



New Jersey Air National Guard

Reporting Procedures for Meeting the NCO Promotion Board



Prior to entering the room, knock **1 time** and wait for the response from the Board President to enter.

Once positioned in front of your seat, report to the board. “Sir/Ma’am, (RANK) Smith reports as ordered.”
DO NOT SALUTE UNLESS there is an Officer on the board.

Answer the questions to the best of your ability while always maintaining your military bearing. See below for the recommended instructions to prepare you for this board. It is the responsibility of the candidate who is meeting the board to visit these various instructions to prepare themselves for the upcoming board.

When the board is finished with their questions, they will dismiss you. Upon their dismissal, stand up (salute only if there is an Officer on the board) and thank them for their time, and then proceed to exit the room using facing movements.

Candidates will be evaluated on the following:

1. A Profession of Arms: Our Core Values (Blue Book) (May 2022)

Pages 5-6, Chapter 1, Introduction, A Profession of Arms

Pages 8-12, Chapter 3, Air Force Core Values and Virtues

2. The Enlisted Force Structure (Brown Book) (May 2022)

Page 7, Chapter 2, Who We Are: Airmanship, A Culture of Respect, Trust and Inclusion

Page 8, Chapter 2, Who We Are: Airmanship, Followership, Leadership and Teamwork

Pages 15-16, Chapter 4, What We Do: Roles and Responsibilities, Expectations and Duties, NCO

Pages 22-23, Chapter 5, How We Do It: Competencies and ALQs, Feedback and Development

Pages 23-24, Chapter 5, How We Do It: Competencies and ALQs, Mentoring and Coaching

Page 24, Chapter 5, How We Do It: Competencies and ALQs, Performance and Evaluation

3. DAFI 36-2903, Dress and Personal Appearance (February 2020, Incorporating Change 4, April 2022)

Page 9, Chapter 1, 1.1, 1.1.2, 1.1.3

4. DAFMAN 36-2905, Physical Fitness Program (April 2022)

Page 6, Chapter 1, 1.1, 1.2

5. DAFI 90-5001, Integrated Resilience (January 2019, Incorporating Change 1, October 2021)

Pages 22-23, Chapter 2: Roles and Responsibilities, 2.3, Installation Level, 2.3.7 Leaders and Supervisors, 2.3.8 Airmen

6. DAFI 90-6001, (July 2020, Incorporating Change 1, March 2021) Sexual Assault Prevention and Response (SAPR) Program

Page 30, Chapter 3, 3.2, 3.2.1, 3.2.2 and 3.2.3

Communication and Presentation:

This area will be graded throughout the entire interview. This will consist of an evaluation of the member’s dress and appearance and professionalism (posture, composure, gestures, eye contact). There will be one question at the end of the board that will be knowledge level and experiential level. There is no textbook answer.

How you will be graded during the board:

1. For dress and appearance, you can receive a maximum of 10 points. You will be evaluated on the following: uniform is clean and serviceable, proper grooming, accouterments (e.g., name tags, chevrons, US insignias, badges, properly displayed awards and decorations).
2. For communication, professionalism and presentation, you can receive a maximum of 10 points. You will be evaluated on the following: no rocking in the chair, correct facing movements, composure throughout the board, limited hand movements, straight posture in the chair, eye contact with all board members throughout the entire board process and the ability to communicate throughout the interview.
3. You will be asked four questions that will be taken directly from the materials referenced in this reporting instruction only. Some of the questions will be scenario-based and each question will be worth a maximum of 16 points. See below for the grading scale.
4. You will be asked one question at the end of the board that will be an experiential level question. There will be no textbook answer to this question. This question will be worth a maximum of 16 points. The board members will use the following grading scale for questions 1-5:

Does not know the answer	0 points
Knows the answer, but required extensive coaching	1-6 points
Knows the answer and required very little coaching	7-12 points
Knows the answer and gave in-depth responses with examples	13-16 points

Note: Candidates must wear their service dress uniform with all current state and federal awards, decorations and badges. **You must score at least a 70 to pass the board.**

Locations of References:

New Jersey Air National Guard Website: <https://www.njang.ang.af.mil/State-Command-Chief/>

Air Force E-Publications: <https://www.e-publishing.af.mil/>

State Command Chief SharePoint (CAC access only):

<https://usaf.dps.mil/sites/HQNJANG/AOI/NJCCM/SitePages/Home.aspx>

NJANG Enlisted Leaders TEAMS Channel (CAC access only):

<https://dod.teams.microsoft.us/l/team/19%3adod%3a40055225efc946a3ac652f19b4a9a6b1%40thread.tacv2/conversations?groupId=0fd27e73-b65b-4b91-b0c8-0fd007daa17a&tenantId=8331b18d-2d87-48ef-a35f-ac8818ebf9b4>