



# PROMOTIONS

## The in's and out's

AR 670-1 to be sure your uniforms meet the standards.

Make sure your haircut or hairstyle is well within regulations. Check AR 600-20, it does not hurt to go overboard in this category.

Be familiar with such military programs as Community Services (AR 608-1), Equal Opportunity (AR 600-21), Human Relations (DA PAM 600-16) and Drug and Alcohol Abuse (AR 600-85).

### Current events

Know what's happening in the world. You may be asked about current news and major events on the local, national and international level. You will probably be ahead of the game if you read the FIVE by FIVE, Frankfurt Chronicle, and Stars and Stripes the day before and the day of the board.

Know the job responsibilities of your next higher grade. Be prepared to answer technical questions and to pay particular attention to the new responsibilities you will have when promoted.

Review all the basic soldiering topics you've learned since entering the service.

Knock LOUDLY on the

door of the boardroom and enter when told to do so.

Approach the president of the board, using proper facing movements.

Halt at attention in front of the president of the board.

### Saluting

Render a hand salute and report to the president, "Specialist Four Smith reports to the president of the board, Sir!". Hold your salute until the president returns it and then make your next move as directed. Usually you will be told to take a seat.

Begin all statements to the board members with "Sir," "Sergeant Major," "Sergeant," or as appropriate.

Don't jeopardize yourself by giving answers you do not know to be correct. An incorrect answer may be worse than an honest, "Sergeant, I don't know the answer."

### Speak loudly

Speak loudly. If you feel your voice start to waiver because of nervousness, raising your voice will help to steady it.

Direct your answer to the person asking the question. If you do not understand the question, ask the board member to repeat it or rephrase it.

## Getting promoted

If you're like the other 791,865 soldiers in the United States Army, you want to get promoted - right? The FIVE by FIVE has compiled some helpful hints on what to study and how to present yourself before a promotion board.

We would say good luck but that won't get it in today's Army. The key to a successful career is preparation, now go for it.

### Study packets

Find out if there's a study packet available from your company or battalion and if so STUDY! The Soldiers Manual of Common Tasks (FM21-2) has all the general information on basic soldiering you may need, and the First Aid Manual (FM21-11) contains information you should know.

Your appearance, bearing and self-confidence are very important. Check