How to Present Yourself to the Board

Appearance: Before going to the board make sure you haircut (or style for females) exceeds military standards. Ensure your uniform fits, meets all AR 670-1 and DA PAM 670-1 regulations, and is neatly pressed.

Bring your ID tags, military driver’s license, weapons car, ID card, meal card, NBC card.

Before going into the board room, ensure your “gig line” is straight, smooth out any lumps or wrinkles in the coat and pants, straighten your tie, and smooth out your hair.

Entrance: When you’re ready to enter the board room, knock firmly and loudly enough to demonstrate your confidence and determination. Three or four raps should be enough.

Wait for the invitation to enter. When you enter the board room, don’t kick the door open, or slam the door behind you. March in the most director route towards the president of the board.

Halt approximately two steps from the front of the president; execute a facing movement in necessary.

Reporting to the President of the Board: Execute a smart salute and report, i.e., “Sergeant
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**Responding to Questions:** Always begin an answer with the title of the person who asks the question, and a brief restatement of the question.

For example: “Sergeant Major, the publications regarding the wear and appearance of Army uniforms are in AR 670-1 and DA PAM 670-1.”

Remember to speak clearly, confidently, and firmly. The board has to decide if you’re a worthy soldier. A board is usually impressed with soldiers who act and speak with assurance and tact.

**Really Messing Up or No Knowing the Answer:**
This can happen to anyone and is no problem if you keep your military bearing.

If you don’t know an answer tell the board member you’ll find out and report back to him or her ASAP. For instance, “Sergeant Rock, as soon as I find out what MOPP level zero is, I’ll report to you immediately,” is a tactful way of saying you’ve never heard of MOPP level zero.

Find out what it is and definitely report back to that NCO as soon as possible.

If it is becoming evident to you and the board that you are making a real mess of things because

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**List of FMs, ARs**

FM 3-11.4, FM 3-11.9, FM 3-1, ATTP 3-11.36, ATTP 3-11.37, TC 3-10......NBC
FM 21-10 ......................... Field Hygiene and Sanitation
FM 4-25.11 ....................... First Aid
FM 7-22 ............................ Physical Readiness Training
FM 3-05.70 ....................... Survival
TC 3-05.70 ....................... Map Reading and Land Navigation
TC 3-21.5 ........................ Drill and Ceremony
ADP 6-22, ADRP 6-22........ Army Leadership
ATP 6-22.1 ........................ The Counseling Process
FM 3-22.9 ........................ Rifle Marksmanship
FM 3-22.68 ...................... Crew Served Weapons
FM 3-23.25 ...................... Combat Training with Pistols
AR 27-10 ......................... Military Justice
AR 381-12 ....................... Threat Awareness and Reporting Program (Tarp)
AR 600-9 .......................... The Army Body Composition Program
AR 600-85 ....................... Army Substance Abuse Program
AR 600-20 ....................... Equal Opportunity (Chap. 6 of Army Command Policy, Chapter 7 Prevention of Sexual Harassment, Chapter 8 Sexual Assault Prevention and Response Program)
AR 600-8-19 ..................... Enlisted Promotions and Reductions
DA PAM 670-1, AR 670-1 ..... Wear and Appearance of Army Uniforms
AR 600-8-22 ..................... Awards and Decorations
AR 840-10 ....................... Flags
AR 600-43 ....................... Conscientious Objection
DA PAM 600-25 ............... NCO Professional Development
Army Leadership (including counseling)

Q: What publications cover Army Leadership and counseling?
A: ADP/ADRP 6-22, ATP 6-22.1

Q: What is military leadership?
A: The ability to influence others in such a manner as to accomplish a mission in a timely manner.

Q: What is tact?
A: A keen sense of what to say and do in order to maintain good relations with others and to avoid offense.

Q: Describe discipline.
A: An attitude of an individual or group that promptly obeys orders or takes appropriate action in the absence of orders.

Q: Describe motivation.
A: The ability to make people want to do what you know must be done.

Q: Describe supervision.
A: Controlling a situation and ensuring a task or mission is done properly.

Q: Give an example of strategic leadership?
A: A strategic leader may be a theatre commander in chief (CINC), or division commander. They are responsible for organizations that influence several thousand to hundreds of thousands of people.

Q: Describe initiative?
A: It is the ability to be a self-starter, to do something without being told, to recognize a solution or opportunity and use it to accomplish the mission.

Q: According to ADP/ADRP 6-22 what two interacting sets of characteristics make up character?
A: Values and attributes.

Q: How many aircraft were hijacked by al-Qaeda on 9/11?
A: Four aircraft. Two flew into the World Trade Center; one flew into the Pentagon, one crashed into a field in Shanksville, Somerset County, Pennsylvania.

Q: On what date did the U.S. invade Afghanistan, beginning Operation Enduring Freedom?

Q: On what date did the U.S. invade Iraq, thus beginning Operation Iraqi Freedom?
Army Leadership (including counseling)

Q: What Army publications cover counseling?
A: ATP 6-22.1

Q: What are the three approaches to counseling?
A: Directive, non-directive and combined.

Q: What are the two major categories of counseling?
A: They are event-oriented, and performance/professional growth.

Q: Are leaders required to counsel soldiers?
A: Yes. The leader who neglects counseling his subordinates is negligent in his duty.

Q: What is developmental counseling?
A: Developmental counseling is a plan for soldiers to use to achieve individual and organizational goals.

Q: What are the four stages of the counseling process?
A: They are: identify the need for counseling, prepare for counseling, conduct counseling, and follow up.

Uniform Wear and Appearance

Q: What are the manuals for wear and appearance of Army uniforms?
A: AR 670-1 and DA PAM 670-1

Q: What is the standard for female hair appearance?
A: • Hair should not extend below the bottom edge of the collar.
• Hair style will not interfere with the wearing of headgear or protective masks.
• Hair will not fall over the eyebrows.
• Barrettes, pins, clips must be transparent or similar in color to the hair.

Q: Can male soldiers wear wigs?
A: Yes, but only to cover natural baldness or a physical disfigurement. And, it must conform to Army standards.

Q: Can any soldier hang keys or a knife from the belt or belt loop?
A: No. Only the Armorer or Charge of Quarters is allowed to hang keys from the belt or belt loops.
Uniform Wear and Appearance

Q: Describe how females shall wear the black all-weather coat.
A: The sleeve length will be ½ inch longer than the service coat when worn under the all-weather coat. The bottom of the coat will reach a point 1 inch below the skirt hem but not less than 1 ½ inches below the crease in the back of the knee.

Q: What are three types of special skill tabs?
A: • The President’s Hundred tab
• The Ranter tab
• Special Forces tab.

Q: Describe the wearing of special skill tabs.
A: Tabs are worn ½ inch below the shoulder seam on class A uniforms, and ⅛ inch below the shoulder seam on utility uniforms.

Q: Does AR 670-1 and/or DA PAM 670-1 consider the “airborne” tab a special skill tab?
A: No.

Q: How many special skill tabs may be worn with an Army uniform?
A: Three.

Q: What does ASU stand for?
A: Army Service Uniform. These are the dress uniforms or Class A’s.

Q: What does NBC (C.B.R.N.) stand for?
A: Chemical, biological, radiological and nuclear.

Q: What are some FM's that cover NBC?
A: FM 3-11.4, FM 3-11.9, FM 3-1, ATTP 3-11.36, ATTP 3-11.37, TC 3-10

Q: What does “MOPP” stand for?

Q: What is the official name of the chemical protective suit?
A: Joint Service Lightweight Integrated Suit Technology, or JSLIST.

Q: What is MOPP level zero?
A: The mask is carried and all MOPP clothing (JSLIST, gloves and boots) is readily available.

Q: Describe MOPP level one.
A: Only the JLIST is worn.

Q: Describe MOPP level two.
A: JSLIST and boots are worn.

Q: Describe MOPP level three.
A: JSLIST, boots and mask are worn.

*NOTE: The term “NBC” is being phased out. C.B.R.N. is acronym replacing “NBC.” Also, according to the General Dennis J. Reimer Trainer and Doctrine website (https://atiam.train.army.mil) FM 3-7 is obsolete (no replacement as of this printing). FM 3-5 was superseded by FM 3-11.5.
Physical Readiness Training

Q: What are the commands for the extended rectangular formation?
A: • Extend to the left, march.
• Arms downward, move.
• Left face.
• Extent to the left, march.
• Arms downward, move.
• Right, face.
• From from to rear, count off (no pause between “count” and “off” as there is in squad formations).
• Even number to the left, uncover.
• Assemble to the right, march.

NBC (C.B.R.N.)

• Mist or fog sprayed by aircraft.
• Mortars.

Q: Can a biological attack be detected immediately?
A: No.

Q: What does the abbreviation “CARC” stand for?
A: Chemical Agent Resistant Coating. It is a paint that resists absorption of chemical contamination?

Q: Does the Army have a biological agent detention device?
A: No.

Q: What amount of time is required to don the M40 protective mask?
A: Nine seconds, according to STP 21-1-SMCT (Soldier Training Publication 21-1, Soldier’s Manual of Common Tasks), page 3-117.

Q: Besides the M11 portable decontaminating apparatus, what other portable decon system does the U.S. Army have for large equipment?
A: The XM100 Sorbent Decontamination System (SDS). It decreases decon time, and eliminates the need for water.

Q: What is the U.S. policy regarding the use of chemical weapons?
A: The U.S. will not use chemical weapons.
Battle Focused Training

Q: What is Battle Focused Training?
A: It is a concept used to derive peacetime training requirements from wartime missions.

Q: What is the title of FM 7-0?
A: Training The Force.

Q: What does “METL” stand for?
A: Mission Essential Task List.

Q: Define METL.
A: A collection of crucial jobs or tasks that must be successfully performed if an organization is to accomplish its wartime mission.