

## **Reporting**

### **Purpose**

- Reporting is the formal means of initiating communication with an officer/CTA in their office
- Necessary for:
  - Formal counselings conducted on the first day, halfway through, and at the end of Field Training
  - Anytime you are ordered to report
  - Making a statement to or asking a question of an officer/CTA

### **Procedure**

When reporting in:

- Knock twice on the door and wait for a response from the officer/CTA
- When told to enter, walk directly (squaring any corners) to within two paces of the desk
- Come to attention (eyes caged forward)
- Salute
- State the correct verbiage:
  - If you have been ordered to report, use:
    - “*Sir/Ma’am, Cadet [Last Name] reports as ordered.*”
  - If reporting on your own, use:
    - “*Sir/Ma’am, Cadet [Last Name] reports to make a statement.*”
    - “*Sir/Ma’am, Cadet [Last Name] reports to ask a question.*”
- Hold your salute until it is returned
- Remain at attention until dismissed or told to be seated

When reporting out:

- At the end of conversation, ask “*Will that be all Sir/Ma’am?*”
- If done, the officer will acknowledge and from the same location you reported in, salute and state:
  - “*Good morning/afternoon/evening, Sir/Ma’am*”
- After your salute is returned, drop your salute
- Execute the proper facing movement
- Leave the room, ensuring that you square any corners as you depart
  - NOTE: If the officer states “*That will be all*” or “*You are dismissed*” before you ask “*Will that be all, Sir/Ma’am?*” then do not ask that question. Just salute and render the appropriate exit greeting “*Good morning/afternoon/evening, Sir/Ma’am.*”

### **Key Points To Remember**

- How you report in on TD-0 is directly responsible for the first impression your FTO has of you
- You must have confidence in yourself
- Do not lose your bearing
  - If necessary, take a deep breath and exhale just prior to entering the office to calm yourself
  - If you make a mistake, do not lose your composure. Simply ask “*Correction please, Sir/Ma’am?*” and proceed
- Always keep your eyes caged forward when at the position of attention. One of the biggest mistakes cadets make is looking the officer/CTA in the eye. Do not look around or at the officer/CTA unless told to be “at ease”
- Move with a sense of urgency and look sharp when walking to or from the desk
- One pace is 24 inches measured heel-to-heel. Thus, two paces will be 48 inches away from the desk. Measure that distance from a desk beforehand so that you can visualize 48 inches when you actually report
- Ask “*Will that be all, Sir/Ma’am?*” before you salute because the officer/CTA may not be done
- Never drop your salute before the officer/CTA returns it. That is a show of disrespect towards the officer/CTA as well as a lack of situational awareness and attention to detail
- Use your seven basic responses unless told otherwise