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. Chief Petty Officer Second Class, and 2. Chief Petty Officer First Class; and b. other possible occasions, to include: 1. awards, 2. scholarships, 3. senior appointments within the corps (eg, coxswain), 4. Cadet Summer Training Centre (CSTC) training opportunities, and 5. staff appointments at a CSTC.	Interactive Lecture	5 min	A1-003 A0-126 C0-416
TP2	Describe: a. the merit review board process; b. how to prepare for a merit review board for promotion; and c. tips for a successful interview. Note: The cadets will be given scenarios to prepare for a merit review board at the end of this TP.	Interactive Lecture	20 min	A1-003 A0-126 C0-416
TP3	Have the cadets participate in a practice merit review board based on the scenario given.	Role-Play	55 min	A0-126

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5. **Time**:

a.	Introduction / Conclusion:	10 min
b.	Interactive Lecture:	25 min
c.	Role-Play:	55 min
d.	Total:	90 min

6. **Substantiation**:

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

   b. A role-play was chosen for TP 3 as it motivates the cadets to become more actively involved in preparing for a merit review board, which is explained in a realistic setting. The cadets must consider the situation and the goal they wish to achieve in the role-play.

7. **References**:

   a. A1-003 A-CR-005-001/AG-001 Director Cadets 4 (2006). *Royal Canadian Sea Cadets dress instructions*. Ottawa, ON: Department of National Defence.

   b. A0-126 CATO 13-02 Director Cadets 3. (2008). *Cadet rank promotions*. 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**:

   a. Presentation aids (eg, whiteboard / flip chart / OHP / multimedia projector) appropriate for the classroom / training area; and

   b. Scenarios for merit review boards.

9. **Learning Aids**: Scenario for a merit review board.

10. **Test Details**: Nil.

11. **Remarks**:

   a. The cadets will be given scenarios to prepare for a merit review board at the end of TP 2.

   b. When scheduling this lesson, allow at least two weeks between TPs 2 and 3.

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