EO C407.01 – PREPARE FOR A MERIT REVIEW BOARD

1. **Performance**:Prepare for a Merit Review Board

2. **Conditions**:

   a. Given:

      (1) Supervision, and

      (2) Assistance as required.

   b. Denied: Nil.

   c. Environmental: Classroom or training area large enough to accommodate the entire group.

3. **Standard**:The cadet shall:

   a. identify occasions for a merit review board; and

   b. prepare for a merit review board, by:

      (1) completing tasks, as requested by the merit review board chair;

      (2) preparing a uniform;

      (3) identifying where and when the merit review board will be conducted; and

      (4) reviewing for possible interview questions.

4. **Teaching Points**:

TP	Description	Method	Time	Refs
TP1	Identify occasions for a merit review board, to include: a. promotion requirements for: 1. Master Warrant Officer, and 2. Chief Warrant Officer; and b. other possible occasions, to include: 1. awards, 2. scholarships, 3. senior appointments within the corps (eg, Regimental Sergeant Major), 4. Cadet Summer Training Centre (CSTC) training opportunities, 5. expedition opportunities, and 6. staff appointments at a CSTC.	Interactive Lecture	5 min	A0-126 A2-028 C0-416
TP2	Describe: a. how to prepare for a merit review board for promotion; and b. tips for a successful interview.	Interactive Lecture	20 min	A0-126 A2-028 C0-416

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TP	Description	Method	Time	Refs
	Note: The cadets will be given scenarios to prepare for a merit review board at the end of this TP.			
TP3	Have the cadets participate in a practice merit review board based on the scenario given.	In-Class Activity	55 min	A0-126

5. **Time**:

a. Introduction / Conclusion:	5 min
b. Interactive Lecture:	25 min
c. Subtotal (one period):	30 min
d. Introduction / Conclusion:	5 min
e. In-Class Activity:	55 min
f. Subtotal (two periods):	60 min
g. Total:	90 min

6. **Substantiation**:

   a. An interactive lecture was chosen for TPs 1 and 2 to introduce merit review boards and to summarize the teaching points.

   b. An in-class activity was chosen for TP 3 as it is an interactive way to provoke thought and stimulate interest among the cadets about merit review boards.

7. **References**:

   a. A0-126 CATO 13-02 Director Cadets 3. (2008). *Cadet rank promotions*. Ottawa, ON: Department of National Defence.

   b. A2-028 CATO 46-01 Director Cadets 4. (2005). *Army Cadet dress instructions*. Ottawa, ON: Department of National Defence.

   c. C0-416 Air Cadet League of Canada BC Committee (2009). *Sponsoring committee resources: Mock boards*. Retrieved March 4, 2009, from http://www.aircadetleague.bc.ca/SponCommResources/Mock_Boards.PDF

8. **Training Aids**:Presentation aids (eg, whiteboard / flip chart / OHP / multimedia projector) appropriate for the classroom / training area.

9. **Learning Aids**:

   a. Annex B of CATO 13-02, *Cadet Rank Promotions*,

   b. Merit Review Board Scoresheet, and

   c. Dress Inspection Scoresheet.

10. **Test Details**:Nil.

11. **Remarks**:When scheduling this lesson, allow at least two weeks between TPs 2 and 3.

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