**REPLY TO**

**ATTENTION OF**

ABCD-HIJ-LM 15 September 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) for the October 2015 Promotion Board.

1. The Promotion Board will convene on 27 October 2015 at 0900 hours in the Battalion Conference room. Board members, first line supervisors, and candidates will report no later than 0850 hours for briefing.

2. The uniform for board members will be the Army Combat Uniform (ACU). The First Line Supervisors will be in ACU’s and also report with their “Leaders Book”. The uniform for all personnel appearing before the board will be the class "A" uniform or the Army Service Uniform (ASU) with all awards and decorations worn IAW AR 670-1.

3. Board members and their areas of questions are as follows: found in the U.S. Army Board Study Guide version 5.3, dated June 02, 2008, unless otherwise listed. Also can be found at [www.armystudyguide.com] (This is outdated and is only used as an example)

 a. President of the Board – CSM Gregory, Tyler A.

1. Unit/Company/Army/NCO History

2. US Flag

3. Chain of Command

4. Soldiers Creed/ Night Stalkers Creed/ NCO Creed

5. Warrior Ethos

6. 11 Principles of Leadership

 b. A Co – 1SG Mack, James L.

1. Leadership Counseling

2. Current Events (USA TODAY) (ARMY TIMES) (WORLD BROADCAST)

3. Military Customs and Courtesies/Tradition

 c. B Co – 1SG Lovely, Kenneth K.

1. Wearing of the Uniform

2. Military justice

3. NCOER

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 d. C Co – 1SG Wilson, Samuel B.

1. First Aid

 2. Army Programs

 3. Communications

 e. D Co – 1SG Hall, Jeremy S.

1. Army Leadership

2. Battle Focused Training

3. Code of Conduct

 f. HHC – 1SG Green, Aaron H.

1. Weapons

2. Map Reading/Land Navigation

3. Guard Duty

4. NBC (FM 3-7) (STP 21-1) (STP 21-24)

 g. Board Recorder without vote is SGT Sherman, Billy H.

4. The following personnel are scheduled to appear before the Promotion Board for

October 2015:

**a.** **To Staff Sergeant**:

**NAME COMPANY SSN PMOS**

Johnson, Trey CCO 123-45-6789 63B

James, Dennis HHC 123-45-6789 35G

**b.** **To Sergeant**:

**NAME COMPANY SSN PMOS**

Johnson, Bryan ACO 123-45-6789 11B

Smith, Samantha DCO 123-45-6789 15U

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5. The point of contact for this memorandum is SGT Sherman, Billy H. at 867-5309.

  TYLER A. GREGORY

 CSM, USA

 President of the Board

DISTRIBUTION:

Board Members (1)

Attendees (1)

Unit Files (1)