-Juliet
K-Kilo	L-Lima	M-Mike	N-November	O-Oscar
P-Papa	Q-Quebec	R-Romeo	S-Sierra	T-Tango
U-Uniform	V-Victor	W-Whiskey	X-Xraygfrtvgtvt gtg ,	Y-Yankee
Z-Zulu				

**RANKS:**

**Navy/Coast Guard:**

E1 - Seaman Recruit  
 E2 - Seaman Apprentice  
 E3 - Seaman  
 E4 - Petty Officer 3rd Class  
 E5 - Petty Officer 2nd Class  
 E6 - Petty Officer 1st Class  
 E7 - Chief Petty Officer  
 E8 - Senior Chief Petty Officer  
 E9 - Master Chief Petty Officer

O1 - Ensign  
 O2 - Lieutenant Junior Grade  
 O3 - Lieutenant  
 O4 - Lieutenant Commander  
 O5 - Commander  
 O6 - Captain  
 O7 - Rear Admiral Lower Half  
 O8 - Rear Admiral Upper Half  
 O9 - Vice Admiral

O10 - Admiral  
 O11 - Fleet Admiral

**Marine Corps:**

E1 - Private	O1 - 2nd Lieutenant	O10 - General
E2 - Private First Class	O2 - 1st Lieutenant	
E3 - Lance Corporal	O3 - Captain	
E4 - Corporal	O4 - Major	
E5 - Sergeant	O5 - Lieutenant Colonel	
E6 - Staff Sergeant	O6 - Colonel	
E7 - Gunnery Sergeant	O7 - Brigadier General	
E8 - Master Sergeant/First Sergeant	O8 - Major General	
E9 - Master Gunnery Sergeant/Sergeant Major	O9 - Lieutenant General	

**U.S. Army:**

E1 - Private	W1 - Warrant Officer 1	O1 - 2nd Lieutenant
E2 - Private 2nd Class	W2 - Chief Warrant Officer 2	O2 - 1st Lieutenant
E3 - Private 1st Class	W3 - Chief Warrant Officer 3	O3 - Captain
E4 - Corporal/Specialist	W4 - Chief Warrant Officer 4	O4 - Major
E5 - Sergeant	W5 - Chief Warrant Officer 5	O5 - Lieutenant Colonel
E6 - Staff Sergeant		O6 - Colonel
E7 - Sergeant 1st Class		O7 - Brigadier General
E8 - Master Sergeant/First Sergeant		O8 - Major General
E9 - Sergeant Major/Command Sergeant Major/ Sergeant Major of the Army		O9 - Lieutenant General
		O10 - General

**Things to Note:**

There is a difference between the **SNSI** and **NSI**: Commander is our **SNSI**. If someone asks who the **NSI** is during an inspection, that is MSgt.

**Random Knowledge:**

First Commandant of the Marine Corps: Major Samuel Nicholas

**Know the Curriculum:** This can include anything you have or will learn in NJROTC. (Flag etiquette, ranks/rates, etc.)

**Navy Corps Values**

- Honor
- Courage
- Commitment

**Navy and Marine Corps, Birthday**

- Navy: October 13th, 1775
- Marine Corps: November 10th, 1775