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**DEPARTMENT OF THE ARMY  
MANATEE HIGH SCHOOL JROTC HURRICANE BATTALION  
902 33<sup>RD</sup> STREET COURT WEST  
BRADENTON, FL 34205**

MHS-HB  
MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Enlisted SSG-MSG Promotion Board Schedule for School Year 2017/2018

1. Reference Chapter 2-5, CCR 145-2, Cadet Promotions System; Battalion Promotion SOP.
2. The Hurricane Battalion Promotion Board will convene in SGM Staff's classroom on the below dates:
  - a. **Quarter 1: September 5, 2019 @ 1440 hours**
  - b. **Quarter 2: December 5, 2019 @ 1440 hours**
  - c. **Quarter 3: February 6, 2020 @ 1440 hours**
  - d. **Quarter 4: April 2, 2020 @ 1440 hours**

3. Board members will be present on the prescribed dates. The board members and subject areas are as follows:

C/CSM Ansley Wood (President)	Cadet Creed, 7 Army Values Drill and Ceremony
C/SGM Estefani Dominguez (VP)	Hurricane Battalion Unit History, Army Chain of Command, Military Customs and Courtesies
C/1SG Victoria Rodriguez (A CO)	JROTC Mission and History, Key to Success
C/1SG Resenia Troupe (B CO)	Hurricane Battalion Chain of Command
C/1SG Natalie Rosales (C CO)	Leadership, Steps to Effective Supervision
C/1SG Vincent Seleska (D CO)	Current Events: School/JROTC, Local, National, International
C/1SG Allyson Harris (E CO)	Wear of the Uniform (Cadet Guide, AR 670-1), Cadet Challenge
C/2LT Jordan Painter	Recorder w/o vote

4. All board members will have a minimum of two questions for each subject area. Questions will be derived from the Cadet and Army Manuals in accordance with the appropriate regulations. Cadets and board members will research the manuals and regulations while preparing for the promotion boards. Attendees and board members are required to make

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prior arrangements with C/CSM Ansley Wood or C/SGM Estefani Dominguez if any missions or issues will prevent them from participating in the board no later than 72 hours prior to the board convening.

5. Cadets appearing before the board will wear the Class B (Army Blue) uniform. Board members will wear the assigned Uniform.
6. Cadets appearing before the board will present their cadet portfolio to the President of the board.
7. Cadets will submit their promotion board packet and supporting documents to their First Sergeant in time for the packet to be turned in to the C/CSM no later than the 1<sup>st</sup> of every promotion board month. This will afford the promotion board documents to be prepared by the C/CSM in a timely manner prior to the board date. Leadership and company First Sergeants will review the promotion packet and all supporting documents with the cadet prior to turn-in. Company First Sergeants will submit the documents to the C/CSM at the First Sergeant meetings. The cadet will validate and sign their promotion packets after it has been processed by the C/CSM and Battalion S-1.
8. All cadets are required to complete an essay as part of the promotion board packet to be reviewed by the C/CSM and all the board members.
9. Cadets' most recent cadet challenge score will be included in the promotion board packet.
10. Point of contact for this memo is C/CSM Ansley Wood at wood6a@students.manatee schools.net.

Ansley Wood  
Cadet Command Sergeant Major