

# **Yellow Card Instructions and Format**

## **General guidelines**

- Use a pencil to fill out your yellow card. This will enable you to make revisions as necessary. No words should be lined out-use the eraser.
- The only abbreviations should be in reference to duty positions (ex. *PL=Platoon Leader*), S.T.A.R. format (*Situation, Task, Action, Results*) and leadership dimensions (ex. *CO=communication*).
- If you find yourself running out of room you can use another card to continue. Remember to number your cards in the box designated for this.
- ONLY sign and date your card once your evaluator has approved it and you've completed your Cadet Summary of Counseling.

# S.T.A.R. Format

*Situation* The first line indicates what your job was (CO, XO, PL, etc.) followed by the dates you performed your duties, the number of cadets you were in charge of, and the type of training that was conducted. *Ex. PT leader in charge of 15 cadets on 16OCT2005 with the responsibility of conducting physical training.*

*Task* This line is reserved for what your job was. *Ex. Tasked with running PT for Bravo Company with an emphasis on upper body strength and cardiovascular endurance.*

*Action* The action should be about a specific action you took in order to prepare and/or execute your mission. *Ex. Searched the Internet for different training exercises or Reconned training area to ensure no safety hazards present.*

**Note:** You can have more than one “Action” for a task.

*Result* This line is reserved for the conclusion of your actions. *Ex. Bravo Company completed a satisfactory PT session with a high level of motivation and no injuries.*

# **BACK SIDE Format**

The backside is reserved for your personal assessment of your performance. Use the 16 leadership dimensions when considering what your strong points were and what you need to improve on. Again, this is where you can abbreviate the dimension. DO NOT make one statement for 2 or more dimensions.

## **CORRECT**

CO: Communicated my P.T. plan to the company before starting; spoke to company clearly and enthusiastically.

TE: Displayed strong knowledge of the stretches and exercises for PT based on research of FM 7-8.

## **WRONG**

EX / PL: As the PT leader I planned a work out and finished it.

MO: Everyone had a good time.

EX: I didn't bring my cell phone on the FTX.

# Cadet Summary of Counseling Instructions

- After you receive your blue card and counseling, review the blue card and what dimensions your evaluator commented on.
- Using the blue card as a guideline review those dimensions and agree or *disagree* with the comments.
- Points to remember:
  - *Remember you can abbreviate the dimension but **DO NOT** double up the dimensions with one comment.*
  - *DO NOT write comments that show no degree of personal reflection, such as EX: I agree or ME: Possess desire, will, initiative, and discipline (Taken word for word from blue card description of Mental attributes*

# Cadet Self Assessment Report

## *a.k.a. Yellow Card Example.*

<b>SUMMARY OF PERFORMANCE (describe the Situation, assigned Tasks, Actions taken, Results and indicate some event Times).</b>
S – Assigned (CO, XO, ISG, PL, PSG, SL) in charge of ____-cadet (CO, PLT, SQD) from (date/time group) to (date/time group) for (type of training).
T – Conduct Troop Leading Procedures (TLP's). (Receive Mission, WARNO, OPORD)
A – One week prior to serving in leadership position, got together with company leadership and issued a WARNO to my element, giving them any
and all information available at that time, to include my PT plan.
A – Received the mission, took copious notes, asked pertinent questions.
A – Immediately following the OPORD, issued WARNO, and the time & place of my OPORD.
A – Issued a complete 5 paragraph OPORD utilizing the risk management process in a clear and concise voice, ensuring the plan for training
was clearly understood by conducting a thorough back brief.
A – Assigned primary and assistant instructors for lab ensuring that they knew the task they were teaching and had all materials and supplies
ready, by prior coordinating with my chain of command.
R – Element was thoroughly briefed and prepared for training prior to execution.
T – Conduct Physical Training (PT) Monday, Wednesday, and Friday morning.
A – Prepared a PT plan for my element or discussed plan with higher not later than one week prior to execution.
A – Ensured all my personnel knew proper uniform and formation times and locations, ensuring 100% attendance & accountability for the week.
A – Ensured that my element reached muscle failure in push-ups and sit-ups and had a minimum of 20 minutes of cardio respiratory workout.
R – Element was 100% present, highly trained & motivated
T – Conduct Leadership Lab, After Actions Review (AAR), and Change of Command.
A – Ensured my element was trained to the highest standard by rehearsing classes with instructors paying close attention to accuracy of material.
A – Enthusiastically offered excellent feedback during company AAR in order to improve my element's standards & capabilities.
A – Formally conducted change of command ensuring positive future performance by giving detailed continuity information to my successor.
A – Correctly and neatly completed Cadet Self-Assessment Report and turned in to my evaluator on time

# **Adjectives for Yellow Cards**

Established	Attended	Informed	Suggested
Coordinated	Participated	Notified	Led
Conducted	Contacted	Arrived	Marched
Assigned	Rehearsed	Disseminated	Initiated
Assisted	Referred	Issued	Volunteered
Completed	Motivated	Emplaced	Briefed
Ensured	Applied	Failed	Supervised
Obtained	Practiced	Needed	Prepared
Maintained	Constructed	Used	Dismissed
Reckoned	Instructed	Utilized	

## **ATTRIBUTES**

<b>ME</b>	<b>MENTAL</b>	<b>Possess desire, will, initiative, and discipline</b>
<b>PH</b>	<b>PHYSICAL</b>	<b>Maintains appropriate level of physical fitness and military bearing</b>
<b>EM</b>	<b>EMOTIONAL</b>	<b>Displays self-control; calm under pressure</b>

<b>SKILLS</b>		
<b>CN</b>	<b>CONCEPTUAL</b>	<b>Demonstrates sound judgment, critical/creative thinking, moral reasoning</b>
<b>IP</b>	<b>INTERPERSONAL</b>	<b>Shows skill with people; coaching, teaching, counseling, motivating, and empowering</b>
<b>TE</b>	<b>TECHNICAL</b>	<b>Possesses the necessary expertise to accomplish all tasks and functions</b>
<b>TA</b>	<b>TACTICAL</b>	<b>Demonstrates proficiency in required professional knowledge, judgment, and war fighting</b>



## **INFLUENCING**

<b>CO</b>	<b>COMMUNICATING</b>	<b>Displays good oral, writing, and listening skills for individuals/ groups</b>
<b>DM</b>	<b>DECISION-MAKING</b>	<b>Employs sound judgment, logical reasoning, and uses resources wisely</b>
<b>MO</b>	<b>MOTIVATING</b>	<b>Inspires, motivates, and guides others toward mission accomplishment</b>

## **OPERATING**

<b>PL</b>	<b>PLANNING:</b>	<b>Develops detailed executable plans that are feasible, acceptable, and executable</b>
<b>EX</b>	<b>EXECUTING</b>	<b>Shows tactical proficiency, meets mission standards, and takes care of people/resources</b>
<b>AS</b>	<b>ASSESSING</b>	<b>Uses after-action and evaluation tools to facilitate consistent improvement</b>

## **DEVELOPING**

<b>DV</b>	<b>DEVELOPING</b>	<b>Invests adequate time and effort to develop individual subordinates</b>
<b>BD</b>	<b>BUILDING</b>	<b>Spends time &amp; resources improving individuals, teams, groups, &amp; units; fosters ethical climate</b>
<b>LN</b>	<b>LEARNING</b>	<b>Seeks self-improvement and organizational growth, envisioning, adapting, and leading change</b>