



**U.S. NAVAL
SEA CADET CORPS**
CHART YOUR COURSE

9 January 2023

NORTHEAST AREA POLICY MEMORANDUM

From: Commander, Northeast Area NSCC

To: All Hands

Subj: CPO PROMOTION REVIEW BOARDS

Ref: (a) NSCC/NLCC Administration Manual

Encl: (1) Promotion Review Board Procedures

1. In accordance with ref (a) 0107, effective February 1, 2023, Chief Petty Officer promotion review boards will be convened to ensure promotion criteria are met by all Petty Officers First Class prior to promotion to the Sea Cadets' highest rank- Chief Petty Officer.

2. The purpose of the promotion review board is to expose our cadets to a formal interview process similar to what they will encounter when applying to colleges, jobs, apprenticeships, etc. It will help them practice preparing for a moderately stressful situation, thinking on their feet and communicating clearly while supporting them in a nurturing environment. It is an opportunity for cadets to demonstrate their maturity and celebrate their Sea Cadet successes. Board questions will get to the nature of the cadet's understanding of the USNSCC program, the chain of command, and potential for future leadership positions within the USNSCC. Its purpose is not to deny a cadet promotion or assess them for retention in the USNSCC program.

3. At no time will a promotion review board be used to denigrate, shock or "play gotcha" with a cadet. Any such attempt will be interpreted as hazing and investigated by area staff.

4. The appropriate outcome of a promotion review board *for the cadet*:

- a. confidence in the cadet's ability to communicate his/her thoughts to persons in authority
- b. confidence in the cadet's understanding of Sea Cadets
- c. opportunity for cadet to reflect on his/her Sea Cadets experience and recognize personal growth
- d. cadet's awareness of areas for additional personal growth and maturity in preparation for increased leadership opportunities and responsibilities within and beyond Sea Cadets

5. All Hands shall refer to enclosure (1) for specific procedures regarding CPO promotion review boards. Procedures will be reevaluated by the Regional Directors and the Area Commander, as needed.

THURRAYA S. KENT

Northeast Area Commander
6832 Pacific Lane, Annandale VA 22003
P: 757.748.3599 tkent@seacadets.org



U.S. NAVAL SEA CADET CORPS

CHART YOUR COURSE

CPO PROMOTION REVIEW BOARDS

Procedures and Best Practices

Scheduling

The promotion review board for Sea Cadet Chief Petty Officer will be scheduled at the Area level. It is expected that the Regional Director will email the Area Commander when a cadet is ready to sit for the Chief Petty Officer promotion review board. The board will be scheduled and chaired by the Area Commander (or designee). CPO boards will typically be held every other month but no more than once per month.

Magellan

When a PO1 is deemed eligible for advancement to Sea Cadet CPO (all Magellan items are green), the unit CO will submit the request via Magellan as normal. The Regional Director will contact the Area Commander to schedule the promotion review board. Once the date for the board has been set, the Regional Director will put the date in the comments section in the Magellan request and forward the request to the Area Commander. The Area Commander will put the results of the promotion review board in Magellan prior to forwarding the request to the Executive Director for final approval.

Board Membership and Responsibilities

Boards should have at least three but no more than five voting members and always an odd number.

Voting board members: Area Commander and/or designee; Regional Directors; area staff; commanding officer of any unit other than the cadet's unit; NSCC warrant officer from any unit other than the cadet's unit.

Non-voting board members: the unit commanding officer and/or other staff of the cadet's unit; any other NSCC officer/midshipman with prior approval of the Area Commander.

Voting members should be prepared to ask two questions- one knowledge based and one situationally based. The Area Commander will work with voting board members prior to the board to ensure the same questions are not being asked. The chairperson of

Enclosure 1

Northeast Area Commander

6832 Pacific Lane, Annandale VA 22003
P: 757.748.3599 tkent@seacadets.org

the board (Area Commander or designee) should always go last for questions and set the transition for board deliberation. The question and answer portion should take no more than 30 minutes.

Each CPO promotion review board should have a seasoned Sea Cadet CPO as a non-voting member. This serves two purposes: 1) Provides the cadet perspective. 2) Serves as a reminder of the expectations the program has in their Chiefs. The Sea Cadet CPO should be prepared to speak directly to the cadet about how achieving the rank of CPO enhanced his/her Sea Cadet experience.

Administration

The promotion review board will be documented by an NSCC officer designated by the Area Commander. Documentation should include: questions asked, summary of responses, cadet's strengths and areas for improvement, and promotion recommendation. The recorder's final report should be sent to the Area Commander within 7 days.

Review Boards for Other Ranks

Regional Directors are encouraged to prepare cadets for this process by establishing promotion review boards for the rank of Petty Officer First Class. This PO1 promotion review board should be executed in accordance with the spirit and intent of this memorandum.

Unit Commanding Officers are encouraged to prepare cadets for this process by establishing promotion review boards for the rank of Petty Officer Second Class. The PO2 promotion review board should be executed in accordance with the spirit and intent of this memorandum.

Enclosure 1

Northeast Area Commander
6832 Pacific Lane, Annandale VA 22003
P: 757.748.3599 tkent@seacadets.org



CPO PROMOTION REVIEW BOARDS

Board Format

OPENING: Area Commander (or designee) begins the meeting and if virtual, starts the recording function. Take muster and list any RDs/COs by name and region as voting members, annotate the non-voting members with their role: recorder, list Sea Cadet CPOs in attendance, Unit CO, etc.

Ask the Unit CO if their cadet knows how to report to the promotion review board? Let the Unit CO know who the chairperson of the board is. The Unit CO will stay in the main room to greet the cadet and help reduce the nerves.

The board members and recorder will adjourn to another room or a breakout room if virtual to go over questions and order (unless done prior to the board convening). A review of the questions ahead of time will ensure the question is different and appropriate for this level. Each board member should ask one knowledge-based question and then a situational based question, preferably related to the knowledge-based question. The situational question should help the evaluation of the character, command and presence, as well as capability to handle the level of responsibility that will be expected.

A bank of questions will be maintained by the area staff.

BOARD BEGINS: Board Chair directs the cadet to report in.

..."Cadet Schmucatteli from Unit Division, reporting to the Northeast Area promotion review board as directed"...

(Board Chair) Introduce yourself and all members present.

Read Verbatim: *The purpose of this promotion review board is to determine your understanding of the Sea Cadet program, chain of command, and the leadership role that you will assume upon promotion. If we feel that you do not understand a particular concept, we will set-up a review with senior cadets and officers to review. We are looking for you to give answers in your own words; this board is not about memorization.*

Begin the questions from the voting members. Start with the knowledge-based question to ease the cadet's mind to ensure we get real response for the situational questions.

Enclosure 1

Northeast Area Commander
6832 Pacific Lane, Annandale VA 22003
P: 757.748.3599 tkent@seacadets.org

Always thank the cadet when you have received enough information and are looking to transition to the next board member.

REMARKS BY SEASONED CADET CPO (Board Chair)

Read verbatim: *Chief XXXX, please share a few words with Cadet Schmucatteli about how your Sea Cadet experience has changed since you became a Chief.*

APPLICANT'S CONCERNS/HESITATIONS (Board Chair)

Read verbatim: *Do you have any questions for us?*

CONCLUDE THE INTERVIEW (Board Chair)

Read verbatim: *Thank you Cadet Schmucatteli. We will adjourn to a breakout room to deliberate and will be back with you shortly.*

DELIBERATIONS

Deliberations should last no more than 10 minutes. Start with a quick vote answering just Yes or No. If it is not unanimous, the chairperson should facilitate any necessary discussions to make sure the board is confident in their decision. The board does not have to be unanimous. It just needs to be confident that all necessary conversations to ensure every viewpoint was understood by all.

With the decision, return to the main meeting.

RESULTS

The chairperson will deliver the results of the board to both the cadet and Unit CO at the same time. Positive results should include congratulations from all board members regardless of how they voted. Negative results must have a suggested course of action and time frame that the board expects to see the cadet back. Building leaders of character means guiding them with ways to improve when they fall short.

CONCLUDE THE BOARD (Board Chair)

Read Verbatim: *Thank you Cadet Schmucatteli. It has been a pleasure getting to know you better. We wish you well as you continue with Sea Cadets.*

UNIT CO FEEDBACK

Excuse the cadet but remain present to discuss results with the unit CO. This is an opportunity to help the unit CO better prepare cadets for promotion review boards and to ensure unit promotion review boards are following the same guidelines.

Thank the Unit CO and excuse him/her.

CLOSE OUT

Board chair should verify that the recorder has all the information needed to submit the final report. Thank the board for their time and effort and dismiss the board.

Enclosure 1